



## Form to Report Contaminated, Damaged, or Missing Materials

New Jersey Student Learning Assessments (NJSLA)

New Jersey Graduation Proficiency Assessment (NJGPA)

### Instructions:

1. Follow the instructions in the *Test Coordinator Manual* if test materials are contaminated, damaged, missing, or incorrectly numbered (**Section 2.1.5**).
2. The DTC (or at the discretion of the DTC, the STC) must complete this form with all the required information.
3. The DTC must upload the completed form to PAN within five school days. See directions in **Section 2.1.6**.
4. After a successful upload, email the Support Request ID (i.e., confirmation number) to the appropriate State Assessments Program Coordinator. Include the name of the form, CDS Code, and school and district names in the subject line.
5. Districts are required to retain a record of this completed form for three years.
  - Spring
  - Summer
  - Fall

Contact Name \_\_\_\_\_ Contact Phone and Ext \_\_\_\_\_

Contact Person's Role \_\_\_\_\_

Contact Email \_\_\_\_\_

School Name \_\_\_\_\_ District/School Organization Code \_\_\_\_\_

District Name \_\_\_\_\_

Document type/Subject/Grade	Quantity	Security Numbers	Description of Circumstances
<b>Example</b> Grade 9 ELA Test Booklet	1	123456789-0	Student had a nosebleed on the booklet and it has now been destroyed according to district protocol.