

Form to Report Contaminated, Damaged, or Missing Materials
New Jersey Student Learning Assessment (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 assessment program coordinator. The body of the email should include a brief description of the scenario and if immediate action is necessary. LEAs are required to retain a record of this completed form for three years.

Fall Spring Summer

Contact Name: _____ **Contact Phone and Ext:** _____

Contact Pearson’s Role: _____

Contact Email: _____

School Name: _____ **District/School Organization Code:** _____

District Name: _____

Document Type/Subject/Grade	Quantity	Security Numbers	Description of Circumstances
Example 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.