



2022–2023 College and Career Ready Standards (CCRS) Assessment Form to Report Contaminated, Damaged, or Missing Materials

Schools may use this form to gather the detail. Schools will contact their District Assessment and Accountability Instructional Systems Specialist and DoDEA HQ for missing materials. Schools will submit an irregularity report within two school days through the DoDEA Testing Irregularities Portal located at <https://cloud.dodea.edu/AcctAssess/Assessments/SitePages/Testing%20Irregularities.aspx>.

Instructions:

1. Follow the instructions in the *Test Coordinator Manual* if test materials become contaminated (Section 4.2.3), damaged (Section 4.2.3), or missing (Section 3.10.2).
2. Then report the incident using this form to describe the circumstances.
3. Submit the form to Pearson and according to DoDEA policy and guidance, to your DTC or DoDEA HQ.

Agency _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring
Contact Name _____	Contact Phone and Ext _____
Contact Person's Role _____	
Contact Email _____	
School Name _____	School Organization Code _____
District Name _____	
District Organization Code _____	

Complete this form and submit the completed form to Pearson via one of the following methods:

Mail Pearson DoDEA Program Team
 Mail Stop 160
 2510 North Dodge St., Iowa City, IA 52245

Email DoDEACCRS@pearson.com

Document Type/Subject/Grade	Quantity	Security Barcode or Range of Barcode 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 school or DoDEA protocol.