

**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 Assessment Branch Helpdesk.

**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 \_\_\_\_\_

Spring

Contact Name \_\_\_\_\_

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

Contact DoDEA Assessment Branch Helpdesk. \_\_\_\_\_

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

School Name \_\_\_\_\_

School Organization Code \_\_\_\_\_

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

Complete this form and submit the completed form to Pearson via the following Email [DoDEACCRS@pearson.com](mailto:DoDEACCRS@pearson.com)

District Organization Code \_\_\_\_\_

Document Type/Subject/Grade	Quantity	Security Barcode or Range of Barcode Numbers	Description of Circumstances
<b>Example</b> Grade 4 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.