

# NM Public Education Department

## Missing Test Materials Reporting Form

The loss of standardized state test materials is a breach of test security and must immediately be investigated and reported. A test administrator must report missing materials to their school test coordinator (STC). The STC and the district test coordinator (DTC) must investigate the missing materials. The DTC must also notify the test vendor's help desk and the PED Assessment Bureau. This form must be completed by an STC and submitted to the principal, DTC, and the Assessment Bureau (email: [ped.assessment@state.nm.us](mailto:ped.assessment@state.nm.us) or fax: 505.827.6689) within three days of the incident.

For PARCC also complete the form at [http://avocet.pearson.com/PARCC/Home#pdf=7454\\_16221#page=1](http://avocet.pearson.com/PARCC/Home#pdf=7454_16221#page=1).

For ACCESS also complete the Accountability Form at <http://wida-ams.us> under the Materials tab. (You will need to login).

<b>District Code:</b>	<b>District Name:</b>	<b>Date:</b>				
<b>School Code:</b>	<b>School Name:</b>					
<b>Principal Name:</b>			<b>Contact Phone :</b>			
<b>School Test Coordinator:</b>						
<b>Test Administrator:</b>						
<b>Proctor: (if applicable)</b>						
<b>Describe missing materials, including type of materials, amount, grade level, content area:</b>						
<b>SBA:</b>	<b>HSGA:</b>	<b>NMAPA:</b>	<b>PARCC:</b>	<b>Access for ELLs:</b>	<b>Istation:</b>	<b>EoC:</b>

**Chain of Custody**

**Name of person who last checked missing materials in:**

**Name of person who last checked missing materials out:**

**Description of sign-out and sign-in procedures:**

**Description of incident, including where it is suspected that materials were lost and cause of loss:**

**Date materials missing:**

**Date and description of search:**

**Outcome of search:**

**Procedures to be implemented to prevent future losses:**