

HOW TO HANDLE CONTAMINATED SBA PBT MATERIALS

1. If the contaminated test material is a **used answer document**, please transcribe answers from the contaminated answer booklet into a fresh answer document, and follow steps 3-7 below. If the contaminated test material is an **unused answer document**, please follow steps 3-7 below.
2. If the contaminated test material is a **test booklet**, please follow steps 3-7 below.
3. Fill out the attached contaminated destroyed booklet report form completely.
4. Securely destroy the contaminated material(s).
5. Fax or email a scanned copy of the completed report form to the attention of Mara Allaire/Hannah Whitcomb. Our fax # is 603-749-6398. Our email is: nmhelp@measuredprogress.org. (If the forms contain student information, please fax them only.)
6. Please keep a copy of the form on file for your records.
7. Treat the fresh answer document as normal (i.e. return it the same way you would have returned the original).

SBA PBT Destroyed Booklet Report Form

Please document any contaminated booklet that was securely destroyed, and will not be returned. Complete as much relevant information as possible. Upon completion, please sign and date this form in Section 4 and fax the form to the New Mexico SBA Help Desk at 1-603-749-6398, Attention: Mara Allaire / Hannah Whitcomb. Please retain the original for your records.

Section 1: District and School Information

Date of Occurrence: ____ / ____ / ____

District Name and School Name: _____ / _____

District Test Coordinator Name: _____

Telephone Number / Extension: _____ x _____

Section 2: Test and/or Answer Booklet Information (located on the front of the booklet)

Ten-Digit Test Booklet Number: _____

Or

Ten-Digit Answer Booklet Number: _____

Booklet Form Number: _____

Student's Name *(Last Name, First Name, Middle Initial)*:

Student's State Assigned ID Number: _____

Section 3: Explanation of Situation

Details of Contamination: _____

School's Method of Secure Destruction: _____

Section 4:

Principal's Signature: → _____

Signature

Date

DTC's Signature:

→ → → → _____

Signature

Date

Resolution (for New Mexico SBA Help Desk Use only)

Received By: _____

Received Date: _____ →

Call Log Number: _____