

HOW TO HANDLE CONTAMINATED PAPER-BASED TEST 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 “*contaminated booklet report form*” **completely, including signature and date**. You may download it below by clicking on the icon for ‘*contaminated booklet report form*’ found in the Help & Support site [here](#).
4. **Securely** destroy the contaminated material(s).
5. Email a completed copy of the report form to the nmtechsupport@cognia.org.
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).
8. If you need to send these instructions to your staff, you can download the PDF file below by clicking on the “*How to Handle Contaminated PBT Materials*” icon found in the Help & Support site [here](#).

NMPED Summative Assessments Paper-Based Tests (PBT) Destroyed Booklet Report Form

Please document any contaminated booklet that was securely destroyed, and that will not be returned. Complete all relevant information. Fill in one form per booklet. Upon completion, please sign and date this form in Section 4. Email complete form to: nmpedreport@cognia.org. Please retain the original copy for your records.

Please select Administration: MSSA Math ELA SLA | ASR SBA

Section 1: District and School Information

Date of Occurrence: / /

District Name and School Name: /

District Test Coordinator Name:

Telephone Number / Extension: Extension:

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

Ten-Digit Test Booklet Serial Number:

Ten-Digit Answer Booklet Serial Number:

Booklet Form Number (e.g., Form AX, Form 3, etc.):

Student's State Assigned ID Number:

Student's Grade:

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 Summative Assessments CCC/Help Desk Use only)

Received By: Received Date: Call Log Number: