

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

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: nmtechsupport@cognia.org*
Please retain the original copy for your records.

Please check: ☐ Spanish Reading SBA High School | Administration: ☐ Spring 2026

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 1, 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: _____