

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. To ensure that all responsible personnel are properly informed, a Test Administrator must report missing materials to their school test coordinator (STC). The STC and their district test coordinator (DTC) must investigate the missing materials. The DTC must also notify the test vendor's help desk and the Public Education Department's (PED's) Assessment and Evaluation Bureau. This form must be completed by an STC and submitted to their Principal, District Test Coordinator, and the PED's Assessment and Evaluation Bureau (fax 505.827.6689) within three days of the incident.

District Code:	District Name:	Date:				
School Code:	School Name:					
Principal Name:			Contact Phone :			
School Test Coordinator:						
Test Administrator:						
Proctor: (if applicable)						
Describe missing materials, including type of materials, grade level, content area:						
SBA:	HSGA:	NMAPA:	AAHSG:	Access for ELLs:	NMHSCE:	EoC:

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: