



Form to Report Contaminated, Damaged, or Missing Materials

Spring 2020 CMAS and CoAlt: Math, ELA, Science and Social Studies

Instructions:

1. Follow the instructions in the *CMAS and CoAlt Procedures Manual* if test materials become contaminated (*Section 4.1.5*), damaged (*Section 3.8.3*), or missing (*Section 5.1.2*).
2. The School Assessment Coordinator (SAC) will report the incident using this form to describe the circumstances. For special instructions on reporting instances of damaged or missing materials, contact the District Assessment Coordinator (DAC).
3. The DAC will submit the completed form to CDE through the district's **Assessment Forms** folder on **CDE Assessment Syncplicity** and alert Sara Loerzel at CDE (303-866-3266 or loerzel_s@cde.state.co.us).

Note: CDE will require additional documentation for any missing secure materials.

Assessment Administration: CMAS CoAlt

Subject (select all that apply): ELA Math Science Social Studies CSLA

Contact Name _____

Contact Phone and Ext. _____

Contact Person's Role _____

Contact Email _____

School Name _____

School Code _____

District Name _____

District Code _____

Complete and submit this form to CDE via the district's Assessment Forms folder on Syncplicity.

Document Type/Subject/Grade	Quantity	Security Barcode or Range of Barcode Numbers	Description of Circumstances
Example Grade 8 ELA Test Book	1	123456789-0	Student had a nosebleed on the book and it has now been destroyed according to district protocol.