



NEW MEXICO Public Education Department

Missing Assessment Materials Reporting Form

The loss of test materials is a serious breach in security. If at any time it is determined that test materials are missing, an investigation must be conducted immediately by the school and district to determine the cause of the loss and recover materials. Districts shall collaborate with the PED by reporting the loss and preventing dissemination of confidential test information. The TA will report the missing materials to the STC. The STC, under the direction of the DTC, will conduct an on-site investigation of the missing materials. The DTC will contact the vendor help desk and NMPED immediately. This form should be completed immediately by the School Test Coordinator and submitted to the Principal, District Test Coordinator, and the PED Assessment Bureau (fax 505.827.6689). Attach additional pages as necessary.

District Code:	District Name:			Date:	
School Code:	School Name:				
Principal:			Contact Phone :		
School Test Coordinator:					
Test Administrator:					
Proctor (if applicable):					
Grade and description of missing materials (provide booklet serial numbers):					
SBA	SBA/HSGA	NMAPA	AAHSG	Access (ELL):	NMHSCE:
Chain of Custody					
Who checked out the materials:					
Who checked in the materials:					
Date materials discovered missing:					
Date and description of search:					
Description of sign-out and sign-in procedures:					