



2019 Math and ELA Assessment Form to Report a Testing Irregularity or Security Breach

Instructions for the School Test Coordinator or District Test Coordinator:

1. Call to report a testing irregularity or security breach **IMMEDIATELY** upon discovering it. Refer to **Appendix C** for your state's policy on whether to call your District Test Coordinator or your NMPED State Contact.
2. Complete this form, if instructed to do so by your District Test Coordinator or the NMPED State Contact.
3. Submit this form **within two school days**, or according to your state's policy in **Appendix C**.
4. Maintain a copy of the submitted form for your school files. Refer to **Appendix C** for the length of time your state requires you to maintain school files.

Note: If the incident affects more than a single student, attach a sheet with a list of all student names and SSID numbers. Separate forms do NOT need to be completed for each student.

District Name:	
District Organization Code:	
School Name:	
Contact Name:	Role: <input type="checkbox"/> DTC <input type="checkbox"/> STC
Contact Phone and Extension:	

Test Administration Information:	
<input type="checkbox"/> Fall <input type="checkbox"/> Spring	
Date of Incident: _____	
Mode: <input type="checkbox"/> Computer <input type="checkbox"/> Paper	
Content Area: <input type="checkbox"/> Math <input type="checkbox"/> ELA	
Unit: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
Student Grade: <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11	
Test Administrator's Name:	
Student Name:	Date of Birth: _____
State Student ID Number:	Local Student ID:
Detailed Description of Incident:	
Investigation Steps Taken:	
Actions Taken by Staff to Resolve:	
Was the incident resolved in a manner that allowed the student to continue testing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If incident was related to a particular item, please provide item number (note that only students can read test content):	