

ACCESS for ELLs - Form to Report a Testing Irregularity or Security Breach

Instructions for the District or School Coordinator:

1. If you discover a testing irregularity or security breach, immediately call the ISBE Assessment Department to report it, 866-317-6034.
2. Complete this form unless instructed not to by ISBE.
3. Submit this report as soon as possible using the **SUBMIT** button or the "Send ISBE a File" utility. A link to it is on the ISBE home page, (www.isbe.net) at the top, under "System Quick Links". Do not submit via email. Use the name (PEDERSEN, BARRY D) in the "Receiver Information" section.
4. Maintain a copy of the submitted form for your school files.

District Name:					
School Name:					
RCDTS Code:					
Contact 1 Name:			Contact 2 Name:		
Phone:			Phone:		
Email:			Email:		
Grade(s) of Student(s):	Domain(s):	Listening	Speaking	Reading	Writing
Detailed Description of Incident:					
Investigation Steps Taken:					
Actions Taken to Resolve:					

Was the incident resolved in a way allowing student(s) to continue testing? Yes No NA

