Instructions for the School Test Coordinator (STC) or LEA Test Coordinator (LTC):

1. Call your LTC to report a testing irregularity or security breach IMMEDIATELY upon discovering it.
2. Complete this form, if instructed to do so by ISBE or your LTC, fax it to ISBE at 217-782-6097.
3. Submit this form within two school days.
4. Maintain a copy of the submitted form for your 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.

LEA/District Name:  
LEA/District Organization Code:  
School Name:  
Contact Name:  
Role:  ☐ LTC  ☐ STC  
Contact Phone and Extension:  

Date of Incident:  
Mode:  ☐ Computer  ☐ Paper  
Student Grade:  ☐ 5  ☐ 8  ☐ 11  
Section(s):  ☐ 1  ☐ 2  ☐ 3  
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?  ☐ Yes  ☐ No  
If incident was related to a particular item, please provide item number (note that only students can read test content):