

Illinois Science Assessment

2023 Form to Report a Testing Irregularity or Security Breach

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, send the form through the secure ISBE portal "Send ISBE a File" <https://sec1.isbe.net/attachmgr/default.aspx> to Hicks, John E.
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: <input type="checkbox"/> LTC <input type="checkbox"/> STC
Contact Phone and Extension:	

Date of Incident:	
Mode: <input type="checkbox"/> Computer <input type="checkbox"/> Paper	
Student Grade: <input type="checkbox"/> 5 <input type="checkbox"/> 8 <input type="checkbox"/> 11 Section(s): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
Test Administrator's Name:	
Student Name:	Date of Birth:
State Student ID Number:	Local Student ID:
<p>Detailed Description of Incident:</p> <p>Investigation Steps Taken:</p> <p>Actions Taken by Staff to Resolve:</p>	
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):	