



Form to Report a Testing Irregularity or Security Breach

Instructions for the School Test Coordinator or LEA 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 LEA Test Coordinator or your PARCC State Contact.
2. Complete this form, if instructed to do so by your LEA Test Coordinator or PARCC 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.

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

Test Administration Information:	<input type="checkbox"/> Fall Block <input type="checkbox"/> Spring
Grade: _____ Subject/Course: _____	
	Content Area: <input type="checkbox"/> Math <input type="checkbox"/> ELA/L Mode: <input type="checkbox"/> CBT <input type="checkbox"/> PBT Unit: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Date of Incident: _____	
Test Administrator’s Name:	
Student Name:	Date of Birth: _____
Student ID Number:	
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):	

