Test Irregularity Reporting Form – Missing Documents

School Name ______

*A testing irregularity* is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data. Testing irregularities must be reported in writing to the District Test Coordinator, who must then send the written reports to the LDOE, Assessments and Accountability.

Date received notice of missing document ______ Fall □ Spring □ Summer □

State Site Code 017 ______ Test Coordinator ______

Test Name ______ Grade and Subject ______

Write a detailed description of your search for the missing documents. Attach additional pages, if needed.

_____

Outline your plan to prevent future testing irregularities. Be specific with dates and responsible parties.

_____

*Attach any supporting documentation*
(Examples: statements, Security Checklist, sign out sheets)

School Test Coordinator __________________________ Date __________________________

Principal’s Signature __________________________ Date __________________________

District Test Coordinator __________________________ Date __________________________

Other (Name and Position) __________________________ Date __________________________