



Accountability, Assessment, and Evaluation
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Test Irregularity Reporting Form

School Name \_\_\_\_\_ Site Code \_\_\_\_\_

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.

Incident Date \_\_\_\_\_ Test Name \_\_\_\_\_ Fall [ ] Spring [ ] Summer [ ]

Student Name(s)/ Identifier # \_\_\_\_\_ Lithocode(s)/Registration # \_\_\_\_\_ Grade/Subject \_\_\_\_\_ Test Administrator \_\_\_\_\_

Write a detailed description of the incident. 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, Test Accommodation Form, Void Notification form, or Seating Chart)

School Test Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Test Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Other (Name and Position) \_\_\_\_\_ Date \_\_\_\_\_

District Test Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Other (Name and Position) \_\_\_\_\_ Date \_\_\_\_\_