



## BIE Science Assessment Testing Irregularity Reporting Form

**Purpose of Form:** This form should be used to document and report the occurrence of a testing irregularity.

**Definition of Testing Irregularity:** Any incident in the handling or administration of a test that results in questioning the accuracy of the data or security of the test that may or may not result in an invalidation.

**Procedure for Reporting:**

- When a testing irregularity occurs, the school must notify/report the incident to BIE by email ([aurelia.shorty@bie.edu](mailto:aurelia.shorty@bie.edu)) within 3 days.
- All sections of this form must be completed by school personnel and submitted to the BIE within 10 days of the incident.

All sections of this form, along with supporting documentation, must be typed.

District Code:		District Name:		Date of Incident:	
For which assessment program did the irregularity occur?					
Who is completing this form?					
Phone:			Email:		
<b>SCHOOL AND STUDENT INFORMATION</b>					
If the incident involved multiple students, provide a supplemental sheet identifying the specific test, grade level, and NASIS ID number for each student. Do <b>not</b> include additional student identifiable information.					
School Code:		School Name:		Test Subject(s):	
Grade(s):		NASIS ID:			
<b>INCIDENT INFORMATION</b>					
Description or Incident: (What happened?)					
School Action: (How was the incident handled by the district?)					
School Recommendation: (Do you recommend invalidating scores?)					
<b>PERSONNEL INFORMATION</b>					
Name/Position of Staff Involved and License Number.				Did staff receive training in test security? <input type="checkbox"/> YES <input type="checkbox"/> NO Date(s) of Training:	
Name/Email of School Test Coordinator.					
<b>BIE USE ONLY</b>					
Report processed by:				Date:	
BIE decision:				Date school notified:	