

Test Impropriety and Irregularity Initial Report Form

District Test Coordinators (DTCs) must use this form (available at <http://www.ode.state.or.us/go/TestSecurity>) to report all potential test improprieties to Holly Carter, Security Coordinator for Test Design and Administration (503-947-5739), at holly.carter@state.or.us. DTCs must submit their initial report within one day of learning of the potential test impropriety or irregularity. Based on the initial report, ODE may request further investigation by the DTC before providing the district with a Letter of Final Determination.

YOUR CONTACT INFORMATION:					
School District:				Date of Incident:	
Name:					
Telephone number:		E-mail:			
INCIDENT INFORMATION:					
School/Institution:					
Test Subject:					
Grade Level:		SSID #:		Result I.D.:	
NOTE: If the incident involved multiple students, please provide a supplemental sheet identifying the test subject, grade level, SSID #, and Result I.D. <u>for each student</u> . Result I.D.s will only apply to online tests. Contact your Regional Assessment Support ESD Partner for help locating the Result I.D.					
Description of incident:					
School District Action:					
Requested ODE Action:					
Have all test administrators involved in the incident received test security training and signed a Test Administrator Assurance of Test Security form for the current school year?					<input type="checkbox"/> YES <input type="checkbox"/> NO