

NM Public Education Department

Test Irregularity Reporting Form

2016-2017

<p>When a testing irregularity occurs, the district must notify PED <u>by telephone</u> within 3 days. This form must be completed by school district personnel and submitted to the PED Assessment Bureau <u>by email</u> to ped.assessment@state.nm.us within 10 days of the incident. Use additional pages as necessary.</p>			
School District:		Date of Incident:	
Assessment: <input type="checkbox"/> PARCC <input type="checkbox"/> SBA <input type="checkbox"/> NMAPA <input type="checkbox"/> ACCESS <input type="checkbox"/> EOC <input type="checkbox"/> ISTATION			
Name/Position of Person Reporting:			
Phone:		Email:	
SCHOOL AND STUDENT INFORMATION			
If the incident involved multiple students, please provide a supplemental sheet identifying the test, grade level, and SSID# for each student. Do not include additional student identifiable information.			
School Name:		Test Subject(s):	
Grade(s):		State Student Identification Number(s) (SSID):	
INCIDENT INFORMATION			
Description of Incident:			
School District Action:			
School District Recommendation:			
PERSONNEL INFORMATION			
Name/Position of Staff Involved in Incident		Were staff trained in test security? <input type="checkbox"/> YES <input type="checkbox"/> NO Date(s) of Training:	
Name/Email of District Test Coordinator			
Name/Email of School Test Coordinator:			
PED USE ONLY			
Report processed by:		Date:	
PED decision		Date of Notification to District:	