# REPORT OF TEST INCIDENT

This form is for districts to report alleged test incidents. Please fill in all requested information and contact the Ohio Department of Education, Office of Curriculum and Assessment by phone at (614) 466-1317 to discuss the alleged test incident. The Office of Curriculum and Assessment may request a copy of the completed Report of Test Incident during an investigation. Please **DO NOT FAX** a copy of the form unless requested. The district should retain a copy for one year after the test incident was reported. A separate form for each test incident should be completed.

## Type of Test Incident - Check One

- ☐ Test Irregularity
- ☐ Standardized Administration Test Irregularity
- ☐ Alleged Test Security Violation

## Identification/Contact Information

Name of District Test Coordinator

Title

District

District IRN District Test Coordinator Phone (required)

District Test Coordinator Email (required)

Date of Test Incident Date Report Submitted

## School Information

School School IRN

School Phone

## Information About Test Incident

**TEST**

- ☐ Ohio Achievement Assessments
- ☐ Ohio Graduation Tests
- ☐ OTELA
- ☐ AASWD

**SUBJECT**

- ☐ Reading
- ☐ Mathematics
- ☐ Writing
- ☐ Science
- ☐ Social Studies

**ADMINISTRATION**

- ☐ October
- ☐ March
- ☐ April/May
- ☐ June

Administration Year

**GRADE**

- ☐ 3
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ OGT Only



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## Description of Test Incident (Use additional pages as needed)

## Proposed Solution to Test Incident (Use only for Test Irregularity)

**-- For Office of Curriculum and Assessment Use Only --**

## Information recorded by the Office of Curriculum and Assessment

List additional information not captured on pages 1 and 2 of this form.
List any action taken by the Office of Curriculum and Assessment.

Department Representative Who Took Report _____
Date _____

Ohio Department of Education, Office of Curriculum and Assessment, 25 S. Front St., MS 507,
Columbus, OH 43215 Phone: 614-466-1317

## Guidelines to Help Districts Document an Inquiry into Possible Testing Irregularities

**Describe what occurred in the building/classroom during the test administration in the written report.**

- ☐ Have you determined that state-mandated testing procedures were followed by all school staff?
- ☐ Have you interviewed all individuals who were involved in or may have information about the affected school/classroom(s)?
- ☐ If you found evidence indicating an irregularity, have you described exactly what happened and why?
- ☐ If you found evidence indicating an irregularity, did you prepare a timeline, if necessary, to establish when events occurred?

**If evidence or indication of a testing irregularity is discovered, appropriately document the testing irregularity?**

- ☐ Have you ensured that the report and any provided statements clearly lay out the sequence of events and explain exactly what happened?
- ☐ Have you received typed, signed and dated statements from all individuals who were involved in or may have information about the irregularity?
- ☐ Do all statements include the name and role (title) of all individuals involved?
- ☐ Do the statements include how the individuals were involved in the incident?
- ☐ Do the statements include a description of the incident from the individuals perspective?

**If evidence or indication of a testing irregularity is discovered, describe a plan to correct and mitigate any future occurrences of the testing irregularity.**

**A corrective action plan must accompany the written investigation report. Here are some tips to help with preparing the plan:**

- ☐ Does the plan include a description of the specific procedure(s) that will be implemented to help prevent future occurrences of this type of violation?
- ☐ Does the plan include the name and role (title) of the person(s) responsible to implement the plan?
- ☐ Have you submitted all statements in letter form on paper or letterhead? Are they typed, signed and dated?
- ☐ Have you submitted a final, written determination about what happened and who is responsible?