

SYSTEM TEST COORDINATOR REPORT FORM

TESTING IRREGULARITIES DOCUMENTATION FORM

If you become aware of a testing irregularity at any time during the testing window, immediately contact the Program Manager for the specific testing program at the Testing Division of the GaDOE. Explain the details of the irregularity to the GaDOE representative. The GaDOE may ask you to provide written documentation using this form. If necessary, complete this form and return to the GDOE via fax at (404) 656-5976. The irregularity must also be documented on the 0385 Form. This form must be completed in its entirety.

Test Name: _____ **Date:** _____

System Name: _____ **3-Digit System Code:** ____ _

School Name: _____ **4-Digit School Code:** ____ _

Grade: _____ **Subject:** _____

System Test Coordinator Name: _____

School Test Coordinator Name: _____

Student Name: _____ **9-Digit Code:** _____

Student Name: _____ **9-Digit Code:** _____

Student Name: _____ **9-Digit Code:** _____

(If an entire class is being considered for an Irregularity/Invalidation, attach a class roster with names and FTE numbers.)

Irregularities in Security Procedures:

- Irregularity due to content being disclosed, coached, or distributed.
- Irregularity due to cheating.
- Irregularity due to Test Administrator altering responses during or after testing.
- Irregularity due to lost test materials.

- Irregularity due to materials being distributed inappropriately.
- Irregularity due to directions not being followed.
- Irregularity due to testing interruption.
- Irregularity due to environmental teaching aids being exposed.
- Other

Explain: Attach documentation and use the back of this page to provide a written explanation of the incident. (This form may be reproduced.)

Irregularities in Test Administration:

Explanation of the Irregularity.
