



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 district must notify/report the incident to PED by email (ped.assessment@state.nm.us) within 3 days.
 - All sections of this form must be completed by district personnel and submitted to the Assessment Bureau within 10 days of the incident.
 - If this form is submitted for the WIDA Screener, WIDA Screener for Kindergarten, or Avant STAMP, please submit this form to the Language and Culture Division at kirsi.laine@state.nm.us
- 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:	
SCHOOL AND STUDENT INFORMATION		
If the incident involved multiple students, provide a supplemental sheet identifying the specific test, grade level, and State Student Identification (SSID) number for each student. Do not include additional student identifiable information.		
School Code:	School Name:	Test/Subject:
Grade(s):	SSID(s):	Session(s):
INCIDENT INFORMATION		
Description of Incident: (What happened?)		
School District Action: (How was the incident handled by the district?)		
School District Recommendation: (Do you recommend invalidating scores?)		
PERSONNEL INFORMATION		
Name/Position of Staff Involved and NMPED License Number:	Did staff receive training in test security?	
	YES	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 district notified:	