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| Districts and charters shall report by telephone or e-mail suspected testing irregularities to the department within three (3) business days of being notified of a suspected testing irregularity (6.10.7.14 NMAC). All sections of this form must be completed by district personnel and submitted to the NMPED’s Language and Culture Division by email to language.culture@ped.nm.gov within **10** days of the incident. Failure to do so may result in a reprimand. Use additional pages as necessary. All sections of this form, along with supporting documentation, must be typed. |
| School District Code:  | School District Name: | Date of Incident:  |
| Assessment: [ ] **WIDA Screener for Kindergarten** [ ] **WIDA Screener Grades 1-12**  |
| Name/Position of Person Reporting:  |
| Phone: | Email:  |
| **School and Student Information** |
| If the incident involved multiple students, provide a supplemental sheet identifying the test, grade level, and State Student Identification Number for each student. Do **not** include additional student identifiable information. |
| School Code:  | School Name:  | Test Subject(s): |
| Grade(s):  | SSID(s): |
| **Incident Information** |
| Description of Incident:(What exactly happened? Who was involved in the incident? How did the school respond to the incident? What will the school do, in the future, to deter this from occurring?) |  |
| 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 [ ] NODate(s) of Training:  |
| Name/Email of District Test Coordinator |  |
| Name/Email of School Test Coordinator: |  |
| **PED Use Only** |
| Report processed by: | Date: |
| PED decision to District: | Date of Notification: |