



# Testing Incident Report Form

The LAC is to submit this form whenever a test security violation or test administration procedural deviation (Category 2 violation) from MSDE testing policy takes place. Prompt reporting of such incidents will result in a more timely follow-up and resolution. Once completed, the LAC may fax this form to the State Test Security Officer at (410) 333-0052 or e-mail it to [tamara.lewis@maryland.gov](mailto:tamara.lewis@maryland.gov). (Forms containing student identifying information should be posted to MSDE's secure server.) Be sure to include any relevant supporting documentation such as written statements from the parties involved. The LAC may download an electronic version of this form from MSDE's DocuShare site at <https://docushare.msde.maryland.gov/>. **Forms are to be submitted to MSDE within 5 days of the date of incident.**

When completing this form, the LAC should click in the white space beneath each heading and begin typing. The entry cell will expand to accommodate as much text as is needed. When finished typing in a particular cell, use the "Tab" key to move to the next cell. Additional pages may be attached to the form as necessary.

DATE OF INCIDENT (MO/DAY/YR)	DATE OF REPORT (MO/DAY/YR)	TEST	LSS #	SCHOOL (NUMBER & NAME)	NAME & TITLE OF INDIVIDUAL SUBMITTING THE TESTING INCIDENT REPORT FORM
# OF STUDENTS INVOLVED	# OF STAFF INVOLVED	BRIEF DESCRIPTION OF INCIDENT			
DETAILED DESCRIPTION OF INCIDENT					
INVESTIGATION STEPS TAKEN					
STUDENT IDENTIFYING INFORMATION					
For cases that may involve score invalidation, include: Student Name, Pupil ID, Grade, Date of Birth, Student Pre-ID or Generic Barcode Number, Test Book Lithicode					
RESOLUTION					
PERSONNEL ACTION/SANCTION (To be completed by LAC)					
The LAC should confer with the State Test Administration and Security Committee before imposing any sanction(s).					

## GUIDELINES FOR COMPLETING THE TIRF

- **Remember the 4Ws/H – who, what, when, where and how.** The more detail you can provide regarding your investigation, the more likely the State Test Administration and Security Committee (STASC) will have the information needed to respond quickly and to close cases. The STASC relies on your thoroughness, assessment, and credibility determinations.
  - **Identify the person(s) involved.** When submitting TIRFs, please refrain from using the passive voice (e.g., “the materials were left unsecured in the classroom,” versus “Mr. Jones left the materials unsecured in the classroom”). Among other things, this helps the STASC to identify the responsible individual(s) and to avoid approval of unfair personnel sanctions.
  - **Provide a recommended sanction.** While the STASC understands that most test security violations may be unintentional, when sanctions are warranted in a particular case, our focus is on fairness. We have, for example, recommended lesser sanctions than those proposed by the LAC where we saw mitigating circumstances, or we were aware of different sanctions imposed by other school systems for comparable violations.
  - **Submit the TIRFs within five days of the incident.** Some sanctions, such as invalidation of student test score data, are particularly time-sensitive. For other sanctions, some local school systems may require LACs to follow a local process before, or in addition to, the process required by MSDE. In either event, your timely submission of the TIRF helps all parties involved by ensuring the timely, accurate, and fair investigation of alleged test security violations and closure of these cases.
1. Date of Incident
  2. Date of Report – the date the LAC completes the form
  3. Test – MCAP ELA/L, Mathematics and MISA 5 or 8
  4. LSS Number – use the appropriate number from 01 - 32
  5. School – include the number & name of the school
  6. Name & Title of Individual Reporting Incident – LAC name and title
  7. Number of Students Involved – important in determining how great the impact of an incident may be
  8. Number of Staff Involved – important in determining how great the impact of an incident may be
  9. Brief Description of Incident – something such as “Student cheating” or “Teacher interference” is sufficient
  10. Detailed Description of Incident – Provide as much information as you have available.
  11. Investigation Steps Taken – Describe what actions you have taken (or plan to take) to determine the validity of the offense.
  12. Student Identifying Information – For cases that may involve score invalidation, include the identifying information for all students involved.
  13. Resolution – Describe what steps were taken to rectify the situation and to prevent future occurrences.
  14. Personnel Action/Sanction – Describe the disciplinary action(s) you believe are appropriate to the situation. (The LAC should confer with the State Test Administration and Security Committee before imposing any sanction.)