



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. (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).					