



TESTING INCIDENT FORM (TIF)

The **Local Accountability Coordinator (LAC)** must submit a Testing Incident Form (TIF) whenever a test security breach or a procedural deviation from MSDE testing policy occurs. *The local school system shall investigate any allegations of test security and report the results to the Department in a timely fashion* (COMAR 13A.03.04.05C). This form must be submitted to MSDE within **five (5)** days of the incident. Timely reporting ensures prompt follow-up and resolution. Once complete, the LAC should upload the TIF to MOVEit for MSDE processing. Be sure to include any relevant supporting documents, such as written statements from those involved.

Contact MSDE's Test Security Officer, Jeremy Marcus-Wenger (jeremy.marcus-wenger@maryland.gov), with any questions or concerns.

*****Please do not handwritten or alter this document. Only use this version as provided.*****

DATE OF INCIDENT	DATE OF REPORT	TEST	LEA	SCHOOL (4-DIGIT NUMBER & NAME)	NAME & TITLE OF INDIVIDUAL SUBMITTING THE TIF
# OF STUDENTS INVOLVED	# OF STAFF INVOLVED	BRIEF DESCRIPTION OF INCIDENT If using "Other/Not specified here," please explain in the Detailed Description below.			

DETAILED DESCRIPTION OF INCIDENT

Provide as much detail as possible in your investigation. The State Test Administration and Security Committee (STASC) depends on your thoroughness, assessment, and credibility determinations to respond efficiently and close cases promptly.

INVESTIGATION STEPS TAKEN

Describe what actions you have taken (or plan to take) to determine the validity of the offense.

STUDENT & PERSONNEL IDENTIFYING INFORMATION

For score invalidation by MSDE, include: Student Name, Pupil ID, Grade, Date of Birth, Student Pre-ID or Generic Barcode Number, Test Book Lithicode. For personnel, provide the name of the STC, TA, and other personnel involved.

RESOLUTION

Describe what steps were taken to rectify the situation and to prevent future occurrences.

PERSONNEL ACTION/SANCTION (To be completed by LAC)

The LAC should confer with legal counsel before imposing any sanction(s) consistent with local policy.