

Procedures for Reports of Testing Irregularities

LEAs send all reports of testing irregularities to the RAC. After reviewing each testing irregularity, the RAC forwards all reports to the NCDPI. The RAC stores copies of all reports at the regional office for three years and then recycles the reports under secure conditions.

<p>Test Administration Issues:</p> <ol style="list-style-type: none"> 1. Teacher/proctor failed to follow directions 2. Approved accommodation/exemption not provided 3. Approved accommodation not provided appropriately 4. Accommodation “read aloud” used in reading 5. Accommodation/exemption used but not approved/documented 6. School staff provided materials improperly 7. Student not required to take a test 8. Failure to test eligible students 9. Defective test materials 10. School staff administered the wrong test 	<p>Security Issues:</p> <ol style="list-style-type: none"> 16. Failure to remove inappropriate displays 17. Secure material divulged 18. Teacher/proctor inadequately supervised testing 19. Improper use of test materials 20. Missing test material 21. Test books not properly returned 22. Test materials not stored in secure locked area 23. Items from secure test used for instruction 24. Reproduction of secure test in any manner or form 25. Making copies of test available to others 26. Online test connectivity/technical problems 27. Failure to delete secure electronic files 28. Incorrect/wrong number of materials given to school
<p>Procedural Issues:</p> <ol style="list-style-type: none"> 11. Encouraging students to be absent 12. Modifying test directions for standard administration 13. Teacher altered responses 14. Teacher/proctor gave improper assistance or provided improper instruction 15. Test not administered on designated date/window 54. No proctor present 	<p>Student Issues & Other:</p> <ol style="list-style-type: none"> 29. Student(s) cheated by copying, cheat sheet, asking for info. 30. Student(s) was ill/had injury 31. Student(s) was anxious 32. Student(s) had a problem with medication, glasses, etc. 33. Student(s) absent 34. Student(s) went to bathroom 35. Student(s) left school for appointment 36. Student(s) refused to take test 37. Student(s) marked test randomly 38. Student(s) fell asleep 39. Student(s) did not pay attention 40. Student(s) was disruptive 41. Student(s) misaligned answer sheet 42. Student(s) double stacked writing test 43. Student(s) did not follow directions 44. Student(s) worked on wrong section of test 45. Student(s) used calculator inappropriately 46. Student(s) brought inappropriate resource 47. Student(s) has family/personal problem 48. External noises/disruption 49. Student refused to use approved accommodation 50. Fire alarm/bomb threat 51. Other 52. Cell Phones

School Test Coordinator Irregularity Investigation Checklist

OTISS Testing Irregularity ID#	
School System Name	
School Name	

Description of Action	Completion Date	Additional Information
Day of Occurrence (or date incident identified): Contact LEA TC and inform principal of the testing irregularity		Irregularity Classification:
Day of Occurrence (or date incident identified): Collect or secure evidence (e.g., test books, answer sheets, computers, cheat sheets, classroom displays, etc.)		List Evidence Collected:
Day of Occurrence (or date incident identified): Review testing irregularity form completed by the person reporting the incident, attached notes to form, if applicable		
Day of Occurrence (or date incident identified): Interview all parties involved <ul style="list-style-type: none"> • Interview session should include at least two members of the administrative staff • All questions should be carefully structured so that comprehensive facts are gathered • The interviewer’s questioning tactics and tone should be of an objective nature (not accusatory) 		Name(s)/Role(s) of Person(s) Interviewed:
Day of Occurrence (or date incident identified): Request written and signed statements from all parties involved		
Day 2: Draft a summary of the incident and include investigation findings. Retain a copy of all documents for your records		
Day 2: Submit copies of all documents to the LEA test coordinator and assist in the investigation as directed		

School Test Coordinator’s Name	Signature	Date
Principal’s Name	Signature	Date
Superintendent’s Name	Signature	Date

According to State Board of Education policy GCS-A-010, the Testing Code of Ethics, any person who learns of any breach of security, loss of materials, failure to account for materials, or any deviation from required security procedures shall immediately report that information to the principal, building level test coordinator, school system test coordinator, and state level test coordinator.