

Appendix D Form to Report a Testing Irregularity or Security Breach



District of Columbia Statewide Test Security Incident Reporting Form

Please use this form to submit test security incidents to the Office of the State Superintendent of Education (OSSE). Local Education Agency (LEA) test coordinators should enter incident report content into a ticket via the OSSE Assessment Portal.

You may report test security incidents in the following ways: (1) online via the <u>Online Incident</u> <u>Reporting Form</u>, or (2) by phone at 202-304-3269. Please report within 24 hours when possible.

Submitted by (optional, please check all t	hat apply):	
LEA Test Coordinator School To Test Proctor Other Sc Other		
LEA (if known): School:		ident:
Names and roles of staff involved (if knov	vn):	
Names of students involved (if known): _ Describe the incident (use the back of this include the following details in your describe. Assessment (ACCESS for ELLs, Alte Testing grade and subject	s form or attach a	additional pages if needed). Please dent, if known:
 Testing group name Test administrator and proctor na Number of students in room/test 		
Name of person completing this form (op	tional):	Date: