

Spring 2018 Confidential Test Irregularity Report

This form is intended only for parents, concerned community members, and school personnel who are concerned about ramifications from local reporting of a test security incident. **In most cases**, school personnel should follow the test security incident reporting procedures through their system test coordinator.

Instructions

Please complete the attached test security incident report.

- Any concern about breaches in test security, testing irregularities, and/or noncompliance with test administration procedures must be reported immediately to the school principal/authorized representative, System Test Coordinator, and OPI by phone or in person within three days of the incident. The district superintendent should also be notified.
- The Testing Irregularity Report (TIR) is to be completed within five days of the incident.
- If additional time is necessary, the reporting individual should call the OPI Assessment Division to request an extension.

Please respect student privacy

- DO NOT include any student's name anywhere on the report.
- DO NOT save the file by the student's name.

Mail or FAX

Please mail or fax the completed form to:

Ashley McGrath
State Assessment Director,
P.O. Box 202501
Helena, MT 59620
FAX to 406-444-3924

If you have questions, please contact:

OPI Assessment Division
844.867.2569
OPIAssessmentHelpDesk@mt.gov

Confidential Test Security Incident Report

General Information	
All school and system personnel involved in the administration of the test and the accompanying materials must report immediately any violation or suspected violation of test security, administration policies and guidelines, and/or confidentiality. School or system staff should notify their System Test Coordinator and School Principal if they witness or suspect an irregularity has occurred. The System Test Coordinator should notify OPI within 3 days via the MontCAS Application and should complete their online or paper form within 5 days. Please add additional pages if needed. If you are unsure of whether or not to report, contact the OPI Assessment Division staff.	
School System/District Name:	School Name:
Date of Incident	Assessment Name:
Person Completing Report:	Role:
Contact Email:	Phone:
Content Area:	Grade:
Describe the Incident:	
Describe the Handling of the Incident:	
Educators Involved	
Student State ID(s)	Student Test Form / Session Details