



MISSISSIPPI DEPARTMENT OF EDUCATION TESTING IRREGULARITY FORM

Instructions for District Test Coordinators and School Test Coordinators:

1. The School Test Coordinator (“STC”) shall immediately notify the District Test Coordinator (“DTC”) by email, telephone or facsimile of all testing irregularities and test security incidents. *See Appendix F.*
2. After notifying the DTC, the STC shall complete this form in its entirety and submit the form to the DTC along with copies of the following documents: School Test Security Plan, Current Training Agenda and Sign In Sheets and Seating Chart for testing room(s) involved.
3. The DTC must **immediately** notify Brooks Little by telephone at 601-613-6038 and email at blittle@mdek12.org of the testing irregularity.
4. The DTC shall upload this form and all attached documents into SharePoint **within 24 hours** of notifying the Office of Student Assessment of the irregularity. Email Brooks Little at blittle@mdek12.org to notify him that the form has been uploaded.

District Name and Number:
School Name:
School Test Coordinator Name:
School Test Coordinator Cell Phone Number:
District Test Coordinator Name:
District Test Coordinator Cell Phone Number:
Assessment: Grade: Subject:
Date and Time of Incident:
Test Administrator Name and Cell Phone Number:
Proctor Name and Cell Phone Number:
Student Name and State ID Number:
Description of Incident (continued on next page):



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Description of Incident (continued from previous page):

Witness Names and Contact Information (including cell phone numbers):

Evidence Related to the Incident: