

Non-Public School Testing Service

Report of Testing Irregularity

(Part 1 must be filed within 5 days of the test administration) Part 1

Non-Public School Name	Today's Date
()	
Telephone Number	Person Reporting the Irregularity
	Date of Test Administration
Grade/Subject	Test Name
	Test Form(s)

For NPSTS Use Only

*The requested information **must** be completed. Due to the nature of certain testing irregularities, the State Board of Education has directed that a test administrator or other person reporting an irregularity may choose to file a report (i.e., this form) directly with the NPSTS. In such cases, signatures of and copies for other school officials are optional. The person reporting the irregularity must (a) sign this report, (b) include a telephone number where the person may be contacted, and (c) FAX or mail the report to the Non-Public School Testing Service (NPSTS).*

Different incidents must be documented on separate reports of testing irregularities even when the incidents occur during the same test administration in the same room.

Number of Students <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	Specify student name(s) _____ (A list may be attached) _____
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In the section below, describe in detail the testing irregularity you witnessed during the test administration. (Attach any pertinent documentation, if necessary.)

Signature of Person Reporting the Irregularity	Date	Signature of Principal	Date
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One copy of this form must be retained by the person filing the report, the principal, and the school test coordinator. The school test coordinator and principal are to conduct an investigation to determine if the testing irregularity should be declared a misadministration. In accordance with State Board of Education policy, if a misadministration has occurred and the validity of the test results are affected, the student must be administered a different secure form of the test (unless the student should not have been tested in accordance with state guidelines for students with disabilities or limited English proficiency). In the event that a testing irregularity is declared a misadministration:

- (a) The test results must be declared non-valid;
- (b) Student scores must be deleted from the data file;
- (c) The test administrator, principal, parent(s) or legal guardian(s), and student(s) must be notified;*
- (d) The Report of Testing Irregularity must be filed with Non-Public School Testing Service;
- (e) The student must be administered a different secure form of the test (unless the current IEP, current Section 504 plan, or current limited English proficiency documentation in accordance with state guidelines documents that the student should not have been tested). The non-public school test coordinator is to make all arrangements with the NPSTS for ordering replacement test materials; and
- (f) A confidential description of the personnel action taken, if appropriate, must be attached to the Report of Testing Irregularity forwarded to the NPSTS.

*The Non-Public School should refer to local procedures.

Report of Testing Irregularity
Follow-Up for Reported Testing Irregularity
(Part 2 must be filed within 15 days of the test administration)

Part 2

The information requested below must be completed and signed by the school system test coordinator and the principal.

As the school test coordinator and principal for _____ Non-Public School, we have reviewed the attached Report of Testing Irregularity (Part 1) with the appropriate school personnel, conducted an investigation, and determined the following:

Select one of the following and complete all requested information.

1.

The reported testing irregularity is **not** a misadministration and no further action is needed. Explain:

2.

The reported testing irregularity is **not** a misadministration but further action is needed. Explain:

3.

The reported testing irregularity **is** a misadministration. (Check one of the following.)

Our school system plans to administer a different secure form of the test to the student(s) or has completed the administration of the different secure form of the test on _____; **or**
(Date of Administration)

Our school system will **not** administer a different secure form of the test to the student(s).
Explain: _____

In addition, the school system must do the following when a misadministration is declared: (dates required)

- The test results must be declared non-valid;
- Score(s) of the student(s) involved in the misadministration must be deleted from the accountability data file;
- The test administrator, principal, local school board, parent(s) or legal guardian(s), and student(s) must be notified (i.e., circumstances; no test scores);
- The Report of Testing Irregularity must be filed with the Non-Public School Testing Service(the NPSTS may forward the report to the NCDPI). The Report of Testing Irregularity must document the date the student was administered the different secure form of the test; **and**
- When appropriate, a confidential description of the personnel action taken must be attached to the copy of the Report of Testing Irregularity filed with the NPSTS.

Non-Public School Test Coordinator Signature Date

Principal Signature Date

Both parts (Parts 1 & 2) of the Report of Testing Irregularity must be filed by mail or faxed within 15 days of the incident to the Non-Public School Testing Service (Fax (919)513-4683). When appropriate, a confidential description of the personnel action taken must be attached to the copy sent by the NPSTS to the NCDPI. Documentation (Parts 1 and 2 of the Report of Testing Irregularity) must be retained by the school system for six months following the return of test scores.