



Accountability, Assessment, and Evaluation
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Baton Rouge, LA 70815
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Test Irregularity Reporting Form – Missing Documents
School Name _____

A testing irregularity is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data. Testing irregularities must be reported in writing to the District Test Coordinator, who must then send the written reports to the LDOE, Assessments and Accountability.

Date received notice of missing document _____ Fall [] Spring [] Summer []
State Site Code 017 _____ Test Coordinator _____
Test Name _____ Grade and Subject _____

Write a detailed description of your search for the missing documents. Attach additional pages, if needed.

Outline your plan to prevent future testing irregularities. Be specific with dates and responsible parties.

Attach any supporting documentation
(Examples: statements, Security Checklist, sign out sheets)

School Test Coordinator _____ Date _____

Principal's Signature _____ Date _____

District Test Coordinator _____ Date _____

Other (Name and Position) _____ Date _____