

A large, light gray decorative graphic on the left side of the page consists of several concentric, partial circular arcs. A small, solid orange circle is located at the center of these arcs.

Testing Irregularity Reporting Form

Instructions

To report a testing irregularity, complete and save this form to your secure FTP site* and notify the New Mexico Help Desk. Please do not email the form. Enter student ID numbers and the first three letters of each student's last name with first initial in the form; do not use student names. If the incident requires follow-up, follow the directions provided in the email you receive in response to submitting the form. For more information about testing irregularities, refer to the *Test Security Policies and Procedures* document, available at newmexico.onlinehelp.cognia.org/imssa.

* DTCs needing access to the secure FTP site should contact the New Mexico Help Desk at 877.676.6722.



Testing Irregularity Reporting Form

School or District Name			
Code (use uppercase lettering)	District Code		
	School Code		
Testing School Information	School Name		
	City, State		

Test Information	Test Name		Subject	<input type="checkbox"/> Reading <input type="checkbox"/> Language Usage <input type="checkbox"/> Math
	Grade	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	Test Date	
	Test Admin Name			

Irregularity	Time Occurred	Type (example: moderate)	Description (attach separate sheet if needed)

Detail	Class Name or Student ID	Individual (I) or Class (C)	Session Code	Student Last Name (first 3 letters), First Initial	Recommend to Invalidate Results? (Y/N)

Test Administrator Signature _____ Date _____ Test Coordinator Signature _____ Date _____