

New Jersey Testing Irregularity and Security Breach Form (PARCC and NJSLA-S Assessments)

Instructions for the LEA Test Coordinator or School Test Coordinator:

1. Call the appropriate Statewide Assessment Coordinator immediately to report a testing irregularity or security breach.
2. Complete this form with the required information.
3. The LEA DTC must upload the completed form to PearsonAccess^{next} within five school days and email the Support Request "confirmation number", which is provided upon successful upload, to the appropriate Statewide Assessment Coordinator. Since this form contains Personally Identifiable Information (PII) such as student's name, it must never be transmitted via email.

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|--|-----------------------------------|---------------------|
| LEA District: | School: | |
| LEA/District Organization Code: NJ- _____ / _____ | | |
| Contact Name: | Role: | |
| Phone and Extension: () - ext: | | |
| Test Administration: | Type of Issue: | |
| Date of Incident: / / | Grade: | Assessment: |
| Test Format: | Testing Device Type: | Test Form: |
| Unit: | Item Number(s): | |
| Test Administrator's Name: | Test Administrator's SMID: | |
| Student Name: | | DOB: / / |
| Student State ID Number (NJ SMART ID): | | |
| ***Detailed Description: | | |

*****When completing this form, please ensure you provide a detailed description of the incident; name of the device; investigation steps taken; and actions taken by staff to resolve the incident. Use additional paper, if necessary.**

When this form is completed it must be saved as follows:

- Title of the form must be **“District Name_School Name_Year_Date”**
 - For example: **“Any District_Any School_2016_040416”**

After saving, please upload the completed form to PAN ([2017-2018 Guidance for Submitting Security Forms Online Version 3.0](#)) and email to the appropriate Statewide Assessment Coordinator. Districts are required to maintain a record of this completed form for a minimum of three consecutive assessment cycles.