

TEST ADMINISTRATION REPORT (2008–2009)

Test : _____

No Issues

Subject (if applicable): Mathematics Reading Writing Science

The Test Administration Report is for reporting situations where something unusual or unexpected happened that could affect the validity of a test result for a student (see examples below). If an adult was involved in the situation (e.g., translator), include the adult’s name, signature and relationship to the student. If there is no unusual situation to report, mark the “No Issues” box.

There are two methods for submitting this form: the original form from the *Procedures Manual* can be returned in Box 1 with the answer book/documents or an electronic version of the form can be completed and uploaded to Pearson’s SchoolHouse website. Keep one copy of this form for the school and one for the District Assessment Coordinator. The District Assessment Coordinator should save one copy for 12 months from the date of the test administration in case of an audit.

Name of Student	Gr	MARSS # (13 digits)	Name of Adult and/or Explanation

Examples of events to be documented in this report:

- Student’s answer book/document was invalidated for a reason outlined in the *Procedures Manual*
- Mathematics BST script was translated and read aloud to a student (if more than one translator was involved, indicate which students were assigned to which translator)
- Transcription was made of a student’s oral responses to a mathematics test
- Student moved to next segment ahead of class
- Student used a calculator during a non-calculator segment
- Online testing issues

District Name and Number

School Name and Number

District Assessment Coordinator (print)

School Assessment Coordinator (print)

Today’s Date

School Assessment Coordinator (signature)