

TEST SECURITY NOTIFICATION FORM (2008–2009)

This form is for documenting testing irregularities, such as apparent security breaches of a test. Please fill in all requested information and fax or email to Research and Assessment when all testing is completed. The District Assessment Coordinator is responsible for completing the form, faxing it to MDE and retaining a copy for one year beyond the testing date. Please submit a separate form for each irregularity.

Identification/Contact Information

District: _____ District #: _____

District Address: _____

District Assessment Coordinator: _____ Phone: _____

School Information

School: _____ School #: _____ Principal: _____

School Address: _____

School Assessment Coordinator: _____ Phone: _____

Information about Reported Incident

Choose test, subject and grades affected

Test:

- | | |
|---------------------------------|-------------------------------|
| <input type="checkbox"/> MCA-II | <input type="checkbox"/> TEAE |
| <input type="checkbox"/> BST | <input type="checkbox"/> MTAS |
| <input type="checkbox"/> GRAD | |
| <input type="checkbox"/> MTELL | |

Subject:

- | |
|--------------------------------------|
| <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Reading |
| <input type="checkbox"/> Writing |
| <input type="checkbox"/> Science |

Grade(s): _____

Date and Description of Incident:

Date: _____

Attach additional pages for documentation as needed.

1. Communication with MDE

Date: _____ Spoke to (name of MDE representative): _____

Recommended course of action suggested by MDE representative:

- | | |
|---|--|
| <input type="checkbox"/> No further action | <input type="checkbox"/> Maintain documentation at the local level |
| <input type="checkbox"/> Submit irregularity documentation to MDE | <input type="checkbox"/> Other—please indicate: |
- No communication with MDE

2. District Actions

- I am submitting signed, dated irregularity documentation and this notification form via fax or U.S. mail.
- I am submitting **only** this notification form and will submit signed, dated irregularity documentation at a later time via fax or U.S. mail.

Please submit a completed copy of this notification form to the Division of Research and Assessment by fax to (651) 582-8874 or by email to mde.testing@state.mn.us.