



Spring 2018 Confidential Test Irregularity Report

Instructions

Please complete the attached test irregularity report.

- Any concern about breaches in test security, testing irregularities, and/or noncompliance with test administration procedures must be reported immediately to the school principal/authorized representative, System Test Coordinator, and OPI by phone or in person within three days of the incident. The district superintendent should also be notified.
- The Testing Irregularity Report (TIR) is to be completed within five days of the incident. REMINDER: If you are school personnel, please complete this process in collaboration with your system test coordinator, unless you fear possible ramifications for reporting an incident.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension.

Please respect student privacy

- DO NOT include any student's name anywhere on the report.
- DO NOT save the file by the student's name.

Mail or FAX

Please mail or fax the completed form to:

Jessica Eilertson, OPI State Assessment Director,

P.O. Box 202501

Helena, MT 2501

FAX to 406-444-3924

If you have questions, please contact:

- State Assessment Division, 844-867-2569 or OPIAssessmentHelpDesk@mt.gov

Irregularity Report

General Information

All school and system personnel involved in the administration of the test and the accompanying materials must report immediately any violation or suspected violation of test security, administration policies and guidelines, and/or confidentiality. School or system staff should notify their System Test Coordinator and School Principal if they witness or suspect an irregularity has occurred. The System Test Coordinator should notify OPI within 3 days by telephone or email and should complete the online or paper form within 5 days. Please add additional pages if needed.

School System Number	School Code Number	Date of Incident	Test	Has OPI Been contacted

Person Completing Report	Grade

Content Area

Describe the Incident

Describe the Handling of the Incident

Educators Involved

Student State ID	Student Test Form Number