

## Confidential Test Irregularity Report

This form is intended only for parents, community members, and school personnel who are concerned about ramifications from local reporting of a test security incident. **In most cases**, school personnel should follow the test security incident reporting procedures through their system test coordinator.

### **Instructions**

Please complete the attached test security incident 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.
- 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:

OPI State Assessment Director, P.O. Box 202501

Helena, MT 2501

FAX to 406-444-3924

If you have questions, please contact:

[OPI Assessment Division, 844-867-2569](tel:844-867-2569)

[OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov)

# Confidential Test Security Incident Report

Date: \_\_\_\_\_

Name of person completing this form:

\_\_\_\_\_

Role: \_\_\_\_\_

School and School System: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Assessment: \_\_\_\_\_

*(CRT Science, CRT-Alt Science, Smarter Balanced, MSAA, ACT with Writing)*

Test:

\_\_\_\_\_

\_\_\_\_\_

*(ELA non-performance task, ELA performance task, Math non-performance task, Math performance task, Science)*

Session Number/ID: \_\_\_\_\_

Grade: \_\_\_\_\_

Describe the Incident: