



# Testing Irregularity or Security Breach Form

## Spring 2022 CMAS and CoAlt: Math, ELA, and Science

This form is for use by districts in reporting major misadministrations and security breaches.

### Instructions:

1. Call the appropriate contact in the CDE Assessment Division as soon as possible if a major misadministration or security breach occurs or is suspected to have occurred.
2. Complete form and add incident to the *Test Incident Report (TIR)* spreadsheet (download from Syncplicity). Submit the completed form and spreadsheet to CDE through the **CDE Assessment Syncplicity** account. Place the documents in the **Assessment Forms** folder, then email CDE when available for review (do not email the completed form). All forms and TIR spreadsheets are **due by Friday, May 6, 2022**.
3. Maintain a copy of the submitted form in school/district files. Maintain this record for three years.

Program	Contact	Phone	Email	Syncplicity Folder
CMAS	Sara Loerzel	720-316-3065	<a href="mailto:loerzel_s@cde.state.co.us">loerzel_s@cde.state.co.us</a>	Assessment_Forms_2022
CoAlt	Arti Sachdeva	720-316-7184	<a href="mailto:sachdeva_a@cde.state.co.us">sachdeva_a@cde.state.co.us</a>	

### Notes:

- If the incident involves more than a single student, include a list of all student names and SASID numbers in the description of the test incident. Separate forms do **NOT** need to be completed for each student, but each student is to be listed on a separate line on the TIR spreadsheet.
- **Do not** discuss, transmit, or reproduce secure test materials on this form or in preparation of this report.

<b>District Name:</b>	<b>District Code:</b>
<b>School Name:</b>	<b>School Code:</b>
<b>DAC Name:</b>	
<b>DAC Phone and Extension:</b>	<b>DAC Email:</b>

<b>Test Administration Information:</b> <input type="checkbox"/> CMAS <input type="checkbox"/> CoAlt	
<b>Date of Incident:</b> _____	<b>Date Report Submitted:</b> _____
<b>Test Format:</b> Computer-based <input type="checkbox"/> Paper-based <input type="checkbox"/>	
<b>Content Area:</b> Science <input type="checkbox"/> Math <input type="checkbox"/> ELA <input type="checkbox"/> CSLA <input type="checkbox"/>	
<b>Unit:</b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
<b>Student Grade:</b> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 11 <input type="checkbox"/>	
<b>Test Session Name (if online):</b>	<b>Test Administrator's Name:</b>
<b>Student Name:</b>	<b>SASID:</b>
<b>If multiple students are impacted, attach a sheet with names and SASIDs.</b>	
<b>Detailed Description of Incident:</b>	
<b>Investigation Steps Taken:</b>	
<b>Actions Taken by Staff:</b>	
<b>Proposed Solution:</b>	
Was the incident resolved in a manner that allowed the student to continue testing? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If incident was related to a particular item, please provide the item number: <b>Note:</b> Only students are allowed to read test content.	