



Testing Irregularity and Security Breach Form New Jersey WIDA ACCESS

Instructions for the District/School Test Coordinator (DTC/STC)

1. This form must be completed with all the required information by the DTC or STC with the assistance of the test administrator, if necessary.
2. **Do not** include any student personally identifiable information (PII) on this form.
3. When completing this form, please ensure you provide a detailed description of the incident, investigation steps taken, and actions taken by staff to resolve the incident. Review the second page of this form for more information.
4. When this form is completed, it must be saved using the following naming convention: "**DistrictName_SchoolName_ACCESS_Date**"; for example, "Any **District_Any School_ACCESS_040426**".
5. Keep a copy of this completed form, give one to your Chief School Administrator, and email the completed form to assessment@doe.nj.gov.
6. Local educational agencies (LEAs) and approved private schools for students with disabilities (APSSDs) are required to retain a record of this completed form for three years.

Security Breach

Complete and submit form without delay. NJ ACCESS training materials and test security agreements explain what issues should be identified as a security breach.

Other Testing Irregularities

Complete and submit form within one week when reporting a significant test administration issue.

Reminders

Test administration issues include, but are not limited to, the following:

- Missing test components such as missing item responses, missing graphics, etc.
- Missing selected accessibility features, for example magnification not present (after verifying that the student's Personal Needs Profile was marked correctly).
- Technology issues not related to district technology/internet failure.
- Use of incorrect student login ID.
- School/District emergency resulting in test session left open or device left unattended.

Do Not Report issues related to the following:

- Schedule changes.
- Taking breaks during testing due to student fatigue/behavior.
- District technology issues.
- Changing test administrators.
- Student absenteeism resulting in late or incomplete testing due to close of test window, etc.



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District Name:

School Name:

Organization Code:

Contact Name:

Role:

Phone and Extension:

Email:

Chief School Administrator:

Type of Issue:

Date of Incident (mm/dd/yy):

Grade:

Assessment:

Test Format:

Testing Device:

Item Number(s):

Test Number/Code:

Domain:

Test Administrator Name:

Test Administrator SMID (**Last 4 Digits only**):

Student State ID Number (NJ Smart ID — **Last 4 Digits only**):

Detailed Description (add additional pages as needed):

Detailed Description (continued)