



Incident and Irregularity Reporting Plans and Procedures

Please complete the form below:

School Name	
Building Assessment Coordinator	
Building Principal	
District Name	
District Assessment Coordinator	

Use this template to help plan and document how your building staff will identify testing incidents and irregularities and file an Incident or Irregularity Report for each assessment.

Question	Response
What is the planned communication flow between Test Administrators/ Proctors/Room Supervisors and Principals/Assessment Coordinators when a testing incident and/or irregularity occurs?	
What is the name of the person who is responsible for filing Incident and/or Irregularity Reports in your building?	