

# Test Irregularity Form

A testing irregularity is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data. Test irregularities must be reported in writing to the District Test Coordinator, who must then send written reports to the LDOE, Office of Assessments, Accountability, and Analytics. Please be advised that Act 837 prohibits the release of personally identifiable information (PII), including students' full first and last name, birth month and year, and Social Security Number.

Testing Irregularity	Irregularity Explained	Next Steps
Cheating	Student/teacher is caught cheating or attempting to cheat.	The test must be voided and a testing irregularity form must be submitted to <a href="mailto:assessment@la.gov">assessment@la.gov</a> .
Administrative Error	The test administrator failed to follow all directions as outlined in the test administration manual.	The test must be voided and a testing irregularity form must be submitted to <a href="mailto:assessment@la.gov">assessment@la.gov</a> .
Accommodation Issue	Student took the test with additional accommodations not documented on an IEP*, IAP**, PNP*** or EL checklist****.	The test must be voided and a testing irregularity form must be submitted to <a href="mailto:assessment@la.gov">assessment@la.gov</a> .
	Student took the test and did not receive all the accommodations as documented on the student's IEP, IAP, PNP or EL Checklist	
Timing Issue	K-3 Literacy: Student was not timed appropriately.	Invalidate the test and submit a testing irregularity to <a href="mailto:assessment@la.gov">assessment@la.gov</a>
	Student took the test and received less than the prescribed amount of time and the issue was discovered the same day.	The test must be unlocked and the student given the remaining amount of time in the test session. Careful monitoring is required and students cannot go back to items previously viewed if they have interacted with any other students.
	Student took the test and received less than the prescribed amount of time and the issue was discovered on a subsequent day.	The test must be voided and a testing irregularity form must be submitted to <a href="mailto:assessment@la.gov">assessment@la.gov</a> .
	Student took a test and received more than the prescribed amount of time.	
Technology Issue/Testing Disruption	A technology issue/disruption occurred during the test and the student was able to complete testing the same day.	No testing irregularity is needed.
	A technology issue/disruption occurred during the test and the student was not able to complete testing the same day.	The test should be unlocked and the student allowed to complete the assessment. Careful monitoring is required and students cannot go back to items previously viewed if they have interacted with any other students. A testing irregularity form must be submitted to <a href="mailto:assessment@la.gov">assessment@la.gov</a> .

Student took the wrong test	The test administrator administered the student a test under the wrong student's name.	LEAP2025/LEAP Connect/ELPT/ELPT Connect: Please complete a testing irregularity with both LASIDs. The vendor will move the students' responses. Send the testing irregularity to <a href="mailto:assessment@la.gov">assessment@la.gov</a> .
		K-3: Invalidate the test and submit a testing irregularity to <a href="mailto:assessment@la.gov">assessment@la.gov</a> .
	The test administrator administered a test to a student for a subject the student is not enrolled in.	The test will count in school and district accountability.
	The test administrator administered the test sessions out of order.	Ensure students test using the appropriate amount of time. Do not submit a testing irregularity form.
Test was not submitted properly.	The student did not submit the test properly.	LEAP 2025 HS: The test should be unlocked and the student supervised while submitting the test properly. Please submit a test irregularity form to <a href="mailto:assessment@la.gov">assessment@la.gov</a>
		LEAP 2025 3-8 and other assessment types: The test will submit at the end of the window. Do not unlock the test and do not submit a test irregularity form.
Secure materials not secured according to Bulletin 118.	Test materials were left in an unsecure environment and someone used them in violation of Bulletin 118.	The tests may need to be invalidated. Complete a testing irregularity form and submit it to <a href="mailto:assessment@la.gov">assessment@la.gov</a> .
	Test materials were left in an unsecure environment but they were not accessed by anyone.	
	Test materials were accessed by someone who is not trained in test security.	

Individual Education Plan

\*\*Individual Accommodation Plan

\*\*\*Personal Needs Profile

\*\*\*\* English Learner Checklist

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

**Administration (Check One):**

- ☐ K-3 Literacy/Numeracy    ☐ LEAP 2025 3-8    ☐ LEAP 2025 HS    ☐ LEAP Connect    ☐ ELPT    ☐ ELPT Connect    ☐ ACT/ACT WorkKeys

**Testing Window (Check One):**

☐ K-3 Literacy/Numeracy    ☐ LEAP 2025 HS

- ☐ BOY    ☐ Fall  
☐ MOY    ☐ Spring  
☐ EOY    ☐ Summer

**Subject (Check One):**

K-3 Literacy	K-3 Numeracy	LEAP 2025 3-8	LEAP 2025 HS	LEAP Connect	ELPT	ELPT Connect	ACT/WorkKeys
<input type="checkbox"/> LNF	<input type="checkbox"/> Session 1	<input type="checkbox"/> ELA	<input type="checkbox"/> Algebra I	<input type="checkbox"/> ELA	<input type="checkbox"/> Speaking	<input type="checkbox"/> Speaking	<input type="checkbox"/> English
<input type="checkbox"/> PSF	<input type="checkbox"/> Session 2	<input type="checkbox"/> Math	<input type="checkbox"/> Geometry	<input type="checkbox"/> Math	<input type="checkbox"/> Listening	<input type="checkbox"/> Listening	<input type="checkbox"/> Math
<input type="checkbox"/> NWF		<input type="checkbox"/> Science	<input type="checkbox"/> English I	<input type="checkbox"/> Science	<input type="checkbox"/> Reading	<input type="checkbox"/> Reading	<input type="checkbox"/> Reading
<input type="checkbox"/> WRF		<input type="checkbox"/> Social Studies	<input type="checkbox"/> English II		<input type="checkbox"/> Writing	<input type="checkbox"/> Writing	<input type="checkbox"/> Science
<input type="checkbox"/> ORF			<input type="checkbox"/> Biology				<input type="checkbox"/> Applied Math
<input type="checkbox"/> MAZE			<input type="checkbox"/> Civics				<input type="checkbox"/> Graphic Literacy
<input type="checkbox"/> All			<input type="checkbox"/> US History				<input type="checkbox"/> Workplace Documents

**Testing Irregularity (Check One):**

- ☐ Cheating    ☐ Administrative Error    ☐ Accommodation Error    ☐ Timing Error    ☐ Technology Issue/Disruption    ☐ Student took the wrong test    ☐ Test was not submitted properly    ☐ Other

**Did the Testing Irregularity Result in a void? (Check One):** Yes ☐ No ☐

**District:** \_\_\_\_\_ **District 3-digit LEA Code:** \_\_\_\_\_

**School:** \_\_\_\_\_ **School 6-digit Site Code:** \_\_\_\_\_

**LASID** (Please add additional LASIDs on a separate page): \_\_\_\_\_

**Description and Resolution:**

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\_\_\_\_\_  
Test Administrator

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School Test Coordinator

\_\_\_\_\_  
District Test Coordinator