

## New Jersey Student Learning Assessments (NJSLA) Testing Irregularity and Security Breach Form

### Form Instructions for the district test coordinator (DTC) or school test coordinator (STC):

1. Call the appropriate NJSLA state coordinator immediately to report a testing irregularity or security breach.
2. Complete this form with all the required information.
3. The DTC must upload the completed form within five school days and email the support request (i.e. confirmation number), which is received upon a successful upload, to the appropriate NJSLA state assessment coordinator. This form contains personally identifiable information (PII) such as the student's name, date of birth, etc., so it must never be transmitted via email.

<b>District:</b>	<b>School:</b>	
<b>District Organization Code:</b> ____ ____ ____ ____ ____ / ____ ____ ____		
<b>Contact Name:</b>	<b>Role:</b>	
<b>Phone and Extension:</b> (     )     -     ext:		
<b>Test Administration:</b>	<b>Type of Issue:</b>	
<b>Date of Incident:</b> /     /	<b>Grade:</b>	<b>Assessment:</b>
<b>Test Format:</b>	<b>Testing Device Type:</b>	<b>Test Form:</b>
<b>Unit:</b>	<b>Item Number(s):</b>	
<b>Test Administrator's Name:</b>	<b>Test Administrator's SMID:</b>	
<b>Student Name:</b>		<b>DOB:</b> /     /
<b>Student State ID Number (NJ SMART ID):</b>		
<b>Detailed Description*:</b>		

\*When completing this form, please ensure you provide a detailed description of the incident, name of the device, investigation steps taken, and actions taken by staff to resolve the incident. Attach additional pages, if necessary.

When this form is completed it must be saved as follows:

- Title of the form must be **“DistrictName\_SchoolName\_AdminstrationCycle\_Date”**
  - For example: **“Any District\_Any School\_SP2019\_040419”**

After saving, upload the completed form to PAN. Please use the [Create Support Requests](#) page on the Pearson website for directions on how to upload security forms.

Once you have uploaded this form, please email the appropriate NJSLA state coordinator. Districts are required to maintain a record of this completed form for a minimum of three years.