

Updated March 2021



New Jersey Student Learning Assessment Testing Irregularity and Security Breach Form

Purpose:

This form is to be completed and uploaded by the District Test Coordinator (DTC) or School Test Coordinator (STC). Please follow the steps outlined below:

1. Call the appropriate NJSLA program coordinator immediately to report a testing irregularity or security breach.
2. The DTC, or at the discretion of the DTC, the STC must complete this form with all the required fields completed.
3. Save the file and use file name formatted "DistrictName_SchoolName_Administration_CycleDate"; for example, "**AnyDistrict_AnySchool_SP2021_050721**".
4. The DTC must upload the completed form to PearsonAccess^{next} (PAN) within five school days. See directions in Section 2.1.6 of the Test Coordinator Manual.
5. After a successful upload, email the Support Request ID only to the NJSLA program coordinator. Include the name of the form, CDS code, and district and school name in the subject line. Do not include any student personally identifiable information (PII) in the email.
6. Districts are required to retain a record of this completed form for three years.

When completing this form, you must provide a detailed description of the incident; name of the device; investigation steps taken; and actions taken by staff to resolve the incident. Use additional paper, if necessary.

District Name: _____

School Name: _____ Organization Code: _____

Contact Name: _____

Phone Number and Extension: _____ Role: _____

Test Administration: _____

Type of Issue: _____

Date of Incident: _____ Grade: _____ Assessment: _____

Test Format: _____ Testing Device Type: _____ Test Form: _____

Unit: _____ Item Number(s): _____

Test Administrator Name: _____ Test Administrator SMID: _____

Student Name: _____ DOB: _____

Student State ID Number (NJSMART ID): _____

Provide detailed description on the next page.



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Detailed Description*:

Lined area for detailed description.

***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.**