



Testing Irregularity and Security Breach Form

New Jersey Student Learning Assessment (NJSLA)
New Jersey Graduation Proficiency Assessment (NJGPA)

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 state assessments 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_SP2024_050722".
- 4 The DTC must upload the completed form to ([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 state assessments program coordinator. The body of the email should include a brief description of the scenario and if immediate action is necessary. Do not include any student personally identifiable information (PII) in the email.
- 6 LEAs 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): _____

Customer Support Ticket # (if applicable): _____

Provide detailed description on the next page.

