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 of the incident. See the 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.

District Name: _____

School Name: _____ Organization Code: _____

Contact Name: _____

Phone Number and Extension: _____ Role: _____

Test Administration: _____ Security Breach: _____

Type of issue: _____

Date of the 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): _____

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

Detailed Description: