

Assessment Irregularity Reporting Form

School Administrative Unit:	School:	Student State ID(s):
Names and roles of involved staff:		
Grade level(s) and assessment session(s) affected:		
Provide a description of the assessment irregularity.		
Describe any potential security concerns.		
If applicable, describe the scope and duration of any secure material exposure (e.g., what material, exposed to whom, for what period of time).		
Describe any follow-up actions taken by the school or School Administrative Unit.		
Date family was informed of irregularity:		
Optional - Additional information:		

**** Please do not include student names or PII in this document or subsequent emails. ****

Submitted by: _____ Role: _____ Date: _____

Please submit via email to the appropriate Assessment Coordinator: <https://www.maine.gov/doe/assessment/contact>
The Maine DOE Assessment Team will review documentation and provide a response within one week of receipt.