

Assessment Irregularity Reporting

2022-2023 Administration

The Department was notified on [ Date ] of an assessment irregularity for the [Assessment Name] assessment which requires additional information to determine next steps. The Department has confirmed an instance of an irregularity on the [Test Session or Domain].

Please select the following as they apply:

* The irregularity led to a breach of test item security
* A misadministration affects the validity of any student performance and resulting scores
* Plagiarism affects the validity of student performance and resulting scores.
* The irregularity is deliberate; there is evidence of academic fraud

The following information is necessary to determine next steps:

|  |  |  |
| --- | --- | --- |
| SAU: | School: | Student State ID:  Grade level:  Class name (if applicable): |
| Names & Roles of involved educators: | Date of Test Security training: | Date of signed Test Security and Student Data privacy agreements: |
| Insert name | Insert date | Insert date |
|  |  |  |
|  |  |  |
| Assessment/test sessions or WIDA test domain affected: |  | |
| Provide a rationale as to why the DAC/Assessment Administrator believes assessment security was or was not violated? |  | |
| Provide a description of the assessment irregularity. |  | |
| Date family is informed of irregularity. |  | |
| Please share any concerns related to assessment secure material exposure. (if applicable - what materials, to whom, and for what period of time) |  | |
| Disciplinary action or other action taken?  (Student or educator as applicable) |  | |
| How were assessment sessions monitored by Assessment Administrators to ensure non- approved devices were not utilized? |  | |

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

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to the appropriate state assessment coordinator via confidential/secure email:

**Krista Averill** (NWEA, Maine Through-Year Assessment, Maine Science)

[Krista.averill@maine.gov](mailto:Krista.averill@maine.gov)

**Jodi Bossio-Smith** (ACCESS for ELLs, Alternate ACCESS for ELLs, MSAA & MSAA Science)

[Jodi.bossio-smith@maine.gov](mailto:Jodi.bossio-smith@maine.gov)

The Maine DOE Assessment Review Team will review provided documentation within one week of receipt.

DOE Receipt:

Follow up actions, if necessary: