**2021-22 KCKPS KELPA/KAP**

**Testing Irregularity Form**

All testing irregularities must be reported to the district testing coordinator. The Building Testing Coordinator (BTC) should complete this form along with the building principal to collect and record essential information for the report. You will be asked to email a copy of this report to the DERA Team and to keep a copy in a secure file on campus. ***The report is due within 3 days of learning of the incident****.*

**Submitter Information**

Submitter name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role in Testing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BTC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Test Administration**

Date of incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject-area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_

**Incident Information**

Student(s) Involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Role of staff involved (ex.Teacher, BTC, Other) during testing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Test Administrator Training:**

**When did the incident occur?**

**Where did the incident occur?**

**Description of what happened:**

**Campus determination of how and why it happened:**

**Campus plan of action to prevent a recurrence of this irregularity:**

**Action(s) Taken: (Select all that apply)**

o DERA Department contacted IMMEDIATELY

o Parents notified

o Administrator notified

o Test administrator removed/replaced

o Statements requested from adults involved (attached to submitted form)

o Student disciplinary action taken (if caught cheating)

o Specific Incident Memorandum (attached to submitted form)

o Collect supporting documents related to the incident (attached to submitted form)

O Other (Please describe in the space below):

**Corrective Action Plan (CAP)**

**After the submission of theTesting Irregularity Documentation and statements from responsible parties have been submitted to the DERA Team, an evaluation/investigation will be conducted and a summary document will be sent out to all involved parties, campus principal, and the DERA Team.**

Gather all documentation noted above. **All statements and a copy of this form should be submitted electronically. Please scan and email this form to the DERA Team** [**DERA@kckps.org**](mailto:DERA@kckps.org)

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Building Principal Date**

For DERA Use Only:

o Reportable to KSDE (Yes or No)

Incident Report Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

o Specific Incident Memorandum submitted to the DERA Team on \_\_\_\_\_\_\_\_\_\_\_\_(date)

o Type of Irregularity:

o Serious (Report made to KSDE immediately)

o Procedural:

• Eligibility

• IEP Implementation Issue

• Monitoring Error

• Other Procedural Error

o District Investigation completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_(date)

o Level I (DERA)

o Level II (Human Resources)