2023-2024 Illinois Science Assessment (ISA)
Form to Report a Testing Irregularity or Security Breach

Instructions for the School Test Coordinator or District Test Coordinator:

1. Call to report a testing irregularity or security breach ***IMMEDIATELY*** upon discovering it. Refer to **Appendix C** for ISA policy on whether to call your District Test Coordinator or Illinois State Board of Education (ISBE) Contact.
2. Complete this form, if instructed to do so by your District Test Coordinator or State Contact.
3. Submit this form **within two school days**, or according to ISA policy in **Appendix C**.
4. Maintain a copy of the submitted form for your school files. Refer to **Appendix C** for the length of time you are required to maintain school files.

Note: If the incident affects more than a single student, attach a sheet with a list of all student names and SSID numbers. Separate forms do *NOT* need to be completed for each student.

District Name:	
District Organization Code:	
Contact Name:	Role: ❏ District Test Coordinator ❏ School Test Coordinator
Contact Phone and Extension:	

Test Administration Information: ☑ Spring Date of Incident: _____	
Mode: ❏ Computer ❏ Paper Content Area: ❏ Science Section: ❏ 1 ❏ 2 ❏ 3 Student Grade: ❏ 5 ❏ 8 ❏ 11	
Test Administrator's Name:	
Student Name:	Date of Birth: _____
State Student Identification Number:	Local Student ID:
Detailed Description of Incident: Investigation Steps Taken: Actions Taken by Staff to Resolve: 	
Was the incident resolved in a manner that allowed the student to continue testing? ❏ Yes ❏ No	
If incident was related to a particular item, please provide item number (note that only students can read test content):	