



March, 2014

The security seals placed on the 2014 DC CAS should be broken by the student at the start of testing. The directions clearly state when this should happen.

The only exemption is if a booklet is used for the read aloud accommodation in math or science, and the booklet should be marked on the front with the teacher and student's name and purpose.

If the security seal is broken by accident or missing, it is the Test Chairperson/Test Monitor's responsibility to secure that booklet. In this case, the form below must be submitted to osse.assessment@dc.gov. Should you have questions, please contact Jessica Enos **202-535-2651**.

Please read the form carefully and follow the instructions.

BROKEN SECURITY SEAL PROCEDURAL FORM	
<i>Please check one/all that applies in the blank boxes provided:</i>	
<input type="checkbox"/>	1. The security seal was broken by accident.
<input type="checkbox"/>	2. The security seal is missing.
<input type="checkbox"/>	3. Other:
<i>Please complete the following information in the blank boxes provided:</i>	
Date:	
School/LEA:	
Test Chairperson's Name:	
Test subject:	
Bar Code :	
Explanation: Must include 1) Date of incident 2) Location 3) Persons involved	
Test Chairperson's Signature:	
<i>If you do not wish to sign this statement, it is necessary to hand deliver the book and form to OSSE.</i>	