



DC CAS 2012-2013 LEA/School Investigations Task List

Description of Activity	Expected Completion Date	Start Date	Completion Date
1) Contact LEA Assessment Coordinator immediately and inform principal	Date of Testing Irregularity or Date Incident Identified		
2) Collect or secure evidence (e.g. test book, answer sheet, cheat sheet, classroom displays, notes), etc	Date of Testing Irregularity or Date Incident Identified		
3) Review Incident Report completed by the person reporting the incident, attach notes to the Incident Report if applicable	Date of Testing Irregularity or Date Incident Identified		
4) Interview all parties: <ul style="list-style-type: none"> • Interview session should include at least two members of the administrative staff • All questions should be carefully structured so that comprehensive facts are gathered • The interviewee's questioning tactics and tone should be of an objective nature (not accusatory) 	Date of Testing Irregularity or Date Incident Identified		
5) Request written and signed statements from all parties involved	Date of Testing Irregularity or Date Incident Identified		
6) Prepare a LEA Corrective Action Plan to address the testing irregularity	Date of Testing Irregularity or Date Incident Identified		
7) Submit the Incident Report, LEA Corrective Action Plan, evidence, interview notes, written and signed statements to the OSSE	Date of Testing Irregularity or Date Incident Identified		
8) Draft a summary of the incident	Day 2		
9) Retain a copy of all documents for the Security File	Day 2		
10) Submit copies of all documents to the LEA Assessment Coordinator	Day 2		
11) Assist LEA Test Coordinator in investigation	As Directed		

 School Test Chairpersons/ Coordinator's Name

 Signature

 Date

 Principal's Name

 Signature

 Date

 LEA Assessment Coordinator's Name

 Signature

 Date