# Test Security Fact-Finding Inquiry

Please use this form to provide additional information about a test security incident at your LEA/School. Local Education Agency (LEA) test coordinators should submit the plan within 24 hours of OSSE’s request via the [OSSE School Test Security Plan Application](https://octo.quickbase.com/db/bmiq8feda), unless OSSE specifies an alternate timeline. This inquiry should be uploaded as an attachment within your School Test Security Plan.

LEA Name: School Name:

Investigator Name: Investigator Title:

Date of Investigation:

Describe the incident(s) that led to the need to conduct a formal test security inquiry (Please include the OSSE Support Tool (OST) ticket number if applicable:

|  |
| --- |
| *please type your response in this space provided* |

Who did you interview/what fact finding steps did you take to get additional information about the incident(s)?

|  |
| --- |
| *please type your response in this space provided* |

What were the findings of your fact-finding inquiry/ interview(s)?

|  |
| --- |
| *please type your response in this space provided* |

Outline your school’s next steps as a result of this fact-finding inquiry:

|  |
| --- |
| *please type your response in this space provided* |

LEA test coordinators can submit this form as an attachment in your School Test Security Plan in the [OSSE School Test Security Plans Application](https://octo.quickbase.com/db/bmiq8feda).

Name of person completing this form (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_