



District of Columbia Statewide Test Security Incident Reporting Form

Please use this form to submit test security incidents to the Office of the State Superintendent of Education (OSSE). **Local Education Agency (LEA) test coordinators should enter incident report content into a ticket via the [OSSE Support Tool \(OST\)](#).**

You may report test security incidents in the following ways: (1) online via the [Online Incident Reporting Form](#), or (2) by phone at 202-304-3269. Please report within 24 hours when possible.

Submitted by (optional, please check all that apply):

- LEA Test Coordinator
 School Test Coordinator
 Test Administrator
 Test Proctor
 Other School Staff
 Student
 Other _____

LEA (if known): _____

Date/Time of Incident: _____

School: _____

Location of Incident: _____
(i.e., room name/number)

Names and roles of staff involved (if known): _____

Names of students involved (if known): _____

Describe the incident (use the back of this form or attach additional pages if needed). Please include the following details in your description of the incident, if known:

- Assessment (ACCESS for ELLs, Alternate ACCESS, MSAA, DLM, PARCC, DC Science)
- Testing grade and subject
- Testing group name
- Test administrator and proctor names
- Number of students in room/test session

Name of person completing this form (optional): _____ Date: _____