# Test Security Fact Finding Inquiry

Please use this form to provide additional information about a test security incident at your LEA/school. The LEA test coordinator should submit the plan within 72 hours. This fact finding inquiry should be uploaded as an attachment within your School Test Security Plan (***Minor Deviations and Testing Updates***). If you anticipate an issue meeting this deadline, send an email to [OSSE.TestIntegrity@dc.gov](mailto:OSSE.TestIntegrity@dc.gov).

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| **DEMOGRAPHIC INFORMATION**  *\*Information can be found in the approved school test security plan.* | |
| LEA name\* |  |
| LEA code\* |  |
| School name\* |  |
| School code\* |  |
| Incident Report or OSSE Support Tool (OST) Ticket Number (if applicable) |  |
| How was the test incident reported to OSSE? | **Incident Report in OSSE Assessment Portal**  **OSSE Support Tool (OST ticket)**  **Online Incident Reporting Form**  **OSSE Hotline @ 202-304-3269** |
| School Test Security Plan Number\* |  |
| Date of Testing Incident |  |
| Assessment\* | **ACCESS for ELLs**  **Alternate ACCESS**  **MSAA**  **DLM**  **DC CAPE** |
| Name of person completing this form |  |
| Role of person completing this plan: | **LEA Assessment Manager**  **LEA Test Coordinator**  **School Test Coordinator** |
| Date this form is completed  (mm-dd-yyyy) |  |
| School Test Coordinator |  |
| Test Administrator |  |

Describe the incident(s), as stated in the incident report, that led to the need to conduct a fact-finding inquiry.

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Include the information, as stated in the OSSE response to the incident report, that must be included in your fact-finding inquiry.

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What fact finding steps did you take to get additional information about the incident(s)?

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Who (include first and last name, title and assessment role) did you interview? What were the findings from your interview(s)?

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