# 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.

|  |
| --- |
| **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.

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|   |