



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

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 | |
|---|--|
| <i>*Information can be found in the approved school test security plan.</i> | |
| 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? | <input type="checkbox"/> Incident Report in OSSE Assessment Portal <input type="checkbox"/> OSSE Support Tool (OST ticket) <input type="checkbox"/> Online Incident Reporting Form <input type="checkbox"/> OSSE Hotline @ 202-304-3269 |
| School Test Security Plan Number* | |
| Date of Testing Incident | |
| Assessment* | <input type="checkbox"/> ACCESS for ELLs <input type="checkbox"/> Alternate ACCESS <input type="checkbox"/> MSAA <input type="checkbox"/> DLM <input type="checkbox"/> DC CAPE |
| Name of person completing this form | |
| Role of person completing this plan: | <input type="checkbox"/> LEA Assessment Manager <input type="checkbox"/> LEA Test Coordinator <input type="checkbox"/> 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)?