**Testing Incident Report Form**

**AzM2 Paper Based Testing (PBT) Only**

**School Year 2020-2021**

**District:** **District Entity #** **School:** **School Entity #**

Test Coordinator Reporting Incident:  **Date of Incident (mm/dd/yyyy):**

Test Administrator/Proctors involved with Incident:

**All Testing Incident Reports must be emailed to** [**AzM2@azed.gov**](mailto:AzM2@azed.gov) **as soon as possible after the incident occurs. Paper-Based test booklets for school cannot be sent in for scoring until this completed Incident Report has been reviewed and returned to District by ADE.**

**Student Information**

**Name:       SSID #:       Grade Level:** **Test Booklet #:**

**Check type of incident and include explanation below:**

Student Incident\*  Administration Error (submit all to ADE for review)

Cell phone usage  Inappropriate accommodations

Other electronic device  Incorrect administration of test

Cheating  Student not allowed to continue testing

Other  Student not eligible to test

Student tested on wrong test booklet

Other

\**For students with cell phone, calculator, or other electronic device usage, submit Testing Incident Report to ADE* ***only*** *if there is evidence that the student was cheating. For students in possession of device, but there is no evidence of cheating, disciplinary procedures established by school should be followed and ADE does not have to be notified.*

**Description of Incident:**

*Provide as much information as possible. If student was using electronic device include all information that was on device (text message, last call, etc.).*

Notify ADE - Evidence of cheating or Administration Error

***Notification to ADE must be sent in as soon as possible after testing incident. ADE must receive testing incident and ADE must respond back to school prior to test materials being submitted for scoring****.*

Do not notify ADE - Student Incident – There is no evidence of cheating.  
**ADE does not have to be notified. Discipline student locally.**

**ADE USE ONLY.**

ADE Comments:

Testing Improprieties Envelope (pink) to be returned:

Comments for Measurement Inc (MI) to be included on the Testing Improprieties Envelope: