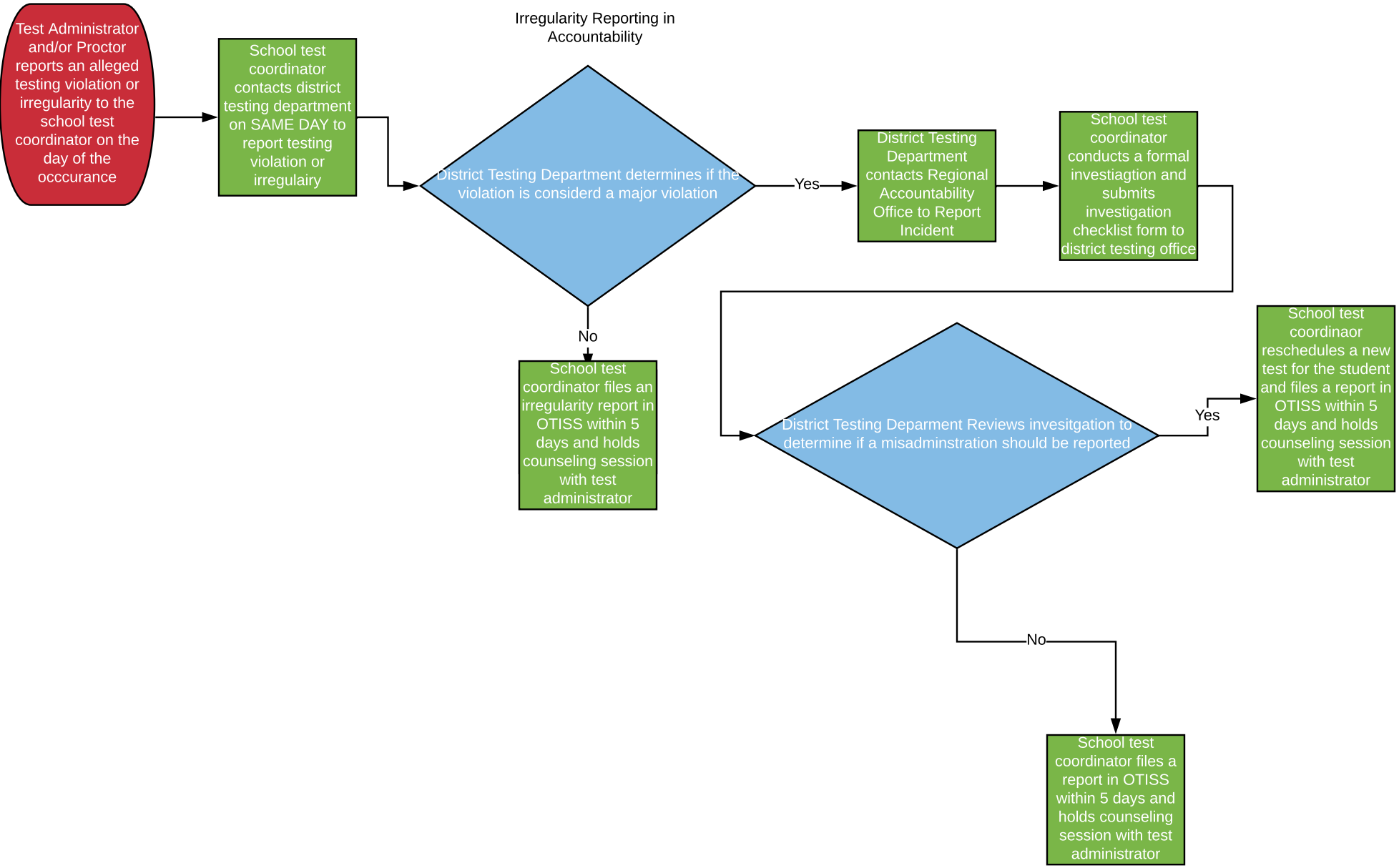
Irregularity Reporting in Accountability
Test Administrator and/or Proctor reports an alleged testing violation or irregularity to the school test coordinator on the day of the occcurance
School test coordinator contacts district testing department on SAME DAY to report testing violation or irregulairy
District Testing Department determines if the violation is considerd a major violation
Yes
District Testing Department contacts Regional Accountability Office to Report Incident
School test coordinator conducts a formal investiagtion and submits investigation checklist form to district testing office
No
School test coordinator files an irregularity report in OTISS within 5 days and holds counseling session with test administrator
District Testing Deparment Reviews invesitgation to determine if a misadminstration should be reported
Yes
School test coordinaor reschedules a new test for the student and files a report in OTISS within 5 days and holds counseling session with test administrator
No
School test coordinator files a report in OTISS within 5 days and holds counseling session with test administrator