

Test Irregularity Form

A testing irregularity is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data. Test irregularities must be reported in writing to the District Test Coordinator, who must then send written reports to the LDOE, Division of Assessments and Accountability. Please be advised that Act 837 prohibits the release of personally identifiable information (PII), including students' full first and last name, birth date, and Social Security Number.

Testing Irregularity	Irregularity Explained	Next Steps
Cheating	Student/teacher is caught cheating or attempting to cheat.	The test must be voided and a testing irregularity form must be submitted to assessment@la.gov .
Administrative Error	The test administrator failed to follow all directions as outlined in the test administration manual.	The test must be voided and a testing irregularity form must be submitted to assessment@la.gov .
Accommodation Issue	Student took the test with additional accommodations not documented on an IEP*, IAP**, PNP*** or EL checklist****.	The test must be voided and a testing irregularity form must be submitted to assessment@la.gov .
	Student took the test and did not receive all the accommodations as documented on the student's IEP, IAP, PNP or EL Checklist	
Timing Issue	K-3 Literacy: Student was not timed appropriately.	Invalidate the test and submit a testing irregularity to assessment@la.gov
	Student took the test and received less than the prescribed amount of time and the issue was discovered the same day.	The test must be unlocked and the student given the remaining amount of time in the test session. Careful monitoring is required and students cannot go back to items previously viewed if they have interacted with any other students.
	Student took the test and received less than the prescribed amount of time and the issue was discovered on a subsequent day.	The test must be voided and a testing irregularity form must be submitted to assessment@la.gov .
	Student took a test and received more than the prescribed amount of time.	
Technology Issue/Testing Disruption	A technology issue/disruption occurred during the test and the student was able to complete testing the same day.	No testing irregularity is needed.
	A technology issue/disruption occurred during the test and the student was not able to complete testing the same day.	The test should be unlocked and the student allowed to complete the assessment. Careful monitoring is required and students cannot go back to items previously viewed if they have interacted with any other students. A testing irregularity form must be submitted to assessment@la.gov .

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Student took the wrong test	The test administrator administered the student a test under the wrong student's name.	LEAP2025/LEAP Connect/ELPT/ELPT Connect: Please complete a testing irregularity with both LASIDs. The vendor will move the students' responses. Send the testing irregularity to assessment@la.gov . K-3: Invalidate the test and submit a testing irregularity to assessment@la.gov .
	The test administrator administered a test to a student for a subject the student is not enrolled in.	The test will count in school and district accountability.
	The test administrator administered the test sessions out of order.	Ensure students test using the appropriate amount of time. Do not submit a testing irregularity form.
Test was not submitted properly.	The student did not submit the test properly.	LEAP 2025 HS: The test should be unlocked and the student supervised while submitting the test properly. Please submit a test irregularity form to assessment@la.gov
		LEAP 2025 3-8 and other assessment types: The test will submit at the end of the window. Do not unlock the test and do not submit a test irregularity form.
Secure materials not secured according to Bulletin 118.	Test materials were left in an unsecure environment and someone used them in violation of Bulletin 118.	The tests may need to be invalidated. Complete a testing irregularity form and submit it to assessment@la.gov .
	Test materials were left in an unsecure environment but they were not accessed by anyone.	Ensure the materials are secure. Do not submit a testing irregularity.
	Test materials were accessed by someone who is not trained in test security.	Immediately train the individual in test security. Do not submit a testing irregularity form.

*Individual Education Plan

**Individual Accommodation Plan

***Personal Needs Profile

**** English Learner Checklist

Date: _____

Administration (Circle One):

K-3	LEAP	LEAP	LEAP	ELPT	ELPT	ACT/ACT
Literacy	2025 3-8	2025 HS	Connect		Connect	WorkKeys

Testing Window (Circle One):

K-3	LEAP 2025 HS
Literacy	

BOY	Fall
MOY	Spring
EOY	Summer

Subject (Circle One):

K-3	LEAP 2025 3-8	LEAP 2025 HS	LEAP	ELPT	ELPT Connect	ACT/ACT WorkKeys
Literacy			Connect			
LNF	ELA	Algebra I	ELA	Speaking	Speaking	English
PSF	Math	Geometry	Math	Listening	Listening	Math
NWF	Science	English I	Science	Reading	Reading	Reading
WRF	Social Studies	English II		Writing	Writing	Science
ORF		Biology				Applied Math
MAZE		Civics				Graphic Literacy
All		US History				Workplace Documents

Testing Irregularity (Circle One):

Cheating	Administrative Error	Accommodation Error	Timing Error	Technology Issue/Disruption	Student took the wrong test	Test was not submitted properly	Other
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Did the Testing Irregularity Result in a void? (Circle One): Yes No

District: _____ **District 3-digit LEA Code:** _____

School: _____ **School 6-digit Site Code:** _____

LASID (Please add additional LASIDs on a separate page): _____

Description and Resolution:

Test Administrator

Principal

School Test Coordinator

District Test Coordinator