

## English Language Proficiency Assessments for California (ELPAC) Testing Irregularities and Security Breach Report Form

Use this form to provide information related to testing irregularities and security breaches to Educational Testing Service and the California Department of Education. Refer to the Report Testing Irregularities and Security Breaches section on page 3 of the *ELPAC Test Administration Manual* for examples of irregularities and security breaches as well as instructions to follow prior to submitting this form. Immediately fax this form to the ELPAC Customer Support Center at 855-448-3412 or e-mail to [ELPAC@ets.org](mailto:ELPAC@ets.org). All fields are required.

Date of Incident: ____ / ____ / ____		
LEA name:		County-LEA code:
School name:		School code:
LEA ELPAC Coordinator name:	E-mail:	Phone number:

<b>Incident Information</b>	
Mark all that apply: <input type="checkbox"/> Testing Irregularity <input type="checkbox"/> Security Breach	
Domains involved: <input type="checkbox"/> Listening <input type="checkbox"/> Speaking <input type="checkbox"/> Reading <input type="checkbox"/> Writing	
Grades or grade spans involved: <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-10 <input type="checkbox"/> 11-12	
Test materials involved (e.g., Answer Book, Test Book, Examiner's Manual):	
Number of students involved:	Number of staff involved:
Describe the incident in <b>detail</b> . Do not include student-identifying information (e.g., names, SSIDs) on this form.*	
Describe <b>in detail</b> all actions taken by administrative staff, teachers, support staff, and students to correct the incident. Do not include staff disciplinary action on this form.*	
Describe <b>in detail</b> the new LEA-wide procedures and reminders you will put in place for all examiners, proctors, and/or students to ensure similar incidents will be prevented in the future.*	

\*Add extra pages, if necessary.

