

New Jersey DLM 2020-2021 Security Breach and Irregularity Report Form

Instructions for the District Test Coordinator (DTC):

1. This form must be completed with all the required information by the DTC with the assistance of the test administrator, if necessary.
2. When completing this form, please ensure you provide a detailed description of the incident, investigation steps taken, and actions taken by staff to resolve the incident. Use additional pages, if necessary. Do not include any personally identifiable information (PII) about the student on this form.
3. Keep a copy of this completed form, give one to your Chief School Administrator, and email the completed form to assessment@doe.nj.gov.

District:	School:	
District Organization Code: ____ ____ ____ ____ ____ / ____ ____ ____		
Contact Name:	Role:	
Phone and Extension: () - ext:	Email:	
Chief School Administrator:	Type of Issue:	
Date of Incident: / /	Grade:	Assessment:
Test Format:	Testing Device(s):	Item Number(s):
Testlet Number/Code:		
Test Administrator's Name:	Test Administrator's SMID:	
Student State ID Number (NJ SMART ID) - Last 4 Digits ONLY :		
Detailed Description:		

When this form is completed it must be saved as follows:

- Title of the form must be “**DistrictName_SchoolName_DLM_Date**”
 - For example: “**Any District_Any School_DLM_040420**”

Security Breach: Complete and submit form without delay. NJ DLM training materials and test security agreements explain what issues should be identified as a security breach.

Other Testing Irregularities: Complete and submit form within one week when reporting a significant test administration issue.

Reminders:

- Test administration issues include, but are not limited to, the following:
 - Missing testlet component such as missing item responses, missing graphics, etc.;
 - Missing accessibility features selected in the Personal Needs and Preferences Profile (PNP), or example magnification not present (after verifying that the student's PNP was marked correctly);
 - DLM technology issues not related to district technology/internet failure;
 - Use of incorrect student login ID;
 - Failure to provide manipulatives or objects when test requirements;
 - School/District emergency resulting in test session left open or device left unattended.
- **DO NOT REPORT** issues related to schedule changes; taking breaks during testing due to student fatigue/behavior; district technology issues; substituting manipulatives; changing test administrators; student absenteeism resulting in late or incomplete testing due to close of test window; etc.