

Assessment Log and Irregularity Report

The *Assessment Log and Irregularity Report* provides comprehensive documentation of the assessment administration at a school. Districts must use this form, or one similar, to have complete assessment documentation.

This document is meant to be printed and filled in by hand because electronic devices are not allowed in testing rooms. Should you need a version that can be filled out electronically, please contact the DEED Assessments team.

Procedures:

1. This form is completed by the Test Administrator(s) in each testing room on a daily basis and provides it to the Building Test Coordinator at the end of each assessment session.
2. The Building Test Coordinator finalizes all forms and submits to the District Test Coordinator as soon as practicable. The District Test Coordinator may provide specific guidelines for when and how to submit these forms.
3. Copies of these forms must be securely maintained at the district or school ***for two years after the administration*** as part of the assessment documentation requirements.

Test Administrators must provide the following information on each form:

- **Any reason why a student did not test during that session, whether it is a whole content area or a test part**, e.g., student is suspended, home sick, dental appointment, student refused to take the test, parent submitted a refusal, etc.
 - Any supporting notes and/or documentation must be provided to the Building Test Coordinator. This could include an email, letter, noted phone call, etc. Building Test Coordinators will need this information to schedule makeups or potentially document the reason as a Special Circumstance.
- **Any irregularity that occurred during testing.** An irregularity is an event that may disrupt a student's testing session.
 - Include pertinent notes to ensure clear understanding of the irregularity. Examples of irregularities include: fire alarm, power outage, school announcement, a student becoming sick, etc.
 - List all parties involved and actions taken by all staff. Additional pages may be attached as needed.

Assessment Log & Irregularity Report

School	Test Administrator(s)

Date and Time	Name of Student	Grade	AKSID	Content Area	Part	Reason a student did not test, or irregularity

Notes

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