LOUISIANA DEPARTMENT OF EDUCATION

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 LDE, Division of Assessments and Accountability. Please be advised that Act 837 prohibits the release of personally identifiable information (PII), this includes students' full first and last name, birth date, and Social Security Number.

Administration: Year_____ ☐ **Fall** ☐ **Spring** ☐ **Summer**

Date/Time of Incident: _____ **Test Administrator:** _____

Grade involved: _____ **School:**_____

Subject(s) involved: _____ **Number of Students in Testing Group:** ☐☐☐

Test:
☐ **LEAP2025 3-8** ☐ **ACT** ☐ **LEAP Connect** ☐ **LEAP IAP**
☐ **LEAP 2025 HS** ☐ **WorkKeys** ☐ **ELPT** ☐ **K-3 Literacy Screener**

LA Secure ID: ☐☐☐☐☐☐☐☐☐☐

First Letter of First Name: ☐ **First Three Letters of Last Name:** ☐☐☐ **Day of Birth:** ☐☐

Write a detailed description of the incident. *Please be advised that Act 837 prohibits the release of PII. Attach additional pages, if needed.*

_____
_____
_____
_____

Describe the action(s) taken.

_____
_____
_____

_____ _____
Signature of Person Completing Form **Position of Person Completing From**

_____ _____
School Test Coordinator's Signature **Principal's Signature**

_____
District Test Coordinator's Signature

Louisiana Believes