

Test Security Incident Notification Form

The School or District Test Coordinator emails completed notification form to **Michelle Gauthier** at Michelle.Gauthier@doe.nh.gov (and/or **Melissa White** @ Melissa.White@doe.nh.gov)

Date of Test Incident:	
School:	
District:	

Level of Severity (Impropriety, Irregularity or Breach)	Grade Level	Content Area (ELA, Math, Science)	Adult or Student Behavior/Action?	Description of Incident (see examples in Test Security Chart)	8-digit Student Identifier (SSID)	How was the Issue Addressed Locally?	Local recommendation by school/district administrator(s) Options: Invalidate, Reset or Re-open Test
<i>Example: Irregularity</i>	6	Math	Student	Student Cheating	12345678	Student removed from testing	Invalidate the test