

**Purpose**

According to Bulletin 118, the District Test Coordinator (DTC) is responsible for initiating the investigation of any severe irregularity in the district including, but not limited to, those resulting in the voiding of a student's test score. The investigation report template represents the minimum that the LEA must report to the LDOE regarding voided tests. LDOE reserves the right to conduct any additional investigations it deems necessary.

**Report**

Explain the incident in complete detail.

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Provide a list of all people involved with the irregularity. (Please only include limited PII for students.)

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Describe the secure storage area including a list of who has access.

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Attach transcripts of interviews with the following people:

- principal
- school test coordinator
- test administrator(s)
- proctor(s)

Attach transcripts of interviews with multiple students regarding the information below:

- testing procedures
- layout of the classroom
- access to test materials before the test
- access to unauthorized materials during testing

Please provide any additional information you see as relevant.

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