

# Initial English Language Proficiency Assessments for California (ELPAC) Testing Irregularities and Security Breach Report Form

Use this form to provide information related to testing irregularities and security breaches to Student Testing Branch. Refer to the Testing Irregularities and Security Breaches section of the *ELPAC Administration Instructions* for examples of irregularities and security breaches, District policies and procedures to follow prior to submitting this form. Fax this completed form within 24 hours of the incident to Student Testing Branch.

**Fax form to the Student Testing Branch at (213) 241-8461**

|   |                                      |                                     |
|---|--------------------------------------|-------------------------------------|
| Date of Incident: _____                                 |                                      |                                     |
| LEA name:<br><i>Los Angeles Unified School District</i> |                                      | CD code:<br>1964733                 |
| School name:  |                                      | School CDS code:                    |
| LEA ELPAC coordinator name:<br>Edwin Guerra             | LEA Email:<br>edwin.guerra@lausd.net | LEA Phone number:<br>(213) 241-4104 |

### Incident Information

|  |                           |
|--|---------------------------|
| Mark all that apply: <input type="checkbox"/> Testing Irregularity <input type="checkbox"/> Security Breach  |                           |
| Domains involved: <input type="checkbox"/> Listening <input type="checkbox"/> Speaking <input type="checkbox"/> Reading <input type="checkbox"/> Writing   |                           |
| Grades or grade spans involved: <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 |                           |
| Test materials involved (e.g., Answer Book, Test Book, Examiner’s Manual):   |                           |
| Will student score(s) need to be removed or unlocked from the Local Scoring Tool? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                           |
| Number of students involved:   | Number of staff involved: |
| Describe the incident in <b>detail</b> . Do not include student-identifying information (e.g., names, SSIDs) on this form.*  |                           |
| Describe <b>in detail</b> all actions taken by administrative staff, teachers, support staff, and students to correct the incident. Do not include staff disciplinary action on this form.*              |                           |
| Describe <b>in detail</b> the new school-wide procedures and reminders you will put in place for all examiners, proctors, and/or students to ensure similar incidents will be prevented in the future.*  |                           |

\*(Add extra pages, if necessary.)