



This Test Security Response Form is intended for **internal school use only** by a Test Administrator and/or Proctor. This Form must be filled out by the individual that witnessed the testing security concern and reported to the school's Test Coordinator (TC) or Principal (PR), for official submission through the *Submit Test Administration Forms* in TIDE.

2023-2024 Hawai'i Statewide Assessment Program Test Security Response Form		
School:	Today's Date:	
Person Completing this Report:		
E-mail:	Test Administrator Name:	
Severity Level: <input type="checkbox"/> Impropriety <input type="checkbox"/> Irregularity <input type="checkbox"/> Breach	Initiated by: <input type="checkbox"/> Adult <input type="checkbox"/> Student <input type="checkbox"/> Other/NA	
Assessment: <input type="checkbox"/> Smarter Balanced ELA/Literacy CAT <input type="checkbox"/> Smarter Balanced ELA/Literacy PT <input type="checkbox"/> Smarter Balanced Mathematics <input type="checkbox"/> HSA Science (NGSS) <input type="checkbox"/> Algebra 1 EOC <input type="checkbox"/> Algebra 2 EOC <input type="checkbox"/> Biology 1 (NGSS) EOC <input type="checkbox"/> HSA-Alt <input type="checkbox"/> ACCESS for ELLs <input type="checkbox"/> KĀ'EO		
Date/Time of Incident:	Grade Level:	Test Session ID:

Description of Incident:

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Description of School Action Taken:

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Adults Involved:

Name	Assessment Role	Description of Involvement	Action Taken

Students Involved:

SSID	Description of Involvement	Action Taken

The TC/PR should retain the original form for documentation purposes.

See *Appendix AA* in the *Smarter Balanced Summative Test Administration Manual* for TC/PR TIDE submission instructions. Only after the Assessment Section approved this submission, should the TC/PR submit as Testing Incident in TIDE.