
TEST ADMINISTRATION REPORT (TAR)

District Name/Number: Chatfield Public Schools – Independent School District #227

School Name/Number: _____

Signature: _____ Date: _____

Printed Name: Luann Klevan, District Assessment Coordinator

Test: _____

Subject (if applicable): _____ Mathematics _____ Reading _____ Science

The Test Administration Report is used for recording situations where something unusual or unexpected happened during testing (see examples below). If an adult was involved (e.g., translator), include the adult’s name, signature, and relationship to the student. Attach additional sheets to this form as needed.

For all Minnesota Assessments, districts are not required to return a Test Administration Report.

However, districts must maintain records for one year after the end of the academic school year in which testing took place for program audits or monitoring conducted by MDE or to answer questions when reports are received. If completed by the School Assessment Coordinator, a copy of the report should be forwarded to the District Assessment Coordinator.

Name of Student	Grade	MARSS# (13 digits)	Explanation and/or Name & Signature

Examples of events to be documented in this report:

- A student engages in inappropriate behavior or action, including cheating, that results in the invalidation of tests.
 - A student is administered the incorrect assessment or accommodation.
 - A student uses a calculator when a calculator is not allowed.
 - A student refuses to take an assessment, requiring the assessment to be invalidated.
 - The district uses a translator to translate test directions to an English learner.
 - District staff enters a student’s MCA responses or a student’s MTAS scores online.

Districts may also choose to document any students who experienced technical issues during online testing that affected their testing experience.