



Test Administration Report

District Name: _____ School Name: _____ Date: _____

Form Completed By: _____ Signature: _____

The *Test Administration Report* (TAR) is used to record a variety of situations, including but not limited to test misadministrations, special circumstances (such as documentation of some accommodations and supports), and reasons for invalidations. Refer to Chapter 5 of the *Procedures Manual* for additional information about circumstances and incidents to document on this form.

Provide the student information and description of the circumstance or incident below. If an adult was involved (for example, a translator), include the adult's name, signature, and role in test administration in the description. Attach additional sheets to this form as needed.

Do not return the TAR to MDE or service providers unless requested. However, districts must maintain records for two years after the end of the academic school year in which testing took place for 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	Gr.	MARSS/SSID (13 digits)	Test and Subject/Domain	Description

