TESTING IRREGULARITY PROCEDURES EKB(R1)

A testing irregularity is defined as any departure from prescribed testing procedures experienced during a state or national assessment administration cycle. Keller Independent School District will use the following procedures to communicate testing irregularities and potential incidents:

1. The staff member(s) involved will immediately report the irregularity to the campus testing administrator, an assistant principal, or the campus principal.
2. Every effort should be made to inform the campus principal of the irregularity before contacting the KISD Assessment and Accountability Department. The campus principal or designee will call the KISD Assessment Department as soon as possible to report the testing irregularity and to receive guidance.
3. The district office will contact the state or national agency for guidance regarding the reported concern to determine if the reported irregularity is considered a testing incident and requires follow-up documentation.
4. The reported irregularity may require district-level staff to participate during the investigation, resolution, and documentation process.
5. An Assessment and Accountability Department representative will advise the campus principal or designee on the next course of action. The action will follow the specifications of the testing policies and agencies.
6. The course of action may require documentation to be submitted from the campus principal and any others involved in the incident to the district office, within timeframe requested. This documentation may include but it is not limited to a copy of signed oaths and statements from all parties involved in the incident.

During the investigation process, only district-level personnel will contact any state or national agency for guidance and assistance. Once the Department of Assessment and Accountability has collected the required documentation and has conducted any necessary extended investigation, they will compile all documentation and submit it to the designated agency. The final report and documentation will be kept on file at the district and campus level.