

STAMP for LCD: Test Administration Report

School: _____ Date: _____

Form completed by: _____ Signature: _____

Subtest: _____

The Test Administration Report (TAR) is used to record a variety of situations, including, but not limited to, test misadministrations, special circumstances, and reasons for invalidations. Examples of events to be documented:

- Student is administered the wrong test
- Student falls asleep, becomes ill or upset
- Student refuses to take the assessment
- Instances of cheating (digital or otherwise)
- Untrained or prohibited adult enters the testing room (e.g. parent)
- Tech or environmental issues

Provide the student information and description of the circumstance or incident below. If an adult was involved (for example, translator), include the adult's name, signature, and role in test administration in the description.

- TARs are often filled out by Test Administrators as they are the ones in the room when it happened. Test Administrators should give the TAR to their SAC as soon as possible.
- SACs will scan/email this to Jessica lang, jessica.lang@spps.org, within 24 hours of the incident.

Name of Student	Gr.	Student ID	Description

