



SUPERVISOR IRREGULARITY REPORT (SIR)

Test Date: ____/____/____

INSTRUCTIONS TO SUPERVISOR:

- Return this form ONLY if irregularities occur. See manual.
- Write total number of SIRs if submitting more than one for this administration _____.
- Attach defective test books and answer sheets to the SIR.
- Check test taker's ID at the time the irregularity occurs.

TEST CENTER INFORMATION:

Institution Name: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Country: _____ Administration Date: _____

TEST ADMINISTRATION INFORMATION:

Test Code/Form Code: _____ Test Section: _____

Test Level: _____ Test Book Serial Number: _____ Room Number: _____

A. GROUP MISTIMINGS/OTHER GROUP IRREGULARITIES: Check the box in front of each case that applies. Write the names and registration numbers of involved test takers on a separate sheet, and attach it to this form. Use the COMMENTS section on the back to describe all events and actions.

- Overtiming: } _____ minutes Defective materials Number of Affected Test Takers: _____
- Undertiming: } Disturbance/Interruption Other

B. INDIVIDUAL TEST TAKER IRREGULARITIES: Check the box in front of each case that applies. Use the COMMENTS section on the back to describe all events and actions.

Test Taker's Name: _____

Registration#: _____ Male Female Test Taker Dismissed

Shipping Error

- Missing or wrong test materials (books, answer sheets, ancillary materials)

Timing

- Overtiming: _____ minutes
- Undertiming: _____ minutes
- Late/Early start due to TC staff
- Late/Early start due to test taker

- Defective Materials:** Test Book
- Answer Sheet
- Cassette/Other Device

- Smudges/Ink blots
- Holes in test books
- Torn pages
- Missing pages
- Pages repeated
- Pages stuck together
- Duplicate/Missing serial number
- Serial number in wrong spot
- Incorrect directions
- Other: _____

Check-in Issue

- DS: No paperwork for accommodations
- DS: Test taker changed from standard to nonstandard with approved accommodations

Test Center (TC) Staff Issue

- Behavior was distracting
- Distributed incorrect material
- Gave incorrect instructions
- Did not post signs or directions
- Did not give breaks
- DS: Did not give approved accommodations

Test Taker Issue

- Misplaced/Misgridded answers
- Answers recorded in booklet
- Second answer sheet needed
- Essay written in ink
- Test taker became ill
- Test taker canceled scores
- DS: Test taker waived accommodations

Test Center Environment

- Problem (e.g., lighting, temperature, noise)

Test Taker Misconduct

- Questionable/Unacceptable ID
- Impersonation (attempted to take test for someone else)
- Worked after timed called: _____ minutes
- Worked on wrong section: _____ minutes
- Used unauthorized aid (e.g., calculator)
- Left early/Left without permission
- Gave or received help (provide other test taker's name in COMMENTS section)
- Used cell phone/PDA/unapproved electronic device
- Removed or attempted to remove test materials
- Serial #: _____
- Obtained improper access to test/part of test
- Failed to follow other test regulations (Describe in COMMENTS section)

Test Question Ambiguity or Error (Describe in COMMENTS section)

- No correct answer
- More than one correct answer
- Ambiguous wording
- Not enough information to answer question
- Other: _____

If defective test book, provide: Serial #: _____ Page #(s): _____

