

PreACT Testing Irregularity Report

(See guidelines for use in "Reporting Irregularities in Test Administration," page 19)

Name of School and PreACT Site Code

City

Name of Examinee

How do I handle IRREGULARITIES?

Use the "PreACT Testing Irregularity Report" in the *PreACT Administration Manual* to record irregularities during testing that could affect examinee scores or the interpretation of results. Prohibited behaviors should also be noted on the report.

Irregularities include:

- Becoming ill or leaving the room during testing
- Failing to follow instructions (marking responses randomly, not reading questions prior to responding, or refusing to mark responses)
- Behavior that disrupts other examinees
- Reading ahead in the test booklet, working ahead or behind, giving or receiving assistance, filling in ovals after time is called, or using unauthorized testing aids.
- Mistiming of a test
- Disturbances or distractions that could affect one or more examinees' scores
- Examinee has questions about the accuracy or validity of an item
- Using a defective test booklet or answer folder

Prohibited behaviors include:

- Looking back at a previous test on which time has already been called
- Looking ahead in the test booklet
- Looking at someone else's test booklet or answer folder
- Disturbing other examinees
- Giving or receiving assistance
- Using highlight pens, notes, dictionaries, or scratch paper
- Filling in ovals after time has been called (including filling in ovals on a previous test during a later test, even if the test booklet is not opened)
- Discussing or sharing test content, test form identification numbers, or answers during testing, or after the test
- Using a prohibited calculator
- Using a calculator on any test other than the mathematics test
- Sharing a calculator with another examinee
- Using any electronic device at any time during the tests or during break other than an approved calculator or watch
- Attempting to remove test materials, including test questions or answers, from the test room by any means

Testing personnel should document as much information as possible about an incident on the Irregularity Report. The *PreACT Administration Manual* provides details about how to handle specific irregularities and prohibited behaviors.