

## **Appendix E: Breach Administrations**

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### **Overview**

The breach form is intended to be used when a student's test has been compromised by a test irregularity or test security violation. The district must contact the Office of Curriculum and Assessment at (614) 466-1317 to determine if the use of a breach form is an appropriate option for the district. If a breach form is warranted, the Department will provide the district with the information needed to order the breach form.

For more information about test incidents that may require a breach form, please refer to the Test Incident Guidance Document in [Appendix H](#).

### ***Breach Availability***

For the fall 2017 administration, a breach form is available for the following tests:

#### **High School End-of-Course Tests:**

- Algebra I
- Geometry
- Integrated mathematics I
- Integrated mathematics II
- English language arts I
- English language arts II
- American government
- American history
- Biology

For the fall 2017 administration, a breach form is **not** available for grade 3 English language arts or physical science tests.

### ***Administering Breach Forms***

District test coordinators must contact the Department's Office of Curriculum and Assessment to determine whether the student qualifies to receive a breach form. Please follow the instructions provided in the Test Incident Guidance Document in [Appendix H](#).

Districts are required to administer the breach form in the same test mode that the student was administered the regular test. Students testing on paper will be eligible for a paper breach form, and students testing online will be eligible for an online breach form.

Breach forms are not offered by test part. If a student is approved to take a breach form, the student must take both test parts of the breach form. All breach tests are administered using the same guidelines, processes and procedures as the general test.

If a student is approved to take a breach form, the district must:

- Submit a Test Status Request to invalidate the online test part(s); or
- Apply a Do-Not-Score label to the student's scorable answer document if taken on paper and return with your nonscorable materials. Retain scorable return labels to return breach materials to DRC at end of the breach administration.

**IMPORTANT: The DTC must NOT take either action above before the breach request is reviewed and approved by the Department.**

All breach administrations, online and paper, will take place during a separate test window after the state test window has closed. There will be no modifications or extensions to the published breach test windows. All breach administration scores will be reported after on-time results. Important dates are provided in the table below.

### **High School End-of-Course English Language Arts, Mathematics, Science and Social Studies Breach Test Administration**

<b>Breach Testing Activities</b>	<b>Date</b>
Districts receive paper breach forms if breach request is approved by the Department no later than January 12	Friday, January 19
Districts administer online and paper breach forms	Tuesday, January 23 – Monday, January 29
Last day to return paper breach materials (Return as scorable using scorable labels received for the general test administration)	Tuesday, January 30