FCAPE-04
Testing Violation Report

Per Rule 6A-6.0576, F.A.C., testing violations must be reported to the Florida Department of Education within five (5) business day.

Testing Violation Incident Information		
Date of Incident:		Date of Report:
Name of the individual filing the report:		
School District:		
School Name that the incident took place:		
Number of students tested during the testing		
Number of certifications that a testing Violation		
Type of incident (check all that apply)	Proctor(s) violated testing procedures Student(s) violated testing procedures	
Please describe the incident. Be specific in the details of the incident.		

List the certifications FDOE code and the name of the certification	FDOE Certification Code	Certification Name

	Yes No	
Is there any evidence that the pass rate for this session was different than typical?	If yes, please provide details as to why:	
If the testing violation impacts the security of the exam questions or the validity/reliability of the exam results has the incident been reported to the certifying agency(s)?	Yes No	

In the table below, list the name, title and contact information of each staff member (e.g. proctors, monitors, instructors) present at the time of the incident.

List all proctors involved or present in the test administration			
Name	Title	DOE Certificate #	Email address
List all other individuals involved in or present for the incident			
Name	Title	DOE Certificate #	Email address

Rule 6A-6.0576, Industry Certification Process requires training on test administration procedures. In the table below list the date(s) on which staff members present at the time of the incident last attended this training, and the date on which form FCAPEA-03 was signed.

Name	Date of Training	Date Form FCAPEA-03 was signed

Proctoring Policy and Professional Standards/Human Resources (HR) Reporting Information			
What is the district's process for assigning proctors?			
Was Professional Standards or HR notified?	Yes	No	Date:
Name of Professional Standards/HR contact			