# TESTING IRREGULARITIES SUPPLEMENTAL RESOURCE

Note: DTCs must complete the Testing Irregularity Form in the **PED Test Coordinator Portal** within 10 days. For more information, please contact the PED Assessment Bureau at **ped.assessment@ped.nm.gov**.

**Examples of Irregularities**

*The following practices are prohibited per **NMAC 6.10.7***:

- Changing a student's standardized test answers, erasing double-marked, lightly erased, or lightly marked answers, directing or suggesting that a student change a standardized test answer;
- Providing students with a review of specific standardized test items, specific standardized test items with minor changes in settings or numbers, verbal or written restatements or paraphrasing of standardized test items, specific vocabulary from standardized test directions or standardized test items, or answers before, during, or after a standardized test;
- Discussing, photocopying, or reproducing in any other fashion, including paraphrasing, any portion of a standardized test or student responses;
- Affording any student under a timed standardized administration extra time to complete a timed subtest, unless permitted as an accommodation in the student's IEP, 504 plan, or English learner plan;
- Reading standardized test items aloud to students unless required in a specific standardized test or unless required as an accommodation in the student's IEP, 504 plan, or English learner plan;
- Permitting students during a standardized test to have on or near their desk or on their person any unauthorized items, including scrap paper, tablets, laptop computers, cell phones with or without cameras, cameras, calculators, calculator watches, smart watches, smart glasses, media players, headphones, backpacks, and rulers unless any of these are required or permitted by standardized test instructions;
- Permitting students to observe standardized test vocabulary words with definitions, addition or multiplication tables (in various forms), spelling words on the standardized test, or similar assistance material during the administration of the standardized test;
- Permitting students to talk, become disruptive, or exchange any test materials;
- Permitting students to begin a subtest, leave the testing room, and return to finish the subtest;
- Permitting students to enter a testing room after the standardized test has already commenced.
- Permitting standardized test material to remain unattended in an unlocked room;
- Taking standardized test material off campus unless specifically authorized by the DTC;
- Displaying or failing to conceal visual aids that may assist students in the testing room;
- Administering a standardized test to immediate family members or relatives, including children, stepchildren, siblings, nieces, nephews, or grandchildren;
- Teaching from, possessing, or in any way disseminating a photocopy or other reproduced or paraphrased standardized test or portion of a standardized test;
- Copying copyrighted test preparation materials for the purpose of distribution;
- Taking pictures and/or videos of test questions for the purpose of distribution;
- Coaching or otherwise inappropriately assisting with the selection or writing of student answers;
- Accessing secure, online testing portals with unassigned login information;
- Missing secure testing materials or materials not returned to the vendor (e.g., test tickets, paper forms);
- Post-assessment administration data validation issues (e.g., incorrect test assignment, duplicate testing on general and alternate assessments).

**Examples of Non-irregularities**

*These scenarios are non-impactful, do NOT constitute a testing irregularity, and should not be reported to the PED:*

- Providing a student with the incorrect test ticket and quickly noticing before testing gets started.
- Unexpected disruptions that are not the result of an error on the part of the testing staff (e.g., fire alarm, emergency communications to a student, school bell, brief moment of feeling unwell);
- Technical issues that cause minor delays in test timing for a student or a group of students (e.g., resetting a computer while others have begun testing, assigning a student a different device during testing);
- Substituting test administrators and/or proctors;
- Minor situations caught early in testing that did not lead to intentional cheating (e.g., awareness of smart watches).