Print Format Error Report Form

Annual Testing Program

Check One:
- ☐ Braille
- ☐ Large Print
- ☐ Large Print – One Test Item Per Page
- ☐ One Test Item Per Page
- ☐ Other – Please specify _____

The following information must be completed for each form submitted:

Public School Unit Number: _____

Public School Unit Name: _____

School Name: _____

Test Administrator Name: _____

Test Information

Test Name: _____

Test Form Letter: _____

Test Form Number: _____

Test Administration Date: _____

Check the appropriate section of the test that contains the noted potential error(s):
☐ Math – Calculator Inactive   ☐ Math – Calculator Active

Instructions: Record in the spaces provided information about errors found in a print format. Use a separate error report form for each test/form. The public school unit must have a mechanism in place to connect the student to the specific test in case the score must be recalculated due to the error. The public school unit test coordinator must retain the original copy of this completed error report form and keep it on file for six months following the return of test scores. The public school unit must also submit a copy of the report form to the NCDPI/TOPS, as specified below, and submit a copy of the form to the regional accountability coordinator.

| Potential Error(s) | | | For NCDPI Use Only | | |
Page Number*	Item Number	Description	Proofer Notes	NCDPI Notes	SA
					☐
					☐
					☐

* Please list page number in accommodated test book

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FAX original to 919.515.4647
ATTN: Accommodations Test Coordinator

Attach a copy to test, return to TOPS
Forward a copy to the RAC
Retain original for public school unit records

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