

# 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: \_\_\_\_\_ Test Information  
 Public School Unit Name: \_\_\_\_\_ Test Name: \_\_\_\_\_  
 School Name: \_\_\_\_\_ Test Form Letter: \_\_\_\_\_  
 Test Administrator Name: \_\_\_\_\_ 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 (RAC).

Potential Error(s)			For NCDPI Use Only		
Page Number*	Item Number	Description	Proofer Notes	NCDPI	
				Notes	SA
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

\* Please list page number in accommodated test book