H. PAWS Irregularity Report (IRR) Form

In the event of an unusual incident, an IRR must be completed. It is the responsibility of the Building Coordinator to immediately contact Wyoming Customer Support (wyoming-support@ets.org or 1-877-327-9415). Customer Service will instruct the Building Coordinator to fax or email the completed IRR Form to the Support Center. The original IRR must be included in the shipment of scorable test materials back to ETS. In all instances, ETS will contact the Wyoming Assessment Team (WDE) as needed and appropriate action will be taken.

School/Building Name and Code (7-digit numeric identifier): _____

Building Coordinator Name: _____

Building Coordinator Telephone and Email: _____

WISER ID(s) involved: _____

Test Serial Number(s), if applicable: _____

Subject and Grade involved: _____

Check All That Apply:

☐ Test Disruption or Interruption ☐ Inappropriate Student Action

☐ Test Security Related ☐ Other

Briefly describe the irregularity. Include details of how the incident occurred, was verified, and any actions taken locally. Be as specific as possible:

_____

_____

_____

_____

_____

_____

_____

_____

_____

This form may be photocopied.

Copyright © 2016 by the Wyoming Department of Education