

**FCAPE-04**  
**Testing Violation Report**

Effective Date: September 2023

Per Rule 6A-6.0576, F.A.C., testing violations must be reported to the Florida Department of Education within five (5) business days. The report must be emailed to [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org).

<b>Testing Violation Incident Information</b>			
Date of Incident:	Click or tap to enter a date.	Date of Report:	Click or tap to enter a date.
Name of the individual submitting report		Click or tap here to enter text.	
School District		Click or tap here to enter text.	
School Name where the incident occurred		Click or tap here to enter text.	
Number of students tested during the testing session were the violation occurred.		Click or tap here to enter text.	
Number of certifications for which a testing violation occurred.		Click or tap here to enter text.	
Type of incident (check all that apply)		Proctor(s) violated testing procedures <input type="checkbox"/> Teachers(s) violated testing procedures <input type="checkbox"/> Student(s) violated testing procedures <input type="checkbox"/> Other (briefly describe):	
Please describe the incident. Be specific in the details of the incident.		Click or tap here to enter text.	
List the certifications FDOE code and the name of the certification	FDOE Certification Code	Certification Name	
	Click or tap here to enter text.	Click or tap here to enter text.	
	Click or tap here to enter text.	Click or tap here to enter text.	
	Click or tap here to enter text.	Click or tap here to enter text.	
	Click or tap here to enter text.	Click or tap here to enter text.	

Is there any evidence that the pass rate for this session was different than typical?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, please provide details on pass rate for the testing session(s). Click or tap here to enter text.
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 <input type="checkbox"/> No <input type="checkbox"/>
If the certifying agency has been notified, please provide the contact information for the individual notified.	Click or tap here to enter text.

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

List all proctors involved in or present in the test administration			
Name	Title	DOE Certificate #	Email address
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
List all other individuals involved in or present for the incident			
Name	Title	DOE Certificate #	Email address
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

**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
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.

<b>Proctoring Policy and Professional Standards/Human Resources (HR) Reporting Information</b>		
What is the district's process for assigning proctors?	Click or tap here to enter text.	
Was Professional Standards or HR notified?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: Click or tap to enter a date.
Name of Professional Standards/HR contact	Click or tap here to enter text.	