



**MAJOR FIELD TESTS
SUPERVISOR'S TEST ADMINISTRATION REPORT FORM**

You may download and copy this form as needed. Return this form with used answer sheets.

Test Date: _____ Test Name: _____

A. Group Irregularities (Attach list of examinees involved.)

1. Mistiming: Test and Section _____

2. Other Irregularities: Test and Section _____

Remarks:

B. Individual Irregularities

Examinee Name: _____

Description of Problem:

C. Alternative Testing Accommodations

Examinee Name: _____

Description of Alternative Accommodations:

D. Possible Test Question Errors

Subject: _____ Form Code: _____

Section: _____ Question No.: _____

Description of possible test question error (include name and address of student[s] if ETS feedback is requested):

Please use your judgment about the need to inform individuals at your institution about testing irregularities, particularly the department chair or anyone else who may be using the test results. If necessary, you may copy your completed Supervisor's Test Administration Report Form and distribute it to the appropriate individuals at your institution.

Supervisor's Name (Please Print)

Supervisor's Signature

Title

Telephone Number and E-mail Address

Institution Name

City, State, Zip