Reporting a Testing Irregularity to CASAS

When a testing irregularity cannot be resolved at the local agency, please submit a ***Testing Irregularity Report (TIR)*** *within the same day of the occurrence, or the next day at the very latest. CASAS will use this information to investigate.*

How to complete and submit the TIR:

1. **COPY** the fillable TIR to your computer.
2. **OPEN** the fillable TIR from your computer and fill in the information.
3. **SAVE** the completed TIR to your computer.
4. **ATTACH** the completed TIR to an e-mail and send to techsupport@casas.org.

Note! If the same irregularity occurred with multiple students in the same session, submit one form.

TESTING IRREGULARITY REPORT (TIR)	
Agency/Site ID:	
Agency Name:	
IRREGULARITY DETAILS	
Date:	
Time:	
Session Name:	
Station Name(s):	
Student ID(s):	
Student Name(s):	
Test Form(s):	
Irregularity Description:	

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