FCAPE-04

Florida Career and Professional Education Act Testing Violation Report

Per Rule 6A-6.0576, F.A.C., testing violations must be reported to the Florida Department of Education within five (5) business day.

Testing Violation Incident Information			
Date of Incident:	Click or tap to enter a date.	Date of Report:	Click or tap to enter a date.
Name of the individual filing the report:		Click or tap here to enter text.	
School District:		Click or tap here to enter text.	
School Name that the incident took place:		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 that a testing Violation Occurred.		Click or tap here to enter text.	
Type of incident (check all that apply)		Proctor(s) violated testing procedures ☐ Student(s) violated testing procedures ☐	
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.	
	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 ☐ No ☐	
		If yes, please provide details as to why: 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 ☐ No ☐	

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

List all proctors involved 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.

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