

**FORM FCAPEA-05**

**Florida Career and Professional Education Act Testing Violation Report**

Per Rule 6A-6.0573, testing violations must be reported to the Florida Department of Education within five (5) business days.

Date of Incident: \_\_\_\_\_ Date of Report: \_\_\_\_\_ Report filed by: \_\_\_\_\_

School at which the incident took place: \_\_\_\_\_ Number of students tested: \_\_\_\_\_

Room Number: \_\_\_\_\_

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

Name	Title of Course taught	DOE Certificate #	Email address

List the certification names and codes for all tests administered during this incident.

List the course(s) the students are enrolled in to obtain the certification(s) listed above.

Being specific, describe what happened.

Rule 6A-6.0573, Industry Certification Process requires training on test administration procedures. Please 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-04 was signed.

Name	Date of Training	Date Form FCAPEA-04 was signed

What is the district's process for assigning proctors?

When was Professional Standards or Human Resources (HR) notified?

Name of Professional Standards or HR Contact:

Is there any evidence that the pass rate for this session was any different than typical?