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OHIO LEGISLATIVE SERVICE
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Ohio Administrative Code

Rule 4765-24-24 Incident reporting.

Effective: November 1, 2026

(A) All confirmed testing irregularities must be reported to the division using the incident report form. Test proctors must immediately notify the program director as soon as they are made aware of any alleged or suspected violations. The nature of allegations requires an immediate inquiry by the charter program in order to gather all necessary information while the involved individuals are still available and able to recall details.

(B) Chartered programs must ensure that all testing personnel are aware of their obligation to report testing irregularities and can easily access reporting procedures.

(C) All incident reports submitted to the division must meet reporting requirements by clearly laying out the sequence of events, including the program director's determination in the matter.

(D) Program director is responsible for investigating confirmed or alleged testing violations and must notify the division as soon as the chartered program is made aware of the situation. At a minimum, each of the following items must be addressed by the chartered program when reporting testing violations:

(1) Submission of an incident report:

(a) Include the program director's determination of the incident (exactly what happened and why the incident occurred);

(b) Explain how the incident was resolved; and

(c) Prepare a timeline, if necessary, to establish when events occurred.

(2) Submission of a typed, dated, and signed statement(s) from the candidate(s) involved, including:

(a) Obtain separate typed, signed, and dated statements from all individuals who were involved in or may have information about the incident;

(b) Verify that each statement includes the full name of the person submitting the statement, that person's role or title, and his or her signature. Statements should provide details about how the individual was involved with the reported irregularity. Individuals implicated in an irregularity report should respond to all allegations.

(3) Describe a plan of action (describes the steps a charter will take to ensure that the irregularity does not reoccur);

(4) Determine whether testing procedures were violated;

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(5) Determine exactly what happened and why it happened;

(6) Determine who is responsible and how the error was discovered;

(7) Address and resolve all discrepancies, if any, in the information provided by the individuals involved;

(8) Make certain that the incident documentation includes the charter's determination of what happened, why it happened, and how the incident was addressed, remedied, or resolved;

(9) Determine if the irregularity involved any examinees potentially gaining an unfair advantage on an assessment;

(10) (Document all disciplinary action taken and submit to the division.

(E) Program directors or their designees must provide all the required information requested and submit an incident report and supporting documentation to the division within seven business days.