



MOST COMMON TEST INCIDENTS

Incident	How to avoid	How to handle in TIDE
<p>Student ended and submitted the test and later claims not having finished and / or wants to go back and reviews items</p> <p>Please note, a student cannot submit a test until all questions have been answered.</p> <p>Unforeseen incident such as power outage caused test(s) to be unintentionally paused for more than 20 minutes.</p>	<ul style="list-style-type: none"> • Remind students of the pause rule; after 20 minutes (for example: returning the next day) students cannot go back to items in the test, they can only continue forward • Give students an opportunity to revisit items before any pause • Make sure students know the difference between pausing, and ending/submitting their test • Do not schedule fire drills during testing 	<p>File in Tide as test “re-open” or “grace period extension” when external and unavoidable events caused the incident..</p>
<p>Student began testing without the correct supports and / or accommodations (i.e. they may not have been added at all, or the wrong ones were made available)</p>	<ul style="list-style-type: none"> • Involve students in the selection of supports whenever possible. You can see how items look with some supports applied at: http://sampleitems.smarterbalanced.org/BrowseItems. Click on an item and then the “Accessibility” button • Provide students with opportunities to practice and use the recommended support / accommodation prior to testing, either during interim assessments or practice tests. 	<p>Stop the test, make modifications, and then have the student continue to test or start the test over. File in TIDE as a test reset and note the reason to start over.</p> <p>If more than 5 items have been completed, the action to proceed should be a documented team decision</p> <p>Starting over may result in additional test fatigue if the student has to begin the test over again with all new items.</p>
<p>Proctor exposed a summative assessment to the entire class thinking it was an interim assessment and so helped students complete the test / did not use security protocols</p>	<ul style="list-style-type: none"> • Remind proctors that all tests available as of March 19, 2018 are secure assessments; no viewing, no assistance, no practice with these tests 	<p>Immediately contact the ISAT Comprehensive Coordinator for further guidance at 208-332-6988.</p>
<p>Student started the assessment but should not be assessed or should be assessed on the ALT Assessment</p>	<ul style="list-style-type: none"> • Let teacher and proctor know prior to the testing which students should: <ul style="list-style-type: none"> - take the ALT assessment - not be tested because they are L1 or foreign exchange students - not be tested because parents have asked that their child not be tested 	<p>File in TIDE as an invalidation and note the reason. An invalidation erases the test and does not allow for other opportunities</p>

Note. Incident vs. Test Improprieties

Incident is a disruption to the normal testing procedure that may affect how students test and/or their results. **Log all incidents on the SDE Test Incident Log Application:** <https://apps.sde.idaho.gov/testincidentlog>. The SDE categorizes incidents based on their severity levels: low level incidents as improprieties, moderate impact incidents as irregularities, and high level incidences as breaches or test security violations. AIR considers any incident that requires action be taken on the test, regardless of its severity level, a ‘test impropriety. **Submit any Test Improprieties in TIDE under the “Administering Tests” column.**