TIDE's Test Improprieties Feature

Supporting Schools and Students to Achieve
SHERRI YBARRA, ED.S, SUPERINTENDENT OF PUBLIC INSTRUCTION

What is an Incident?

- Intended or unintended

- Caused by adult, student, or environment

- Prevent, Detect, and Escalate!

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Incident Prevention

- Review the Assessment Integrity Guide

  - Test Preparation
  - Scheduling
  - Training
  - Testing Environment
  - Qualification of Test Administrator
  - Evaluation of Policies and Procedures

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Assessment Integrity Guide

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Incident Detection/Escalation

- Monitor sessions

- Evaluate the severity

- Log all incidents

Incident Hotline: 208-332-6995

- Notify the test coordinator for unsafe responses

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Test Incident Log

Contact Ayaka Nukui at anukui@sde.idaho.gov or at 208-332-6926 for more information

Test Incident Log »

Securely tracks test-related incidents.

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What is a Test Impropriety?

Incident

TIDE Test Impropriety

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TIDE Test Improprieties Work Flow

IDSecure Browser — Testing (TDS)

End Test — Test Submitted

Test Scored

Score Reported (ORS)

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TIDE Test Impropriety Type

Please refer to the **Test Improprieties in TIDE** chapter of the **AIR Systems User Guide** for more examples of each type of impropriety

Type	Description & Example
Invalidate a Test	Eliminates the test opportunity, and the student has no further opportunities for the test. Example: student started a test but it was discovered they should take the Alternate Assessment
Reset a Test	Allows the student to restart a test opportunity (removing all responses on the test), or allows the data entry operator to restart the data entry process. Example: Correct accommodations were not provided prior to testing
Re-open a test	Reopens a test that was completed, invalidated, or expired. Example: Student illness and test expired but the test window is still open
Re-open test segment (Not applicable to pause rule)	Reopens a previous test segment. This test impropriety is useful when a student inadvertently or accidently leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items, and can modify responses to answered items in the reopened segment. Example: Student went on to next segment and didn't go back to check flagged items.
Restore a test that was reset	Reverses a reset, restoring the student's responses on the test when the reset was processed. This appeal is useful when a DA, DC, or SC inadvertently resets the incorrect test. Example: A test was erroneously reset.
Grace period extension (GPE)	Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20- minute pause timer starts running. Example: Test interrupted by school fire drill

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TIDE Home Page

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Creating Test Improprieties

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Creating Test Improprieties (Part two)

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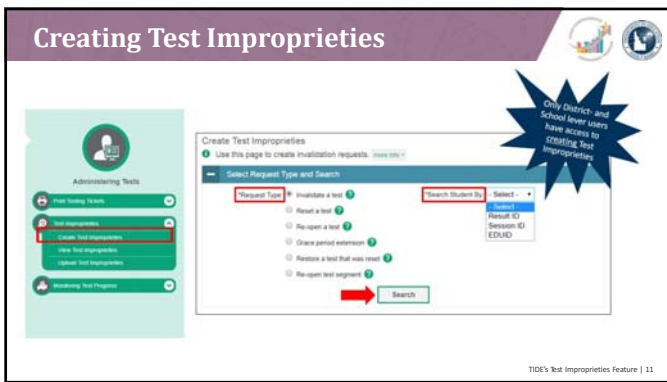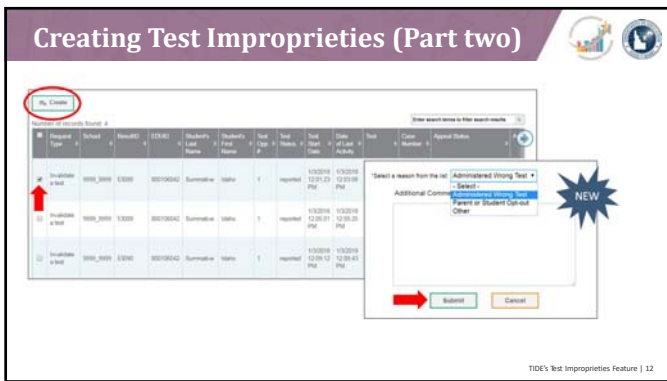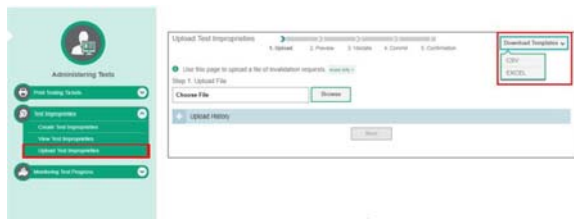
Creating a Test Impropriety Through File Uploads

- From the **Test Improprieties** task menu, select the **Upload Test Improprieties** task.
- Download one of the file templates by clicking **Download Templates** and choosing either the Excel or the CSV template.

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Creating a Test Impropriety Through File Uploads (Part 2)

Columns in the Test Improprieties Upload File:
- **Type**: Select one of the 6 options available
- **Search Type**: Result ID, EDUID, and Session ID
- **Search Value**: The value must exist in TDS or TIDE. For example, specifying an EDUID requires that the EDUID exists in TIDE
- **Reason**: Reason for creating the test impropriety available from the pre-populated drop-down
- **Comments**: Enter additional information detailing reason for submission

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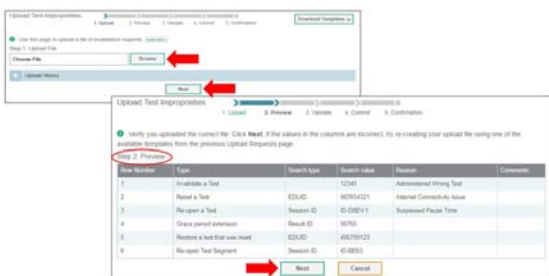## Creating a Test Impropriety Through File Uploads (Part 3)

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Creating a Test Impropriety Through File Uploads (Part 4)

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What happens after submitting?

- After you create and submit a Test Impropriety, the Idaho State Department of Education (SDE) will carefully review your request, and either **approve** or **deny** your request.
- It is important to choose the appropriate type of impropriety you are requesting approval for in order to avoid any delays in testing
- Keep in mind the approval process is manual! This means, the more detail you add in the *Additional Comments* box, the faster SDE will review and process your request
- Once SDE approves the Test Impropriety, you will be able to take immediate action!

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Viewing Test Improprieties

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Viewing Test Improprieties (continued)

Click **Process** to view some of the additional actions listed below:
- Select **Retract** to retract a test impropriety request that was accidentally submitted
- Select **Resubmit** to resubmit a test impropriety request that appears in the "Rejected by System" status

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Status of Test Improprieties

Impropriety Request Status	Description of Status
Error Occurred	An error occurred while the impropriety request was being processed.
Pending Approval	Impropriety request is pending approval.
Processed	Impropriety request was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the impropriety request.
Rejected by System	Test Delivery System was unable to process the impropriety request.
Requires Resubmission	Impropriety request must be resubmitted.
Retracted	Originator retracted the impropriety request.
Submitted for Processing	Impropriety request submitted to Test Delivery System for processing.

Note: If you have submitted duplicate test impropriety requests and one has been approved, the other test improprieties will be placed in a "**Rejected by the System**" status. The best way to determine this is to filter your request by EDUID to view <u>all</u> test improprieties.

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Check for Understanding.

Audience POLL

Presentation Title | 21

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Manual References for today's content

ISAT Portal idaho.portal.airast.org
Click on [ELA/Literacy & Math Assessments] and then [ELA/Literacy & Math Assessment Resources] [System Information]

TEST IMPROPRIETIES: TIDE Chapter II in Systems Manual
Guide To Test Improprieties Chapter IX

The Assessment and Accountability department also offers the following resources to test security
http://www.sde.idaho.gov/assessment/resource-center.html (Under Test Incident Log Information)
- Assessment confidentiality agreement form – a mandatory form requires annual completion
- Assessment integrity guide – a comprehensive guide to test security
- Test incident log – an application for securely reporting test-related incidents

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Things to Remember

You can contact the AIR Idaho Help Desk for assistance with any technical issues you encounter.
When contacting the AIR Idaho Help Desk, please be ready to provide:
- Any error messages that are appearing (including error codes)
- Your operating system and browser information
- Your contact information for follow-up by phone or email
- Any other relevant information, such as test names or subject areas, student EDUIDs, session IDs, and search criteria

For test administration or policy issues, please contact your District Test Coordinator.

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Frequently Asked Questions

Q: Has the **Test Security Agreement** been updated for this year?
A: The **Test Security Agreement** available in the resources section of the ISAT portal has been updated for the 2017-18 test administration.

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Questions?

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