

Submitting a Test Impropriety Report

Updated 9/20/22

1. From the [Test Administration](#) webpage, the DTC will click on the Forms drop down and then select the [Test Impropriety Initial Report Form](#).

2. The DTC will fill out the following web form:

22-23 Test Impropriety and Irregularity Report Form

District Test Coordinators (DTCs) must use this form to report all potential test improprieties and irregularities to the Oregon Department of Education. DTCs must submit their initial report within one day of learning of a potential test impropriety. For more information about test improprieties and irregularities, please see the Test Administration Manual Section 3.0.

Incident Information

Which of the following core requirements was compromised? (Check one or both. See TAM Section 3.0 for definitions) *

Students complete the correct test in a supervised, secure, and distraction-free test environment.

Students have access to necessary, allowable, and appropriate resources.

What happened? *

- Describe how the core requirement was compromised, providing sufficient detail to fully inform someone who was not present at the event.
- For example: "Student used a cell phone" is insufficient detail. "Student used a cell phone to consult a tutorial on finding the volume of a cylinder" provides needed information.

District Recommended Outcome *

Select or enter value

Why is this the most appropriate action? *

Describe why the district recommended outcome is needed. (See TAM Section 3.6 for more information.)

Student Information

SSID *

Enrolled Grade *

Select or enter value

Test Name *

Select or enter value

Result ID *

Attachments

File Upload

Use this upload field when documentation is needed, such as the following:

- Multiple tests were impacted (complete the Multiple Tests Information Upload Template <https://tinyurl.com/multiple-tests>)
- A photo that helps illustrate the impropriety or irregularity (such as documenting instructional materials that were not removed or covered).

Drag and drop files here or [browse files](#)

Your Contact Information

Your Name *

Your Email *

School District *

Select or enter value

School *

ODE will review this report and respond to the District Test Coordinator within 5 business days to either request additional information or confirm the outcome for all impacted tests.

Send me a copy of my responses

Submit

District Recommended Outcome *

Select or enter value

- Invalidate Test
- Reset Test
- Reopen Test
- Restore Test
- Reassign Test
- Resume Testing (none of the above)
- Pending (Investigation Underway)

Test Name *

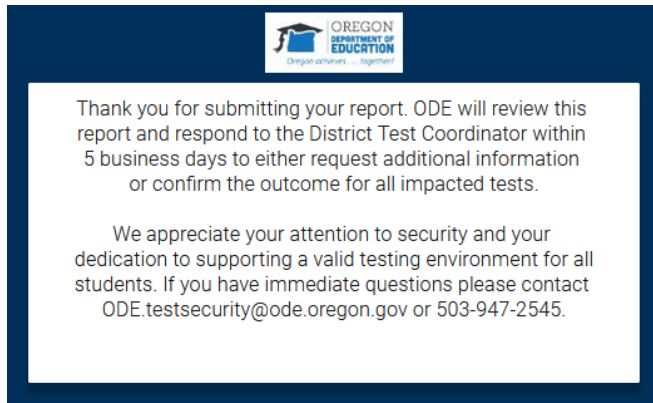
Select or enter value

- ELA CAT
- ELA PT
- ELPA Summative
- Extended Assessment
- Kindergarten Assessment
- Math CAT
- Math PT
- Science
- Screener, ELPA
- See Attached

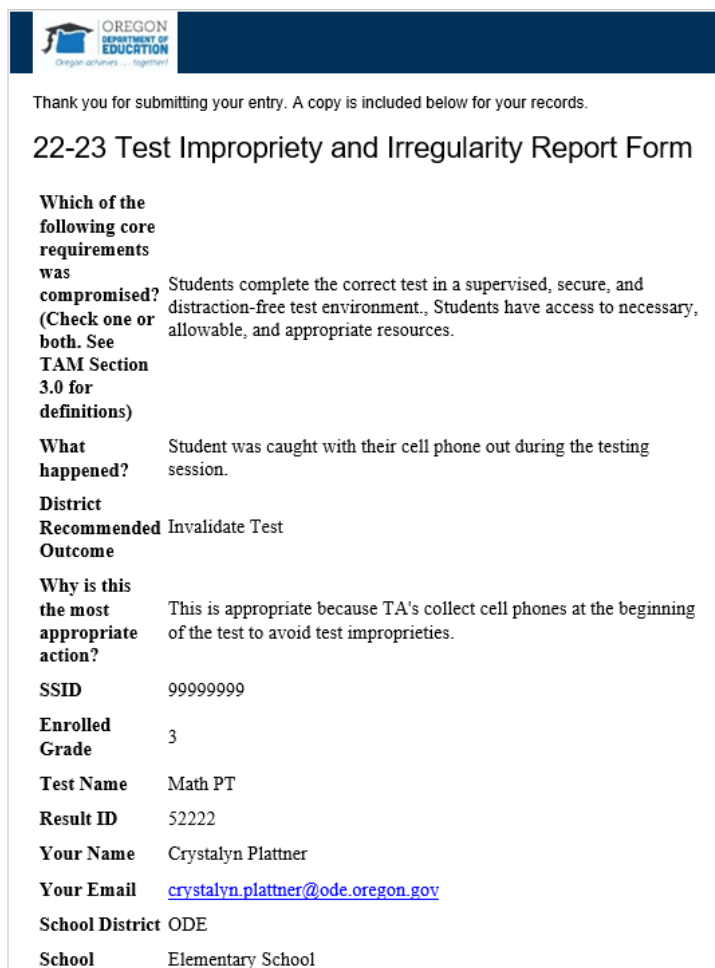
3. If an impropriety involves multiple impacted tests, the DTC will fill in the form with the information for the first test and upload a spreadsheet under “Additional Impacted Tests” with the SSID, student enrolled grade, test name, and Result ID for all additional tests. The template for additional impacted tests is available at www.ode.state.or.us/go/testsecurity.

	A	B	C	D
1	SSID	Enrolled Grade	Test Name	Result ID
2				
3				
4				

4. DTCs are encouraged to check the “Send me a copy of my responses” before clicking “Submit.” After hitting “Submit,” the DTC will see the following confirmation:




If the DTC clicked the “Send me a copy of my responses,” they will receive the following email:



5. Within 5 business days, the DTC will receive the following email and report summary from ODE confirming the outcome for all impacted tests or requesting additional follow-up information as applicable.

Here is a close-up of the report summary:

	
Thank you for submitting your entry. A copy is included below for your records.	
<h2>22-23 Test Impropriety and Irregularity Report Form</h2>	
Which of the following core requirements was compromised? (Check one or both. See TAM Section 3.0 for definitions)	Students complete the correct test in a supervised, secure, and distraction-free test environment., Students have access to necessary, allowable, and appropriate resources.
What happened?	Student was caught with their cell phone out during the testing session.
District Recommended Outcome	Invalidate Test
Why is this the most appropriate action?	This is appropriate because TA's collect cell phones at the beginning of the test to avoid test improprieties.
SSID	99999999
Enrolled Grade	3
Test Name	Math PT
Result ID	52222
Your Name	Crystalyn Plattner
Your Email	crystalyn.plattner@ode.oregon.gov
School District	ODE
School	Elementary School

6. This report summary will serve as final confirmation of the district's investigation and the ODE approved outcome. If a district requires a formal letter of final determination in addition to this report summary, the DTC will submit a request via email to ode.testsecurity@ode.oregon.gov.