



Testing Impropriety/Irregularity Tutorial

Optional for DTCs

Purpose of the Test Impropriety Report Form

ensure that students have a fair and equitable opportunity to show what they know and can do

Overview

If the person filling out this form is not the DTC, the DTC will be contacted before a determination is made.

DTC Contact Information

DTC Name *

DTC Email *

Locating a Result ID

To locate the Result ID, log into the OSAS TIDE portal. In the upper right hand corner you will find a search field where you can enter the Student ID/User Email. Enter the SSID number and you will be taken to the Plan and Manged Testing page. Scroll to the Test section and here you will find the Result ID. Enter this on the Test Improprity Reporting Form.

Result ID *

Plan and Manage Testing

Use this page to view participation report. [more info](#)

Choose What

Test Instrument: ELPA Screener Test Name: All selected (14)

Administration: 2018-2019

Search Students

*District: zzz AIR Training District - Student's First Name:

*School: zzz AIR Training District - 99999999 Student's Last Name:

*Personnel: -All- Enrolled Grade: -Select -

SSID: District/Local Student ID Number:

Advanced Search

Search Fields: -- Select -- Additional Criteria Chosen:

Get Specific

students who have completed Any opportunity in the selected administration

Note: The report for untested students is limited to 100,000 records.

students whose most recent SessionID was SessionID (optional) between 07/09/2019 and 07/09/2019

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

students whose current opportunity will expire in days.

students on their Any opportunity in the selected administration, and have a status of Any

search student(s) by SSID : 999900538

Test	Language	Opportunity	TA Name	SessionID	Status	Results ID	Restarts	Restar
Grade 8 Math CAT								
Grade 8 ELA CAT	ENU	1	Health Check, Oregon	or-1c96-1	reported	75565	1	

Student Information

If one student has multiple tests impacted, an attachment will need to be uploaded.



Student Information

If multiple tests were impacted, please enter "See Attached" for the following four items.

SSID *

Enrolled Grade *

Test Name *

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](#)

Additional Test Uploads

If more than one test is impacted, a section for attachments is available to upload multiple tests. Complete the Multiple Tests Information Upload Template <https://tinyurl.com/multiple-tests> and attach to the File Upload.

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](#)

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

Selecting a “District Recommended Outcome”

“Pending – Investigation Underway” should only be used when the DTC needs more information before making a determination. If you select this option, ODE will not provide a final determination.

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)

Submitting the Form

It is encouraged you check the “Send me a copy of my responses” box. However, if you don’t, the information you provided is included in the summary report email from ODE with a final determination.

Thank you for submitting your entry. A copy is included below for your records.

22-23 Test Impropriety and Irregularity Report Form

Which of the following core requirements was compromised? Students have access to necessary, allowable, and appropriate resources. (Check one or both. See TAM Section 3.0 for definitions)

What happened? A poster with an outline of the writing process was visible to students during testing (English Language Arts Performance Task). The poster detailed steps for how to structure and revise an essay. A picture of the poster is attached.

District Recommended Outcome Invalidate Test

Why is this the most appropriate action? Information on the poster was directly related to the concept being tested and could have provided students with an unfair advantage in organizing their writing responses.

SSID 12345678

Enrolled Grade 1

Test Name ELA PT

Result ID 1234567

DTC Name Jane Doe

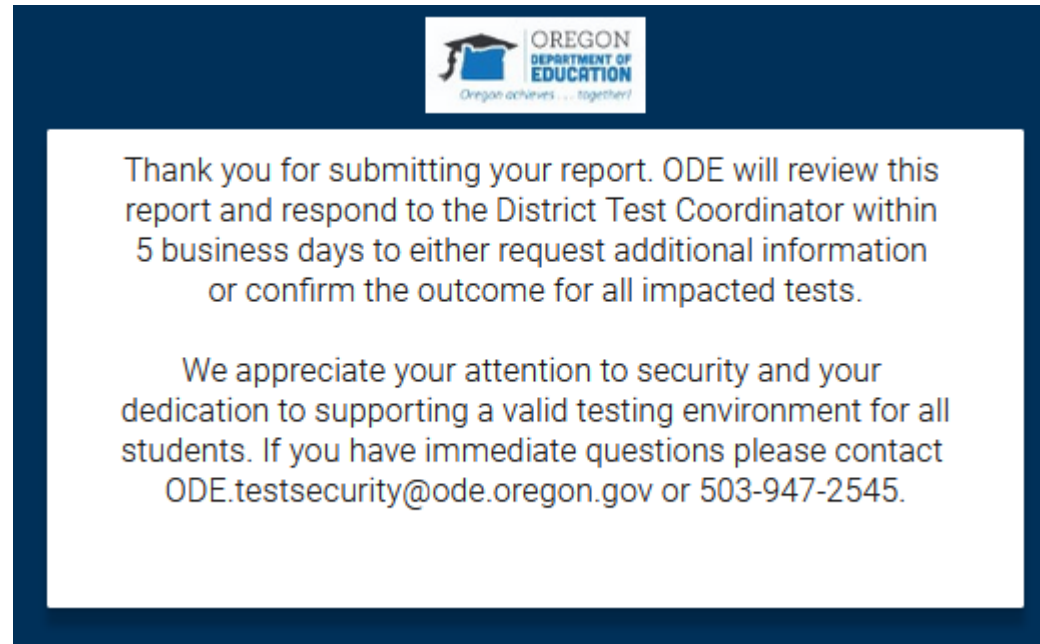
DTC Email jane.doe@ode.oregon.gov

School District ODE

School ODE


After Submission

After selecting “Submit”, you will see the following:



Final Determination

- 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:
- 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.

 OREGON DEPARTMENT OF EDUCATION
Oregon achieves... together!

Thank you for your report. Upon review of your report, ODE accepts your recommended outcome. Below is a summary of the incident, the district recommended outcome, and confirmation of ODE's approved outcome. Please save this email for your records. If you would like to receive a formal letter of final determination from ODE, please reply to ode.testsecurity@ode.oregon.gov and reference the ID # listed below.

We appreciate your attention to security and your dedication to supporting a valid testing environment for all students. If you have questions please contact ode.testsecurity@ode.oregon.gov.

Test Impropriety Reporting System

Row 13

ID #	ODE-09302022-01
Date Reported	09/30/22 8:25 AM
DTC Name	Jane Doe
DTC Email	jane.doe@ode.oregon.gov
School District	ODE
School	ODE
Number of Tests Impacted	1
Incident Information	"Students have access to necessary, allowable, and appropriate resources."
What happened?	A poster with an outline of the writing process was visible to students during testing (English Language Arts Performance Task). The poster detailed steps for how to structure and revise an essay. A picture of the poster is attached.
District Recommended Outcome	Invalidate Test
Why is this the most appropriate action?	Information on the poster was directly related to the concept being tested and could have provided students with an unfair advantage in organizing their writing responses.
SSID	12345678
Enrolled Grade	1
Test Name	ELA PT
Result ID	1234567

[View in Smartsheet](#)