



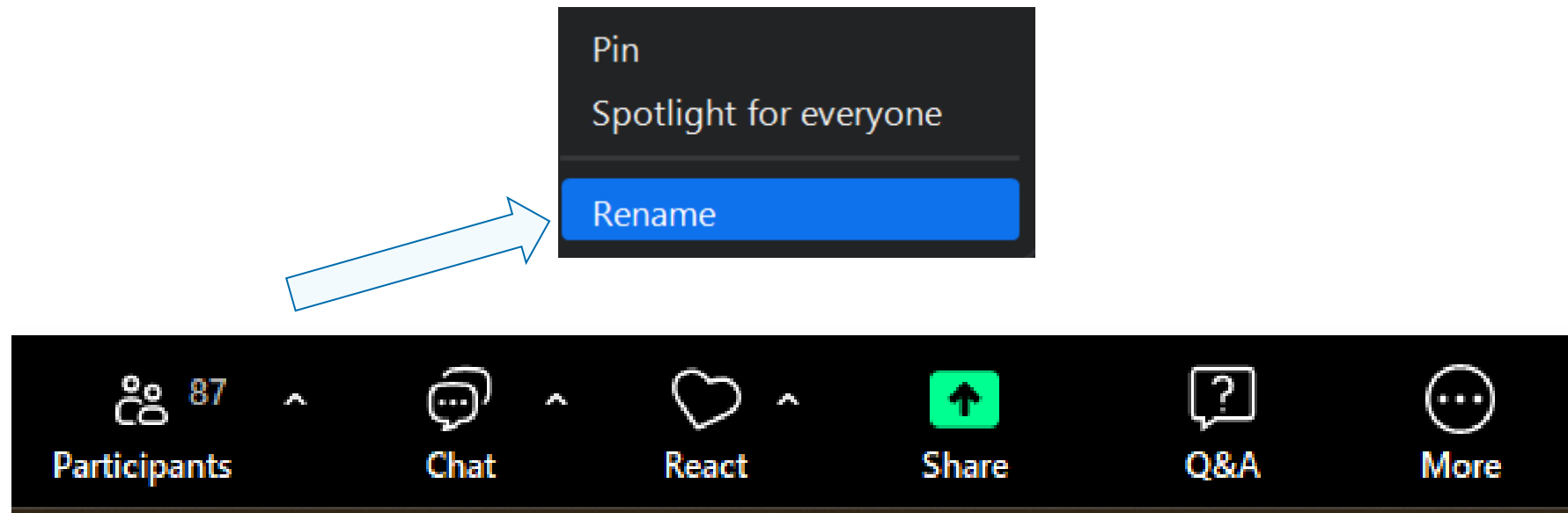
Welcome to the New DTC Orientation!

Session 3

12/15/25

Welcome!

Please rename yourself to include your first and last name, your district, and your pronouns (if you wish).



Opening activity

In the chat:

- District
- What is the best age to be?

[Image source](#)



Introductions: Regional ESD Partners

Assessment Support:

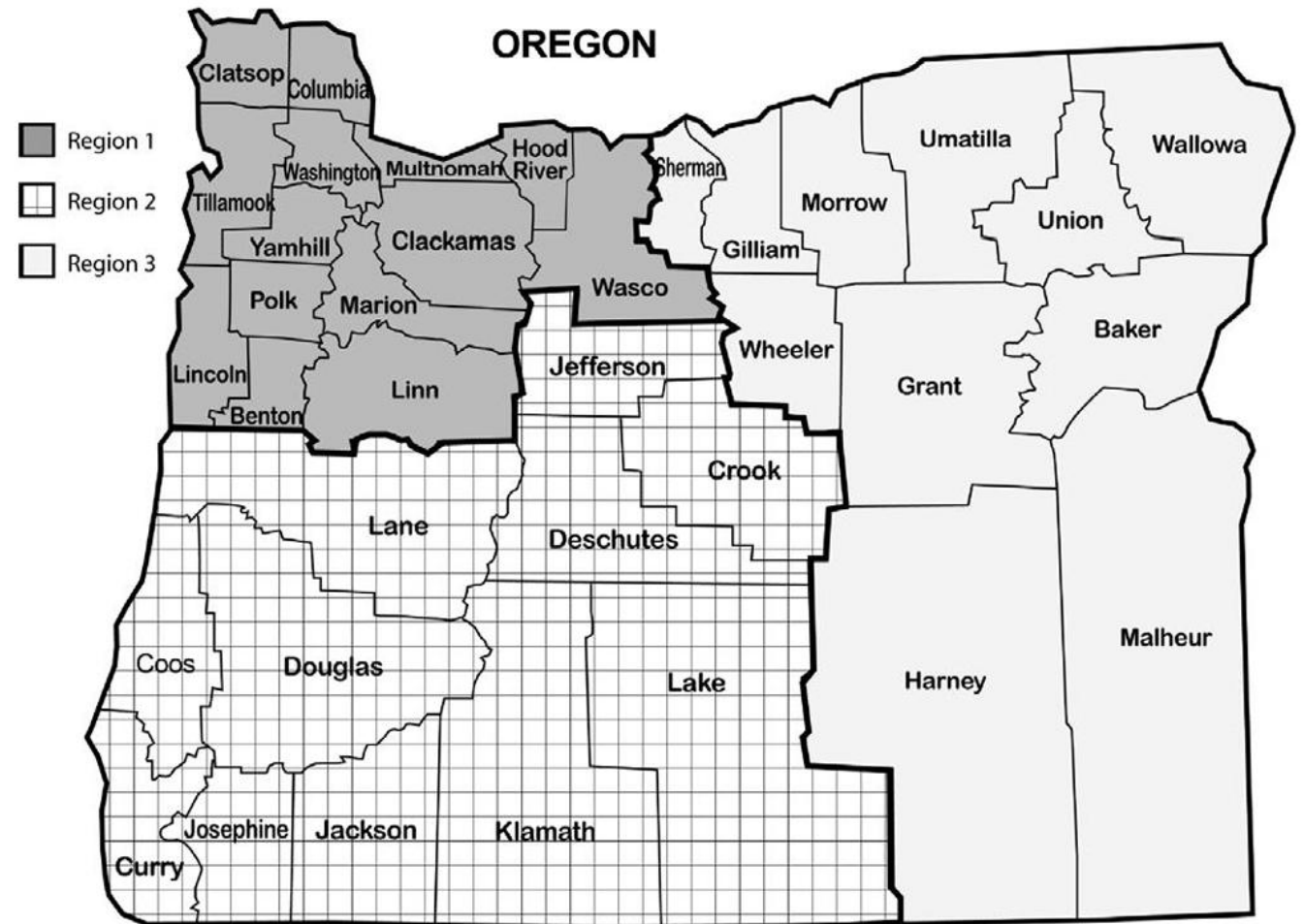
Amy Rockwell, All Regions

Data Collections/Accountability:

Karen Brown Smith

Peter Campbell

Joe Doherty



Schedule of Events

Date	Topics
10/27/25	Intros of Assessment Team members, ESD Partners, Mentor DTCs Overview of OSAS (and what it's not) “Before testing” section of Roadmap
11/17/25	“During testing”: STC/TA training and accessibility
12/15/25 (today!)	“During testing”: opt-out process, improprieties, crisis alerts
2/2/26	“After testing”
Winter / Spring 26	ESD Partners will present on topics of choice

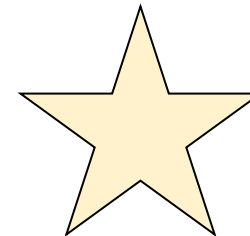
School Year Test Administration

Before Testing

During Testing

After Testing

Aug Sept Oct Nov Dec Jan Feb Mar Apr May Jun Jul



“During” Testing Topics

- Student Participation Exceptions
 - Opt-outs, parent requests for exemption, and student right to decline
- Test Improprieties and Irregularities
- Crisis Alerts
- Remote Test Administration



Student Participation Exceptions

Key Point: participation exceptions include opt-out (ELA and Math), parent requests for exemption (Science and ELPA), and declining to participate (SEED). Reference: [TAM](#) Section 5.3

Opt-Out (ELA and Math)

- Applies to ELA and Math only. Same year only.
- State-created notice and form available.
- Parents, guardians and adult students must be informed of their right to opt out no fewer than 30 days prior to the opening of the test window.
- Districts may create their own form but must use state-developed language (exactly the same words in the same order).
- Opt-out forms must be kept on file for 3 years following the opt-out request.
- Students may be opted out of testing at any time during the test window, even if the student has already tested.
- Testing a student who has opted out must be reported via the test impropriety report form, even if the student has already begun or completed testing.

Parent Requests for Exemption (Science and ELPA)

- Science and ELPA tests only (ELPA Screener, ELPA Summative, Alt ELPA). Same year only.
- Requests exemption of a student from a learning experience (including testing) for reasons of disability or religion.
- Parent must make request in writing and supply an alternative learning activity meeting the same goal as the exempted activity.
- District chooses to approve or reject the request.
- Testing a student with an approved request for exemption must be reported via the test impropriety form, even if the student has begun or completed testing.

Decline to Participate (SEED)

- Students or families may choose not to participate in SEED, at any time, verbally or in writing. Same year only.
 - ODE's decline to participate form is a convenient way to decline in writing but is not required.
- SEED non-participation item is one way to signal this decision. It is not the only way.
- The district should document this decision (whether the request was made verbally or in writing), but is not required to report it to ODE. Documentation preserves evidence that the survey was made available but the student or family declined to participate.
- Delivering the SEED Survey to a student who declines to participate, or whose parent has declined their participation, must be reported via the test impropriety form, even if the student has already begun or completed the survey.

Beaverton SD Opt-Out Process

1. Opt-Out Forms included in 30 day notice sent by district
Forms are posted on district website when available from ODE
2. Parent/adult student signs ODE Opt-Out form and returns physical form to school
3. STC checks forms to confirm all required information has been provided
4. School staff enter Opt-Out form into school SIS
STC may choose to use this as the official list or may choose to create own list
5. STC sends completed forms to district office
District staff keep forms on file for three years
6. District reviews form for completeness and checks test status for student
If student has started or completed testing, district staff submits impropriety
7. District (not school) enters Blocks and Parent Opt-Outs into TIDE

Beaverton SD ELPA Exemption Process

1. Parent/adult student submits Exemption Request to school
2. STC checks request to confirm all required information has been provided
Religion and disability are only allowed reasons
3. STC sends requests to district office, Multilingual Department verifies request
MLD contacts parents to ensure they understand how results are used as well as the potential impact on the student's ability to exit ESL services
4. Once verified, district staff enter Exemption into school SIS and notify school STC
District staff keep Exemptions on file for three years
5. District staff checks test status for student
If student has started or completed testing, district staff submits impropriety
6. District assessment staff enters Blocks and Parent Exemptions into TIDE

WSD: Opt-Out Process

1. Parent/adult student signs ODE Opt-Out form and returns form to school
2. School staff give the form to the STC
3. STC (or delegated front office staff) scans the form and emails to DTC's secretary
4. STC stores a copy at school until the window closes (District retains for 3 years)
5. DTC (or DTC's secretary) adds student to "Non-testers" spreadsheet which is shared with all STCs (there is a tab for each school)
6. DTC (or DTC's secretary) updates student TIDE record, which blocks student from testing
7. STC & TA ensures students who are opted out don't log into a session

WSD: Science/ELPA Summative Exemption

1. Parents or 18 year old student wishing to exempt their student from Science or ELPA Summative are directed to the STC and informed that they must submit a letter in writing providing the reason for the exemption (religion or disability) and proposing an alternate activity. Letters can be sent via email.
2. STCs are encouraged to talk with families about possible accommodations or designated supports that would allow the child to participate in the assessment.
3. STCs send letters from parents to the DTC's secretary for the DTC to review.
4. DTC and STC consult to determine whether the exemption request will be approved.
5. STC notifies parents/guardians or 18 year old student of the decision



Test Improprieties & Irregularities

Key Point: DTCs are responsible for reporting potential test incidents to ODE. Reference: TAM Section 3.0

What is an Impropriety or Irregularity?

Test improprieties are behaviors prohibited during test administration because they give students an unfair advantage or disadvantage, or compromise test security or validity.

Test irregularities are unusual circumstances that may potentially affect student performance on the test or interpretation of student scores. Test irregularities may impact single students, such as prolonged absences which lead to a test expiring before the student returns to complete testing.

- All incidents are reported via the same form (irregularity or impropriety).
- Be sure to investigate the incident so that you can provide relevant information. (“The test ended” is not actionable.)

There is No “Gotcha”

Reporting helps improve systems and practices. ODE does not use the system to “catch wrongdoers”. ODE does not preserve records of individuals associated with improprieties or irregularities.

- Impropriety reports are essential to decide what action should be taken with student test records.
- Impropriety reports help ODE understand where mistakes are most often made with the testing interface, which in turn helps us provide feedback to vendors.
- Impropriety reports can help districts identify needs for local training or improvement.
- Impropriety reports can help districts document incidents that need local action.

Behind the Scenes: ODE Processing

- ODE receives the impropriety report
- The relevant education specialist then:
 - Reviews district-provided information
 - Categorizes the impropriety
 - Requests more information if necessary
 - Determines an outcome
- District receives update with outcome and potentially additional information from ODE
- ODE periodically sends impropriety summaries to DTCs and superintendents

Accessibility supports error
Accidental submission
Data entry error
Inappropriate administration
Irregularity/disruption
Login information error
Non-allowable resource (device)
Non-allowable resource (human help)
Non-allowable resource (material)
Participation: Opt-out/Exempt/Decline
Student tested in error
Test expiration
Test selection error
Test security violation
Technology issue
Other
N/A (not an irregularity or impropriety)

Sample Impropriety Report

- Check before deleting or filing!
- First paragraph includes outcome
 - Second paragraph **may include custom information for the DTC**
 - Any text here comes from the education specialist who reviewed the impropriety report
 - Main body includes summary of the impropriety report

Upon review of your report, ODE has determined to Reset the referenced test(s).

A Reopen is insufficient to grant access when a student has been marked as a non-participant. The test has been Reset instead.

See below for a summary of the incident, the district recommended outcome, and confirmation of ODE's approved outcome. Please save this email for your records.

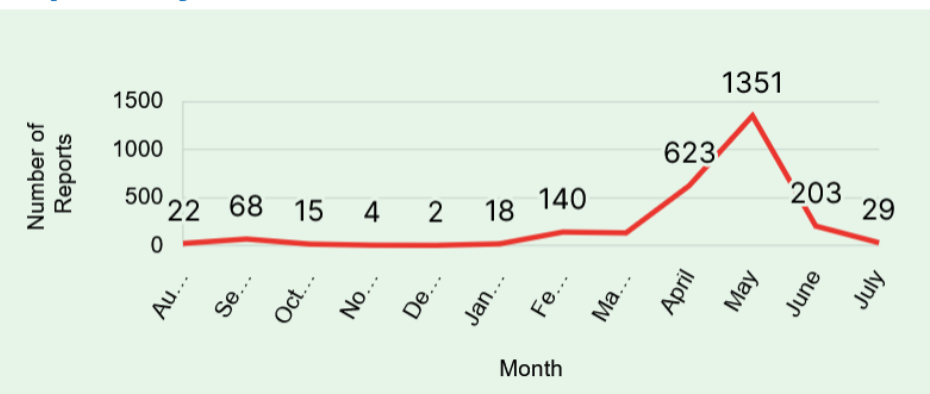
We appreciate your attention to security and your dedication to supporting a valid testing environment for all students. If you have questions about this impropriety/irregularity submission or would like to receive a formal letter of final determination from ODE, please reply to

Test Impropriety Reporting System

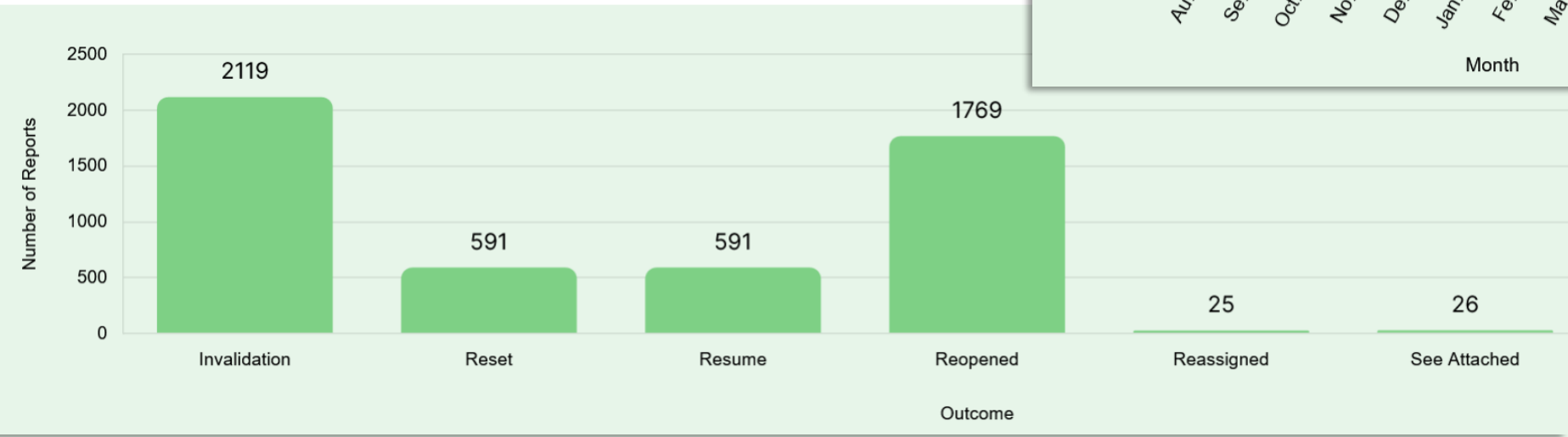
Row 23601	
ID #	XSD-MMDDYYYY-##
DTC Email	email@domain.com
DTC Name	Rando Calrissian
School District	XTRASPECIAL SD 1
School	Happy Learners Elementary School
Date Incident Occurred	MM/DD/YY
IDEA non-compliance	No (non-compliance did not occur -OR- student does not receive services under IDEA).
Core Requirement	"Students complete the correct test in a supervised, secure, and distraction-free test environment."
District Recommended Outcome	Reopen Test

Impropriety Patterns (24-25)

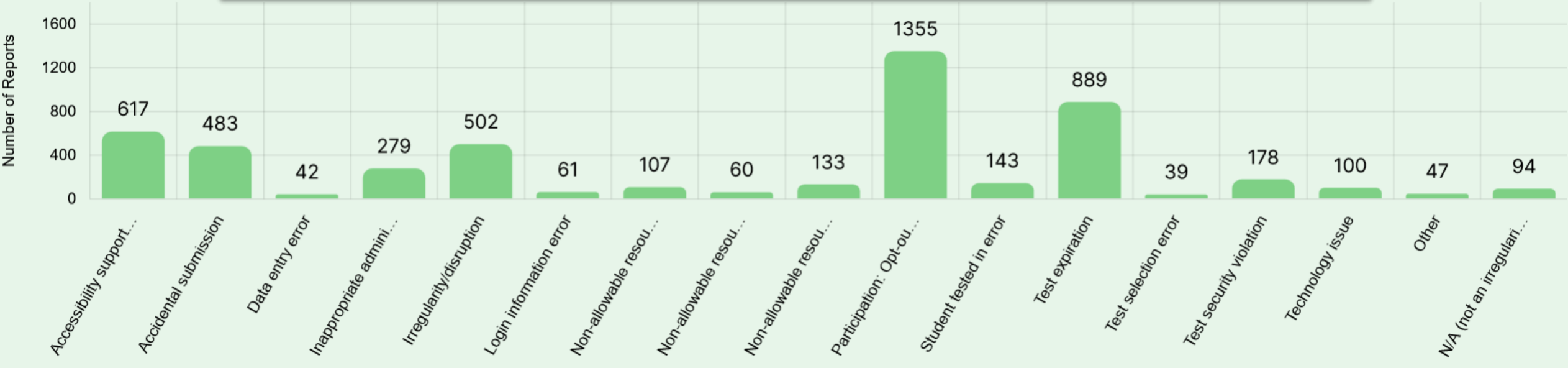
Reports by Month



ODE Approved Outcomes



Reports by Type



Core Requirements

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.

- If no core requirement was compromised, it may not be a test impropriety or irregularity. (Consult TAM Section 3.0!)
- If the problem is that students didn't finish the test, choose the first core requirement.
- It's not a quiz. Your report will still be processed if you choose the "wrong" core requirement.

Incident Description

What happened, and why does the district recommend this outcome? *

- If testing supports or accommodations were involved, please specifically indicate which one(s).
- Consult Section 3.6 of the TAM for more information about improprieties, irregularities, and potential outcomes.

Example: Students talking to each other about the test

A. “This test is boring”

- No student gained an unfair advantage or disadvantage. Not an impropriety. (But still undesirable!)

B. “The question is asking me to define ‘risible’. What does that word mean?”

- The student gains an unfair advantage (or disadvantage, depending on how they are “helped”). This is an impropriety.

District Recommendation

- These terms are defined in TAM Section 3.6 (page 29; Table 11 maybe useful as well).
- “Resume Testing” means that no changes to the student’s test record are needed.

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)

(Older screenshot retained
because it displays the full
menu)

Incident Report Form

- To be filled out by DTC or their designated representative (in accordance with information in TAM Section 3.0).
- Used by ODE to make decisions about student testing, not to monitor or take punitive action.
- Used by DTCs to document potential violations of student IEPs and 504s, report potential test security breaches, and understand potential training gaps.

Oregon Department of Education



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

Date Incident Occurred

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.

Did the incident result in possible IDEA non-compliance (e.g., violation of a student's IEP)? Choose one. *

- If you select Yes below, please limit your report to one student.
- If there was an IEP violation concerning testing supports or accommodations, please indicate which ones.

Beaverton SD Process for Improprieties & Irregularities

- TAs stop student testing when a possible impropriety or irregularity occurs
 - Only students involved in impropriety or irregularity are stopped from testing*
 - TAs collect detailed information*
- TAs report incident to STC – STC reports to district office
 - STC collects additional information if necessary*
 - STC may call district office or submit through district created Google form*
 - District keeps record of all improprieties in Google Sheet (visible only by district)*
- District reviews situation – submits to ODE
 - District collects additional information if necessary – schools continue to wait for resolution before resuming test*
 - District may determine that there was no impropriety or irregularity – testing can continue*
 - Administrators notified of submission to ODE*
- Once DTC receives resolution, district notifies school and testing continues if allowed
- During peak testing, summary report sent to district administrators along with test participation
- At end of testing, summary report reviewed to identify potential areas of improvement

Woodburn SD Process for Improprieties & Irregularities

- TAs report improprieties and irregularities to the STC and pauses testing for affected students
- STC completes the district Google Form, which goes to the DTC's secretary
- DTC reviews the incident and seeks clarity or additional information from the STC if needed – provide as much information to ODE as possible
- DTC's secretary submits the form to ODE
- Once DTC receives notification of the outcome from ODE, DTC notifies the STC of the decision and that is added to the district spreadsheet (generated from the Google Form)
- At the annual STC training, DTC reviews the previous year's improprieties and irregularities



Crisis Alerts

Key Point: In the event of a concerning student test response, the crisis alert process prioritizes safety and support

Definitions and Context

- A “crisis alert” is the *message sent by our test vendor* when the system detects a concerning student response on a test.
- Concerning responses can appear in any space where a student freely composes text or records speech.
 - This can include test items or Notes fields.
- As mandatory reporters, districts receiving crisis alerts must contact the Oregon Department of Human Services (DHS) as necessary.
 - Anyone with a DTC, DLU, or “RAV” role will receive crisis alerts.
 - There must be at least one backup person in addition to the DTC who can review crisis alerts for the district.

Crisis Alert Process

- Vendor flags a concerning student response.
- Crisis alert sent to district secure inboxes. Email notifies district personnel that a crisis alert is waiting for review.
- District reviews crisis alert and contacts DHS as necessary.
- ODE sends “daily digest” email to districts additionally confirming that a crisis alert is waiting for review.
 - If the district does not acknowledge receipt, ODE contacts the school/district directly to ensure the issue is being handled.
 - If *every* district contact returns an “out of office” message, ODE will work with CAI to ensure the alert is reviewed and DHS contacted as necessary.
- Detailed procedure in Appendix D of the [Test Administration Manual](#).

Beaverton SD Crisis Alert Process

- Crisis alerts are supported by a member of the SEL/BH&W Team
 - Response Alert Viewer (RAV) access is given to designated support*
 - DTC serves as backup if necessary*
- Upon receipt, RAV reviews alert and provides detail to school administrator
 - Urgent alerts are followed with text message or phone call to raise priority*
 - District tracks alerts (viewable by district staff only)*
- School administrator reviews the alert and responds
 - School administrator includes appropriate school staff as necessary*
 - School administrator reports to DHS as needed*

WSD Crisis Alert Process

- The DTC and 2 designated DLUs manage the crisis alert system
- The first DLU adds the alert to the school's spreadsheet using a custom form
 - If the first DLU isn't working, the second DLU completes this step
- DTC (or DLU if DTC is not available) calls the building admin to verify they received the alert
- Building admin reviews the alert in the Crisis Alert spreadsheet and responds
- Building admin documents the response in the Crisis Alert Spreadsheet
- Building admin report to DHS as needed



Remote Test Administration

Key Point: Districts may choose to offer remote testing to students who primarily receive remote instruction

Overview

Remote Test Administration is available for: *OSAS tests, ELPA Summative, Interim Assessments, and the SEED Survey*

Additional information and guidance available in: *Training Module 10, OSAS Remote Certification Course, Remote Testing Resources on the Test Administration website*

Oregon Department of Education

Assessment Administration

This webpage is designed to assist District Test Coordinators (DTCs), School Test Coordinators (STCs), and Test Administrators (TAs) give valid and reliable state assessments in a timely and secure manner.

- [Current District Test Coordinators](#)
- [2024-25 Assessment Administration Schedule](#)
- [DTC Roadmap](#) (2024-25)

Cambium Assessment, Inc. (CAI) is Oregon's vendor to host the [OSAS Portal](#), our state's online system for assessments. Test Coordinators and Administrators use the OSAS portal to assign accessibility supports to students, set up and administer test sessions, and view student participation and performance reports. Families and students can access practice tests via the portal to familiarize themselves with the test experience and question design.

[Administration Manuals](#)

[Checklists](#)

[Forms](#)

[Remote Testing Resources](#)

[ESSA Test Administration Monitoring](#)

Preparing for Testing

SYSTEM



Test Information Distribution Engine (TIDE)

Manage users and student information, and monitor test progress.

SYSTEM



TA Practice Site

Become familiar with TA Interface and proctor practice sessions for students and guest users

TRAINING



Remote Test Administration Certification

Complete training on using the TA Interface for remote test administration

SYSTEM



Technology Guide

This guide provides instructions to set up technology in your school.

Availability

Most students across Oregon will test in-person. Administration of OSAS State Tests should align to a school's instructional model.

- If a school provides a student predominantly *remote or online instruction*, **they may offer** that student summative tests remotely.
- Remote testing may also be made available for students who are homebound due to a medical condition.

Remote Testing is **not** available for:

- *Oregon Extended Assessment*
- *Oregon's Statewide Assessments Braille version*
- *ELPA Screener*

Parent/Guardian Consent

- Consent from a parent/guardian is required for a student to participate in a remotely proctored test session
- If a parent/guardian provides consent, the permissions must be set in TIDE to allow a student to participate in remote administration.



Parent/Guardian Remote Test Administration Agreement

Each spring, students across Oregon in grades 3rd - 8th and 11th participate in the Oregon Statewide Assessments (e.g. English Language Arts, Mathematics, and Science). Some K – 12 students will also participate in Oregon's English Language Proficiency Assessment (ELPA). Additionally, Oregon offers students in grade 3 – 12 the opportunity to participate in the SEED Survey and provide feedback on their learning experience. Oregon primarily uses these assessments to help families, schools, districts, and the state understand and improve student academic achievement.

Most students participate in these tests at school. However, to provide additional flexibility, the Oregon Department of Education is allowing districts an option for students to participate at home or another remote testing location if needed based on a student's regular academic instruction (e.g. virtual, or online instruction).

(Remote test window: [Oregon Statewide Summative Test Schedule](#))

When testing remotely, your child will have access to a test administrator who is supervising the assessment. This test administrator will be able to assist your child via chat. We also recommend, similar to online instruction, that your child have video/audio enabled. This allows the test administrator to both see and hear your student during the test and to communicate directly with your child when they need support during the test. The connection between the proctor and your student is direct and no one else will have access. Audio is recorded on the speaking domain for ELPA; video is not recorded.

To make sure the results are valid, ODE must ensure student participation is accurate and represents the student's learning. Additionally, ODE must maintain the security and confidentiality of all test materials. If you would like your student to participate at home or another remote testing location, you have several responsibilities. By signing this agreement, you agree to the following:

- I will not take any type of picture of the test.
- I will not assist my student with answering any test questions.
- I will not write anything about the test, on paper or electronically.
- I will not disclose any secure test materials, including test questions and answers.

A screenshot of a web form titled "Test Access" with a blue upward arrow icon. To the right, there are two main sections: "Parent Opt-Out" and "Parent Request for Exemption". Each section contains a dropdown menu with the text "Select Parent Opt-Out" and "Select Parent Request for Exemption" respectively, followed by a downward arrow. Below the "Parent Opt-Out" dropdown, there are two rows of buttons. The first row has "NO" and "YES" buttons, followed by the text "Remote Tester". The second row has "NO" and "YES" buttons, followed by the text "Alt ELPA Tester". A red oval is drawn around the "NO" and "YES" buttons for the "Remote Tester" option.

Test Access		Parent Opt-Out	Parent Request for Exemption
		Select Parent Opt-Out	Select Parent Request for Exemption
NO	YES	Remote Tester	
NO	YES	Alt ELPA Tester	



Q&A



Thank You!

Next Session: 2/2/26