



Oregon

Kate Brown, Governor



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Office of Teaching, Learning and Assessment

Submitting a Test Impropriety Report

Updated 7/9/19

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 webform:

2019-20 Test Impropriety Initial Report Form

District Test Coordinators (DTCs) must use this form to report all potential test improprieties to the Oregon Department of Education. DTCs must submit their initial report within one day of learning of the potential test impropriety. For more information on filling out this form, visit <http://oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Training-Materials.aspx>.

Your Contact Information

Your Name *

Your Email *

School District *

School *

Incident Information

Number of Tests Impacted *

SSID *

(if more than one, write "See Attached" and upload an Excel spreadsheet with all impacted tests. See "Multiple Tests Impacted" below.)

Enrolled Grade *

Test Name *

Select

Result ID *
(if more than one, write "See Attached" and upload an Excel spreadsheet with all impacted tests. See "Multiple Tests Impacted" below.)

Multiple Tests Impacted
(if multiple tests were impacted, please upload an Excel spreadsheet containing the SSID, Student Enrolled Grade, Test Name, and Result ID for all impacted tests using the Multiple Tests Information Upload Template located at http://oregon.gov/ode/educator-resources/assessment/Documents/multiple_tests_information_upload_template.xlsx)

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

Description of Incident *

School District Action *

District Recommended Outcome *

Select

Are any impacted students from a resident district other than the district submitting this report? *

Yes No

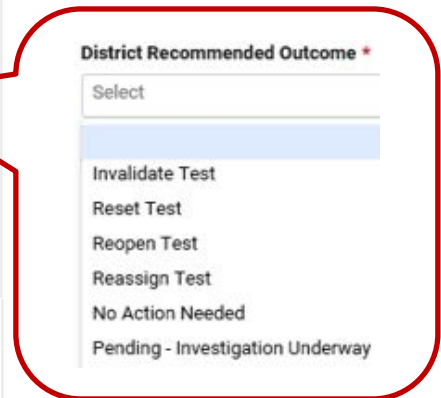
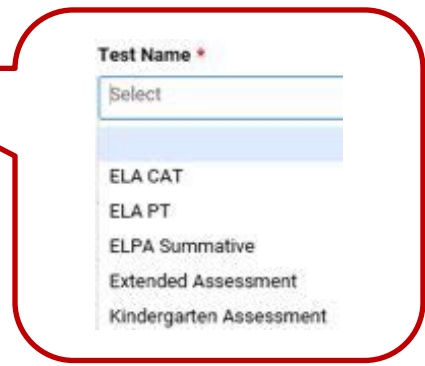
Have all test administrators involved in the incident received test security training and signed a Test Administrator Assurance of Test Security form for the current school year? *

Yes No

ODE will review this report and respond to the District Test Coordinator within 1 – 2 business days to either request additional information or confirm the outcome for all impacted tests.

Send me a copy of my responses

Submit



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.

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

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:

Thank you for submitting your report. ODE will review your report and respond within 1 – 2 business days to either request additional information or confirm the outcome for all impacted tests.

We appreciate your attention to security and your dedication to supporting a valid testing environment for all students. If you have immediate questions please contact ODE.testsecurity@state.or.us or 503-947-2545.

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

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

2018-19 Test Impropriety Initial Report Form

Your Name	Renée LeDoux
Your Email	renee.ledoux@state.or.us
School District	ADEL SD 21
School	Elementary School
Number of Tests Impacted	1
SSID	12345
Enrolled Grade	3
Test Name	Math CAT
Result ID	12345
Description of Incident	Student accessed a calculator while testing.
School District Action	The STC will review the allowable resources with the TA.
District Recommended Outcome	Invalidate Test
Are any impacted students from a resident district other than the district submitting this report?	No
Have all test administrators involved in the incident received test security training and signed a Test Administrator Assurance of Test Security form for the current school year?	Yes

- Within 1- 2 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:

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@state.or.us 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@state.or.us or 503-947-2545.

Test Impropriety Reporting System

Row 1489

ID #	A-07092019-01
Date Reported	07/09/19 2:19 PM
DTC	Renée LeDoux
DTC Email	renee.ledoux@state.or.us
School District	ADEL SD 21
School	Elementary School
Type of Impropriety	Non-Allowable Resource (Calculator)
Adult or Student Initiated	Student
Number of Tests Impacted	1
Description of Incident	Student accessed a calculator while testing.
School District Action	The STC will review the allowable resources with the TA.
District Recommended Outcome	Invalidate Test
Enrolled Grade	3
SSID	12345
Test Name	Math CAT
Result ID	12345
ODE Approved Outcome	Invalidation
Date Outcome Processed in TIDE	7/9/19

[View in SmartSheet](#)

Here is a close-up of the report summary:

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@state.or.us 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@state.or.us or 503-947-2545.

Test Impropriety Reporting System

Row 1489

ID # A-07092019-01

Date Reported 07/09/19 2:19 PM

DTC Renée LeDoux

DTC Email renee.ledoux@state.or.us

School District ADEL SD 21

School Elementary School

Type of Impropriety Non-Allowable Resource (Calculator)

Adult or Student Initiated Student

Number of Tests Impacted 1

Description of Incident Student accessed a calculator while testing.

School District Action The STC will review the allowable resources with the TA.

District Recommended Outcome Invalidate Test

Enrolled Grade 3

SSID 12345

Test Name Math CAT

Result ID 12345

ODE Approved Outcome Invalidation

Date Outcome Processed in TIDE 7/9/19

[View in Smartsheet](#)

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.state.or.us.