

Submitting a Test Impropriety Report

Updated 8/1/16

1. From www.ode.state.or.us/go/testsecurity, the DTC will click on <https://app.smartsheet.com/b/form?EQBCT=24a13544b66748589270272ce51241e0>.

2. The DTC will fill out the following webform:

2016-17 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 www.ode.state.or.us/go/testsecurity.

Your Contact Information

Your Name *

Your Email *

School District *

School *

Incident Information

Number of Tests Impacted *

SSID *
 (if more than one, upload an Excel spreadsheet with all additional impacted tests. See "Additional Impacted Tests" below.)

Enrolled Grade *

Test Name *

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

Additional Impacted Tests
 (if multiple tests were impacted, please upload an Excel spreadsheet containing the SSID, Student Enrolled Grade, Test Name, and Result ID for all additional tests using the Multiple Tests Information Upload Template located at www.ode.state.or.us/go/testsecurity)
 file name

Description of Incident *

School District Action *

District Recommended Outcome *

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

Test Name *

- ELA CAT
- ELA PT
- ELPA21
- Extended Assessment
- Kindergarten Assessment
- Math CAT
- Math PT
- OAKS Science
- OAKS Social Sciences

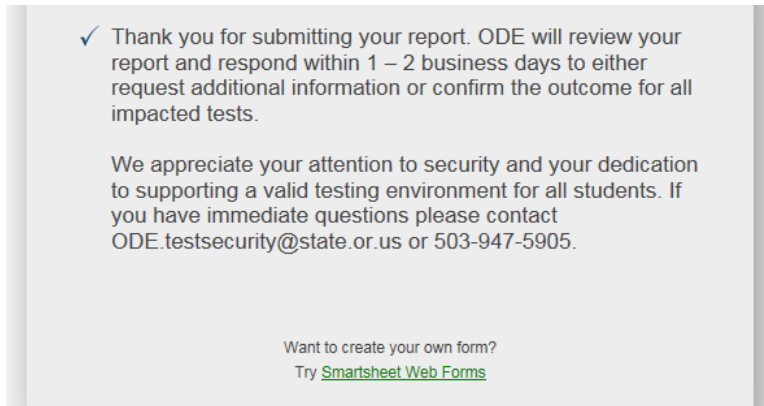
District Recommended Outcome *

- Invalidate Test
- Reset Test
- Reopen Test
- Reassign Test
- No Action Needed
- Pending - Investigation Underway

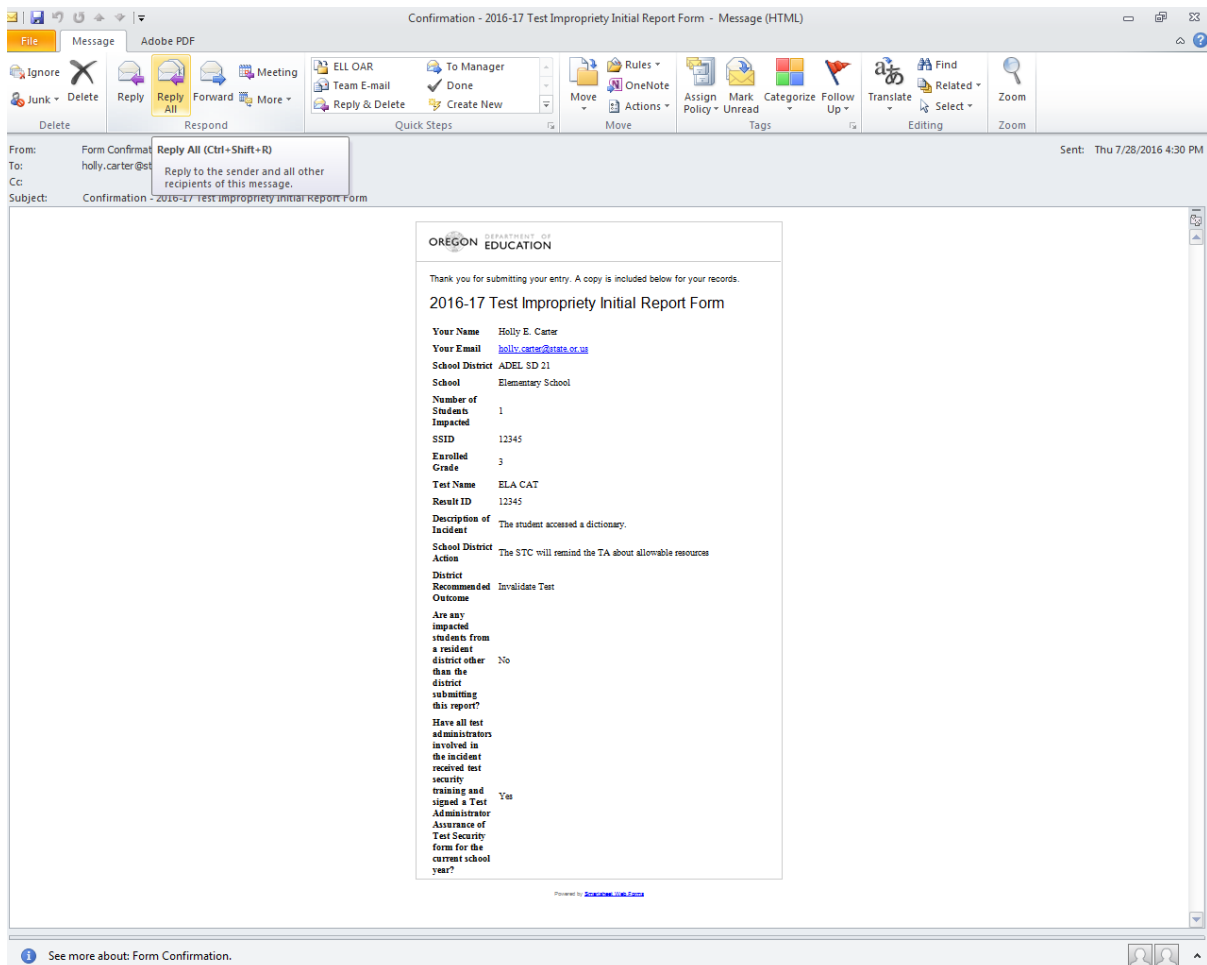
3. If an impropriety involves multiple impacted tests, the DTC will fill in the form with the information for the first test and upload a spreadsheet under “Additional Impacted Tests” with the SSID, student enrolled grade, test name, and Result ID for all additional tests. The template for additional 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				

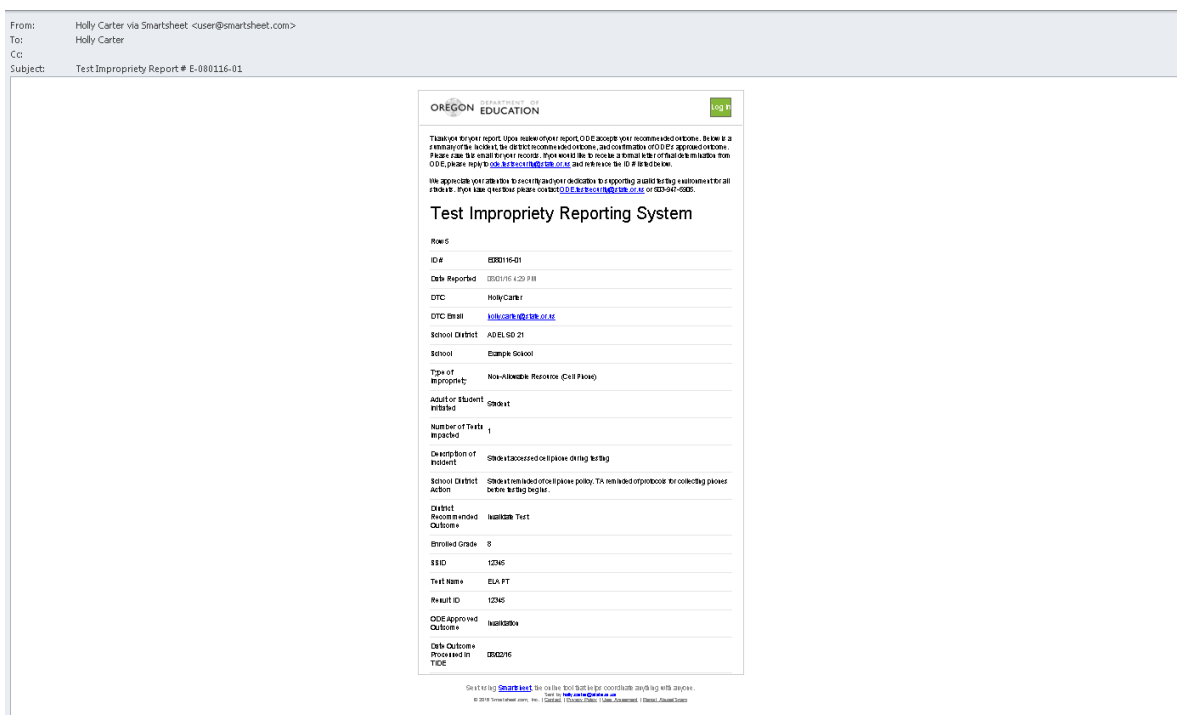
4. DTCs are encouraged to check the “Send me a copy of my responses” before clicking “Submit.” After hitting “Submit,” the DTC will see the following confirmation:




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



5. Within 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:



Here is a close-up of the report summary:


Log In

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 503-947-6905.

Test Impropriety Reporting System

Row 5

ID #	ED0116-01
Date Reported	03/01/16 4:29 PM
DTC	Holly Carter
DTC Email	hollycarter@state.or.us
School District	ADELSD 21
School	Example School
Type of Impropriety	Non-Allowable Resource (Cell Phone)
Adult or Student Initiated	Student
Number of Tests Impacted	1
Description of Incident	Student accessed cell phone during testing
School District Action	Student reminded of cell phone policy. TA reminded of protocols for collecting phones before testing begins.
District Recommended Outcome	Invalidate Test
Enrolled Grade	8
SSID	12345
Test Name	ELA PT
Result ID	12345
ODE Approved Outcome	Invalidation
Date Outcome Processed In TIDE	03/02/16

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.