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 *

If due to reasons such as illness or absence an alternate submitter is needed, please enter the alternate submitter name here, with the phrase "on behalf of [DTC name]".

DTC Email *

If an alternate submitter was needed for the reasons cited above, enter both the DTC email and the alternate submitter email, separated by a semicolon.
Example: dtc@district.k12.or.us; altsubmitter@district.k12.or.us

Locating a Result ID

The impropriety form asks for a Result ID.

Result ID *

If Number of Tests Impacted is 2 or more, enter See Attached. Enter N/A for ORExt assessments.

To locate the Result ID, log into the OSAS TIDE portal. Enter the SSID in the search field in the upper right. You will be taken to the Plan and Mange Testing page. Scroll to the Test section and here you will find the Result ID. Enter this on the Test Impropriety Reporting Form.

Student ID/User Email | Search

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

SSID *
If Number of Tests Impacted is 2 or more, enter See Attached.

Enrolled Grade *

Test Name *
Each report should concern only one test type.

Result ID *
If Number of Tests Impacted is 2 or more, enter See Attached. Enter N/A for ORExt assessments.

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.

File Upload

Use this upload field when multiple tests were impacted.

- Complete the Multiple Tests Information Upload Template.
- Make sure all tests in the Template match the Test Name selected above. Do not submit a Template with multiple test types.
- You may include supplemental documents, such as a photo that helps illustrate the impropriety or irregularity (such as documenting instructional materials that were not removed or covered).

Drop your files here
Browse

	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 *

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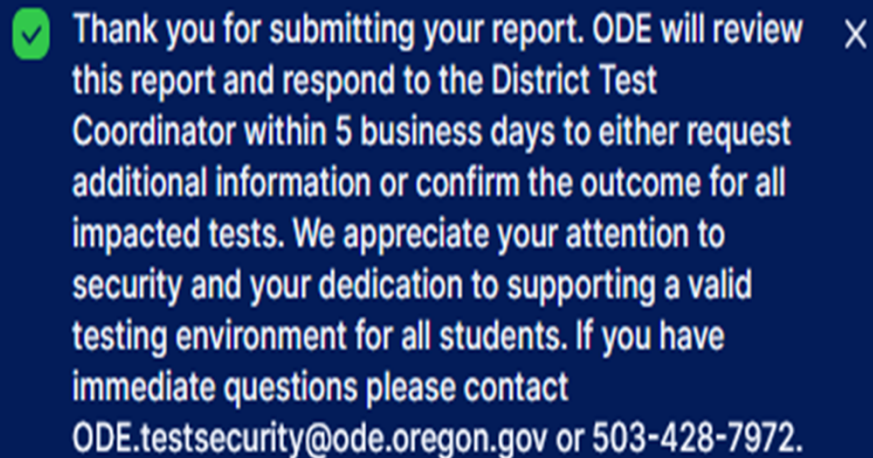Pending (Investigation Underway)

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.

Test Impropriety and Irregularity Report Form

Date Incident Occurred	2025-08-14
Which of the following core requirements was compromised?	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.	No (non-compliance did not occur -OR- student does not receive services under IDEA).
District Recommended Outcome	Invalidate Test
What happened, and why does the district recommend this outcome?	Student was caught using their cell phone during the testing session.
SSID	999999999
Enrolled Grade	3
Test Name	ELA PT
Result ID	522222
Number of Tests Impacted	1
DTC Name	Jane Doe
DTC Email	jane.doe@schooldistrict.org
School District	ADEL SD 21
School	Adel Elementary

After Submission

After selecting "Submit", you will see the following:

> ✅ Thank you for submitting your report. 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. 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@ode.oregon.gov or 503-428-7972. ✕

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.

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