

Test Impropriety Requests for the 2012 – 2013 Online Hawaii State Assessments

In response to numerous test impropriety requests from schools, the Systems Accountability Office, Student Assessment Section, is issuing this reminder of the policies related to such requests that are provided on pages 10 – 12 in the *Test Administration Manual* at alohahsap.org on the Resources page that can be accessed on the HSA homepage. Test Coordinators also need to remind Test Administrators about their role and responsibilities during testing that are provided on pages 7 – 8 in the *Test Administration Manual* and the test administration procedures on pages 23 – 28 in the same manual.

Procedures for Creating Test Impropriety Requests

New in 2012 – 2013, Test Coordinators can submit test impropriety requests to the Student Assessment Section directly in TIDE using the Test Impropriety feature. The Test Impropriety feature is used to submit the following requests:

- **Invalidate a Test:** Invalidating a student’s test eliminates the test opportunity. The student loses that test opportunity and does not receive a score. Invalidations are requested due to testing incidents, such as cheating.
- **Reset a Test:** Resetting a student’s test removes that test from the system and enables the student to start a new test (without losing an opportunity). Scores associated with this test are removed from the system. **Only the most recent test opportunity may be reset.** For example, a student’s 1st Math opportunity cannot be reset if he or she has already started the 2nd Math opportunity.
- **Report a Problem with Item:** Alert the Hawaii Department of Education and AIR to a problem with an item. Scenarios that warrant this request include:
 - A duplicate item
 - An item that does not contain a correct answer (or contains more than one more correct answer)
 - An item that references a stimulus or graphic that does not display

**You must know the test’s Result ID and item number (for that student’s test). The Result ID is the unique identifier linked to a student’s results for a specific opportunity. The Result ID can be found on the Activity and Progress reports that can be generated in the Plan and Manage Testing feature of the Online Reporting System (ORS).*
- **Re-open a Test:** Re-opens are for tests that have already been submitted or have expired.
 - In the event that a test is being re-opened to allow a student to finish, the test’s expiration date may need to be extended. If the user wants the student to be able to review previously answered questions, a grace period extension (GPE) must also be requested (see below).

- The system will prevent an unsubmitted test from being re-opened if the student has *already started the subsequent opportunity for that content area*.
- Restore a test that has been reset: return a test from the “Reset” status to its prior status. This action can only be performed on tests that have been “Reset”.
- Allow students to revisit paused test (Grace Period Extension (GPE)): A GPE is used in instances where the system’s pause rule prevented a student from viewing previously answered questions on the test. Once applied, a GPE allows the student to review **all** previously answered test questions the next time he or she logs into the test.
 - A GPE can only be applied to currently Paused tests. Tests that have been scored or expired will need to be reopened before a GPE may be applied.
 - *The GPE applies only to the next time the student logs in to that test.* If a student resumes testing and does not finish the test, and pauses again for a period of time longer than the pause rule allows, then the student will NOT be able to review previously answered questions.

To create a Test Impropriety request in TIDE, you will need the Result ID, SSID, or Session ID in order to identify the specific student’s test. You must enter the full Result ID or SSID number – partial searches are not allowed. If entering a Session ID, you must enter the full ID, including the hyphen. You must state the reason why you are submitting your test impropriety request in the “Reason” field. Please see pages 24 – 33 in the *Test Information Distribution Engine (TIDE) User Guide* posted at alohahsap.org on the Resources page that can be accessed on the HSA homepage for more information about creating and viewing test impropriety requests.

You will be sent an email when an action has been taken on a test impropriety request that you submitted. **Please do NOT submit a test impropriety request a second time if you have not received a notification email regarding your request. Test impropriety requests must only be submitted once.**

Note: You must submit each test impropriety request individually. You cannot submit multiple requests at the same time. Please contact the HSAP Help Desk at 1-866-648-3712 or HSAPHelpDesk@air.org for assistance if you wish to submit test impropriety requests for more than five students at a time. You must provide the following information for each student to the Help Desk:

- 10-digit SSID
- Result ID (**must be provided**)
- Test (includes grade and content area)
- Opportunity number
- Action requested
- Reason for action requested

The Help Desk will contact you to confirm HIDOE’s action regarding your request.

IMPORTANT: Students’ tests should be immediately paused, and students should not be further tested in the particular content area for which you are submitting a test

impropriety request until you have received a notification email from TIDE or a follow-up phone call or email from the HSAP Help Desk regarding the action taken on your request.

As a reminder, Test Administrators should follow the test administration procedures that are outlined on pages 27 and 28 in the *Test Administration Manual* to ensure that students are being approved for the correct test sessions and opportunities:

- When a student requests approval to be admitted into a test session, the Test Administrator (TA) needs to verify the following information:
 - the student being approved is in fact the student sitting at the computer
 - the student is being approved for the correct test session (grade and content area)
 - the student is being approved for the correct opportunity
- To ensure the student is being approved for the correct opportunity, the Test Administrator should check the approval screen on the TA Live Site and the column indicating the opportunity number. If a TA approves a student or group of students for the wrong content area assessment opportunity number, this opportunity cannot be reset for administration on a later date during the testing window. The student or group of students must complete this opportunity within 45 calendar days after they are approved to begin this content area assessment.
- The Test Administrator must also monitor students after they submit their test for scoring. Once the test is submitted for scoring, the Test Administrator should direct the student on what he or she should do next. For example, the student may be directed to return to the classroom or home-room after testing or be given quiet work to do until the test session has ended. It is critical that the Test Administrator ensure that the student does not log back into the testing system and take another test, unless he or she is instructed to do so.

As a final check to ensure that students are only taking the appropriate tests and opportunities, Test Administrators or Test Coordinators can log into the Online Reporting System and use the Plan and Manage Testing tool to verify how many test opportunities each student has started, completed, or currently paused.

Please contact the HSAP Help Desk at 1-866-648-3712 or HSAPHelpDesk@air.org if you have any questions.