

SUPPORTING SCHOOLS AND
STUDENTS TO ACHIEVE



*Balanced Assessment System
Professional Learning Series:*
**#7 Test Security, Improprieties and
Appeals**





OVERVIEW

A Balanced Assessment System

With online assessments that measure students' progress toward college and career readiness, Smarter's comprehensive system gives educators information and tools **to improve teaching and learning.**



DIGITAL LIBRARY

An online collection of thousands of educator-created classroom tools and resources



INTERIM ASSESSMENTS

Optional and flexible tests given throughout the year to help teachers monitor student progress



SUMMATIVE ASSESSMENTS

Year-end assessments for grades 3–8 and high school with a computer adaptive test and performance tasks in math and English



Previously

- The importance of teachers having access to the assessment system and reporting
- Assessment Claims and Targets, how to use score reports and resources to impact teaching and learning (2)
- The Digital Library and Formative Assessment
- Interim Assessment
- Test Accessibility

Focus on the classroom and impact of the assessment system on teaching and learning



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Today's learning goals

- **Understand the different types of test improprieties**
- **Know how to handle test improprieties when they occur**
- **Understand the Appeals section in TIDE**
- **Be able to take steps to avoid test improprieties**



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Primary documents related to today's topics

- **ISAT By Smarter Assessments, Online Summative Test Administration Manual (TAM) Spring 2016**
- **Test Information Distribution Engine (TIDE) Updated Fall 2015**

For a complete list of related documents and resources see the TAM, Section 2.0 Test Administration Resources, pg. 9-12

**These can all be found in the Portal (idaho.portal.airast.org)
Documents are in the Test Resources Section, ISAT by Smarter-
General Information folder**

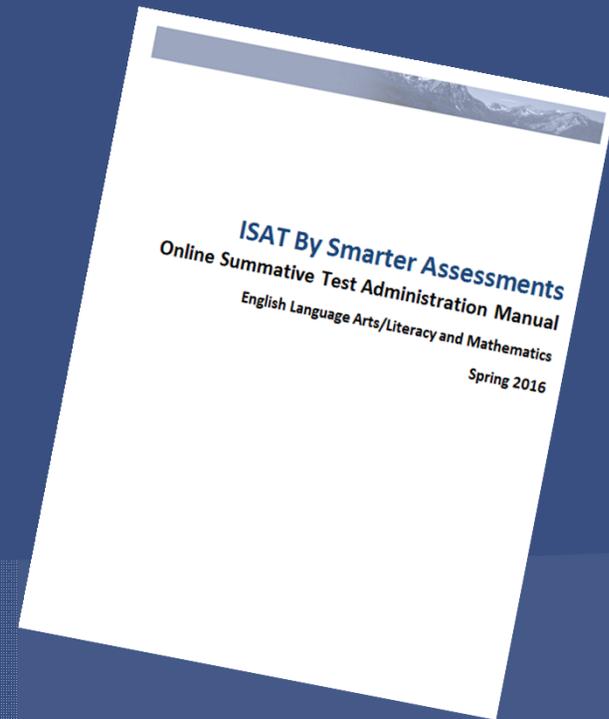


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Different Types of Test Improprieties: Impact and Definitions



Appendix F: Test Security Chart
idaho.portal.airast.org

Definitions for Test Security Incidents

Any deviation in test administration must be reported as a test security incident to ensure the validity of the assessment results

- **Impropriety**

- Unusual circumstance with low risk of potentially affecting student performance, test security, or test validity
- Corrected and contained at the local level

- **Irregularity**

- Unusual circumstance that impacts individual or group, *may* affect student performance, test security or test validity
- Corrected and contained at the local level

- **Breach**

- Event poses a threat to validity of the test, external implications



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Examples of Test Security Incidents

Appendix F: Test Security Chart (TAM)
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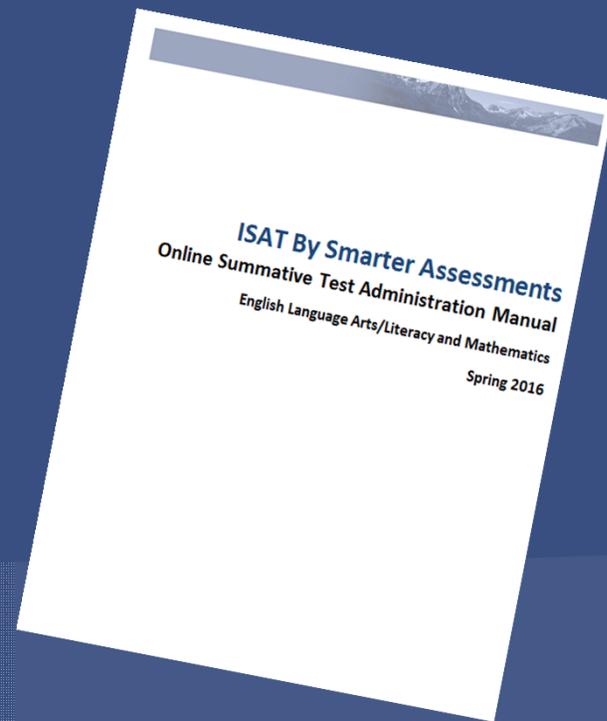
Impropriety Low	Student is distracting other students Instructional materials left on walls in testing room
Irregularity Medium	Student accessing/using electronic devices during testing Disruption to test session: fire drill, power outage, etc. Notes left out, students helping other students with answers Students mark responses to go back, returns to test with answers Incorrect instructions given to students Not following testing scripts
Breach High	Retaining, copying test items and sharing with others Allowing students to take home printed test items, scratch paper, writing prompts Modification of student responses Posting of items, responses on social media



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How to Handle Test Improperities



Appendix F: Test Security Chart
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Timelines to act on Test Security Incidents

(TAM 4.2 pg. 17)

Type of Incident	When	How / who
IMPROPRIETIES	24 Hours	<ul style="list-style-type: none">• Proctor notifies SC and DC• Log and submit to SDE end of the week
IRREGULARITIES	24 Hours	<ul style="list-style-type: none">• Proctor notifies SC and DC• Log and submit to SDE end of the week
BREACHES	Immediately	<ul style="list-style-type: none">• Proctor notifies SC and DC• Log and submit to SDE via secure server immediately• Notify SDE by telephone

Secure Server for submitting Test Security Incident Log <https://sftp.sde.idaho.gov/main.html>
Log-in is email address. PW 208-332-6923 if you do not know it.



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Test Security Incidents

Any deviation in test administration must be reported as a test security incident to ensure the validity of the assessment results

- **Test Security Incident Log**
- Districts should decide what, if any, action needs to be taken.

#	Severity level *Impropriety *Irregularity *Breach	Date Occurred/Reported	District Name	State District ID	School Name	State School ID	Grade of Enrollment	Content Area *Math *Math-PT *ELA *ELA-PT	Adult or Student Initiated?	Description of Incident (see Test Security Chart) *500 character max	State and Student Identifier (EDUID)	How was the issue addressed locally?	Local recommendation regarding dispensation of test entered onto the online system *Invalidate *Reset *Reopen *Restore (Revert)
Example 1	Irregularity	1/16/2013	District A	456889	School A	34576	4	ELA	Student	Student cheating	XY-12345	Student removed from testing.	Invalidate the Test



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Test Security Incidents Not Requiring Appeal in TIDE

(see also Appendix F: Test Security Chart, Table 16, pg. 26)

All/any incidents of must be logged in the Test Security Incident Log. Situations may occur that disrupt testing but do not require action. TAs will need to decide if the incident falls into the category of an Impropriety or an Irregularity.

Example: Prior to the beginning of testing, a student becomes disruptive and needs to be escorted out of the testing environment. No action in TIDE needs to be taken, but students may be visibly shaken by the incident and this could have low or moderate impact on their frame of mind for test taking.

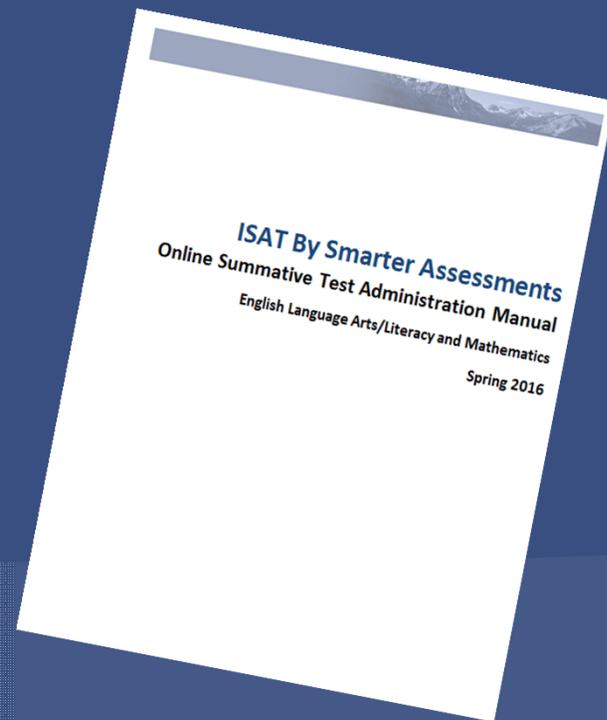
Example: A forbidden application is launched in the background while a student is already in a test; the student will be logged out and a message will be displayed. The student will have to close the forbidden application, reopen the secure browser, and log in to continue working on the assessment. This would be considered a test security incident but would not require an appeal action, but would be considered a Test Irregularity.



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Appealing Test Improperities in TIDE



Appendix A: Frequently Used Terms (TAM)
idaho.portal.airast.org

Actions for Test Security Incidents (TAM 5.1 pg. 21)

Type of Appeal	Description	Examples / Conditions
RESET	Allows student to restart test from the beginning, removing all previous responses	Student was given incorrect or incomplete accommodations or designated supports If fewer than 5 items do NOT log as irregularity If greater than 5 items, DO log as irregularity
INVALIDATION	Omits the test results and student responses with no further opportunity	A security breach has occurred. Student taking a test for another student Student taking photos of test
RE-OPEN	Allows student access to closed test It opens where student left off with no access to previous items/responses	Test was submitted or expired Student started test and became ill, test expired Student did attend school again until after test expired
RE-OPEN SEGMENT	Re-opens a segment of the test, allowing students to go back and review, change complete a previously closed segment	Student accidentally leaves a test segment incomplete and starts a new test segment. Could be caused by technical difficulties
RESTORE A RESET TEST	A test was erroneously reset	Wrong test was reset by adult. Restores test to previous state
GRACE PERIOD EXTENTION	Allows student to review and change all previously answered questions after expiration of pause timer	Student was ill or anxious during testing, not able to resume testing in 20 minutes after a break The test was not expired or closed



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The ISAT Portal

Improprieties requiring action for individual students on the test itself are handled in TIDE

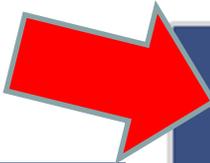
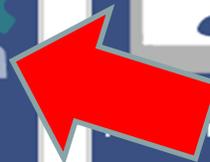
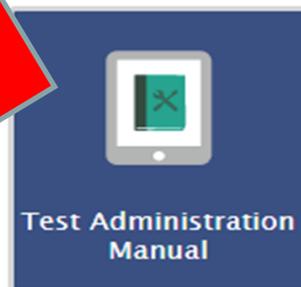
Roles: Who can do what?

DA, DC, and SC can

- Create Test Impropriety Requests
- View Test Impropriety Requests
- Upload Test Impropriety Requests

TE and TA can

- View Test Impropriety Requests



Fields in the Test Impropriety Page

- Case Number
- Request Type
- Status
- Request Date
- Comments
- EDUID
- Result ID
- Student's First Name
- Student's Last Name
- Test
- Test Opportunity
- Test Status
- Requested By
- Test Start Date

TIDE User Guide *starts on page 65

- Creating Test Improprieties
- Creating Test Improprieties Through File Upload

Multiple appeals can be filed at the same time by File Upload

- You will also need the Session ID
- Please refer to the roles chart to identify who can perform this activity

Our goal is to respond to appeals within 24 hours of the time they are filed.



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Creating Test Improperities

- You can create a test impropriety for a given test result. To create a test impropriety retrieve the result for which you want to create a test impropriety by doing the following:
 - Click the Test Impropriety tab. The Create Test Impropriety page appears.

Step 1: Submit a request to:

Step 2: Search by:

Step 3: Enter EDUID:

Search Student Results

- From the drop-down lists and in the text field, enter search criteria.
- Click **Search Student Results**. TIDE displays the found results at the bottom of the **Create Test Impropriety** page

	Reason	Request Type	Result ID	SSID	Student's First Name	Student's Last Name	Test	Test Opp #	Test Status	Status	Test Start Date	Date of Last Activity
<input type="button" value="Create"/>	<input type="text"/>	Invalidate a test	23	ZZ9999990	Jane	Smith	OH-Alt-PAPER-ELA-5	1	invalidated	Processed	2/24/2014 1:40:24 PM	2/26/2014 9:30:34 AM
<input type="button" value="Create"/>	<input type="text"/>	Invalidate a test	25	ZZ9999990	Jane	Smith	OH-Alt-PAPER-Mathematics-5	1	paused		2/24/2014 11:10:24 AM	2/25/2014 11:15:12 AM
<input type="button" value="Create"/>	<input type="text"/>	Invalidate a test	26	ZZ9999990	Jane	Smith	OH-Alt-SR-PAPER-Mathematics-5	1	paused		2/24/2014 1:40:24 PM	2/24/2014 2:30:11 AM

- For each result for which you want to create a test impropriety, enter the reason in the text box, and then click **Create**. TIDE displays a confirmation message.



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Creating Test Appeals Through File Uploads

- If you have many test improprieties that require an appeal, it may be easier to perform those transactions through file uploads.
- Follow these steps to submit a test appeals upload file:
 - Click the **Test Impropriety** tab, then **Upload Test Impropriety**. The **Upload Test Impropriety** page appears.
 - Download one of the file templates by clicking **Download Excel Template** or **Download CSV Template**

	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2	Restore a test that has been reset	Session ID	UAT-9444-1	Inadvertently reset the test

- Open the file in a spreadsheet application or text editor, and add a row for each test impropriety you want to add.
- In the Upload Test Impropriety page, click Browse, and navigate to the upload file you created
- Click Upload File. TIDE displays a preview of the uploaded file.

Type	Search Type	Value	Reason
Restore a test that has been reset	Session ID	UAT-9444-1	Inadvertently reset the test



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Retrieving Test Improperities

- To retrieve Test Improperities select the **Test Impropryety** tab, then click **View Test Impropryety**. The **View Test Impropryety** page appears

View Test Impropryety

Use this page to view the status of submitted test impropryeties.

[Show Guidelines](#)

Step 1: Select request type:

Step 2: Select status:

Step 3: Filter by:

Step 4: Enter EDUID:

- From the *Select Request Type* drop-down list, select the type of test impropryety you want to retrieve.
- From the *Select Status* drop-down list, select the status of the test impropryeties you want to retrieve.
- From the *Filter By* drop-down list, select a field by which you want to search.
- If you selected something other than -All in step 4, enter a value for the search field you selected.
- Click Search



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Retrieving Test Improproprieties (continued)

- TIDE will display the found test improprieties at the bottom of the **View Test Impropropriety** page.



Export													
Case Number	Request Type	Status	Request Date	Comments	Result ID	Student's First Name	Student's Last Name	Test	Test Opp #	Test Status	Requested By	Test Start Date	
455	Reset a test	Processed	2/20/2014 2:16:59 PM	▼ show comment	ZZ9999993	36	FirstName993	LastName993	OH-Alt-SR-PAPER-Mathematics-5	1	paused	User, State	
364	Invalidate a test	Processed	2/11/2014 11:52:39 AM	▼ show comment	ZZ9999901	11	FirstName901	LastName901	OH-Alt-PAPER-Mathematics-5	1	invalidated	dtctest, dtctest	1/31/2014 1:10:00 PM
381	Invalidate a test	Processed	2/11/2014 3:04:51 PM	▼ show comment	ZZ9999901	10	FirstName901	LastName901	OH-Alt-PAPER-ELA-5	1	invalidated	DA, Test	1/31/2014 1:00:32 PM



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Understanding the Test Improperities Upload Format

Column Name	Description	Valid Values
Type*	Type of test impropriety.	One of the following: Invalidate a test Reset a test Re-open a test Re-open a test segment Restore a test that was reset Grace Period Extension
Search Type*	Student field to perform a search on.	One of the following: EDUID Result ID Session ID
Search Value*	Search value corresponding to the search type.	Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
Reason	Reason for creating test impropriety.	Up to 1,000 alphanumeric characters.

*Required field.



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Status of Test Improperities

Table 9 TIDE User Guide

Table 9. Statuses of Test Improperities

Test Impropiety Status	Description of Status
Error Occurred	An error occurred while the test impropriety was being processed.
Pending Approval	Test Impropiety is pending approval.
Processed	Test Impropiety was successfully processed and the test opportunity has been updated.
Rejected	Test Impropiety was rejected.
Rejected by System	Test Delivery System was unable to process the test impropriety.
Requires Resubmission	Test Impropiety must be resubmitted.
Retracted	Originator retracted the test impropriety.
Submitted for Processing	Test Impropiety submitted to Test Delivery System for processing.



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Test Status at the Time of Appeal (TIDE User Guide)

Table 10. Available Test Improperities by Test Result Status

Test Result Status	Invalidations	Resets	Re-opens	Re-open Test Segment	Restore a test that was reset	Grace Period Extension
Approved		✓			✓	
Completed	✓	✓	✓		✓	
Denied	✓	✓		✓	✓	✓
Expired	✓	✓	✓		✓	
Paused	✓	✓		✓	✓	✓
Pending		✓			✓	
Processing		✓			✓	
Reported	✓	✓	✓		✓	
Review		✓			✓	
Scored	✓	✓	✓		✓	
Started		✓			✓	
Submitted	✓	✓	✓		✓	
Suspended		✓			✓	
Invalidated		✓	✓		✓	



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How to avoid test improprieties, irregularities and breaches

Cheating level: EXPERT



Avoid Test Improprieties:

Data from 2015 Administration:

- **13 Districts submitted Test Security-Incident Logs**
 - 107 issues involved adults, 197 involved students
- **Most frequent type of appeals**
 - **Selected wrong test (Interim instead of Summative)**
 - **Classroom activities not provided before PT**
 - **Technical issues (audio, freezing)**
 - **Question content issues (spell check not working)**
 - **Correct accommodations were not provided prior to testing**
 - **Expirations (not finishing in 3 week/10 day windows)**



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Avoid Test Improprieties

- Students
 - Don't leave room without authorization
 - Understand pause rules
 - Do not cause disruptions or distractions
 - No use of electronic devices, internet, tools
 - Do not communicate with other students
- Test Administrators
 - Prepare test setting
 - Control the test environment during testing
 - Leave backpacks/phones at a location in the room
 - Secure test materials and scratch paper/notes
 - Two adults in the test setting

Students and test administrators need to understand the critical nature of test improprieties and how they can take responsibility to avoid them....



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Avoid Test Improprieties:

- Fewer appeals will be approved this year
- Appeals will be compared to weekly incident logs, or lack of them, on the SFTP site
- Phone calls and documentation of districts not following test security procedures will address discrepancies
- Take advantage of timing, training and updated documentation
- Those administering assessments to students with disabilities need to familiarize themselves with specific manuals and procedures EX: Guidelines for read aloud
- If you log an incident that involved the helpdesk, include the Case #



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Support Documents



- TAM
- TIDE User Guide
- Test Administrator User Guide
- UAAG
- Braille Testing Manual

Section VII. Working with Test Improperities – TIDE User Guide



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You should now understand:

- **The different types of test improprieties**
- **How to handle test improprieties when they occur**
- **The Appeals section in TIDE**
- **How to take steps to avoid test improprieties**



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Summative Assessment: An integral and important component of the assessment system

A Balanced Assessment System

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Questions?



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**Next Webinar: Technical Aspects
of Delivery the Interim and
Summative Assessments
January 28th 3-4 PM**



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