

WEB APPLICATION USER GUIDE

# TIDE Test Improperities Quick Guide



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## INTRODUCTION

This quick guide summarizes TIDE Test Impropriety request types, their definitions, detailed and other use cases.

See the *How District-Level Users Manage Test Improperities* section in the [TIDE User Guide](#), the *Reporting Testing Improperities, Irregularities, and Breaches* in the [2022-2023 Online Summative Test Administration Manual \(TAM\)](#) and/or the [TIDE Test Improperities training PowerPoint](#) for additional information.

## TOP 5 TEST IMPROPRIETIES AND APPEAL TYPE REQUESTS

Based on prior school year's data, here are the top five test improprieties and the appeal type request that were submitted.

Rank	Test Impropriety	Appeals Type Request
1	Unexpected Network/Internet Connectivity Issues	Exceeded the Pause Rule (aka Grace Period Extension)
2	Test Administrator thought they were giving an interim but was actually giving a summative instead.	Reset a Test
3	Incorrect/Incomplete Accommodations	Reset a Test
4	Student returns from extended absence and test opportunity has expired.	Re-open a Test
5	EL student started/took test they are exempt from taking.	Invalidate a Test

*The Idaho SDE reserves the right to review, and reject any test impropriety appeal. Submitting an appeal for the test impropriety shown does NOT automatically guarantee approval.*

## INVALIDATE A TEST

### Definition

This request eliminates the test opportunity, and the student has no further opportunities for the test. The test included in this request will not be scored. i.e., The student will not receive a score from the test if this TIDE test impropriety is approved.

The student does not need another opportunity to take this test.

**Note 1:** *Invalidated tests will not be scored.*

**Note 2:** *After reviewing the circumstances of an incident, the Idaho SDE may elect only to document the above conditions as testing irregularities, rather than to invalidate the test.*

### Detailed Use Cases

The SDE **may** invalidate any test (**CAT, PT, or IDAA**) if:

- There is a test security breach – log as test breach.
- There is an irregularity, or the test is administered in a manner inconsistent with the 2020-2021 Online Summative Test Administration Manual (TAM) – log as testing irregularity.
- There is a testing session in which a student deliberately does not attempt to respond appropriately to items – log as testing irregularity.
- A student who qualified for the IDAA was accidentally administered the ISAT – log as testing irregularity,
- A student who did not qualify for the IDAA was accidentally administered the IDAA when they should have taken the ISAT – log as testing irregularity.

### Other Use Cases

- English Learner (EL) student started/took a test he/she is exempt from taking.
- Student started/took a test, but a parent refuses to have the student complete the test or opts the student out of receiving a score on the test.

## RESET A TEST

### Definition

This request allows students to restart a test opportunity (removing all responses on the test), or allows data entry operators to restart the data entry process.

**Note 1:** *Stacked translations are automatically provided when the selected language is Spanish.*

**Note 2:** *Text-to-speech as a designated support (for mathematics stimuli/items and ELA items) is NOT a valid reset request. This test setting may be changed in TIDE by an authorized user and does not require a reset.*

### Detailed Use Cases

Idaho SDE **may** reset any test (**CAT, PT, or IDAA**) if these settings were incorrectly set.

- American Sign Language (for mathematics and ELA listening)
- Braille (braille is a language setting)
- Closed captioning (for ELA listening stimuli)
- Streamlined interface (the streamlined interface is a test shell setting)
- Translation—stacked (for mathematics tests only)
- Any non-embedded accommodation(s)
- Translation—glossary (for mathematics tests only)
- Text-to-speech as an accommodation for ELA reading passages

### Additional Testing Irregularity considerations:

#### CAT:

- Student has been presented with five items or fewer – do NOT log as testing irregularity.
- Student has been presented with more than five items – log as testing irregularity.

#### PT:

- Student has been presented with any items in a performance task – log as testing irregularity.

#### IDAA:

- Teacher marked a response other than “Mark as No Response” on one of the first four items and was unable to activate the Early Stopping rule.

### Other Use Cases

- Student possessed contraband (e.g., notes, calculator, phone) while testing.

- Testing environment was insecure.
- The Test Administrator thought he/she was administering an interim assessment, but was administering the summative.
- Improper use of the Early Stopping Rule on the IDAA.

## RE-OPEN A TEST

### Definition

Reopening a test allows a student to access a test that has already been submitted or has expired. If an expired test is reopened, the test will reopen at the location at which the student stopped the assessment. The student will be able to review items within the current segment (if applicable) of the assessment but cannot return to previous segments.

If a submitted test is reopened, the test will reopen at the last page of the test. The student can review items in the current segment (if applicable), but cannot return to previous segments or previous pages of a test.

### Detailed Use Cases

Idaho SDE **may** reset any test (**CAT, PT, or IDAA**) if these settings were incorrectly set.

- A student is unable to complete a test due to a technological difficulty that results in the expiration of the test – log as testing irregularity.

The SDE may reopen a **CAT** if:

- A student is unable to complete the test before it expires (45 days) due to an unanticipated excused absence or unanticipated school closure – log as testing irregularity.
- A student starts a CAT unintentionally—for example, selects a CAT instead of PT, or selects a mathematics CAT instead of an ELA CAT—and the student is unable to complete the test before it expires (45 days) – log as testing irregularity.

The SDE may reopen a **PT** if:

- A student is unable to complete the test before it expires (20 days) due to an unanticipated excused absence or unanticipated school closure – log as testing irregularity.
- A student starts a PT unintentionally—for example, selects a PT instead of a CAT, or selects a mathematics PT instead of an ELA PT—and the student is unable to complete the test before it expires (20 days) – log as testing irregularity.

- A student unintentionally submits a test before the student has completed it— for example, a student submits the ELA PT before completing Part 2 – do NOT log as testing irregularity.

The SDE may reopen an **IDAA** if:

- A student is unable to complete the test before it expires (45 days) due to an unanticipated excused absence or unanticipated school closure – log as testing irregularity.

### Other Use Cases

- Technology issues prevented student from submitting test prior to expiration.
- Student returns from an extended absence.
- The CAT or PT portion is inadvertently started.

## RE-OPEN TEST SEGMENT

### Definition

This request re-opens a test segment. Students can answer unanswered items and modify responses to answered items in the re- opened segment. This option only available for ISAT ELA/L and Mathematics.

### Detailed Use Cases

See Re-open test detailed use cases.

### Other Use Cases

- Student completed the calculator segment of the mathematics CAT, but needs to complete the non-calculator segment.

## EXCEEDED THE PAUSE RULE (AKA GRACE PERIOD EXTENSION)

### Definition

This request allows the student to review previously answered questions upon resuming a test after expiration of the pause timer. The student will be able to view and edit previously answered questions, but only for that single test session.

## Detailed Use Cases

The Idaho SDE may grant a grace period extension for a test session that exceeded the pause rule. This appeal is useful when an unexpected interruption to the test session occurs for more than 20 minutes e.g., an unexpected fire alarm or internet connectivity issue that lasted more than 20 minutes. This appeal should only be submitted for ELA/L or CAT portion of an ISAT or a Science ISAT. The PT portion of the ELA/L and Math ISATs does not have a pause rule.

## Other Use Cases

- Student encountered an issue with an item and test was paused while resolution proceeded.
- Unexpected Network/internet connectivity issues.
- Unexpected fire alarm.

## RESTORE A TEST THAT WAS RESET

### Definition

This request reverses a reset and restores the student's responses to those prior to the reset.

### Detailed Use Cases

- This appeal is useful when a district administrator (DA), district coordinator (DC), or school coordinator (SC) inadvertently resets the incorrect test.

### Other Use Cases

- The DA, DC, or SC incorrectly requested reset of the Gr5 math CAT. This request would undo that incorrect reset. i.e., restore the Gr5 math CAT.



## CONTACT INFORMATION

### Cambium Assessment, Inc (CAI)

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