

## Appendix G: Test Incident Guidance Document for AASCD

A test incident is any event or procedure that may impact a student's performance on a test or may potentially impact the integrity of the test, the data and the test results before, during and after testing. There are three types of test incidents: testing irregularities, test security violations and technology incidents.

Call the Department's Office of Assessment at 1-614-466-1317 for further guidance if the district becomes aware of collaboration among students or other test security issues.

**Table 4. Test Incident Guidance for AASCD**

A <b>testing irregularity</b> is an unexpected test incident that results in a change to the established test administration procedures or protocols. This change may, or may not, compromise the test result.	
Common examples of testing irregularities	How to proceed
Electrical outage during testing	<p><b>Online-based and paper-based tests:</b> The test administrator secures the materials.</p> <p>If test security was maintained during the event, the student can resume testing.</p> <p>If test security was not maintained during the event (for example, a student's test or secure test materials were not secured), the district must contact the Office of Assessment at 1-614-466-1317.</p>
Fire alarm goes off during testing (or another emergency evacuation)	
Tornado drill or other scheduled drill during testing	<p><b>Online-based and paper-based tests:</b> Districts should try to conduct testing around scheduled drills. If this is not possible, the test administrator secures the materials.</p> <p>If test security was maintained during the event, the student can resume testing.</p> <p>If test security was not maintained during the event (for example, a student's test or secure test materials were not secured), the district must contact the Office of Assessment at 1-614-466-1317.</p>
School delays and closures due to inclement weather	<p><b>Online-based and paper-based tests:</b> For school delays, schools can proceed with testing within the testing window. Districts should not wait until the end of the testing window to begin tests.</p>

A **testing irregularity** is an unexpected test incident that results in a change to the established test administration procedures or protocols. This change may, or may not, compromise the test result.

Common examples of testing irregularities	How to proceed
<p>Student becomes ill during testing or student leaves school early without finishing testing</p> <p>Examples may include medical and/or emotional emergencies</p>	<p><b>Online-based tests:</b> If a student becomes ill or leaves school early and is unable to continue testing, the test administrator should pause the student's test, collect any test materials (for example, scrap paper and calculator) and note at which item the student stopped.</p> <p>The student should then complete the test on another day during the testing window. The test administrator must closely monitor the student to ensure the student does not return to previously answered items.</p> <p><b>Paper-based tests:</b> If a student becomes ill or leaves school early and is unable to continue testing, the test administrator should collect all test materials and note at which item the student stopped.</p> <p>The student should then complete the test on another day during the testing window. The test administrator must closely monitor the student to ensure the student does not return to previously answered items.</p>
<p>Test administrator ends test session prematurely</p>	<p><b>Online-based tests:</b> If a test administrator ends a session prematurely, the test administrator should immediately create a new session ID.</p> <p><b>Paper-based tests:</b> If a test administrator realizes that not all items were administered during an administration of the full paper test, the test administrator may administer the skipped item(s) to the student within the testing window.</p>
<p>Designated support (for example, color contrast, print size and approved handheld calculator) was not available but should have been and the student completed the test</p>	<p>Accessibility features are not required for testing (unless documented in an IEP or Section 504 Plan). Therefore, not having access to the support does not automatically result in a test irregularity.</p> <p>If the error is discovered during testing, the student can be provided the support and continue to test within the testing window.</p> <p>If the student finishes testing and then the error is discovered, do the following:</p> <p><b>Online-based tests:</b></p> <ol style="list-style-type: none"> <li>1. If after speaking with the parents, the district determines that the student will not retake the tests, no action is required.</li> <li>2. If after speaking with the parents, the district determines that the student will retake the test with the accessibility feature, the district must contact the Office of Assessment at 1-614-466-1317.</li> </ol> <p><b>Paper-based tests:</b></p> <ol style="list-style-type: none"> <li>1. If after speaking with the parents, the district determines that the student will not retake the tests, the test administrator should proceed to submit the supplemental test in the student interface or submit the full paper test responses into the Data Entry Interface.</li> </ol>

A **testing irregularity** is an unexpected test incident that results in a change to the established test administration procedures or protocols. This change may, or may not, compromise the test result.

Common examples of testing irregularities	How to proceed
	<p>2. If after speaking with the parents, the district determines that the student will retake the test with the accessibility feature, then the district must contact the Office of Assessment at 1-614-466-1317.</p>
<p>Accommodation or other documented accessibility feature should have been provided but was not (for example, assistive technology, embossed tactile graphics, mathematics tools)</p>	<p>If the error is discovered during testing, the student can be provided the accommodation and continue to test within the testing window.</p> <p>Accessibility features are required to be offered for testing when documented in an IEP or Section 504 Plan. Districts have their own policies about English learner (EL) accommodations. However, not having access to an accessibility feature does not automatically result in a test irregularity.</p> <p>If the student finishes testing and the error is discovered, the district must contact the Office of Assessment at 1-614-466-1317.</p>
<p>Accommodation was provided to a student that was not eligible</p>	<p>Providing testing accommodations to a student who is not eligible may result in an invalid assessment. Districts should contact the Office of Assessment at 1-614-466-1317.</p>

Common examples that are <b>NOT</b> testing irregularities	How to proceed
<p>A student was signed into the Student Interface under another student's SSID</p> <p>A test administrator entered student responses into the Data Entry Interface for the incorrect student</p>	<p><b>Online-based tests and paper-based tests:</b> If student SSIDs were inadvertently swapped and a student's test or responses were submitted as another student, contact the Ohio Help Desk at 1-877-231-7809 before the end of the testing window. Provide the Ohio Help Desk with the SSID and specific test involved.</p>
<p>A test administrator entered responses into the Data Entry Interface for the incorrect subject</p>	<p><b>Paper-based tests:</b> If a test administrator enters responses into the Data Entry Interface for the incorrect subject (for example, the test administrator selects mathematics but enters ELA responses), the district test coordinator (DTC) can submit a request to reset the test. Once the test has been reset, the test administrator should ensure they are accessing the correct test before proceeding to entering in the student's responses and submitting the test.</p>
<p>A student refused test accommodations</p>	<p><b>Online-based tests and paper-based tests:</b> When a student refuses an IEP accommodation, the district should take steps to understand why the student is refusing to use the accommodation. Regardless, the accommodation should continue to be made available during the testing window. It may be necessary to convene with the student's IEP team to review accommodations and the impact on participation in the assessment.</p>
<p>A student received an emergency accommodation</p>	<p><b>Online-based tests and paper-based tests:</b> For students who need an emergency accommodation (for example, broken wrist or glasses), the test coordinator may fill out the optional <a href="#">emergency accommodation form</a> and maintain it at the local level. It does not need to be submitted to the Department.</p>

A <b>technology incident</b> is an unexpected computer-based testing event that may or may not compromise test results.	
<b>Common examples of technology incidents</b>	<b>How to proceed</b>
Building lost Internet connectivity while students were testing	<p>The test administrator collects all test materials.</p> <p>If test security was maintained during the event, the student can sign in again and resume testing, within the testing window. The test administrator must closely monitor the student to ensure the student does not return to previously answered items.</p> <p>If test security was not maintained during the event, the district must contact the Office of Assessment at 1-614-466-1317.</p>
A student receives an error message while taking the test	<p>Write down the message ID (usually five digits) and the text of the error. Refer to the Message Codes document on the test <a href="#">portal</a> and follow the actions under "About This Message." If the message code is not listed on the document, contact the Ohio Help Desk at 1-877-231-7809.</p> <p>If a student receives an error message and is unable to continue testing on the same day, the test administrator should pause testing, collect all test materials and note at which item the student stopped.</p> <p>The student should then resume testing during the testing window. The test administrator must closely monitor the student to ensure the student does not return to previously answered items.</p>
A student's device crashes or loses connection to the Internet while taking the test	<p>The student can continue the test on another computer. If issues are encountered when trying to sign the student into the new computer, contact the Ohio Help Desk at 1-877-231-7809.</p> <p>If a student is unable to continue testing on the same day, the test administrator should pause testing, collect all test materials and note at which item the student stopped.</p> <p>The student should then resume testing during the testing window. The student must not return to previously answered items.</p>

A **technology incident** is an unexpected computer-based testing event that may or may not compromise the test results.

**Most common examples that are NOT technology incidents**

**How to proceed**

A student's test was accidentally paused

A student's sign-in process was delayed

A student's test item had difficulty loading, but the student was still able to complete it within the testing window

A student was unable to be signed into the test

A response could not be entered for an item due to systems issues

Please refer to [Appendix D](#) for online testing trouble-shooting tips.

A **test security violation** is an unethical testing practice or violation of the state or school's security procedures that compromises test security and/or data security and the integrity of a student's results.

Most common examples of possible test security violations	How to proceed
Secure materials (test booklets, stimulus booklets, response options, embossed tactile graphics, etc.) were left unattended	Call the Office of Assessment at 1-614-466-1317 for further guidance if needed. Please identify the call as a possible test security incident.
Tests were administered outside of the testing window	
Students left unsupervised with testing materials	
A student was coached with verbal or nonverbal prompts to indicate an answer to an item	
Test materials were lost or unable to be returned to Pel Hughes	Call the Office of Assessment at 1-614-466-1317 for further guidance if needed. Please identify your call as a possible test security incident.  The <i>Secure Material Resolution Form</i> in the <a href="#">Spring 2024 AASCD Supplemental Instructions for Paper Testing</a> manual must be completed, and additional documentation may be requested by the Department and/or Pel Hughes.