# User's Guide for the Testing Irregularities Web Application System

# T a b l e   o f   C o n t e n t s

# Overview

The Testing Irregularities Web Application System (TIWAS) was developed by the Virginia Department of Education (VDOE) to provide an efficient and automated method for submitting and resolving testing irregularities. Many of the fields are available as drop-down menus. The procedure for using TIWAS is as follows:

1. Testing Irregularity occurs
2. School Testing Coordinator (STC) enters information and submits to Division Director of Testing (DDOT)
3. DDOT reviews and resolves locally or submits to VDOE
4. VDOE staff closes irregularity or requests additional information
5. DDOT and STC view resolution
6. DDOT prints or exports irregularities as needed

This User's Guide will provide you with step-by-step instructions for accessing TIWAS and reporting your testing irregularities. Please keep in mind that not all irregularities need to be reported to VDOE. If an irregularity involves retesting a student, excluding a student's score from reporting, or if you are unsure of how to resolve the situation, report the irregularity. However, if proper testing procedures were followed, test security was maintained, and students do not need to be retested, you may not need to submit the irregularity to VDOE.

The student's name and STI are **required** for most testing irregularities. The *Student Names/STIs* field space is limited to 500 characters, which is approximately 11 lines. If you cannot fit all of the student information into this field, you can type the information into the *Description* field or use the Single Sign-on for Web Systems (SSWS) dropbox to send the information. Please keep in mind that this information is confidential and must not be submitted through email.

The STC should follow the directions of the DDOT for reporting testing irregularities. The STC may enter irregularities directly into the TIWAS or may submit the irregularities to the DDOT on the *Test Irregularity Form* found in the Test Implementation Manual. If irregularities are reported to the DDOT on the irregularity form, the DDOT will be responsible for entering them into TIWAS.

Please follow your school division's confidentiality policies when submitting testing irregularities that involve staff members. Also, remind staff members with access to the testing irregularity system that testing irregularities are confidential and should not be discussed.

For technical questions about how to use TIWAS and general policy and procedure questions, please contact the Office of Test Administration, Scoring and Reporting by email at student_assessment@doe.virginia.gov or by calling (804) 225-2102. For questions regarding a particular irregularity that has been submitted to VDOE, please contact the staff assigned to the irregularity (the person is listed in the *Response By* field of the irregularity) by calling (804) 225-2102.

For additional Test Irregularities Web Application System resources, go to https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/sol-test-administration-development.
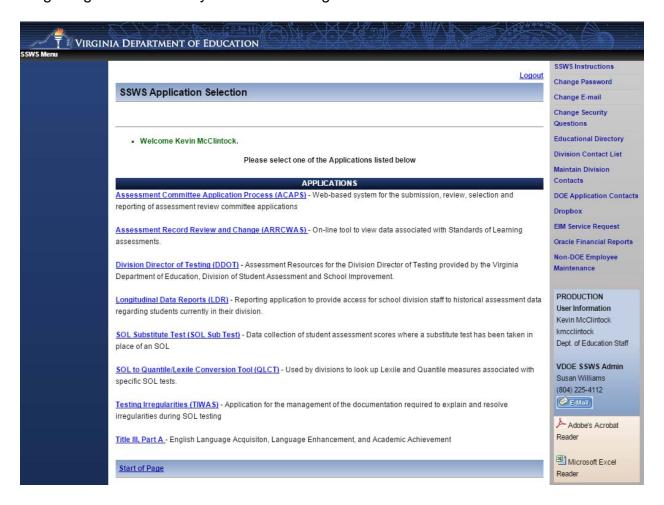
# Getting Started

The Testing Irregularities Web Application System (TIWAS) can be accessed through the Single Sign-on for Web Systems (SSWS) provided by VDOE. The web address for SSWS is as follows: https://p1pe.doe.virginia.gov/ssws

The SSWS Account Manager in your division can grant access to TIWAS. Access can be given to the DDOT, STC, and any other appropriate personnel as directed by the DDOT. The account manager should be instructed to assign Data Entry access for a DDOT at the division level and for an STC at the school level.

You may already have access to SSWS for other applications and will need the Account Manager to add the Testing Irregularities Web Application System as an available application. When you have access to several applications, your VDOE Sign-on Home page may look similar to the screen shot below.

## Single Sign-on for Web Systems Home Page

After logging in to the SSWS and clicking on the *Testing Irregularities (TIWAS)* link, the Testing Irregularities home page will appear. This page gives you general directions and contact information. It may be helpful to print this page for future reference. The following screen shot displays the home page.

## Testing Irregularities Home Page



Click on the *Maintain Irregularities* link to access the Maintain Irregularities page.

After clicking on the *Maintain Irregularities* link, the Maintain Irregularities page will appear. From this page, you can add, search for, or view an irregularity.

## Maintain Irregularities Page



The buttons/links on the screen indicate the various activities you can perform.

Table 1-Maintain Irregularities

| Button/Link | Action |
|---|---|
| Search | Search for an existing testing irregularity |
| Reset | Clears search criteria |
| Add Irregularity | Add a new testing irregularity |
| Logout | Log out of the Single Sign-on for Web Systems |

# Adding an Irregularity

Select the *Add Irregularity* button. The screen shot below shows the fields that are available on the Testing Irregularity - Add screen.

Testing Irregularity - Add Screen



Tables 2, 3 and 4 indicate which fields are required and which fields are automatically populated by the system.

Table 2-Fields Automatically Generated

| Fields Automatically Generated (highlighted in pink) | Level of Access |
|---|---|
| Division Name | STC/DDOT |
| School Name* | STC/DDOT |
| Created Date | STC/DDOT |
| Created By | STC/DDOT |
| IRR No | STC/DDOT |
| Submitted to DDOT Date | STC/DDOT |
| Action By | DDOT |

*The field is automatic for the STC. The DDOT will have a drop-down menu from which to choose the appropriate school.

Table 3-Required Fields

| Fields Required (highlighted in blue with red asterisk) | Character Length | Level of Access |
|---|---|---|
| Test Source | — | STC/DDOT |
| Test Admin | — | STC/DDOT |
| Admin Year (select year in which test administration began) | — | STC/DDOT |
| Subject Area | — | STC/DDOT |
| Test Level | — | STC/DDOT |
| Test Name | — | STC/DDOT |
| Test Type | — | STC/DDOT |
| Test Mode | — | STC/DDOT |
| Form | 5 | STC/DDOT |
| Test Session Name (required only if Test Mode="Online") | 50 | STC/DDOT |
| Description | 4000 | STC/DDOT |
| Submitted to DDOT | — | STC/DDOT |
| DDOT Comments | 4000 | DDOT |
| DDOT Action | — | DDOT |

Table 4-Optional Fields

| Optional Fields (highlighted in blue) | Character Length | Level of Access |
|---|---|---|
| No. of Students | — | STC/DDOT |
| Student Grade | — | STC/DDOT |
| Student Names/STIs* | 500 | STC/DDOT |

* Note that the student's name and STI are **required** for any online testing irregularity that involves retesting a student or any online testing irregularity that involves a student whose test was incorrectly marked complete in the online testing system.

## Steps For Adding An Irregularity

To add a testing irregularity, follow these steps:

1. Click on the *Add Irregularity* link on the Maintain Irregularities page.
2. Fill in the required information on the Testing Irregularity - Add screen.
   NOTE: All fields in the Required Fields table must be completed.
3. Select "Yes" in the Submitted to DDOT field if all information is accurate and complete. If more information needs to be collected, do not select "Yes" in the Submitted to DDOT field.
4. Click on the *Submit Data* button to save your entries or changes. On the confirmation screen, a green checkmark will indicate the irregularity has successfully been saved and the irregularity has been assigned a number.

The information in the following fields must pertain to the form that was **administered**, even if the irregularity is related to an incorrect form being administered:

- Test Admin
- Test Level
- Test Name
- Test Type
- Form

For example, if a student with disabilities was administered a regular test instead of the audio test, "Regular" should be selected for Test Type because that was the test that was administered. If necessary, VDOE will edit the calculated Alternate Form when resolving the testing irregularity.

Once an irregularity is added or submitted to the DDOT, the user is returned to the Maintain Irregularities page. To view the irregularity, use the *Search* link (see the section of this manual titled *Searching for an Irregularity*). If the irregularity involves a paper test, the DDOT may need to place an additional order to provide an alternate test booklet/prompt, as indicated in the *Alternate Form* field.

> **Note:** No action should be taken by an STC or other testing personnel unless the irregularity has been resolved by the DDOT or closed by VDOE. It is imperative to refer to the *DDOT Comments* field or the *VDOE Response* field to resolve the irregularity. The alternate form that appears after saving an irregularity may be changed by VDOE.

## Exception For Adding Irregularities

It is important to follow the exception listed below when adding new irregularities:

- When adding an irregularity that pertains to an online Read-Aloud test, please choose "Regular" from the Test Type drop-down. In the Description field, identify the test as a Read-Aloud.

## DDOT Action

The DDOT may choose from the following options in the DDOT Action drop-down menu:

- "Resolved by DDOT"
- "Submitted to DOE"

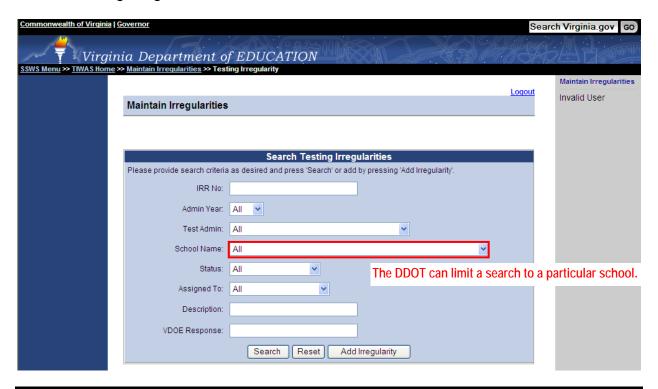The DDOT may resolve the testing irregularity without input from VDOE. However, any testing irregularity involving retesting a student must be submitted to VDOE. VDOE will only be able to view the irregularities where the DDOT has selected "Submitted to DOE" in the *DDOT Action* field. For more information about approving and submitting testing irregularities, refer to the section, *Editing an Irregularity*.

# Searching for an Irregularity

STCs and DDOTs may search for irregularities within their own designated school or division, as identified by the User Name. Therefore, an STC may only view irregularities associated with the school and a DDOT may view all irregularities in the division.

Irregularities may be searched on the following fields: *IRR No, Admin Year, Test Admin, Status, Assigned To, Description*, and *VDOE Response*. All of the irregularities within a school or division may be viewed if no search criteria are selected.

Search Testing Irregularities Screen



## Steps For Searching Irregularities
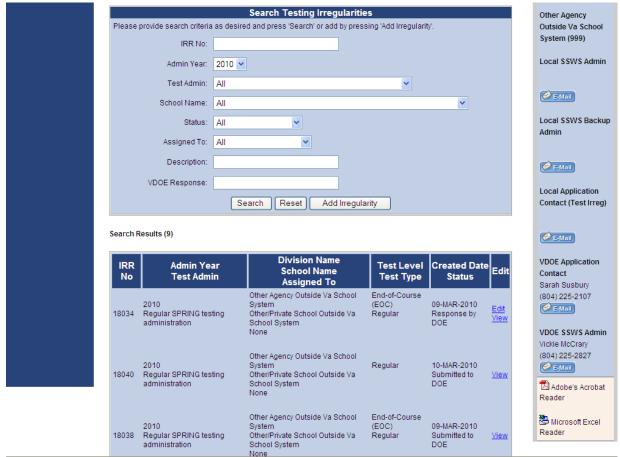
To search for a testing irregularity, follow these steps:
1. Select the search criteria from the available fields on the Maintain Irregularities page. To return a list of all testing irregularities, do not specify any criteria.
2. Click on the *Search* button.

## Testing Irregularities Sort Order

After clicking the *Search* button, a list of testing irregularities will appear on the screen that matches the search criteria selected on the Search Testing Irregularities screen (see Search Results screen below). The automatic sort order of the irregularities is by status and created date.

- STC sort order:
  - Added, Submitted to DDOT, Submitted to DOE, Response by DOE, Resolved by DDOT, Closed by DOE
- DDOT sort order:
  - Submitted to DDOT, Added, Response by DOE, Submitted to DOE, Resolved by DDOT, Closed by DOE

## Search Results Screen

**Search Testing Irregularities**

Please provide search criteria as desired and press 'Search' or add by pressing 'Add Irregularity'.

| | |
|---|---|
| IRR No: | |
| Admin Year: | 2010 |
| Test Admin: | All |
| School Name: | All |
| Status: | All |
| Assigned To: | All |
| Description: | |
| VDOE Response: | |

[ Search ] [ Reset ] [ Add Irregularity ]

**Search Results (9)**

| IRR No | Admin Year Test Admin | Division Name School Name Assigned To | Test Level Test Type | Created Date Status | Edit |
|---|---|---|---|---|---|
| 18034 | 2010 Regular SPRING testing administration | Other Agency Outside Va School System Other/Private School Outside Va School System None | End-of-Course (EOC) Regular | 09-MAR-2010 Response by DOE | Edit View |
| 18040 | 2010 Regular SPRING testing administration | Other Agency Outside Va School System Other/Private School Outside Va School System None | Regular | 10-MAR-2010 Submitted to DOE | View |
| 18038 | 2010 Regular SPRING testing administration | Other Agency Outside Va School System Other/Private School Outside Va School System None | End-of-Course (EOC) Regular | 09-MAR-2010 Submitted to DOE | View |

Other Agency Outside Va School System (999)

Local SSWS Admin

[ E-Mail ]

Local SSWS Backup Admin

[ E-Mail ]

Local Application Contact (Test Irreg)

[ E-Mail ]

VDOE Application Contact
Sarah Susbury
(804) 225-2107
[ E-Mail ]

VDOE SSWS Admin
Vickie McCrary
(804) 225-2827
[ E-Mail ]

Adobe's Acrobat Reader

Microsoft Excel Reader

# Testing Irregularities Status

The testing irregularities listed will have various words/phrases in the Status column. The status of the irregularities will determine the action to be taken. The following table defines the different statuses.

Table 5-Testing Irregularity Status

| Status | Email Notification | Description | Next Step | Visible By |
|---|---|---|---|---|
| Added | — | A new irregularity has been added by STC or DDOT | When irregularity is complete and accurate, submit to DDOT | STC (View/Edit) DDOT (View/Edit) |
| Submitted to DDOT | Sent to DDOT | An irregularity has been added and submitted to DDOT for review | DDOT must review irregularity and decide to resolve locally or submit to VDOE | STC (View only) DDOT (View/Edit) |
| Resolved by DDOT | — | DDOT has resolved irregularity locally | STC reviews and follows resolution provided by DDOT | STC (View only) DDOT (View/Edit) |
| Submitted to DOE | — | DDOT has submitted irregularity to VDOE for resolution | VDOE reviews and determines if more information is needed or resolves irregularity | STC (View only) DDOT (View only) VDOE (View/Edit) |
| Response by DOE | Sent to DDOT | VDOE has requested more information from division | DDOT provides additional information to VDOE | STC (View only) DDOT (View/Edit) VDOE (View/Edit) |
| Closed by DOE | Sent to DDOT | VDOE has resolved and closed irregularity | Division proceeds based on resolution provided | STC (View only) DDOT (View only) VDOE (View/Edit) |

While irregularities that have been added and resolved locally are not visible to VDOE, they reside in the application on the VDOE server. Therefore, the information provided in the irregularities may be subject to Freedom of Information Act requests submitted to VDOE.

An email notification will be sent to the DDOT under the following situations:
- The STC has submitted an irregularity to the DDOT.
- VDOE has responded to the irregularity requesting additional information.
- VDOE has closed an irregularity.

The notification will be sent to the email address provided by your division in the School Administration Data Collection.

## Sample Email Notification

> Testing Irregularity #<irregnum> having a status of "<status>" requires your attention.
>
> Please go to https://p1pe.doe.virginia.gov/ssws and log in to the Single Sign-On for Web Systems application.
>
> After logging in, click on "Testing Irregularities". Click on the "Search" link and enter <irregnum> in the IRR No. field. Press the Search Button.
>
> For more information regarding the Testing Irregularities Web Application System, please refer to the User's Guide (https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/sol-test-administration-development) or contact the Division of Assessment and Reporting (804-225-2102), student_assessment@doe.virginia.gov).
>
> DO NOT REPLY to this e-mail message.
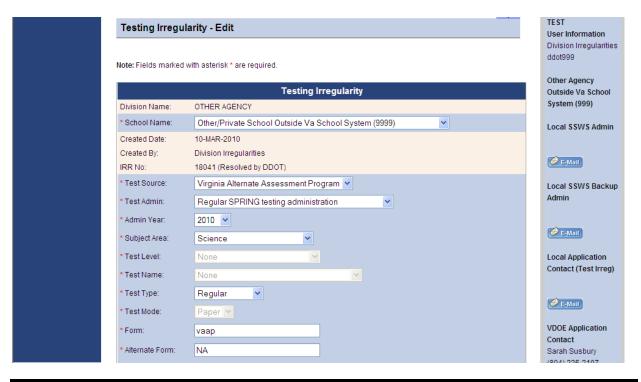
# Editing an Irregularity

An irregularity will need to be edited any time it requires a response or needs to be corrected or updated. The following scenarios would require using the edit function:

- The STC needs to add more information to an irregularity and submit it to the DDOT.
- The DDOT needs to add comments to an irregularity and select an action.
- The DDOT needs to update or correct information on an irregularity before submitting it to VDOE.
- The DDOT needs to respond to an irregularity that requires additional information.

In the event an irregularity needs additional or corrected information, STCs and DDOTs may edit an irregularity. Refer to Table 5-Testing Irregularity Status for a complete list of the actions available for each irregularity status.

A DDOT may change the status of an irregularity by selecting "No" in the *Submitted To DDOT* field. This would allow the STC to enter additional information if needed. In addition, VDOE may change the status of an irregularity by selecting "None" in the *DDOT Action* field to allow the DDOT to change or update information.

## Testing Irregularity - Edit Screen



## Steps For Editing Irregularities

1. Select the search criteria from the available fields on the Maintain Irregularities page. To return a list of all testing irregularities, do not specify any criteria.
2. Click on the *Search* button.
3. From the Search Results list, click on the *Edit* link in the *Edit* column for the irregularity you wish to edit. The *Edit* link will only appear if you have the authority to edit the irregularity (see *Table 5-Testing Irregularity Status*).
4. Make any necessary changes.
5. Click on the *Submit Data* button to apply your changes.

# Viewing and Printing an Irregularity

When an irregularity has been resolved locally by the DDOT or closed by VDOE, it will be necessary to view the irregularity to determine the resolution. In some instances, you may also want to print the irregularity.

## Steps for Viewing and Printing Irregularities

1. Select the search criteria from the available fields on the Maintain Irregularities page. To return a list of all testing irregularities, do not specify any criteria.
2. Click on the *Search* button.
3. From the Search Results list, click on the *View* link in the Edit column for the irregularity you wish to view. The irregularity will be generated as a Portable Document Format (pdf).
4. You will then be prompted to open or download the file.
5. Once opened or downloaded, the file can be printed.

# Exporting Irregularities

At any time, the irregularities may be exported and saved electronically. The irregularities exported will reflect the search criteria entered in the fields on the Search Results screen. For example, if you have a list of irregularities with the status "Submitted to DOE", only those irregularities would be exported.

Search Testing Irregularities Screen



## Steps For Exporting Irregularities to a Microsoft© Excel (.xls) file

1. Select the search criteria from the available fields on the Maintain Irregularities page. To return a list of all testing irregularities, do not specify any criteria.
2. Click on the *Download to Excel* button.
3. A pop-up window will appear. Click *Save*.
4. Close the pop-up window to return to the Search Results screen.