Test Impropriety Required Information from School

1. Test Administrator's Name: _____
2. Any other staff in testing lab: _____
3. Date and Time of Impropriety: _____
4. Grade Level of Test: _____
5. Name of Test: _____
6. Result ID of Test (see page 2 for directions): _____
7. Student(s) SSID: _____
8. Were the test directions read verbatim?
   - ○ Yes
   - ◉ No
9. Were students instructed to turn in all non-allowed devices (cell phones, smart watches, calculators…)
   - ○ Yes
   - ◉ No
10. Specific Details of the Impropriety – be as detailed as possible:

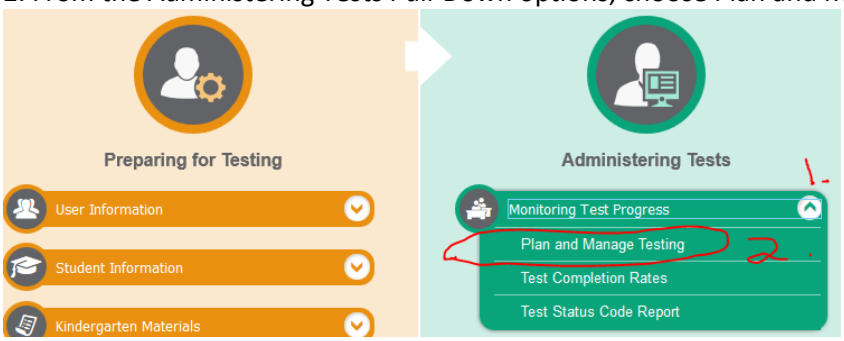
11. Test Administrator's Actions – be as detailed as possible:

Send form to District Test Coordinator on Day of Impropriety

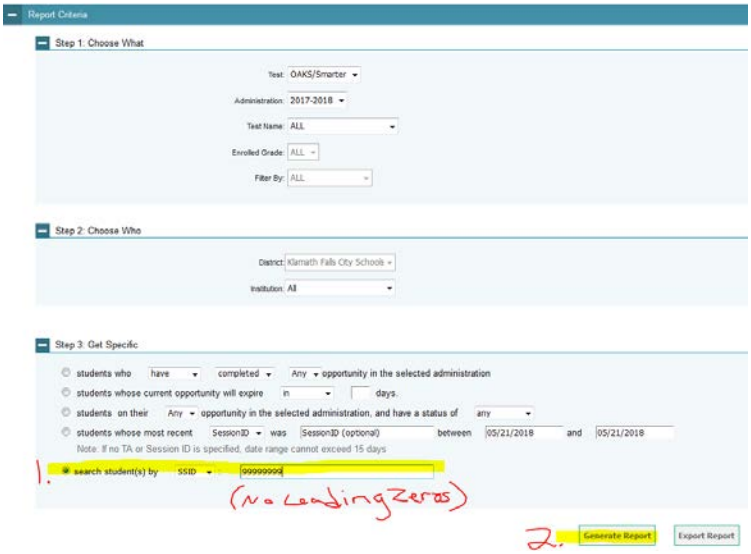
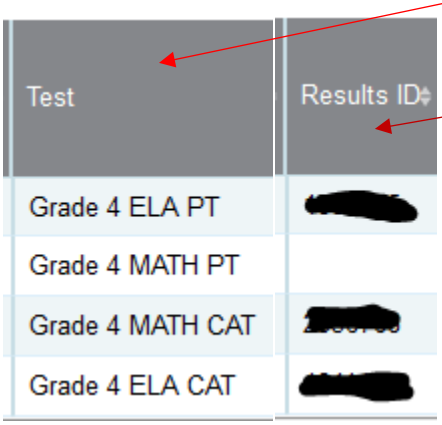
To Find the Results ID to report an Impropriety

1. Log into TIDE:

2. From the Administering Tests Pull-Down options, choose Plan and Manage Testing



3. Under Report Criteria, leave steps 1 and 2 with the default choices and change the radio dial on step 3 to search by SSID:



4. Locate the correct assessment, then scroll to the right for the Results ID