

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

REPORTING AN IMPROPRIETY


Step #1 – Log into OAKS/Online Reporting

Welcome to the OAKS Online Reporting System
What are you interested in viewing?

To view Participation Reports, click here:

 **Plan and Manage Testing**

To view Score Reports, click here:

 **Score Reports**

Step #3

Institution: Klamath Union High School (20560487)
Test: OAKS/Smarter
Test Name: All
Administration: 2014-2015
Filter By: ALL:
Filter: students with SSID containing [REDACTED]

Test	Language	Opportunity	TA Name	SessionID	Status	Results ID	Restarts
G11 SB ELA CA		1	Schooler, Sheila	or-371d-6	paused 4/44	557704	0

Step #2

Plan and Manage Testing

Step 1: Choose What

Test: OAKS/Smarter
Administration: 2014-2015
Test Name: All
Enrolled Grade: 11
Filter By: ALL

Step 2: Choose Who

District: Klamath Falls City Schools
Institution: Klamath Union High School
Personnel: All

Step 3: Get Specific

- students who **have** **completed** **Any** opportunity in the selected administration
- students who **have** **completed** **Any** opportunity in the selected administration and **are** proficient.
- students whose current opportunity will expire in days.
- students on their **Any** opportunity in the selected administration, and have a status of **any**
- students whose most recent **SessionID** was **SessionID (optional)** between **04/21/2015** and **04/21/2015**
Note: If no TA or Session ID is specified, date range cannot exceed 15 days
- search student(s) by **SSID** : 123456789

Step #4 – Send Marie the student SSID, the Test Name, Date/time of the Impropriety, TA Name and **Results ID**. Include a detailed explanation of what happened.