Documentation of Improprieties, Irregularities, and Breaches

Test Security Incident Log Headings

Column Header	Description
#	The entry number for that incident.
Severity Level	Enter the incident severity level. Options: Impropriety, Irregularity, or Breach
Date Occurred/Reported	Enter the date the incident occurred if an Impropriety, or occurred and reported if Irregularity or Breach.
School Name	Enter the name of the school in which the incident occurred.
School ID	Enter the ID of the school in which the incident occurred.
Grade of Enrollment	Enter the grade in which the incident occurred.
Content Area	Enter the content area that was being tested when the incident occurred. Options: ELA , ELA-PT, Math , Math-PT
Adult or Student Initiated?	Did the incident begin with an adult or student behavior/action?
Description of Incident	Provide a description of the incident
Student Identifier	State-issued student ID (SSID)
How was the issue addressed locally?	Describe how the issue was addressed, mitigated, or contained.
Local recommendation regarding dispensation of test entered onto the online	What do the local administrators and coordinators recommend happen with the test. Options: Invalidate a test, Reset a test

Reporting Incidents in the Test Registration and Administration System

Improprieties, irregularities, and breaches that result in a need to invalidate or reset individual student assessments (see Online System Appeals Types table below) must be approved by GDOE and GDOE will communicate the request to Pearson.

For specific steps on reporting incidents (Appeals) for the Guam District-Wide Summative, please see the Online Summative Test Administration Manual found in the Guam Portal. The online Appeals system is only appropriate for reporting an action related to a student incident that impacts a test. STCs should ensure that all test security incidents are documented in a Test Security Incident Log. Proctors must log incidents immediately upon identification and submit them, via an agreed-upon process within
the school, to their STCs. GDOE staff will establish a process that includes how frequently these logs
should be submitted by the school to GDOE and communicate this preference to schools. Types of appeals are described in th Appeals Types table below.

Appeals Types

Appeal Type	Description
Invalidate a Test	Invalidating a student's test eliminates the test. The test will not be scored. Conditions for Use - GDOE may approve an appeal to invalidate any test if: **1.** There is a test security breach. Log as Test Breach **2.** There is an irregularity, or the test is administered in a manner inconsistent with the Online Summative Test Administration Manual (TAM). Log as Testing Irregularity **3.** There is a testing session in which a student deliberately does not attempt to respond appropriately to items. Log as Testing Irregularity **Note 1**: Invalidated tests will not be scored. **Note 2:** After reviewing the circumstances of an incident, a state may elect only to document the above conditions as testing irregularities, rather than to invalidate the test.
Reset a Test	Resetting a student's test enables the student to start a new test. Conditions for use: GDOE may approve an appeal to reset any test (Fixed-form or PT) if a student begins a test without the correct test settings. Log as Testing Irregularity Additional Testing Irregularity considerations: **Fixed-form:** 1. If the student has been presented with five items or fewer, log as Testing Impropriety. 2. If the student has been presented with more than five items, log as Testing Irregularity. **PT:** If the student has been presented with any PT items, log as Testing Irregularity.

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3	#	Severity level *Impropriety *Irregularity *Breach	Date Occurred/Reported	School Name	School ID	Grade of Enrollment	Content Area *Math *Math-PT *ELA *ELA-PT	Adult or Student Initiated?	Desscription of Incident (see Test Security Chart) *500 character max	State and Student Identifier	How was the issue addressed locally?	Local recommendation regarding dispensation of test entered onto the online system *Invalidate *Reset
4	*Example* 1	Irregularity	3/16/2019	School A	34576	4	ELA-PT	Student	Student tested without Text-to-Speech setting	XY-12345	Student stopped testing and resumed testing after the test was reset.	Reset the Test
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