

# Incident Reporting

## Relevant assessments:

### All Michigan state assessments:

- **M-STEP**
- **MME**
  - » ACT WorkKeys®
  - » SAT® with Essay
  - » M-STEP (Science and Social Studies)
- **MI-Access**
  - » MI-Access Functional Independence (FI)
  - » MI-Access Supported Independence (SI)
  - » MI-Access Participation (P)
- **WIDA™**
  - » WIDA ACCESS for ELLs
  - » WIDA Alternate ACCESS for ELLs
  - » WIDA ACCESS Placement Test (W-APT)
  - » WIDA Screener
- **PSAT™ 8/9 and 10**
- **Early Literacy and Mathematics Benchmark Assessments (K–2)**

Testing Irregularities Overview

What to Do When an Irregularity Occurs

Resources

## Assessment Coordinator Training Guide

## NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.



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# Intro

Assessment Coordinators who thoroughly plan and prepare are more likely to experience a smooth test administration, which helps ensure valid and reliable assessment results for schools, districts, and Intermediate School Districts (ISDs). However, even with the most thorough planning, testing irregularities can occur. This chapter defines **testing irregularities**, describes what to do if you experience one, and points to resources that are available to you when handling a testing irregularity, by answering the following questions:

- ▶ What is a testing irregularity?
- ▶ What do I do when there is a testing irregularity in my school or district?
- ▶ What resources are available when addressing a testing irregularity?

## What is a testing irregularity?



A testing irregularity is any deviation from any test policy during test administration. As stated in the [Assessment Integrity Guide \(AIG\)](#), any testing irregularity should be considered with the following question: “Do all test administration procedures prior to, during, and after the test administration lead to student results that accurately reflect a valid and reliable measure of each student’s unique and true educational knowledge, skills, and abilities?”

Testing irregularities can occur for different reasons. A student may be observed using a cell phone, copying another student’s work, or engaging in some other type of prohibited behavior. Other irregularities may involve student supports and accommodations—either a student was not assigned the correct

accommodation or support or was assigned an accommodation or support that the student should not have had. Technical issues, building emergencies, or other unexpected events also might occur during testing.

Reporting testing irregularities can result in a test being unlocked, regenerated, invalidated, or marked “Do Not Score,” “Prohibited Behavior,” or “Nonstandard accommodation.” Common testing irregularities are described in each assessment [Test Administration Manual \(TAM\)](#). The AIG also provides detailed information about the expected policies and procedures that must be followed across all Michigan Department of Education (MDE) assessments to prevent any possible breach of test security.

## What do I do when there is a testing irregularity in my school or district?



The first step an Assessment Coordinator should take is to gather the facts of the irregularity: who was involved, how did it occur, and what was the impact? In most cases involving any type of student prohibited behavior or serious misadministration, a statement from the Test Administrator, Proctor, and any other staff involved should be requested and

gathered. Once it is determined who was involved and what happened, then a decision should be made regarding whether the event constitutes a testing irregularity. The information on [Incident Reporting](#) in the appropriate [Test Administration Manual](#) should be used in making this determination.

## ■ M-STEP, MI-Access, WIDA, or Early Literacy and Mathematics Benchmark Assessments

Any testing irregularity should be reported to the Office of Educational Assessment and Accountability (OEAA) within two school days of notification of the testing irregularity. All testing irregularities must be reported; do not neglect to report the irregularity even if more than two school days have passed since the incident. Use the [OEAA Secure Site Incident Reporting Tool](#) to report any M-STEP, MI-Access, WIDA, or Early Literacy and Mathematics irregularity. The [Secure Site Training Web Page](#) has detailed instructions about how to use the Incident Reporting Tool, in the Secure Site [Incident Reporting](#) document.

When completing the incident report, the submitter will need to provide the following information:

- grade
- content area
- testing mode (online and/or paper/pencil)
- incident category and subcategory
- expected/requested resolution to the incident
- test part (when relevant)
- names and Unique Identification Codes (UICs) of students impacted by the incident
- a brief narrative of the incident

When reporting a testing irregularity, it is important to use the Test Administration Manual (TAM) for the relevant assessment to ensure the correct procedures are followed.

The M-STEP, MI-Access, Early Literacy and Mathematics, and WIDA TAMs each include information about how to address a testing irregularity for the assessment.

## ■ College Board's SAT™ with Essay, PSAT™ 8/9, PSAT™ 10, and ACT WorkKeys®

When handling an irregularity for these assessments, the Test Coordinator will need to report the irregularity by following the instructions provided in the TAMs for the assessment being administered. Generally, situations that require an irregularity report for these assessments fall into these seven categories:

- security breaches of any kind
- incorrect, missing, damaged, or defective materials
- testing site issues
- timing irregularities
- observed student or staff prohibited behavior
- misadministrations involving accommodations either provided but not allowed, or allowed and not provided
- student issues involving illness while testing, marking answer sheets incorrectly, or calculator malfunction

### » SAT with Essay, PSAT 8/9, and PSAT 10:

SAT with Essay and PSAT 8/9 and 10 Test Coordinators will need to file an [Irregularity Report \(IR\)](#) for any irregularities that occur during testing.

There are two categories of irregularities, an individual irregularity involving one student or a group irregularity involving all or a portion of a testing room or the entire testing site.

Directions for filing an IR for each irregularity can be found in the [Irregularity Chart](#) in the appendix of the [Michigan Coordinator Manual](#) for each assessment. Each irregularity will require its own irregularity report and may also require a call to the Michigan School Day Support Hotline.

The process for completing printed incident reports is the same for SAT with Essay and PSAT 8/9 and 10, but each assessment has its own IR form.

All IRs will be returned with the test materials following test administration.

» **ACT WorkKeys** – Similar to SAT with Essay, WorkKeys also requires an Irregularity Report for each room in which an observed individual or group irregularity occurs. Individual irregularities are defined in the [ACT WorkKeys Administration Manual](#) as an incident that affects one student, or several students involved in a single incident that does not affect the larger group of students. Group irregularities

are defined as an incident that affects all students testing in a testing room or at the entire testing site. Group irregularities must be reported immediately to ACT at 800-553-6244, ext. 2800, in addition to the completion of an irregularity report. A list of possible individual and group irregularities is provided in the **ACT WorkKeys Administration Manual** in the Irregularities section; however, if an event that may potentially impact the validity of student test scores is observed and it is not detailed on the list of possible irregularities, you should call ACT immediately for further instructions. For all irregularities, follow the instructions provided in the **ACT WorkKeys Administration Manual** and use the sample Irregularity Report for reference.

- » For each irregularity report, you will need to provide:
  - test site name, address, and high school code
- » For individual irregularity reports, you will need to provide:
  - student name and ID number
  - form code and test booklet number

- description of the irregularity (include time of occurrence)
  - action taken
  - whether or not the answer document was voided
- » For group irregularity reports, you will need to provide:
- test title
  - number of students affected
  - names and ID numbers of the students affected (roster)
  - time of occurrence
  - description of the irregularity
  - action taken

Make sure the Room Supervisor has signed the report. The WorkKeys Test Coordinator will also need to sign each report.

All Irregularity Reports will be returned to ACT with the answer documents following test administration.

## What resources are available when addressing a testing irregularity?



- [Assessment Integrity Guide](#)
- [Assessment-specific Test Administration Manual](#)
- [Secure Site Training web page](#)
- [OEAA Secure Site](#)
- [College Board Michigan – Specific Site](#)
- [ACT WorkKeys: Michigan Site](#)

