

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



What To Do When There is a Testing Irregularity



Resources Available

Assessment Coordinator Training Guide

NOTE to Reader:

The **Assessment Coordinator Training Guide** is comprised 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 **Assessment Coordinator Quick Reference** 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 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 should I use when addressing a testing irregularity?

What is a testing irregularity?



A testing irregularity is any deviation from any test policy during the 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 not being assigned the correct

accommodation or support or being 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](#). 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

The District Assessment Coordinator must report any testing irregularity occurring before, during, or after testing to the Office of Educational Assessment and Accountability (OEAA) as soon as possible, using the **OEAA Secure Site Incident Reporting Tool** for 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 District Assessment Coordinator will need to provide the following information:

- » grade
- » content area
- » testing mode (online and paper/pencil)
- » incident category and subcategory
- » expected/requested resolution to the incident
- » test part (when relevant)
- » names and UIC's 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 test administration manuals 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 given but not approved, or approved and not given
- » student issues involving illness while testing, marking answer sheets incorrectly, or calculator malfunction

- **SAT with Essay** – SAT Test Coordinators will need to file an **Irregularity Report (IR)** for any situation listed on the Irregularity Chart in the Appendix of the **SAT Michigan Coordinator Manual**. Follow the instructions provided in the Report Test Administration Irregularities section of the **SAT Michigan Coordinator Manual** when

filling in items 1-4 and item 10 of the IR. Each situation involving an irregularity will require its own irregularity report.

Irregularities fall into two categories: an individual irregularity involving one student; or a group irregularity, which involves all or a portion of a testing room that may affect the entire testing site.

- » To report an individual irregularity, you will need to provide:
 - name, date of birth, and grade level of the affected student
 - student's answer sheet litho code (an 8-digit serial number)
 - type of occurrence
 - event and actions taken
- » To report a group irregularity, you will need to provide:
 - name, date of birth, and grade level of each student affected
 - answer sheet litho code for each student affected
 - type of occurrence
 - event and actions taken

There is specific information that must be included on the IR for each type of irregularity. Follow the instructions provided in the Irregularity Chart in the Appendix of the **SAT Michigan Coordinator Manual** for completing the IR. The IR is a scannable document, so use a No. 2 pencil when filling out the form and print neatly. Use the **Sample Irregularity Report** located in the Appendix for reference. All irregularities will need to be documented in detail on the report, which will be returned with test materials following test administration.

- **PSAT 8/9 and PSAT 10** – PSAT Test Coordinators will report test administration irregularities on the **Irregularity Report (IR)** for any situation listed on the Irregularity Chart in the Appendix of the **PSAT Michigan Coordinator Manual**. Follow the instructions provided in the

Report Test Administration Irregularities section of the **PSAT Michigan Coordinator Manual** when filling in items 1-5 and item 9 of the IR. Each situation involving an irregularity will require an **Irregularity Report**.

Irregularities for the PSAT 8/9 and PSAT 10 fall into two categories: an individual irregularity involving one student; or a group irregularity, which involves all or a portion of a testing room that may affect the entire testing site.

- » To report an individual irregularity, you will need to provide:
 - name and grade level of the affected student
 - type of occurrence
 - event and actions taken
- » To report a group irregularity, you will need to provide:
 - name and grade level of each student affected
 - type of occurrence
 - event and actions taken
 - testing room code

There is specific information that must be included on the IR for each irregularity. Follow the instructions provided in the Irregularity Chart in the Appendix of the **PSAT Michigan Coordinator Manual** for each type of irregularity when completing the IR. The IR is a scannable document, so use a No. 2 pencil when filling out the form and print neatly. All irregularities will need to be documented in detail on the report, which 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 **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 **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](#)