

Rhode Island State Assessment Program

Test Irregularities Application User Guide
2022-2023

Rhode Island State Assessment Program Test Irregularities Application User Guide

This application will allow school and district users to electronically submit a State Assessment Test Irregularity Report in a secure, effective, and timely manner.

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Accessing the RISAP Test Irregularities Application

The RISAP Test Irregularities Application is directly accessible at <https://portal.ride.ri.gov>.

This site is intended for use by district and school administrators. Please contact your data manager if you are unable to access this application.

Questions and Technical Assistance

If you have any questions about reporting test irregularities, please email phyllis.lynch@ride.ri.gov or assessment@ride.ri.gov for assistance.

For technical issues, please submit a ticket through the RIDE Help Desk (<https://support.ride.ri.gov>).

Quick Reference Overview

LEAs should submit all school submitted reports directly to RIDE once the irregularity has been investigated, documented by the school, and reviewed and approved by the LEA. School submitted reports will have status label "Submitted for District Review".

To report a new testing irregularity, click the "Create New Irregularity Form" button below. You will need to gather the following information to complete the report in its entirety: school name, contact name, contact role, irregularity type, test, test administration grade, test administrator's name, student name, student SASID, student DOB and a description of the incident. Once the form is submitted, you will receive an email with the report status. To view and review reports submitted by principals and the status of previously submitted reports, see table below.

School Year:

Click to create a new report

Create New Irregularity Form

Form ID	Status	Last Updated	
8	In Progress	02/17/2023	View
4	Submitted to RIDE	02/14/2023	View
3	In Progress	02/13/2023	View
1	Submitted for District Review	02/13/2023	View

Status of Report

Date of last edit

Click to view report

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New Test Irregularity Form

LEA/District Name:

School Name:

Contact Name:

Contact Role:

Contact Phone & Ext:

Type of irregularity:

Test:

Test Administration Grade:

Test Administrator's Name:

Domains Listening Reading Speaking Writing

Date of Incident:

Detailed description of incident, investigation steps taken, and actions taken by staff to resolve.

Enter Student's SASID, then click on the Verify button. You may enter as many students as needed. To add multiple students to the form, enter another student SASID and click on the Verify button.

Student's SASID

SASID	Name	Date of Birth
No Student		

Enter all identifying information from where the irregularity incident took place.

Select all information related to the test being administered when the irregularity took place.

Record the exact date the incident occurred

Provide a detailed description of the incident as well as all of the steps taken during the investigation of the incident and how it was contained and/or resolved

Use the VERIFY button to add a student to the report

Save

Reporting a Test Irregularity

The RISAP Test Irregularity Application allows users to record and submit information on test irregularities in a secure, efficient, and timely manner.

Instructions: *Use this application for all statewide assessments, including PSAT 10 and RI SAT School Day. Districts and schools must also follow College Board procedures in the Test Coordinator Manual for reporting test irregularities.*

1. Report all test irregularities immediately to the **School Test Coordinator**.
2. The **School Test Coordinator** must collect any information and/or documentation and promptly inform the **LEA/District Test Coordinator**.
3. *Unless* the incident requires an immediate response from RIDE, the **LEA/District Test Coordinator** must complete the online report (see directions below in the “RISAP Test Irregularities Application Elements and Instructions”) and submit it to RIDE.

If the incident requires immediate response, contact Phyllis Lynch, Director, Office of Instruction, Assessment, and Curriculum at 401-222-4693.

4. The Office of Instruction, Assessment, and Curriculum will contact the **LEA /District Test Coordinator** once the report has been submitted and reviewed.

School Users

Public

Public School users should create an irregularity report including the following information: school name, contact name, contact role, contact phone, irregularity type, test, test administration grade, test administrator’s name, student name, SASID, student DOB and a detailed description of the incident. That report should be submitted to the district. School Test Coordinators should contact their District Test Coordinators immediately to discuss and further investigate the irregularity. Once a school level report has been submitted to the district, it will have a status labeled “Submitted for District Review”. The District/LEA Test Coordinator will approve the school report and submit an LEA report to RIDE. You may review any submissions and their status by logging into your account and clicking the “view” button next to each report.

Non-Public

Non-Public school users should report all testing irregularities immediately through the RIDE Testing Irregularity application and submit directly to RIDE. All reports should include the following information: school name, contact name, contact role, contact phone, irregularity type, test, test administration grade, test administrator’s name, student name, SASID, student DOB and a detailed description of the incident. Once the form has been submitted to RIDE, an email will be sent with the report status of “Submitted To RIDE”. You may review any submissions and their status by logging into your account and clicking the “view” button next to each report.

LEA Users

District/LEA users should submit all LEA level reports directly to RIDE once the irregularity has been investigated and the school report has been approved. Reports should include the following information: school name, contact name, contact role, contact phone, irregularity type, test, test administration grade, test administrator's name, student name, SASID, student DOB and a detailed description of the incident. Once the LEA report has been submitted, the report will be labeled in one of the following ways: Submitted to RIDE, RIDE Under Review, Further Information Needed from LEA, Pending RIDE Determination or Resolved. An email will be sent notifying you of the status. You may review any submissions and their status by logging into your account and clicking the "view" button next to each report.

RISAP Test Irregularities Application Elements and Instructions

Complete the test irregularity report by addressing the elements below:

- 1) **LEA/District Name**– name of the reporting district/LEA
- 2) **School Name**- name of school where irregularity occurred
- 3) **Contact Name** -contact person that RIDE will reach out to for additional information
- 4) **Contact Role**- current role of the contact
- 5) **Contact Phone and extension**- best number for RIDE to reach the school or LEA contact
- 6) **Type of Irregularity:**
 - a) *Accommodations Error:* incorrect accommodations were provided to a student, or IEP or 504 plan accommodations were not provided at all.
 - b) *Test Administration Error:* a test has been administered to one or multiple students where proper test administration protocols were not followed. *Examples may include:*
 - i) directions were not read as written or not read at all;
 - ii) coaching, erasing, altering, interfering with a student's test;
 - iii) testing interruption;
 - iv) student becoming sick and/or leaving testing due to an emergency;
 - v) providing resources that are not allowed for a particular test or test session;
 - c) *Test Security Violation:* test security protocols were not followed. *Examples may include:*
 - i) access to secure test materials or content by unauthorized persons prior to, during or after testing;
 - ii) lost or mislabeled student test booklets, testing tickets or other secure materials;
 - d) *Cell Phone Violation Policy:* cell phone, smart watch, or electronic device possession or use by a student during testing.
 - e) *Technology Failure/Problem that Resulted in Student Being Unable to Test:* technology issues that cause a delay of more than 15 minutes in testing.
- 7) **Test**- (if *ACCESS* or *ALT ACCESS* has been chosen, please make sure to check the correct box(es) in the **Domain** section. All other tests, please be sure to select the **content** area from the drop down).
- 8) **Test Administration Grade** -grade level in which the test irregularity occurred
- 9) **Test Administrator's Name**-name of the person administering the test while the test irregularity occurred
- 10) **Date of Incident**-date the incident occurred

- 11) **Detailed Description**- details of the incident, the steps taken during investigation of the incident, and the actions taken by staff to contain the incident.
- 12) **SASID**- student SASID (click the **Verify** button to add a student to the report. To add another student, type the SASID in the box and click **Verify**.)
- 13) Save your report to complete later or submit.

Confirmation of Receipt and Status of Test Irregularity Report

School Year: [Create New Irregularity Form](#)

Form ID	Status	Last Updated	
8	In Progress	02/17/2023	View
4	Submitted to RIDE	02/14/2023	View
3	In Progress	02/13/2023	View
1	Submitted for District Review	02/13/2023	View

Once a report has been submitted to RIDE, it will be reviewed, and the status will be updated in the portal application. Refer the status key below to determine the status of your report.

Status Key:

In Progress- report has been started but not yet submitted to district/RIDE

Submitted to RIDE- report has been submitted to RIDE for review

RIDE Under Review- RIDE has started the review process

Further Information Needed from LEA- RIDE is in need of additional information and will reach out to the District Test Coordinator

Pending RIDE Determination- accountability or reporting decision still pending

Resolved- the testing irregularity has been resolved and no further action is needed

Glossary of Key Terms

IEP: an Individualized Education Program is a written, legal plan that details the tailored special education instruction, supports and services a student needs to succeed in K-12

LEA User: the District Test Coordinator, or other authorized personnel who approves school level reports and submits irregularity reports directly to RIDE

SASID: State-Assigned Student Identifier made up of a 10-digit number used in the registration process for all students in Rhode Island Public Schools

School User: the personnel at the school, usually the administrator or school test coordinator, who initiates a new test irregularity report

Test Irregularity: any action that results in non-standard test administration ([see *RISAP Test Irregularity Application Elements and Instructions*](#), step 6, for examples of irregularities)

Test Security: process in which assessment materials are securely maintained, distributed, and administered in a way that will ensure any statewide assessments are given with fidelity and delivered in a uniform and equitable manner to yield fair and accurate results

Test Accommodation: a change in the way a test is given or the way a student responds to test questions; intended to remove barriers and provide equitable access to a student to demonstrate knowledge and skills effectively

504 Plan: a formal plan, under Section 504 of the Rehabilitation Act, that is developed to provide students with disabilities reasonable accommodations, allowing them equal access to learning and school activities