



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Georgia Department of Education

Division of

FY 2018

Testing Irregularity Form

User Guide

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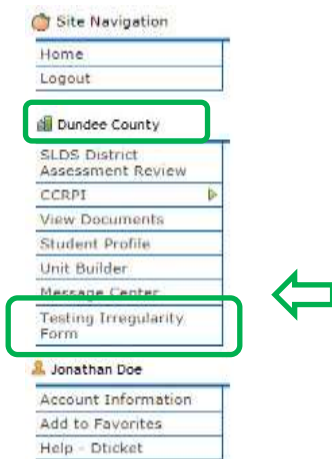
Testing Irregularity Form

The Testing Irregularity form was developed to capture any irregularity with assessment testing conducted by a state, public, or charter school.

Accessing the Testing Irregularity Form

Perform the following steps to access the Testing Irregularity form.

1. Log on to the Georgia Department of Education (GaDOE) portal system.
2. From the home page select **Testing Irregularity Form**.



This is the Testing Irregularity form summary page. Any forms previously created are displayed here. To edit an existing form, click on the Form ID of the form you want to edit. Click on the **Add New Form** button to submit a new form. **Current Assessment Cycle** defaults to the active testing window. **Export** will download form details to an Excel spreadsheet

Form ID	Assessment Cycle	System	School	Assessment	Content Area	Irregularity	Assessment Specialist	Final Disposition	Status	Last Modified
5905	Spring 2019	Dundee County	Staley Middle School	GA Milestones EOG	GA Milestones EOG Math	Testing interruption	SP-3	Irregularity	Approved	01/16/2019
6905	Spring 2019	Dundee County	Americus High School	GA Milestones EOC	GA Milestones EOC 9thGrLit	Online Testing/Internet Interruption	SP-3		Rejected	02/05/2019
6906	Spring 2019	Dundee County	Cherokee Elementary School	GA Milestones EOG	GA Milestones EOG ELA	Testing interruption	SP-3	Invalidation	Approved	01/18/2019
6907	Spring 2019	Dundee County	Cherokee Elementary School	GA Milestones EOG	GA Milestones EOG Math	Accommodations Error	SP-1		Submitted	02/05/2019
7905	Spring 2019	Dundee County	Cherokee Elementary School	GA Milestones EOG	GA Milestones EOG ELA	Online Testing/Internet Interruption	SP-3	Documentation Only	Approved	02/05/2019

Creating a new Testing Irregularity form

Irregularity History

The Irregularity History displays the date, time and person responsible for the change in status and provides guidance from the GaDOE for the disposition of the Irregularity. Click on the **Go back to Forms List** button to return to the list of forms.

IRREGULARITY HISTORY				
MODIFY DATE	STATUS	FINAL DISPOSITION	MODIFIED BY	COMMENTS
03/28/2018 01:18 PM	In-Process		TIF Editor	
03/28/2018 01:26 PM	Deleted		TIF Editor	This form has been deleted
03/28/2018 01:26 PM	In Progress		TIF Editor	
03/28/2018 01:26 PM	Submitted		TIF Editor	

General Information





This is a new Testing Irregularity form. The red asterisk * indicates a required field. Begin by selecting an **Assessment Cycle** and **Assessment**. The **Content Area** will populate according to the assessment selected. Input the **School Test Coordinator**.

Select an item(s) from the Content Area. Use the arrows to move. The **System** field will auto-populate. Select a **School**. The **Number of Students Affected** field will populate based on input from the **Student Information** section. The **Print** option generates a PDF that displays all open form subsections

The screenshot shows the 'GENERAL INFORMATION' section of the form. It contains the following fields and controls:

- ASSESSMENT CYCLE ***: A dropdown menu.
- ASSESSMENT ***: A dropdown menu.
- CONTENT AREA ***: A section with instructions: "Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows to deselect a Content Area." It features two empty boxes and four arrow buttons (>>, >, <, <<).
- SYSTEM ***: A dropdown menu.
- SCHOOL ***: A dropdown menu.
- SCHOOL TEST COORDINATOR ***: A text input field.
- NUMBER OF STUDENTS AFFECTED**: A text input field with the value '0'.

At the top of the form, there are buttons for 'Go back to Forms List', 'Print...', and 'Save'. Below the 'GENERAL INFORMATION' section are expandable sections for 'IRREGULARITY DETAIL', 'STUDENT INFORMATION', and 'SUPPORTING DOCUMENTATION'.

-  This button will select and move **all** content areas into the field to be submitted to the form.
-  This button will select and move **all** content areas into the field to be removed from the form.
-  This button will move **individually selected** content areas to be submitted to the form.
-  This button will move **individually selected** content areas to be removed from the form.

Irregularity Detail

This is the **Irregularity Detail** section. A red asterisk * indicates a required field. Use the drop-down menu to select the **Irregularity**. Use the calendar function to select the **Date of Irregularity**. Select an **Assessment Specialist**.



The screenshot shows the 'IRREGULARITY DETAIL' form. It features several input fields and checkboxes:

- IRREGULARITY ***: A dropdown menu.
- DATE OF IRREGULARITY ***: A date input field with a calendar icon.
- ASSESSMENT SPECIALISTS ***: A dropdown menu.
- REPORTED TO PSC**: A checkbox.
- REQUEST INVALIDATION**: A checkbox.
- REQUEST RV**: A checkbox.
- SYSTEM COMMENTS**: A large text area.
- REASON FOR INVALIDATION**: A large text area.

Student Information

This is the Student Information section of the form. Enter the 10-digit Student GTID of the student affected by irregularity. Click on the **Add a Student** button. Student information can also be added via a roster. Use the **Download Student Roster Template File** link to create a roster. If you have your own roster, ensure the format is the same as the format of the template file. A Student Information list can be **Exported** to an Excel spreadsheet.



The **First Name**, **Last Name**, and **Grade** fields will auto-populate when a valid Student GTID is entered.

STUDENT INFORMATION				
<input type="text" value="Enter Student GTID"/>	<input type="button" value="Add a Student"/>	OR	<input type="button" value="Add Students from a Roster"/>	Download Student Roster Template File
				<input type="button" value="Export"/>
GTID	FIRST NAME	LAST NAME	GRADE	
1000000005	Marcie	Adams	03	<input type="button" value="X - Delete"/>
1000000006	Thomas	Ingram	03	<input type="button" value="X - Delete"/>

	A	B
1	Student GTID	
2	xxxxxxxxxx	
3		
4		
5		
6		

The format of the Student Roster file is shown, begin entering the Student GTID from the second row of the spreadsheet. The first row must contain the heading **Student GTID**. Any additional uploads after the initial upload should also include students in the initial upload as each additional upload will overwrite an existing entry.


Supporting Documentation

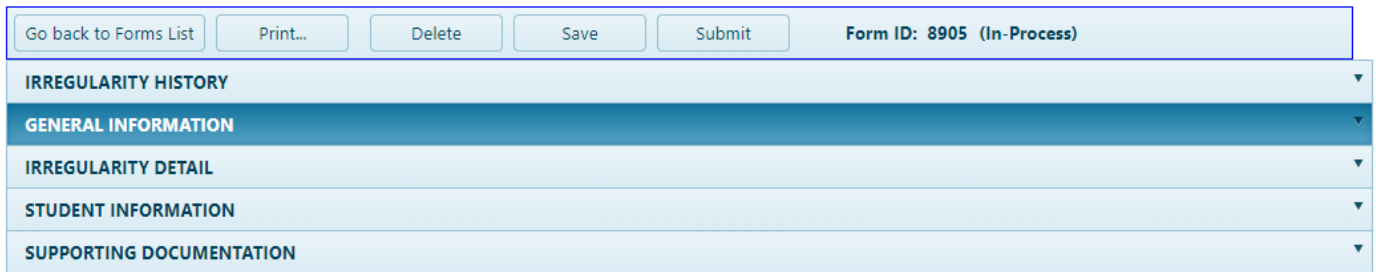
This section of the form enables documents to be uploaded to augment the case for the irregularity. **.JPG**, **.PDF**, **.DOC**, and **.XLS** file formats are accepted. Click on the **Select** button and follow the prompts. Multiple Supporting Documentation files can be uploaded.

<input type="button" value="Go back to Forms List"/>	<input type="button" value="Save"/>		
IRREGULARITY HISTORY			
GENERAL INFORMATION			
IRREGULARITY DETAIL			
STUDENT INFORMATION			
SUPPORTING DOCUMENTATION			
FILE ID	FILE NAME	SIZE (BYTES)	UPLOADED ON
Please upload any scanned statements and supporting documentation, you wish to associate with this irregularity.			
NOTE: When done, you must click the "SAVE" button for the selected files to be uploaded and permanently saved!			
NOTE: If a file already exists with the same name, it will be OVERWRITTEN when you click the "SAVE" button!			
<input type="button" value="Select..."/>			

Submit Form

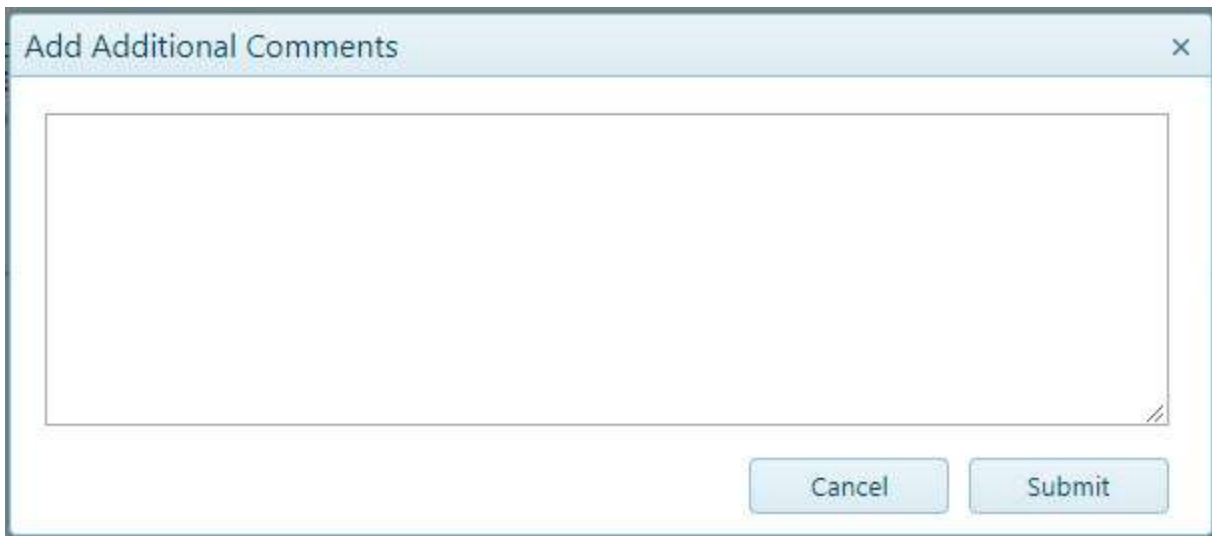
When the form is ready to be submitted click on the **Save** button. **Submit** and **Delete** become active options. A prompt will appear if a **required** field is empty. After clicking on the **Submit** button an *optional* comment box will appear.

 The form can be saved at any point by clicking on the **Save** button.



The screenshot shows the top navigation bar of the form. It includes buttons for "Go back to Forms List", "Print...", "Delete", "Save", and "Submit". To the right of these buttons, it displays "Form ID: 8905 (In-Process)". Below the navigation bar is a list of menu items: "IRREGULARITY HISTORY", "GENERAL INFORMATION", "IRREGULARITY DETAIL", "STUDENT INFORMATION", and "SUPPORTING DOCUMENTATION". Each menu item has a downward-pointing arrow on its right side.

Comments can be added via the comment box before submission. Click on the **Submit** button.



The screenshot shows a dialog box titled "Add Additional Comments" with a close button (X) in the top right corner. The main area of the dialog is a large, empty text input field. At the bottom right of the dialog, there are two buttons: "Cancel" and "Submit".

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The submitted form appears on the form list summary page. Changes to submitted form can be performed by clicking on the **Form ID** of the form you want to edit.

Form ID	Assessment Cycle	System	School	Assessment	Content Area	Irregularity	Assessment Specialist	Final Disposition	Status	Last Modified
3905	Spring 2019	Dundee County	Staley Middle School	GA Milestones EOG	GA Milestones EOG Math	Testing Interruption	SP-3	Irregularity	Approved	01/16/2019
6905	Spring 2019	Dundee County	Americus High School	GA Milestones EOC	GA Milestones EOC 9thGrLit	Online Testing/Internet Interruption	SP-3		Rejected	02/05/2019
6906	Spring 2019	Dundee County	Cherokee Elementary School	GA Milestones EOG	GA Milestones EOG ELA	Testing Interruption	SP-3	Invalidation	Approved	01/16/2019
6907	Spring 2019	Dundee County	Cherokee Elementary School	GA Milestones EOG	GA Milestones EOG Math	Accommodations Error	SP-1		Submitted	02/05/2019
7905	Spring 2019	Dundee County	Cherokee Elementary School	GA Milestones EOG	GA Milestones EOG ELA	Online Testing/Internet Interruption	SP-3	Documentation Only	Approved	02/05/2019
8905	Spring 2019	Dundee County	Americus High School	GA Milestones EOC	GA Milestones EOC 9thGrLit	Calculator Violation	SP-3		Submitted	02/08/2019

Click on the **Reset to In-Process** button. The Form Summary page is displayed. The form status is changed to In-Process.

IRREGULARITY HISTORY		
GENERAL INFORMATION		
ASSESSMENT CYCLE *	ASSESSMENT *	CONTENT AREA *
Spring 2018	GA Milestones EOG	GA Milestones EOG Science
SYSTEM *	SCHOOL *	
Dundee County	Americus High School	
SCHOOL TEST COORDINATOR *	NUMBER OF STUDENTS AFFECTED	
Landon Donovan	0	
IRREGULARITY DETAIL		
STUDENT INFORMATION		
SUPPORTING DOCUMENTATION		

Delete a Form

Any form with a status of **In-Process** can be deleted. Submitted and Approved forms *cannot* be deleted. Click on the **Form ID** of the form you want to delete.

Form ID	Assessment Cycle	System	School	Assessment	Content Area	Irregularity	Assessment Specialist	Final Disposition	Status	Last Modified
5905	Spring 2019	Dundee County	Staley Middle School	GA Milestones EOG	GA Milestones EOG Math	Testing interruption	SP-3	Irregularity	Approved	01/16/2019
6905	Spring 2019	Dundee County	Americus High School	GA Milestones EOC	GA Milestones EOC 9thGrLit	Online Testing/Internet Interruption	SP-3		Rejected	02/05/2019
6906	Spring 2019	Dundee County	Cherokee Elementary School	GA Milestones EOG	GA Milestones EOG ELA	Testing interruption	SP-3	Invalidation	Approved	01/18/2019
6907	Spring 2019	Dundee County	Cherokee Elementary School	GA Milestones EOG	GA Milestones EOG Math	Accommodations Error	SP-1		Submitted	02/05/2019
7905	Spring 2019	Dundee County	Cherokee Elementary School	GA Milestones EOG	GA Milestones EOG ELA	Online Testing/Internet Interruption	SP-3	Documentation Only	Approved	02/05/2019
8905	Spring 2019	Dundee County	Americus High School	GA Milestones EOC	GA Milestones EOC 9thGrLit	Calculator Violation	SP-3		In-Process	02/08/2019

The form will open. Click on the **Delete** button. A warning prompt will display to confirm deletion.

Go back to Forms List	Print...	Delete	Save	Submit
IRREGULARITY HISTORY				
GENERAL INFORMATION				

You will be returned to the Testing Irregularity form summary page. The deleted form is hidden from the form summary page and, by default, is not visible. To view the deleted form or a form previously deleted, uncheck the **Exclude Deleted Forms** box.

Form ID	Assessment Cycle	System	School	Assessment	Content Area	Irregularity	Assessment Specialist	Final Disposition	Status	Last Modified
2911	Fall 2018	Dundee County	Sarah Cobb Elementary School	GA Milestones EOC	GA Milestones EOC 9thGrLit	Cell Phone/Electronic Device Violation	SP-1	Invalidation	Approved	08/02/2018
2912	Fall 2018	Dundee County	Americus High School	GA Milestones EOC	GA Milestones EOC 9thGrLit	Cheating	SP-3		Submitted	08/09/2018

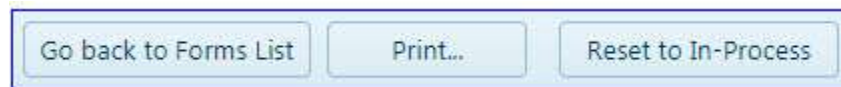
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The deleted form is displayed on the forms summary page. The Delete status can be removed and the form returned to an active state by clicking on the **Form ID**.

Add New Form										
Form ID	Assessment Cycle	System	School	Assessment	Content Area	Irregularity	Assessment Specialist	Final Disposition	Status	Last Modified
1039	Spring 2018	Dundee County	Cherokee Elementary School	GA Milestones EOG	GAA Science, GA Milestones EOC AnaGeo	Content being disclosed, coached or distributed	SP-2		Submitted	03/27/2018
1040	Spring 2018	Dundee County	Americus High School	NAEP	NAEP	Testing interruption	SP-2		Deleted	03/23/2018
1042	Spring 2018	Dundee County	Cherokee Elementary School	GA Milestones EOG	GA Milestones EOG ELA, GA Milestones EOG Science	Examiner/Proctor Failure to Follow Instructions/Error		Invalidation	Approved	03/22/2018
1052	Spring 2018	Dundee County	Americus High School	GA Milestones EOG	GA Milestones EOG Science	Directions not being followed	SP-1		Submitted	03/27/2018

1 - 10 of 10 items

Once inside the form, it can be reset by clicking on the **Reset to In-Process** button.



The form is active and available to be edited.

Add New Form											Print...	Exclude Deleted Forms <input checked="" type="checkbox"/>
Form ID	Assessment Cycle	System	School	Assessment	Content Area	Irregularity	Assessment Specialist	Final Disposition	Status	Last Modified		
1039	Spring 2018	Dundee County	Cherokee Elementary School	GA Milestones EOG	GAA Science, GA Milestones EOC AnaGeo	Content being disclosed, coached or distributed	SP-2		Submitted	03/13/2018		
1040	Spring 2018	Dundee County	Americus High School	NAEP	NAEP	Testing interruption	SP-2		In-Process	03/23/2018		
1042	Spring 2018	Dundee County	Cherokee Elementary School	GA Milestones EOG	GA Milestones EOG ELA, GA Milestones EOG Science	Examiner/Proctor Failure to Follow Instructions/Error		Invalidation	Approved	03/22/2018		
1043	Fall 2018	Dundee County	Americus High School	GA Milestones EOG	GKIDS ELA	Accommodation Refusal by Student	SP-1		Submitted	03/13/2018		