Georgia Department of Education

Division of

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Testing Irregularity Form

User Guide
Table of Contents

Testing Irregularity Form ...................................................................................................................................... 3
Accessing the Testing Irregularity Form ............................................................................................................. 3
Creating a new Testing Irregularity form ........................................................................................................... 4
    Irregularity History ........................................................................................................................................ 4
    General Information ....................................................................................................................................... 4
    Irregularity Detail ........................................................................................................................................... 5
    Student Information ....................................................................................................................................... 6
    Supporting Documentation ............................................................................................................................... 6
    Submit Form .................................................................................................................................................. 7
    Delete a Form ................................................................................................................................................ 9
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.
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.

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.
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.
**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.

<table>
<thead>
<tr>
<th>GTID</th>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000000005</td>
<td>Marcie</td>
<td>Adams</td>
<td>03</td>
</tr>
<tr>
<td>1000000006</td>
<td>Thomas</td>
<td>Ingram</td>
<td>08</td>
</tr>
</tbody>
</table>

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.
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.

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

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

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

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.
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.

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.