

# At the End of Each Testing Day

- A. Review Testing Logs for Irregularities
  - a. Train examiners to bring these to light upon return of materials
- B. Review Materials Verification Forms
- C. Run Daily Cumulative Status Report
- D. Enter Anomalies in Database, if necessary

## Daily Cumulative Status Report

At the end of each Test Session, the Test Coordinator should run the Daily Cumulative Student Status Report to determine if any students are “In Progress” once testing has concluded for the day.

**DRC INSIGHT™ GEORGIA REPORT DELIVERY**

Report Delivery **Status Reports** View Reports

**Status Reports**

\* Indicates required fields

Administration  \* District  \* School

Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily Excessive Logins Report	Displays information about students with unusual login activity. Shows the number of times the student logged in, as well the cumulative result of all attempted logins by the student.	
Weekly District Report	Displays the number of tests started and ended at a district level for each week of testing.	
Daily District Report of Testing Status by School	Displays the number of tests started and ended for a district and school, or a grade and subject level.	

ALL STUDENTS SHOULD SUBMIT  
THEIR TEST UPON COMPLETION.  
FAILURE TO DO SO MAY RESULT IN  
SCORING DELAYS OR OTHER ISSUES.

**STOP**

**Are you done with your test?**  
**Be sure you have answered all of the questions.**

To continue testing, select "Return to Review."  
To turn in your test, select "Submit."

[Return to Review](#) [Submit](#)