Administrative Procedures

Introduction to Administrative Procedures

<u>Things to know before you start:</u>

In the normal flow of test administration, a student takes a test in TDS and submits their completed test. TDS then forwards this test for scoring, and then the test scores are reported in Reporting.

Administrative Procedures are a way of interrupting this normal flow.

For example:

- A student may need to retake a test or have an additional test opportunity.
- A test administrator may want to invalidate a test because of a hardware malfunction or an impropriety.

Prior to creating an Administrative Procedure request for a test or selection of tests, you will need:
1. SSID of relevant student(s), **OR**
2. Test Session ID

Types of Administrative Procedures

Type	Description
Invalidate a test	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window.
Reset a test	Allows the student to restart a test opportunity (*removing all responses on the test*), or allows the data entry operator (person supporting a student per an accommodation) to restart the data entry process. You can submit these administrative procedures until the end of the test window.
Re-open a test	Reopens a test that was completed, invalidated, or expired.
Re-open Test Segment	Reopens a previous test segment. This administrative procedure is useful when a student inadvertently or accidently leaves a test segment incomplete and starts a new test segment. (Example: Calculator segment in 6th grade Mathematics) Students can answer unanswered items, and can modify responses to answered items in the reopened segment.
Revert a test that has been reset	Reverses a reset, restoring the student's responses on the test when the reset was processed. Reset and Revert administrative procedures must be submitted at least one day prior to the end of the test window so that students can complete their test opportunity.
Grace Period Extension (GPE)	Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. The following scenarios are possible: • If resuming the test within 20 minutes, student can review previously answered questions. • Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions. Upon receiving a GPE, student can review and change previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.

Administrative Procedures - Statuses

Each type of Administrative Procedure can be tracked in TIDE and will include one of the below statuses:

Administrative Procedures Status	Description of Status
Error Occurred	An error occurred while the administrative procedure was being processed.
Item Information Sent	Information regarding a Report Problem with Item administrative procedure was sent to the designated recipients. (Sent via an email)
Pending Approval	Administrative procedure is pending approval. (User role that can approve is shown in on page 6.)
Processed	Administrative procedure was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the administrative procedure.
Rejected by System	Test Delivery System was unable to process the administrative procedure.
Requires Resubmission	Administrative procedure must be resubmitted.
Retracted	Originator retracted the administrative procedure.
Submitted for Processing	Administrative procedure submitted to Test Delivery System for processing.

Administrative Procedures by Test Status

Procedures available based on Test Status

Procedures	Test Statuses													
	Approved	Completed	Denied	Expired	Paused	Pending	Processing	Reported	Review	Scored	Started	Submitted	Suspended	Invalidated
Invalidate a test		✓	✓	✓	✓			✓		✓		✓		
Reset a test	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Re-open a test		✓		✓				✓	✓			✓		✓
Re-open Test Segment			✓		✓									
Revert a test that has been reset	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Grace Period Extension			✓		✓									

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Administrative Procedures – User Access

User Roles and their access to Administrative Procedures

Administrative Procedures	Actions	User Roles			
		DDSO/DC	SDSO	SC	TE
Invalidate a test	Create/Request	✓	✓	✓	
	Approve/Disapprove	✓	✓		
	View in Report	✓	✓	✓	✓
Restart a test (Reset a test)	Create/Request	✓	✓	✓	
	Approve/Disapprove	✓	✓		
	View in Report	✓	✓	✓	✓
Re-open a test	Create/Request	✓		✓	
	Approve/Disapprove	✓	✓		
	View in Report	✓	✓	✓	✓
Re-open Test Segment	Create/Request	✓	✓	✓	✓
	Approve/Disapprove	✓	✓	✓	
	View in Report	✓	✓	✓	✓
Revert a test that has been reset	Create/Request	✓	✓	✓	
	Approve/Disapprove	✓	✓		
	View in Report	✓	✓	✓	✓
Grace Period Extension*	Create/Request	✓	✓	✓	✓
	Approve/Disapprove	✓	✓	✓	
	View in Report	✓	✓	✓	✓

* Only relevant to Proctored Tests

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Administrative Procedures - Creating

REMINDER: Prior to creating an Administrative Procedure request for a test or selection of tests, you will need:

1. SSID of relevant student(s), **OR**
2. Test Session ID

To Create an Administrative Procedure request:

1. Go to TIDE and select Administrative Procedures

2. Select Create Procedures

3. Select the type of request needed

4. Select what you would like to search by

5. Enter the information per your search by selection

6. Select Search
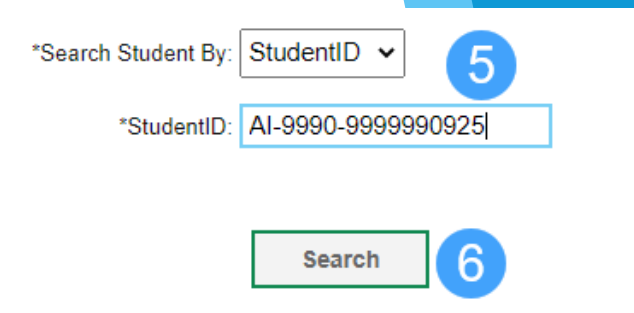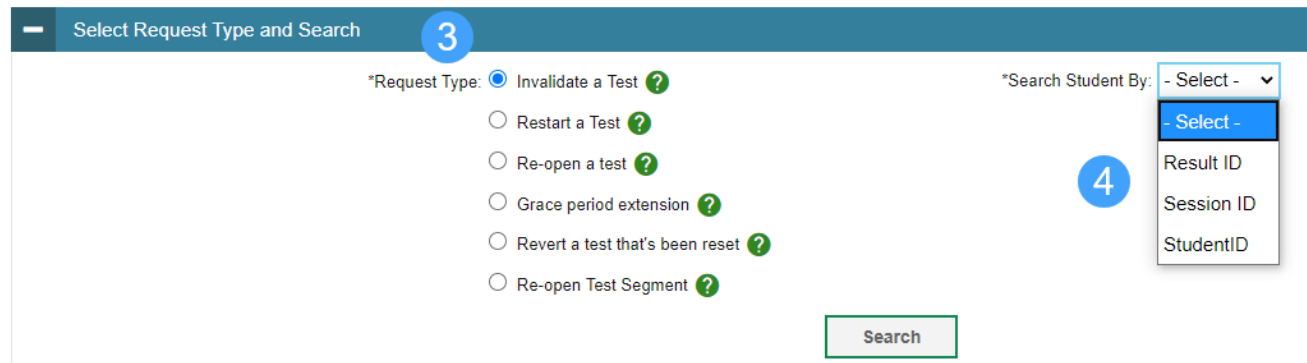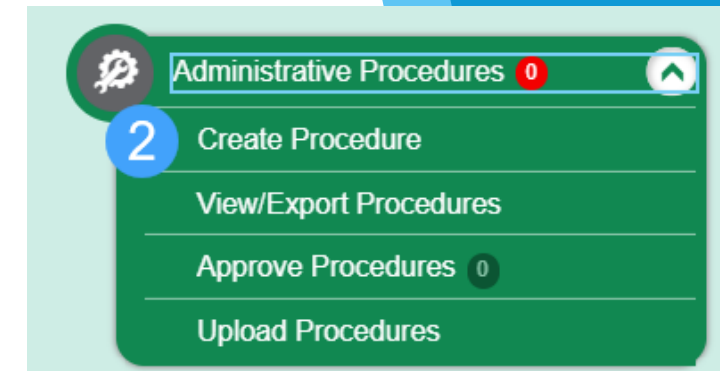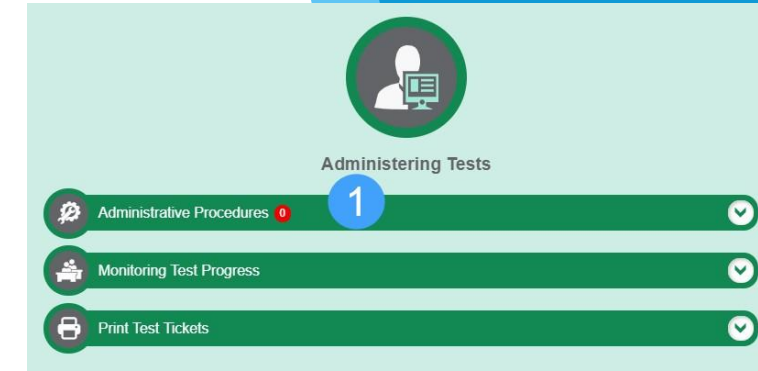
Administrative Procedures - Creating

7. Your search results will present on the screen.

8. Select the check boxes on the left side of the search results for all the applicable rows. (for my example, I am going to invalidate a paused test)

9. Once you have the checkboxes selected, select the CREATE button that is on the upper left of your search results.

Administrative Procedures - Creating

10. The user is required to enter a reason for the procedure and submit.

Please enter a reason for the request:

This test was paused due to the student needing to leave early that day and there has not been an occasion for him to restart it. I do not want the score to be included in my reporting files.

10

Submit   Cancel

11. Once submitted, you will receive a confirmation message.

11

Create Request

Your request has been created.

Continue

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Tracking Administrative Procedures

Administrative Procedures - Tracking

To View and Track Administrative Procedures

1. Return to TIDE and select Administrative Procedures.

2. Select View/Export Procedures

3. Select fields needed to locate your submitted procedures. To view All of them, just select ALL at the top of both lists.

4. Select Search

Administrative Procedures - Tracking

Below is an example request to Invalidate a Test and the information displayed in TIDE

1. Request type
2. Request status
3. Reason/comment submitted along with request under Request Status
4. Reason/comment submitted along with request under User Comments

Administrative Procedures Approvals

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Administrative Procedures – Approving, Rejecting, and Retracting

Some Administrative Procedures require approval or rejection before TDS can process them. Procedures that you create can also be retracted.

To Approve, Reject, or Retract and Administrative Procedure

1. Return to TIDE and select Administrative Procedures
   a. Notice that the system will have a number indicator if you have any pending procedures needing your approval.
2. Select Approve Procedures
3. Select fields needs to locate your submitted procedures. To view All of them, just select ALL at the top of the list.
4. Select Search
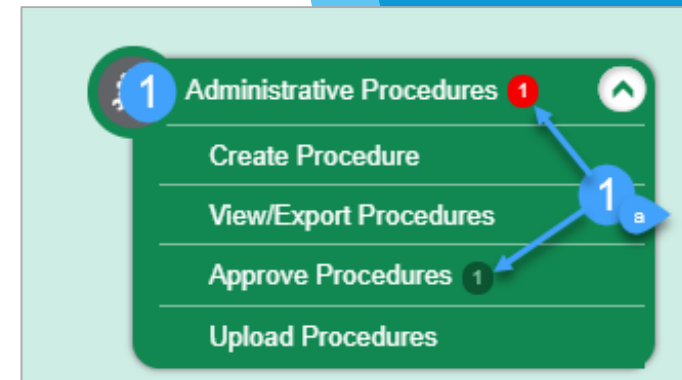
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Administrative Procedures – Approving, Rejecting, and Retracting

5. Select VIEW RESULTS to see any results matching your criteria

6. Select the check box next to the request that you want to act upon. The Process button at the top of the screen will become active.

7. Select the dropdown arrow and select the action you want to perform.

10. The user is required to enter a reason for the procedure and submit.

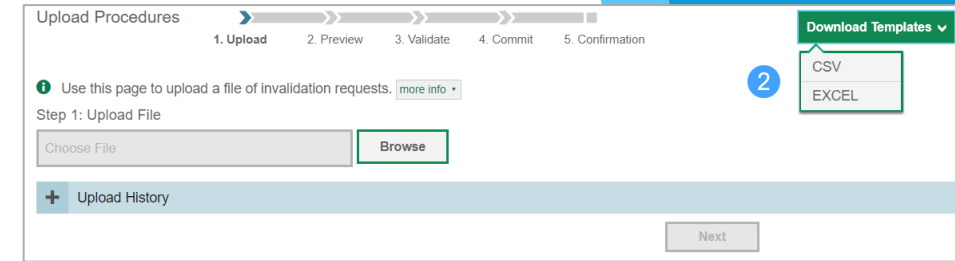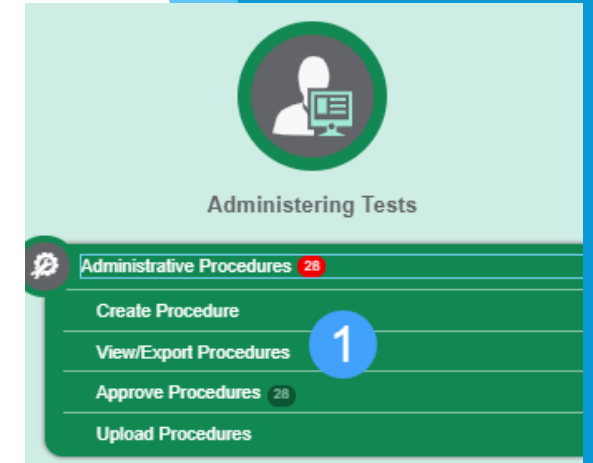11. Once submitted, you will receive a confirmation message.

Administrative Procedures Uploading/Modifying Multiple

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Administrative Procedures – Uploading or Modifying Multiple Procedures

If you have many Administrative Procedures to create or modify at one time, you can perform these actions in bulk through file uploads.

1. Return to TIDE, select Administrative Procedures, and then Upload Procedures

2. Select the Download Templates in the upper right corner and choose either Excel or CSV. Open the template from your Downloads folder

3. The template has 4 columns of required information
   a. Two columns include selection drop downs

Administrative Procedures – Uploading or Modifying Multiple Procedures

Important things to know when using the Upload Procedure Template

- The procedure file must be in Excel or CSV format

- You must maintain the column order on the template

- The "Search Type" field you choose per row determines the breadth of tests that the procedures are applied to:

  - **SSID –** A student ID will bring up all tests taken by that student as part of the upload procedures process.
  - **Session ID –** A session ID applies to an entire group of tests in a session or assignment and any student that logged into that session/assignment and took those tests. This can be found in the Test Status Code Report.
  - **Result ID** - A result ID is for a single student per a single test administration, the procedure will only apply to that. This can be found in the Plan and Manage Testing Report.

- If the upload template returns multiple records (Session ID, SSID) then you will have a chance to determine which to COMMIT the procedure against.

Administering Tests

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Monitoring Test Progress
Plan and Manage Testing
Test Session Status Report
Test Completion Rates
Test Status Code Report
Participation SearchBySSID

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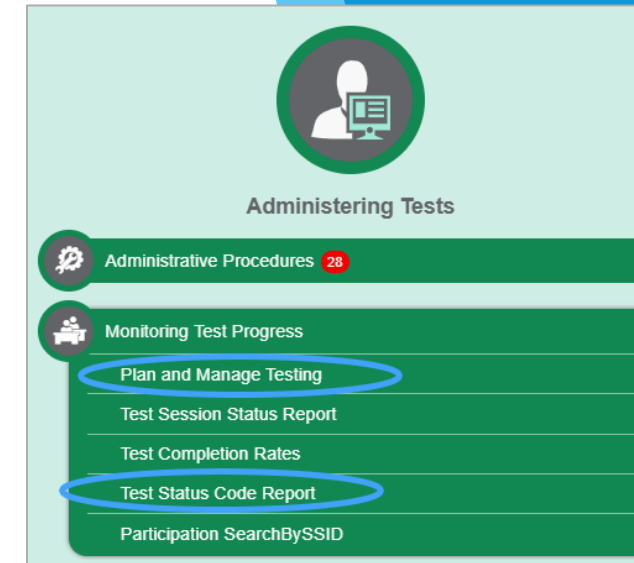
Administrative Procedures – Uploading or Modifying Multiple Procedures

Description of Template Columns

Column Name	Description	Valid Values
Type*	Type of administrative procedure.	One of the following: Invalidate a test Reset test Re-open test Re-open Test Segment Grace Period Extension Restore Test (from Reset)
Search Type*	Student field to search.	One of the following: Result ID Session ID SSID
Search Value*	Search value corresponding to the search type.	Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
Reason*	Enter comment(s) that describe why action is being taken.	The reason can be up to 1000 characters, including spaces.

Sample Procedures Upload File

	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2	Reset a test	Result ID	1118786	Practicing uploading administrative procedures - Result ID
3	Reset a test	SSID	IN-9999-9870000017	Practicing uploading administrative procedures - SSID
4	Reset a test	Session ID	CS-AB12-1	Practicing uploading administrative procedures - Session ID

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Administrative Procedures – Uploading or Modifying Multiple Procedures

4. Once you have filled in the Procedures Template, name and save the file to your device

  a. Example file name: ProcedureCreationFile_TeacherX_Nov142022
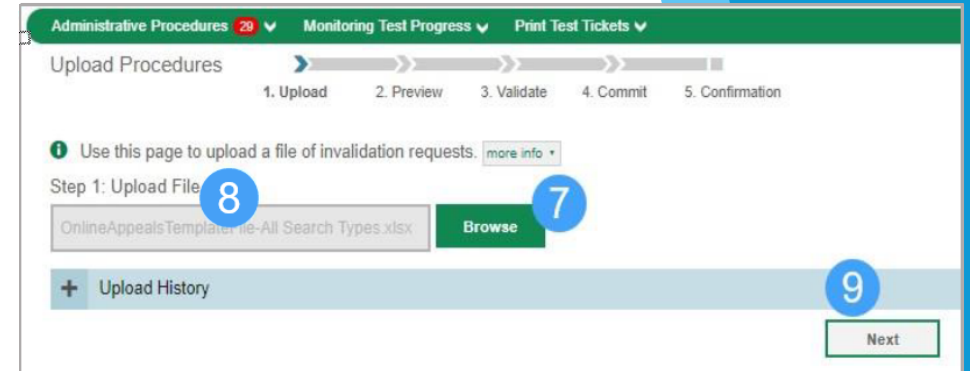
5. Return to the TIDE Upload Procedures page.

7. Select Browse.

8. Locate your saved template file and select "Upload". Your file name will appear in the box

9. Select Next

10. The system will present data for you to preview

Administrative Procedures – Uploading or Modifying Multiple Procedures

9. Depending on whether the preview looks correct, scroll to the bottom of the list and select either NEXT, to continue, or CANCEL, to start over.

10. If your data is correct, and you selected NEXT, you will receive a notification; determine whether you want to Continue or Cancel

11. If you continue, you will receive a list of every test record that fit your Search Type in the upload file. (see next slide)

Administrative Procedures – Uploading or Modifying Multiple Procedures

Step 4: Commit

Administrative Procedures – Uploading or Modifying Multiple Procedures

12. You can now decide which of these records you want the Administrative Procedure to apply to. Select those records.

13. Once you have selected the records, select Commit.
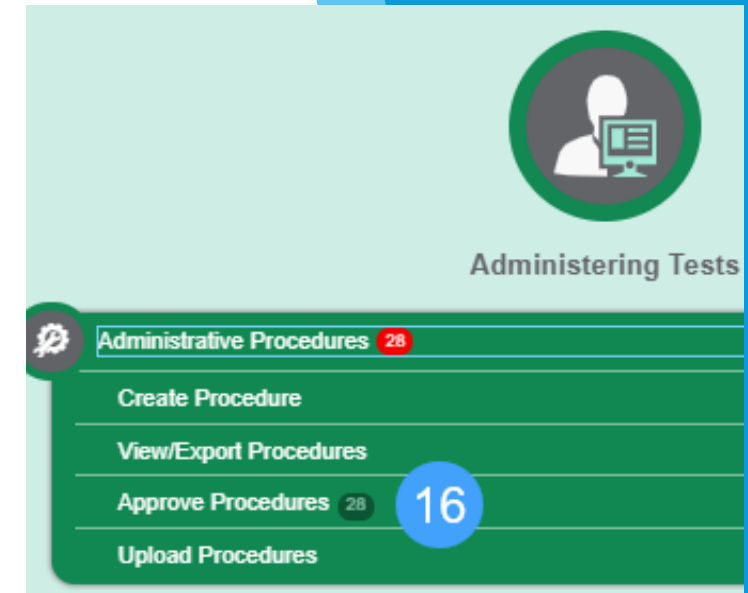
Administrative Procedures – Uploading or Modifying Multiple Procedures

14. The system will show you a confirmation statement

15. The new request number indicators will now display in the Administrative Procedures menu in TIDE.

16. Under Administrative Procedures, select Approve Procedures

17. In the Approve Requests screen, you will see the requests you just made – someone with a higher level user role will need to approve these for you.

Administering Tests

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Create Procedure
View/Export Procedures
Approve Procedures 28   16
Upload Procedures

	Case Number	Request Type	School	ResultID	StudentID	Student's Last Name	Student's First Name	Segments	Request Status	Request Date	Add'l Comm
☐	33009	Reset a test	IN_9999_9999	1123739	IN-9999-9870000017	Test	Test		Pending Approval 💬	09/28/2022 11:49 AM	
☑	33010	Reset a test	IN_9999_9999	1126888	IN-9999-9870000017	Test	Test		Pending Approval 💬	09/28/2022 11:49 AM	
☑	33008	Re-open a test	IN_9999_9999	1145537	IN-9999-9870000017	Test	Test		Pending Approval 💬	09/28/2022 11:48 AM	

Number of records found: 3

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