

# Administrative Procedures

# Introduction to Administrative Procedures

## Things to know before you start:

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
<b>Invalidate a test</b>	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.
<b>Reset a test</b>	Allows the student to restart a test opportunity ( <i>removing all responses on the test</i> ), 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.
<b>Re-open a test</b>	Reopens a test that was completed, invalidated, or expired.
<b>Re-open Test Segment</b>	Reopens a previous test segment. This administrative procedure is useful when a student inadvertently or accidentally leaves a test segment incomplete and starts a new test segment. (Example: Calculator segment in 6 <sup>th</sup> grade Mathematics)  Students can answer unanswered items, and can modify responses to answered items in the reopened segment.
<b>Revert a test that has been reset</b>	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.
<b>Grace Period Extension (GPE)</b>	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: <ul style="list-style-type: none"> <li>• If resuming the test within 20 minutes, student can review previously answered questions.</li> <li>• Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions— student can only work on unanswered questions.</li> </ul> <p>Upon receiving a GPE, student can review and change previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.</p>

# 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 <a href="#">page 6</a> .)
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**

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

# Administrative Procedures – User Access

User Roles and their access to Administrative Procedures

		Actions	User Roles			
			DDSO/DC	SDSO	SC	TE
Administrative Procedures	Invalidate a test	Create/Request	✓	✓	✓	
		Approve/Disapprove	✓	✓		
		View in Report	✓	✓	✓	✓
	Reset a test	Create/Request	✓	✓	✓	
	Restart a test	Approve/Disapprove	✓	✓		
		View in Report	✓	✓	✓	✓
		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

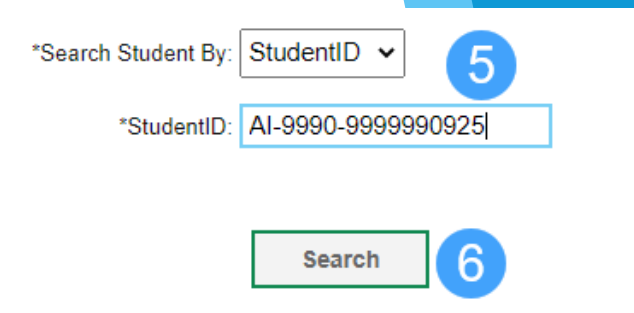
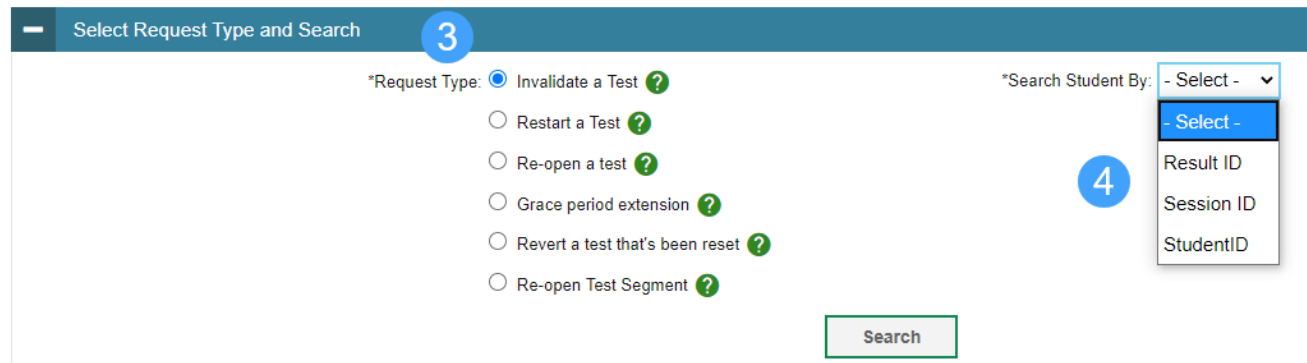
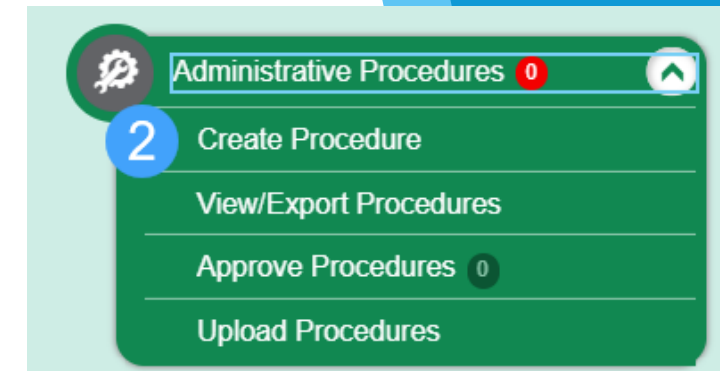
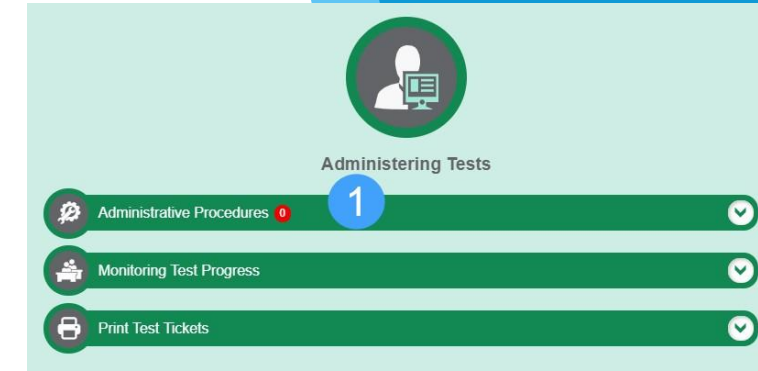
# Administrative Procedures - Creating

**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

- Your search results will present on the screen.
- 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)



Number of records found: 8

Enter search terms to filter search results

<input type="checkbox"/>	Request Type	School	ResultID	StudentID	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity	StudentID	Test	Case Number	Appeal Status	AppealReason	Items Answered
<input type="checkbox"/>	Invalidate a Test	AI_9990_1002	668716	AI-9990-9999990925	Larson	M	1	reported	5/1/2020 2:19:03 PM	5/1/2020 2:35:14 PM	AI-9990-9999990925	Benchmark Module: ELA Grade 6 - Literature A				21
<input type="checkbox"/>	Invalidate a Test	AI_9990_1002	668707	AI-9990-9999990925	Larson	M	1	reported	4/24/2020 4:34:05 PM	4/24/2020 4:38:52 PM	AI-9990-9999990925	Benchmark Module: ELA Grade 6 - Editing A				6
<input type="checkbox"/>	Invalidate a Test	AI_9990_1002	668714	AI-9990-9999990925	Larson	M	1	reported	4/27/2020 11:48:27 AM	4/27/2020 12:34:26 PM	AI-9990-9999990925	Benchmark Module: Math Grade 6 - Geometry/Statistics and Probability A				12
<input type="checkbox"/>	Invalidate a Test	AI_9990_1002	668717	AI-9990-9999990925	Larson	M	1	reported	5/1/2020 2:38:41 PM	5/1/2020 2:54:27 PM	AI-9990-9999990925	Benchmark Module: Math Grade 7 - Geometry A				8
<input type="checkbox"/>	Invalidate a Test	AI_9990_1002	668718	AI-9990-9999990925	Larson	M	1	reported	5/1/2020 2:56:21 PM	5/1/2020 3:00:22 PM	AI-9990-9999990925	Benchmark Module: Math Grade 7 - Geometry B				8
<input type="checkbox"/>	Invalidate a Test	AI_9990_1002	668708	AI-9990-9999990925	Larson	M	1	reported	4/24/2020 4:41:34 PM	4/24/2020 4:45:17 PM	AI-9990-9999990925	Benchmark Module: ELA Grade 7 - Editing A				8
<input checked="" type="checkbox"/>	Invalidate a Test	AI_9990_1002	668724	AI-9990-9999990925	Larson	M	1	paused	5/15/2020 2:45:58 PM	5/19/2020 8:29:17 PM	AI-9990-9999990925	Benchmark Module: Math Grade 5 - Measurement, Data and Geometry A				2
<input type="checkbox"/>	Invalidate a Test	AI_9990_1002	668710	AI-9990-9999990925	Larson	M	1	reported	4/24/2020 5:07:30 PM	4/24/2020 5:11:12 PM	AI-9990-9999990925	Benchmark Module: ELA Grade 7 - Editing B				7

- 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.

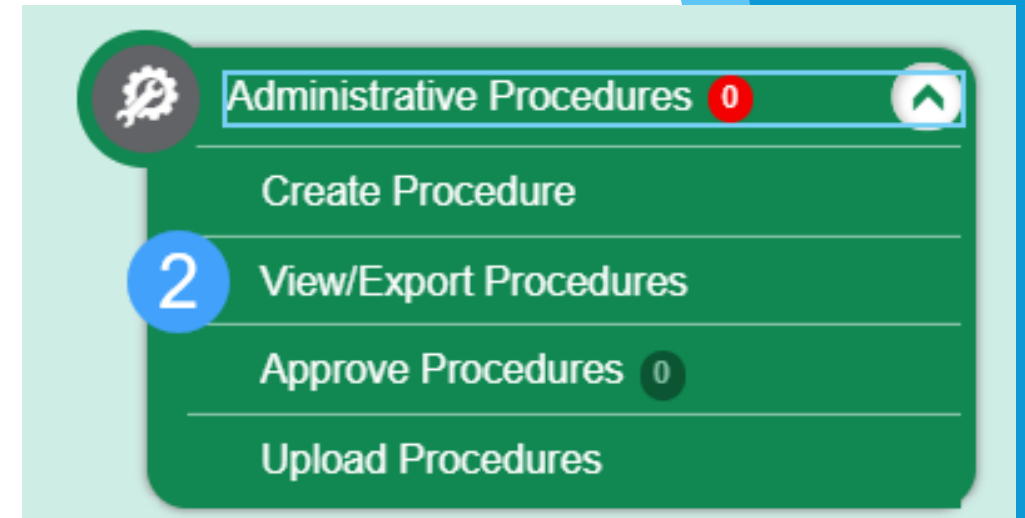
Continue

# 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



A screenshot of the 'Appeal Information' search interface in the TIDE system. The interface is divided into three sections: 'Choose a Request Type', 'Choose a Request Status', and 'Additional Request Criteria'. A blue circle with the number 3 is overlaid on the 'Request Status' section. A blue callout bubble points to the 'Request Type' section with the text 'Synonymous to Procedure Information'. A blue circle with the number 4 is overlaid on the 'Search' button. The 'Request Type' section has a dropdown menu set to 'All' and a list of request types with checkboxes: 'All', 'Invalidate a Test', 'Restart a Test', 'Re-open a test', 'Grace period extension', 'Revert a test that's been reset', and 'Re-open Test Segment'. The 'Request Status' section has a dropdown menu set to 'All' and a list of request statuses with checkboxes: 'All', 'Submitted for Processing', 'Processed', 'Rejected by System', 'Error Occurred', 'Requires Resubmission', 'Pending Approval', 'Rejected', and 'Retracted'. The 'Additional Request Criteria' section has a 'Session ID' input field and a 'Filter By' dropdown menu set to 'All'. A 'Search' button is located at the bottom right.

# Administrative Procedures - Tracking

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

Case Number	Request Type	School	ResultID	StudentID	Student's Last Name	Student's First Name	Segments	Request Status	Request Date	Additional Comments	Test	Test Opp #	Test Status	Requested By	Test Start Date	Date of Last Activity	Requested By Email	User Comments	Items Answered
2368	Invalidate a Test	AI_9990_1002	103934	AI-9990-999998989	First Name			Processed	09/04/2019 12:34 PM		Modular: ELA Grade 1 - Language	1	invalidated	Thakur, Sonia	08/19/2019 11:05 PM	08/19/2019 11:07 PM	sthakur@air.org	Thakur, Sonia : Inv Thakur, Sonia : shakeoutPPV	8
5553	Invalidate a Test	AI_9990_1002	668709	AI-9990-999999025	M			Processed	04/24/2020 5:03 PM		Benchmark Module: ELA Grade 6 - Editing B	1	invalidated	Browning-Larson, Sarah	04/24/2020 4:55 PM	04/24/2020 4:59 PM	Sarah.Browning-Larson@voyagersopris.com	Browning-Larson, Sarah : Student selected wrong test Browning-Larson, Sarah : AApproved	7
5561	Invalidate a Test	AI_9990_1002	668724	AI-9990-9999990925	Larson	M		Pending Approval	07/14/2020 2:53 PM		Benchmark Module: Math Grade 5 - Measurement, Data and Geometry A	1	paused	Browning-Larson, Sarah	05/15/2020 2:45 PM	05/19/2020 8:29 PM	Sarah.Browning-Larson@voyagersopris.com	Browning-Larson, Sarah : 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.	2
2370	Re-open a test	AI_9990_1002	103936	AI-9990-999998990	Last Name	First Name		Processed	09/04/2019 12:34 PM		Interim: Reading Grade KG	1	paused	Thakur, Sonia	08/19/2019 11:16 PM	08/19/2019 11:17 PM	sthakur@air.org	Thakur, Sonia : reopen Thakur, Sonia : shakeoutPPV	12
5554	Re-open a test	AI_9990_1002	668709	AI-9990-999999025	Larson	M		Processed	04/24/2020 5:12 PM		Benchmark Module: ELA Grade 6 - Editing B	1	paused	Browning-Larson, Sarah	04/24/2020 4:55 PM	04/24/2020 4:59 PM	Sarah.Browning-Larson@voyagersopris.com	Browning-Larson, Sarah : need to retake Browning-Larson, Sarah : Approved	7

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

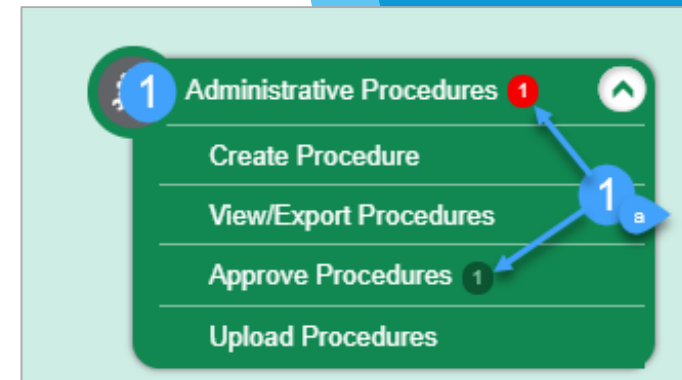
# Administrative Procedures Approvals

# 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



Choose a Request Type

Request Type:  All ?

- Invalidate a Test ?
- Restart a Test ?
- Re-open a test ?
- Grace period extension ?
- Revert a test that's been reset ?
- Re-open Test Segment ?

Choose a Request Status

Request Status:  Pending Approval ?

Additional Request Criteria

Session ID:

Filter By: All ▼

# 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.

The screenshot shows the 'Appeal Information' interface. At the top, there is a '+ Appeal Information' header. Below it, there are two buttons: a 'Process' button with a refresh icon and a dropdown arrow, and a 'Process' button with a dropdown arrow. A blue arrow points from the 'Process' button with the dropdown arrow to a magnified view of the dropdown menu on the right. The dropdown menu shows three options: 'Process', 'Reject', and 'Retract'. A blue circle with the number '7' is placed over the 'Retract' option. Below the buttons, there is a table with the following columns: Case Number, Request Type, School, ResultID, StudentID, Student's Last Name, Student's First Name, Segments, Request Status, Request Date, Additional Comments, and Test. The table contains one record with the following data: Case Number: 5561, Request Type: Invalidate a Test, School: AI\_9990\_1002, ResultID: 668724, StudentID: AI-9990-9999990925, Student's Last Name: Larson, Student's First Name: M, Segments: (empty), Request Status: Pending Approval, Request Date: (empty), Additional Comments: (empty), and Test: (empty). A blue circle with the number '6' is placed over the check box in the first column of the table. A tooltip is visible over the 'Request Status' cell, containing the text: 'Browning-Larson, Sarah : 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. The user is required to enter a reason for the procedure and submit.
11. Once submitted, you will receive a confirmation message.

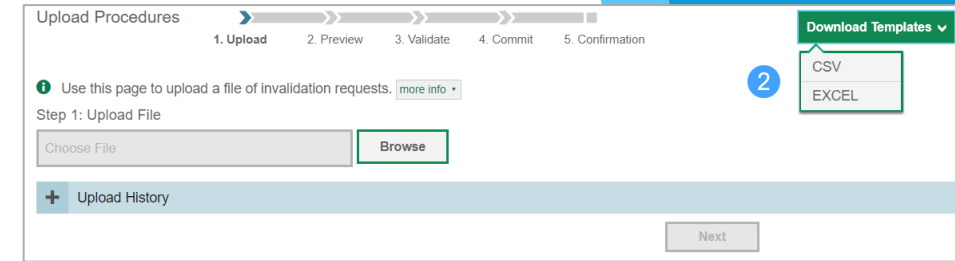
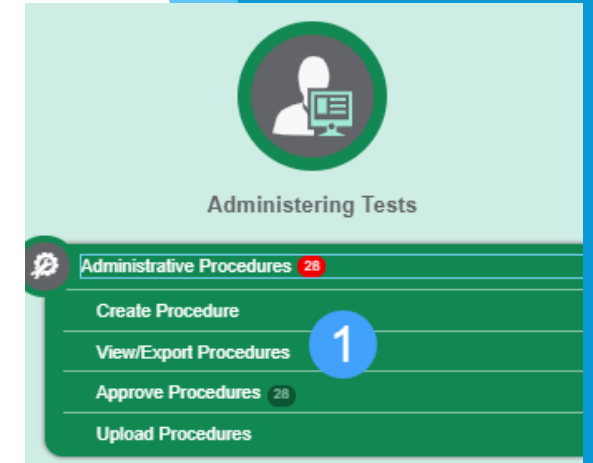
# Administrative Procedures Uploading/Modifying Multiple



# 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



	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2				
3				
4				
5				
6				
7				

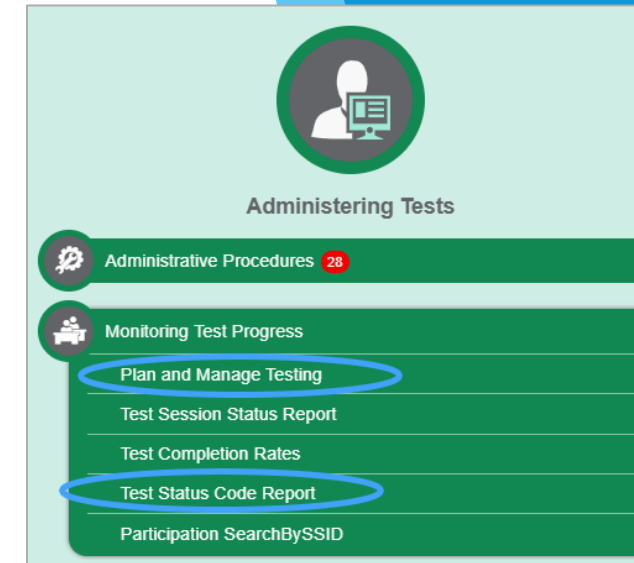
  

	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2				
3				
4				
5				

# 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.



# Administrative Procedures – Uploading or Modifying Multiple Procedures

## Description of Template Columns

Column Name	Description	Valid Values
<b>Type*</b>	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)

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

<b>Search Type*</b>	Student field to search.	One of the following: Result ID Session ID SSID
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<b>Search Value*</b>	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.
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<b>Reason*</b>	Enter comment(s) that describe why action is being taken.	The reason can be up to 1000 characters, including spaces.
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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

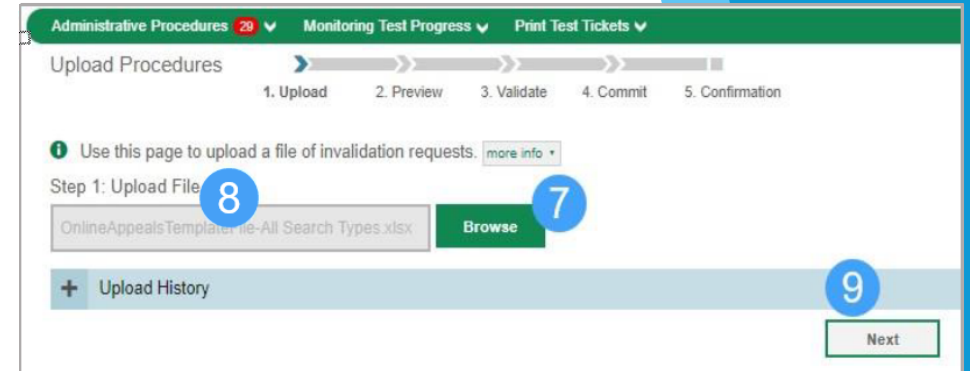
5. Return to the TIDE Upload Procedures page.

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



**i** Verify you uploaded the correct file. Click **Next**. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Requests page.

Step 2: Preview

Row Number	Type	Search type	Search value	Reason
1	Reset a test	Result ID	50298	Practicing uploading administrative procedures - Result ID
2	Reset a test	SSID	IN-9999-9999989390	Practicing uploading administrative procedures - SSID
3	Reset a test	Session ID	CS-AB12-1	Practicing uploading administrative procedures - Session ID

Next Cancel

10

# 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)

Step 3: Validate

12

✓ 3 record(s) will be committed.  
0 record(s) will be excluded.  
Your file has no errors. Click **Continue with Upload** to continue the upload process.

# Administrative Procedures – Uploading or Modifying Multiple Procedures

Step 4: Commit

Request Type	School	ResultID	StudentID	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity	StudentID	Test	Case Number	Appeal Status	AppealReason	
Reset a test	A		B		C		D								
	1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON										
	2	Reset a test	Result ID	1126888	Practicing uploading administrative procedures - Result ID										
	3	Reset a test	SSID	N-9999-9870000017	Practicing uploading administrative procedures - SSID										
4	Reset a test	Session ID	CS-AB12-1	Practicing uploading administrative procedures - Session ID											
Reset a test	IN_9999_9999	1081650	IN-9999-9870000017	Test	Test	1	reported	08/29/2022 1:37:41 PM	08/29/2022 1:38:23 PM	IN-9999-9870000017	Formative: ELA Grade 3 Editing - 1			Practicing uploading administrative procedures - SSID	
Reset a test	IN_9999_9999	1120751	IN-9999-9870000017	Test	Test	1	reported	09/13/2022 11:46:19 AM	09/13/2022 11:54:26 AM	IN-9999-9870000017	ClearSight Formative: Math Grade 4 Measurement & Data/Geometry - 2			Practicing uploading administrative procedures - SSID	
Reset a test	IN_9999_9999	1145537	IN-9999-9870000017	Test	Test	3	reported	09/27/2022 1:45:03 PM	09/27/2022 1:46:14 PM	IN-9999-9870000017	ClearSight Formative: ELA Grade 3 Editing - 1			Practicing uploading administrative procedures - SSID	
Reset a test	IN_9999_9999	1081684	IN-9999-9870000017	Test	Test	1	reported	08/29/2022 1:42:36 PM	08/29/2022 1:43:06 PM	IN-9999-9870000017	ClearSight Formative: ELA Grade 5 Listening - 1			Practicing uploading administrative procedures - SSID	
Reset a test	IN_9999_9999	1126888	IN-9999-9870000017	Test	Test	1	reported	09/16/2022 1:57:54 PM	09/16/2022 2:07:45 PM	IN-9999-9870000017	Interim: ELA Grade 3			Practicing uploading administrative procedures - SSID	
Reset a test	IN_9999_9999	1118789	IN-9999-9870000017	Test	Test	1	reported	09/12/2022 5:07:39 PM	09/12/2022 5:09:00 PM	IN-9999-9870000017	ClearSight Formative: ELA Grade 4 Editing - 1			Practicing uploading administrative procedures - SSID	

# 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.

Step 4: Commit

<input type="checkbox"/>	Request Type	School	ResultID	StudentID	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity	StudentID	Test	Case Num
<input type="checkbox"/>	Reset a test	IN_9999_9999	1081653	IN-9999-9870000017	Test	Test	1	reported	08/29/2022 1:38:49 PM	08/29/2022 1:42:16 PM	IN-9999-9870000017	ClearSight Formative: ELA Grade 4 Informational - 1	
<input checked="" type="checkbox"/>	Reset a test	IN_9999_9999	1081650	IN-9999-9870000017	Test	Test	1	reported	08/29/2022 1:37:41 PM	08/29/2022 1:38:23 PM	IN-9999-9870000017	ClearSight Formative: ELA Grade 3 Editing - 1	
<input checked="" type="checkbox"/>	Reset a test	IN_9999_9999	1120751	IN-9999-9870000017	Test	Test	1	reported	09/13/2022 11:46:19 AM	09/13/2022 11:54:26 AM	IN-9999-9870000017	ClearSight Formative: Math Grade 4 Measurement & Data/Geometry - 2	
<input type="checkbox"/>	Reset a test	IN_9999_9999	1145537	IN-9999-9870000017	Test	Test	3	reported	09/27/2022 1:45:03 PM	09/27/2022 1:46:14 PM	IN-9999-9870000017	ClearSight Formative: ELA Grade 3 Editing - 1	

14

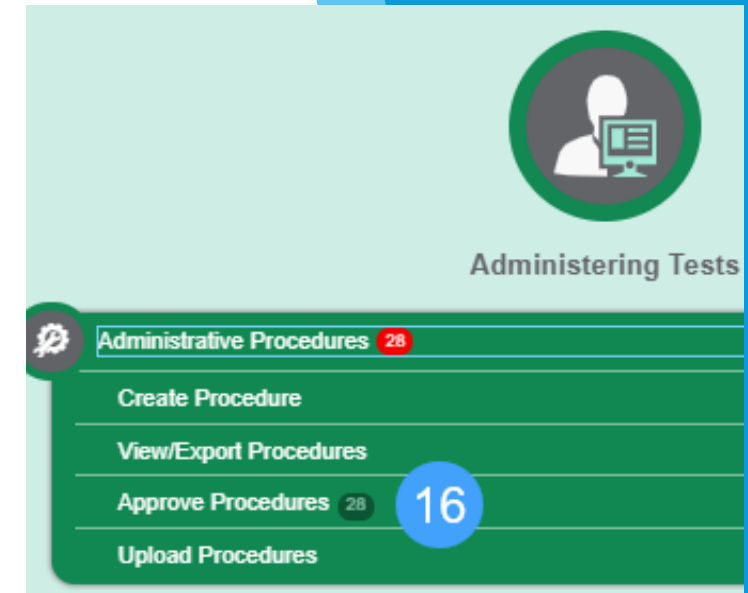
15

Commit

Cancel

# 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.



+ Appeal Information

Process

Number of records found: 3

Enter search terms to filter search results

<input type="checkbox"/>	Case Number	Request Type	School	ResultID	StudentID	Student's Last Name	Student's First Name	Segments	Request Status	Request Date	Add Comment
<input type="checkbox"/>	33009	Reset a test	IN_9999_9999	1123739	IN-9999-9870000017	Test	Test		Pending Approval	09/28/2022 11:49 AM	
<input checked="" type="checkbox"/>	33010	Reset a test	IN_9999_9999	1126888	IN-9999-9870000017	Test	Test		Pending Approval	09/28/2022 11:49 AM	
<input checked="" type="checkbox"/>	33008	Re-open a test	IN_9999_9999	1145537	IN-9999-9870000017	Test	Test		Pending Approval	09/28/2022 11:48 AM	