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WEB APPLICATION USER GUIDE

TEST INCIDENT LOG APPLICATION USER MANUAL

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TEST INCIDENT LOG APPLICATION USER MANUAL

To access the application, visit https://apps.sde.idaho.gov/testincidentlog

Purpose

The purpose of the Test Incident Log application is to securely track test-related incidents that may affect the integrity of the test or student scores. The log may be used to identify training needs and validate test results.

The Test Incident Log application collects incidents, rather than affected tests. If one incident (i.e. fire alarm) affected multiple tests, you submit one incident to the log. You may need to submit multiple test improprieties in TIDE to address the testing status of each test affected by the incident.

User Role

The application has two user roles: District Reviewer and Proctor with the following functionalities:

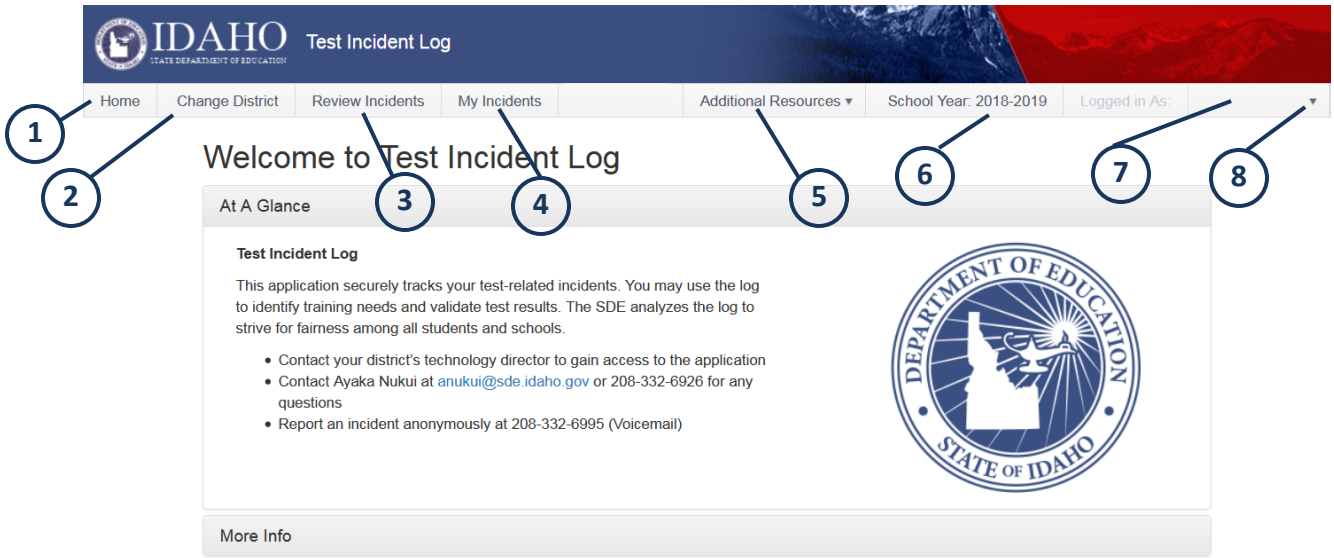
- District Reviewer
  - Intended users include District/School Administrator and District/School Test Coordinator, as defined in the Roles and Responsibilities section (page 10)
  - Can add/edit/delete/view all incidents at their own security level
  - Submit incidents to the SDE
  - Can export all incidents into Excel at their own security level

- Proctor
  - Intended for Test Administrator/Proctor, as defined in the Roles and Responsibilities section of this document (page 10)
  - Can only add/edit/delete/view their own incidents
  - Submit incidents to the District Reviewer. Proctor cannot submit any incidents directly to the SDE

Access

Visit https://apps.sde.idaho.gov/testincidentlog and sign in. Any staff assigned to the AYP Test Coordinator role in the ISEE Application Admin Tool inherits access to the application. Otherwise, contact your district technology coordinator to gain access. Figure 4 shows how to navigate the application homepage.

Figure 4. Test Incident Log Application Homepage



① Home

The Home tab takes you back to this page.

② Select/Change District

(Multi-Districts User Only)

Click to select one district, if you have multiple login credentials.

③ Review Incidents (page 522)

(District Reviewer ONLY)

Click to add/edit/export/delete/view all incidents at your security level as a District Reviewer.

④ My Incidents (page 522)

(Proctor ONLY)

Click to add/edit/delete/view your own incidents as a Proctor.

⑤ Additional Recourses

Click to find various documents.

⑥ School Year

The current school year is displayed.

⑦ User Credential

Your login credential is displayed here when you log on.

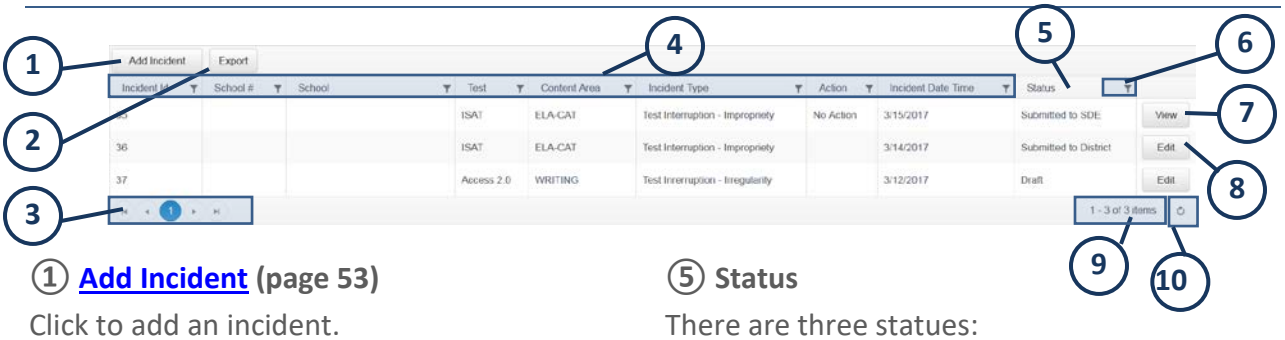
⑧ Log On/Off

Hover to find the Log Off tab.

Review Incidents and My Incidents

Both the Review Incidents and My Incidents tab in Figure 4 take you to the same screen, see Figure 5. On this screen, you can view a list of incidents associated to you based on your security level. My Incidents page for Proctor does not contain ② **Export** and the Action column in ④ displayed on the Review Incidents page.

Figure 5. Review Incidents Page for District Reviewer



① **Add Incident (page 53)**

Click to add an incident.

② **Export**

(District Reviewer ONLY)

Click to export all incidents in Excel.

③ **Scrolling Bar**

Click to view incidents that are in the previous or next page.

Click to view incidents that are in the first or last page.

The number in the middle blue circle indicates the current page number.

④ **Field Name**

Click to sort the column in ascending order. Click the field name twice for descending order.

Review Add/Edit Incidents (page 53) for detailed field descriptions.

⑤ **Status**

There are three statues:

- Submitted to SDE
- Submitted to District
- Draft (not yet submitted)

⑥ **Filter**

Click to filter the corresponding field.

⑦ **View Incident**

Click to view an incident that has already been submitted. The button is not available for any incidents are in draft.

⑧ **Edit Incident (page 53)**

Click to edit an incident in draft. Once you submit an incident, you can no longer edit the incident.

⑨ **Refresh**

Click to refresh the current page.

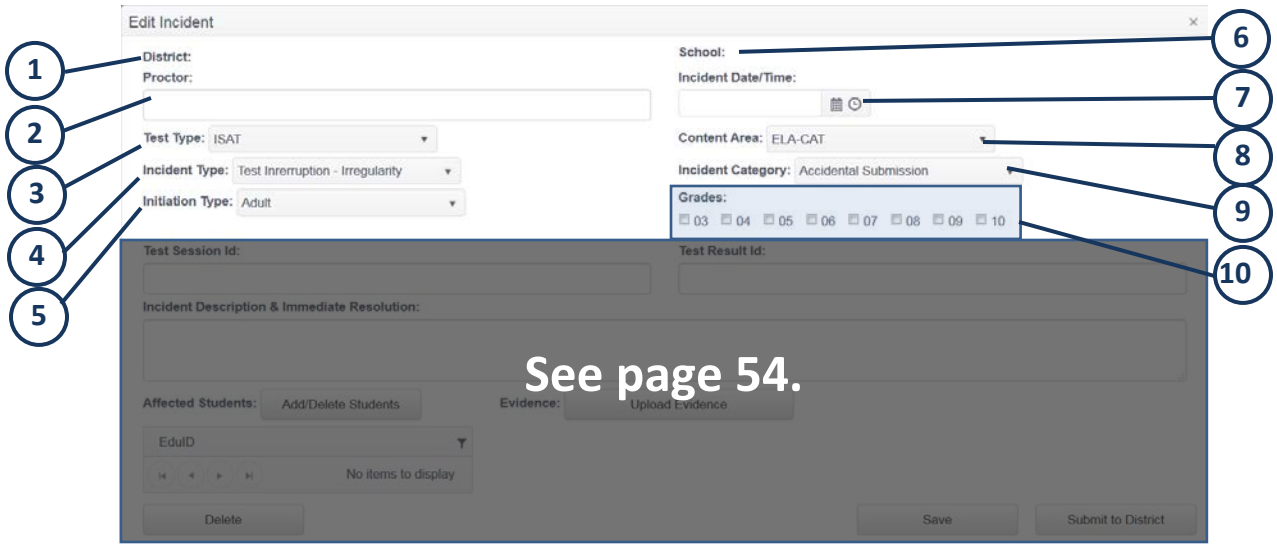
⑩ **Number of Items**

The total number of incidents on the current page is displayed.

Add/Edit Incidents

In order to add/edit an incident, fill out the Add/Edit screen, see Figure 6 and Figure 7. Both District Reviewer and Proctor get the same screen with an exception of ⑭ **Action Type** and ⑱ **District Resolution** only available to the District Reviewer. All required fields must be filled in order to submit an incident. Click × on the top right corner to exit the screen without saving, submitting, or deleting an incident.

Figure 6. Add/Edit Incident Page (Proctor)



See page 54.

① **District (pre-populated)**

② **Proctor (required)**

③ **Test Type (required)**

Select the test affected by the incident.

④ **Incident Type (required)**

Select the severity of the incident (from highest to lowest):

- Test Security Violation
- Irregularity
- Impropriety

⑤ **Initiation Type (required)**

Select what/who initiated the incident

- Adult
- Student
- Technology

⑥ **School (required)**

⑦ **Incident Date/Time (required)**

⑧ **Content Area (required)**

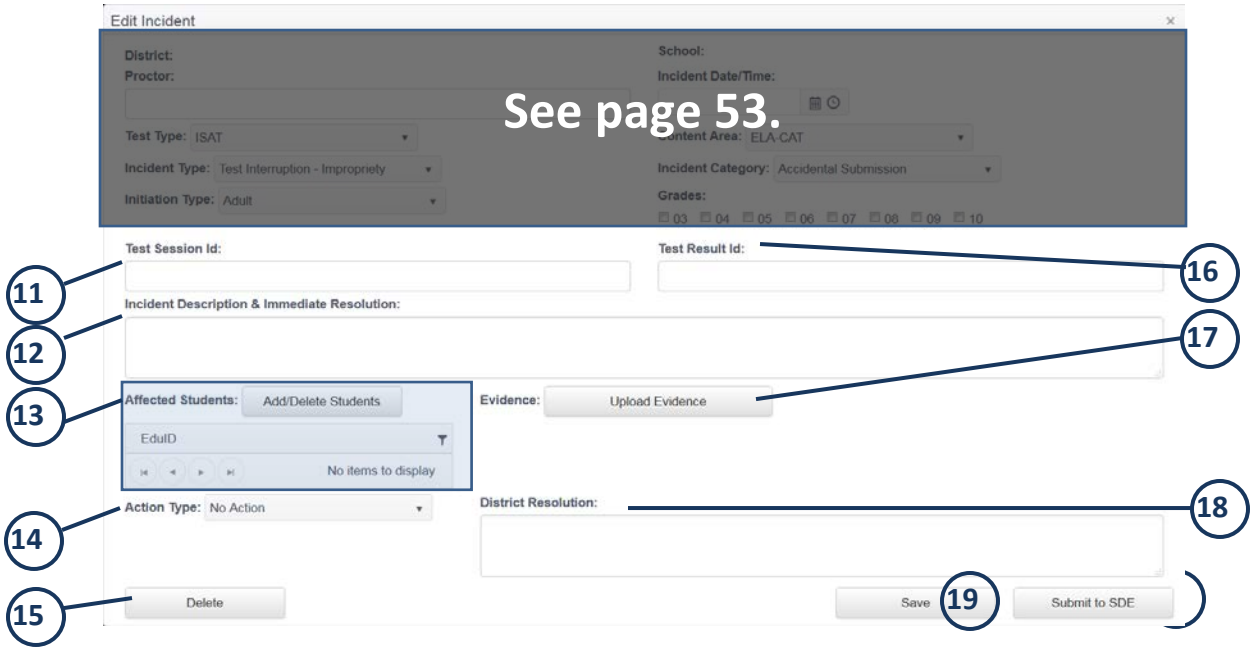
⑨ **Incident Category (required)**

Select a short description of the incident.

⑩ **Grades (required)**

Select grade(s) affected by the incident.

Figure 7. Add/Edit Incident Page (District Reviewer)



⑪ Test Session ID (required)

Enter the Session ID of the test affected by the incident.

⑫ Incident Description & Immediate Resolution (required)

⑬ Affected Students

Add/delete EduId of student(s) affected by the incident, if any.

⑭ Action Type (required)

(Not Available for ACCESS)
(District Reviewer Only)
Enter the Test Impropriety Type filed in TIDE to address the status of affected test(s).

⑮ Delete

Delete the incident. The incident cannot be retrieved once deleted.

⑯ Test Result Id

(Not Available for ACCESS)
Enter the Test Result ID of the test affected by the incident.

⑰ Upload Evidence

Add/delete evidence supporting the incident, if any. You may choose to upload a list of students, if many students are affected by the incident.

⑱ District Resolution (required)

(District Reviewer Only)

⑲ Save

Save the incident.

⑳ Submit

Submit the incident. The incident can no longer be edited or deleted once submitted. Proctor can only submit to the District Reviewer.