

User Manual

Online Testing Irregularity Submission System (OTISS)

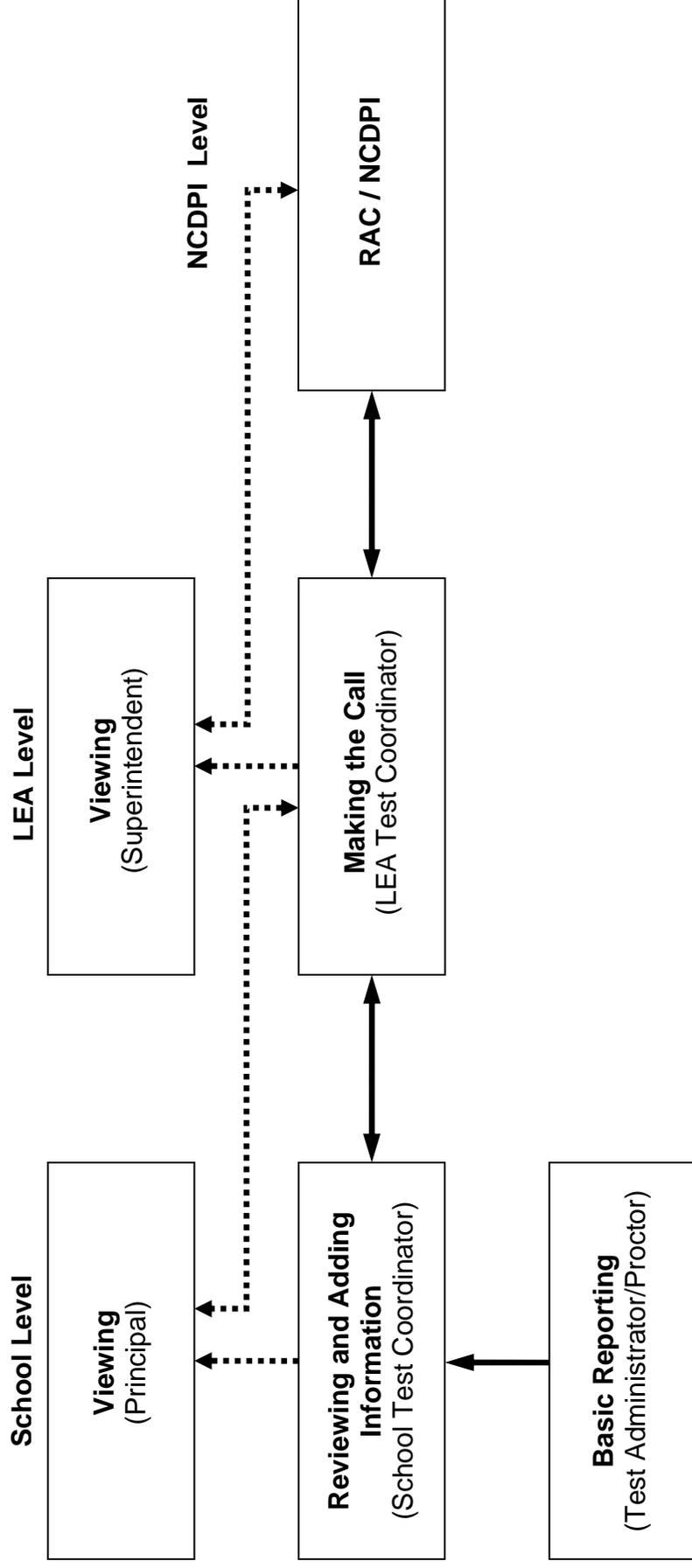
Public Schools of North Carolina
www.ncpublicschools.org
State Board of Education
Department of Public Instruction
Division of Accountability Services/North Carolina Testing Program
Raleigh, North Carolina 27699-6314



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Flowchart for the Online Testing Irregularity Submission System OTISS



OTISS Authorization Using NCID

1. In order to obtain an NCID account, contact your local NCID administrator. A list of local NCID administrators can be found at <https://www.ncid.its.state.nc.us/LEAListing.asp?Group=1>.
2. Access the OTISS website at <https://schools.nc.gov/pls/apex/f?p=888:1>.
3. Enter your NCID user name and password to log in.
4. The following form will appear. Select your user role.

The Online Testing Irregularities Submission System (OTISS) Logout
Welcome

You have not subscribed to access the system.
If you were asked to subscribe, then fill all required information in the form below and submit it to your application administrator for approval.

Application Administrators:
1) For school employee, the LEA test coordinator is the administrator.
2) For LEA employee, the regional accountability coordinator is the administrator.

NOTE: This Web site is designed to allow online review and reporting of testing irregularities. Access is restricted to authorized school, LEA, and DPI personnel.

Subscribe to OTISS

NCID User Name: otiss_admin

* User Role: School Teacher/Test Administrator
 School Testing Coordinator
 School Principal
 LEA Testing Coordinator/Director or Charter School Test Coordinator
 LEA Superintendant or Charter School Director
 Regional Accountability Coordinator
 DPI Consultant

* Your First Name: * Your Last Name:

Done

5. Select the required information from the drop down menus that appear.

Subscribe to OTISS

NCID User Name: otiss_admin

* User Role: School Teacher/Test Administrator
 School Testing Coordinator
 School Principal
 LEA Testing Coordinator/Director or Charter School Test Coordinator
 LEA Superintendant or Charter School Director
 Regional Accountability Coordinator
 DPI Consultant

* LEA:

* School:

* Your First Name: * Your Last Name:

6. Fill out the rest of the required information and click the “Subscribe to OTISS” button.

* School: SELECT SCHOOL ▾

* Your First Name:

* Your Last Name:

Today's Date: 24-SEP-08

* Your E-Mail Address:

Your Phone Number:

Note to Application Administrator:

0 of 2000

Done

7. A screen will appear informing you that the application administrator has not approved your account yet. An email will be sent to the address you provided once your account has been approved. You may then log in to the OTISS application using your NCID user name and password.

The Online Testing Irregularities Submission System (OTISS) Logout

Welcome

You have successfully submitted a request for access to the Online Testing Irregularities Submission System (OTISS). A confirmation e-mail has been sent to the e-mail address you provided below.

**You Currently don't have access to the system.
 If you have recently subscribed to OTISS; then your application administrator
 has not approved your account yet. You will be notified via e-mail when
 your account has been approved.**

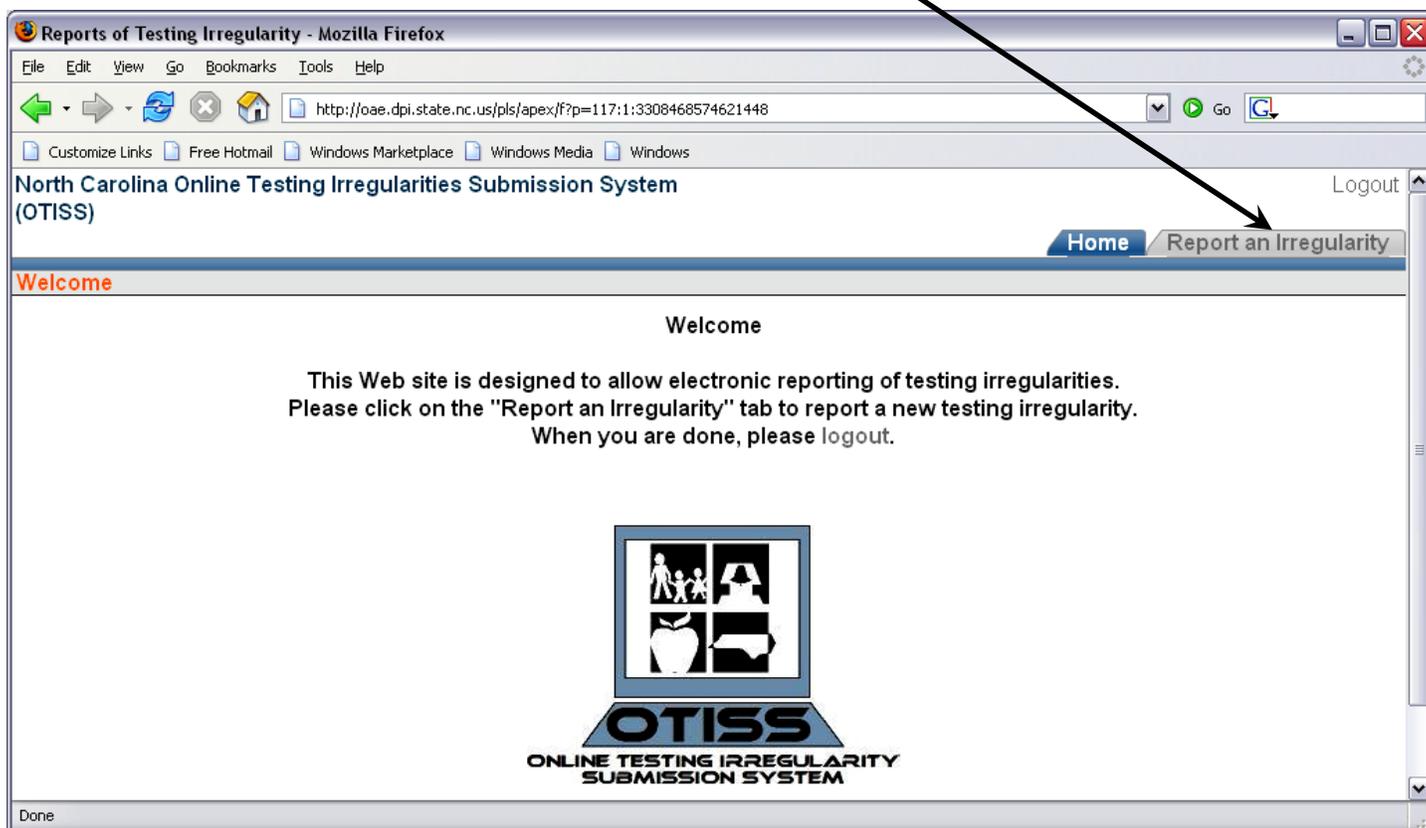
This Web site is designed to allow online review and reporting of testing irregularities.
 Access is restricted to authorized school, lea, and DPI personnel.

Basic Reporting by Test Administrators, Proctors, and Other Authorized School Personnel

Before beginning, please note that all information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction. All individuals engaged in the testing irregularity process must maintain confidentiality of individual student and faculty information. Publicizing any information regarding the testing irregularity is unethical and against policy.

Getting Started

1. Access the OTISS Web site at <https://schools.nc.gov/pls/apex/f?p=888:1>.
2. Enter the **User Name** and **Password** you have been issued. You will be asked to personalize your password the first time you log in.
3. You will see the screen below. Click on the **Report an Irregularity** tab to begin the reporting process.



4. The screen on the following page will appear.

Basic Reporting

The following steps should be followed in order to start the testing irregularity reporting process:

1. Enter the name of the person reporting the testing irregularity in the first text box.
2. Enter the school telephone number in the second information field. Make sure the phone number is in the (999) 999-9999 format.

North Carolina Online Testing Irregularities Submission System (OTISS)

Home Report an Irregularity

Enter irregularity information then click on the "Submit Irregularity" button. Submit Irregularity Cancel

Your Name: Steve Parker ①

Your Phone Number: (919) 919-1919 ② *The phone number must be in the form (999) 999-9999.*

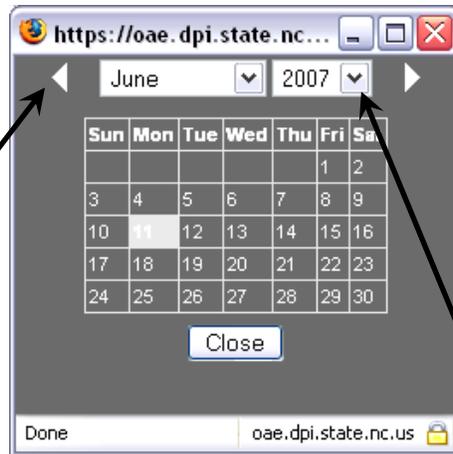
Irregularity Description: George Stapleton became ill while taking the 4th grade mathematics EOG test (Form H). His test material (Include student name) was collected and he was removed from the room before he could disturb any other students. ③

Date the Irregularity Occurred: 22-MAY-2007 ④

Assessment: EOG Math

By checking this box I acknowledge and verify the information provided is accurate and complete.

3. Write a detailed description of the incident being reported in the **Irregularity Description** text box. The following information should be included:
 - A detailed description of the incident
 - The names and number of students involved
 - The grade level of the students being tested
 - The number and/or letter of the test form affected
4. Click on the calendar icon beside the **Date the Irregularity Occurred** text box. The pop-up window on the next page will appear.



5. Use the **arrows** on either side of the month and year or the **pulldown menus** to select the month and year the irregularity occurred. Next, click on the day the irregularity occurred on the calendar. The window will automatically close once you have selected a date.
6. Choose the correct assessment from the **Assessment** pulldown menu.
7. Click on the check box to verify the information is accurate and complete.

North Carolina Online Testing Irregularities Submission System (OTISS) Logout

[Home](#) [Report an Irregularity](#)

Enter irregularity information then click on the "Submit Irregularity" button. 8

Your Name:

Your Phone Number: *The phone number must be in the form (999) 999-9999.*

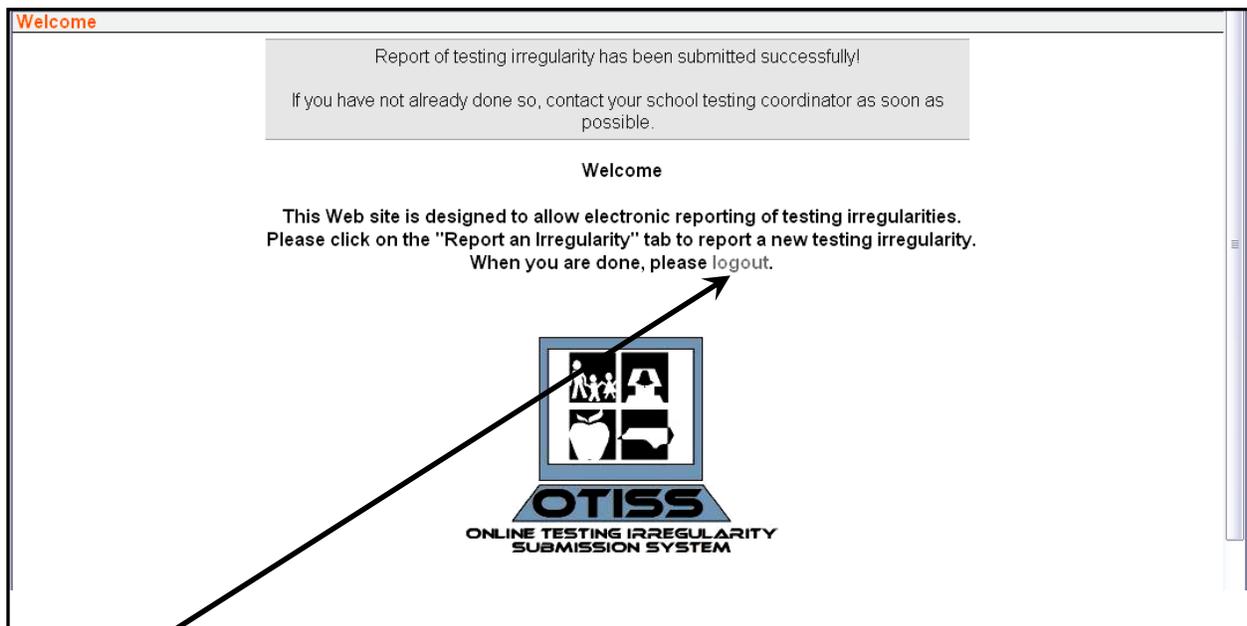
Irregularity Description:

Date the Irregularity Occurred:

Assessment: 6

7 By checking this box I acknowledge and verify the information provided is accurate and complete.

8. Click the **Submit Irregularity** button once to complete the process. The report of the testing irregularity will be sent to the School Test Coordinator and the Principal. The screen on the next page will appear for confirmation.



9. Select **Logout** to exit the Online Testing Irregularity Submission System (OTISS).
10. Select the **Report an Irregularity** tab and repeat the process if you have more testing irregularities to submit.
11. Consult with your School Test Coordinator to determine if additional information is needed.

Reviewing and Adding Student Information at the School Test Coordinator Level

Before beginning, please note that all information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction. All individuals engaged in the testing irregularity process must maintain confidentiality of individual student and faculty information. Publicizing any information regarding the testing irregularity is unethical and against policy.

Reviewing New/Pending Testing Irregularities

1. Once an irregularity has been entered at the school level, it appears in the school test coordinator's **New/Pending Irregularity** inbox. The school test coordinator must then add student information and submit the report to the LEA test coordinator.
2. A test coordinator can gauge where an irregularity is in the reporting process by looking at the **Irregularity Status** column.

The screenshot shows the 'The Online Testing Irregularities Submission System (OTISS)' interface. The 'New/Pending Irregularities' tab is selected. Below the header, there is a search bar and a 'Rows' dropdown set to 15. A table displays the following data:

Id	Irregularity Status	Test Name	Date Occurred	Date Initiated	Reported By Name
4639	New	English I	30-DEC-08	30-DEC-08	Bernard Swagger

3. The following are the irregularity status types you will see at the school level:

Irregularity Status	Explanation
New	Has only been reported; not processed
Submitted by School TC	Submitted to LEA
Returned by LEA	Returned from LEA

4. Once the student information has been added to the irregularity report, it can be submitted to the LEA test coordinator. It will then appear in the **Submitted Irregularities** outbox.

The Online Testing Irregularities Submission System (OTISS) Logout

Welcome Report an Irregularity New/Pending Irregularity **Submitted Irregularities**

Submitted Irregularities

School New/Pending Irregularities

These irregularities require your action. Note the irregularity status column.

Search: Rows: 15 Go

Id	Irregularity Status	Test Name	Date Occurred	Date Initiated	Reported By Name
4615	Submitted by School TC	Algebra II	30-DEC-08	30-DEC-08	Billy Swiggens

Adding Notes to the Testing Irregularity Report

1. If you need to add more information about the testing irregularity, click the **Add a note to your LEA Test Coordinator** button. These notes can only be seen by the LEA Test Coordinator and the reporting levels above the LEA Test Coordinator (see the flowchart on page 1 if you need clarification on reporting levels).

Student(s) Information Add a Student

Student information has not yet been added

Notes/Messages from LEA

No Messages

Notes/Messages to LEA Add a note to your LEA Test Coordinator ①

No Messages

2. Type the additional information into the **Note** text box and click the **Add Note/Message** button.

North Carolina Online Testing Irregularities Submission System (OTISS) Logout

Home **New/Pending Irregularities** Submitted Irregularities Report an Irregularity

New/Pending Irregularities > Irregularity Details > ADD a note to LEA

Add a note to LEA Test Coordinator ② Add Note/Message Cancel

Note: This irregularity has been handled appropriately.

3. Once you click the **Add Note/Message** button, you will be returned to the previous page and your note will appear in the note text box. *This dialog box enables the School Test Coordinator to exchange information with the LEA Test Coordinator and the levels above the LEA Test Coordinator.*

Adding Student Information

1. In order to add student information, click on the **Add a Student** button. **Note: Adding student information is required in most cases for processing a testing irregularity. It may be returned from the LEA level if this information is missing.**

2. The following screen will appear. Type the student information into the text boxes and click the **Add Student** button. For online tests, enter “OL” for the **Test Form** and type “Online” in the **Document Number** space.

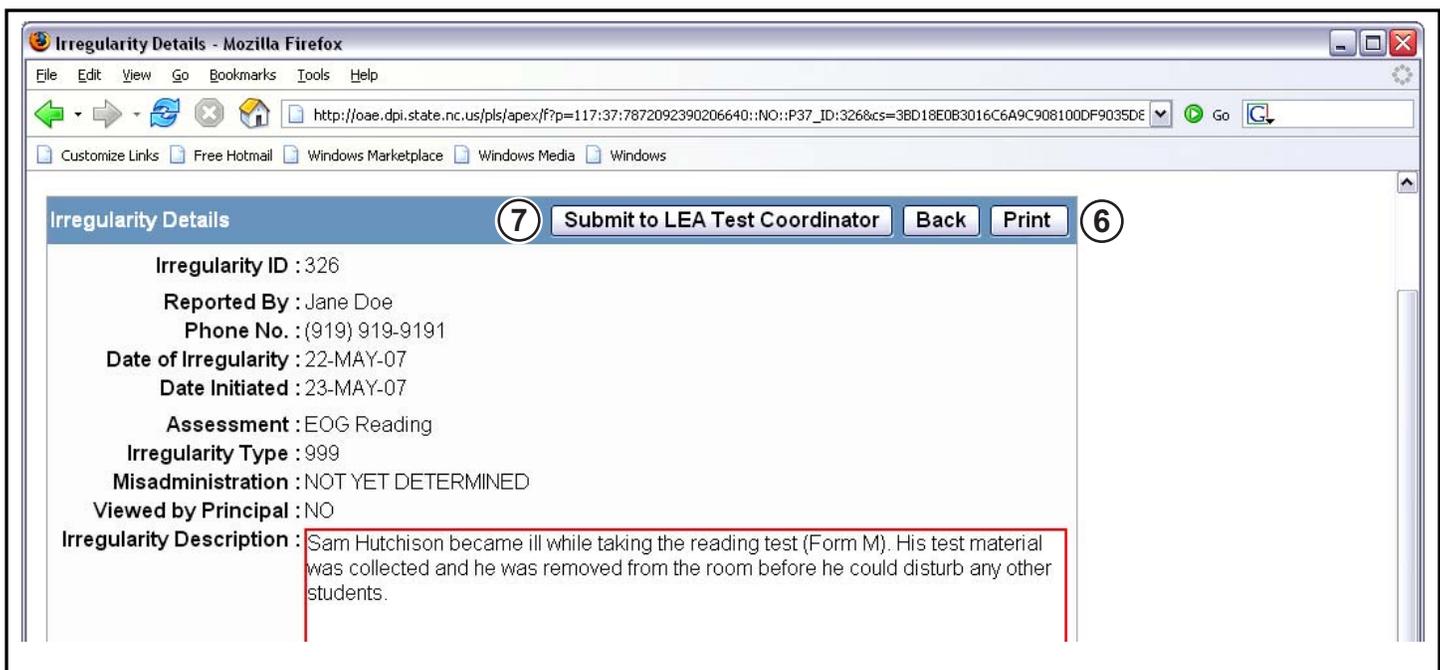
3. You will be returned to the previous screen and the student information will appear in the **Student(s) Information** section of the Web page.

Student(s) Information								Add a Student
Edit	Irreg ID	First Name	Last Name	Student ID	Grade	Test Form	Document Number	
4 	326	Sam	Hutchison	123456789	05	M	987654	
							1 - 1	
5 Download student(s) list								

4. Click the **paper/pencil icon** if you need to edit the student information.
5. If you would like to download a spreadsheet of the student information to your computer, then select the **Download student(s) list** link.

Completing the Submission

6. If you require a printout of this report, then click the **Print** button.



Irregularity Details

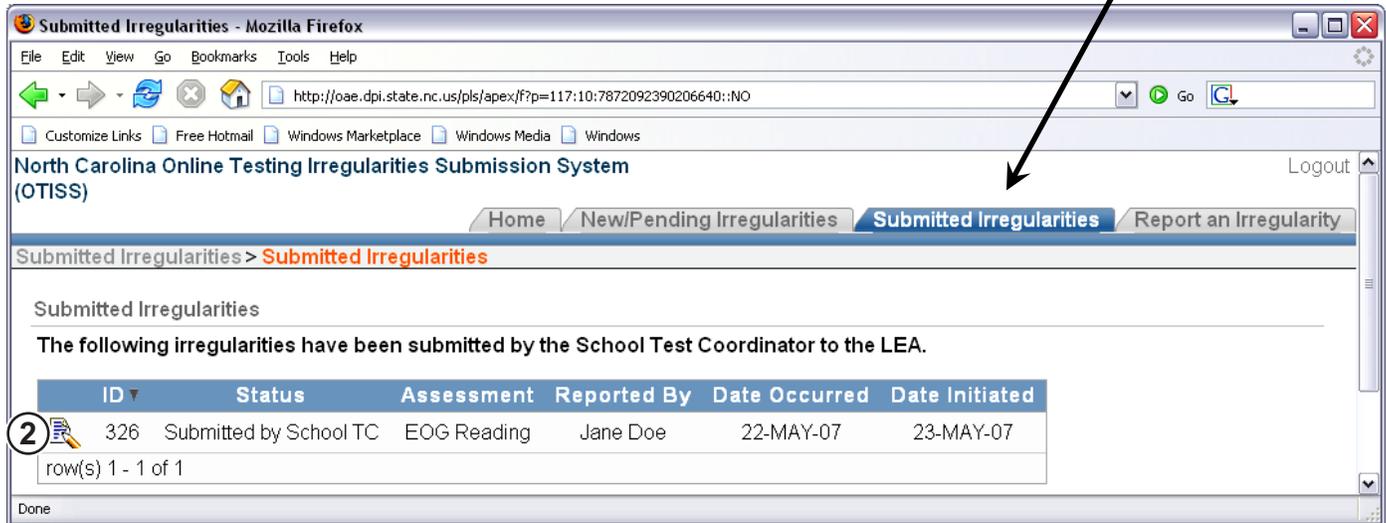
7 **Submit to LEA Test Coordinator** **Back** **Print** 6

Irregularity ID : 326
 Reported By : Jane Doe
 Phone No. : (919) 919-9191
 Date of Irregularity : 22-MAY-07
 Date Initiated : 23-MAY-07
 Assessment : EOG Reading
 Irregularity Type : 999
 Misadministration : NOT YET DETERMINED
 Viewed by Principal : NO
 Irregularity Description : Sam Hutchison became ill while taking the reading test (Form M). His test material was collected and he was removed from the room before he could disturb any other students.

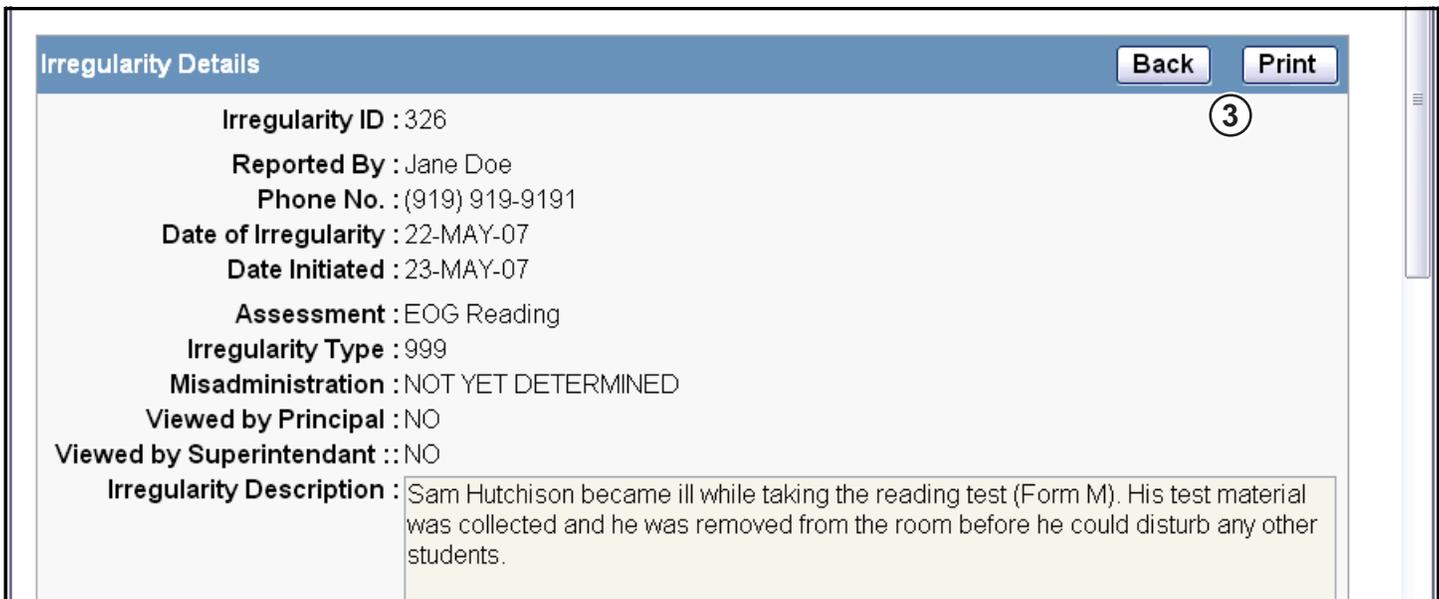
7. Once you have reviewed and added information to the testing irregularity report, then click on the **Submit to LEA Test Coordinator** button to complete the submission process.

Reviewing Submitted Irregularities

1. If you need to review irregularities that have been submitted, then click the **Submitted Irregularities** tab.



2. Next, click the **paper/pencil icon** to see the details of the report. The submission screen will appear.



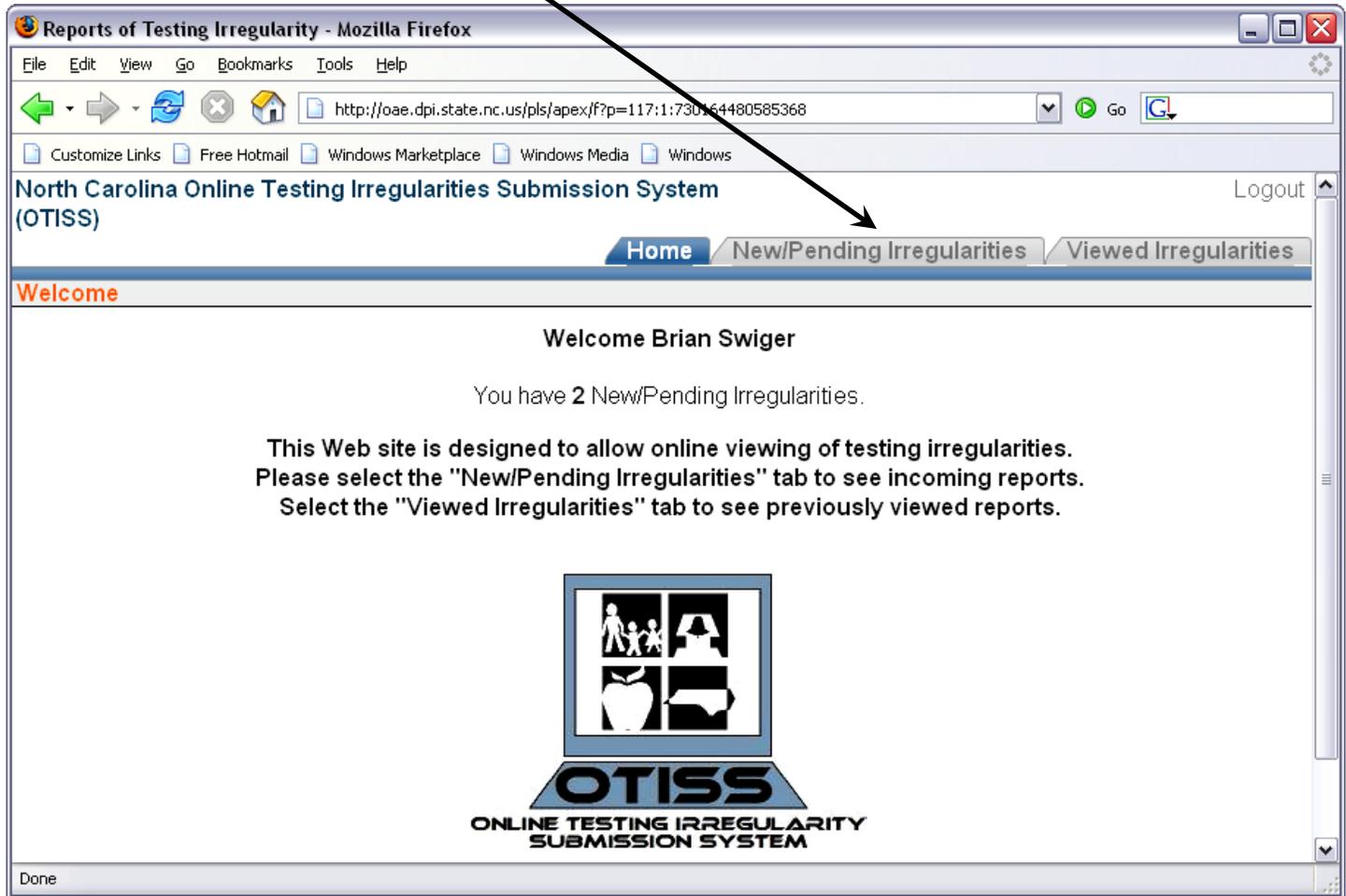
3. Click on the **Print** button to print the report. Click the **Back** button to return to the list of submitted irregularities.
4. Click the **Logout** link at any point in the process you wish to exit the Web site.

Viewing Testing Irregularities at the Principal Level

All irregularities submitted by the School Test Coordinator are automatically sent to the LEA Test Coordinator. Before beginning, please note that opening submitted irregularity reports automatically sends them to the “Viewed Irregularities” page of the Web site.

The following procedure should be followed by principals when reviewing submitted testing irregularities.

1. Click on the **New/Pending Irregularities** tab to view new submissions.



2. The screen on the next page will appear.

Viewing New Submissions

1. Click on the **View** link to see a detailed report of the testing irregularity.

North Carolina Online Testing Irregularities Submission System (OTISS) Logout

[Home](#)
[New/Pending Irregularities](#)
[Viewed Irregularities](#)

New/Pending Irregularities

The following irregularities have not been viewed.

NOTE: By clicking on the 'View' link, the system will log that you have viewed the irregularity.

	ID ▼	Status	Assessment	School ID	School Name	Reported By	Date Occurred
① View	328	New	EOG Math	240373	Southeastern Early College	Steve Parker	22-MAY-07
View	326	Submitted by School TC	EOG Reading	240373	Southeastern Early College	Jane Doe	22-MAY-07

row(s) 1 - 2 of 2

2. Click the **Back** button to return to the previous screen. If you need a printout of the testing irregularity report, then click the **Print** button.

Irregularity Details [Back](#) [Print](#)

Irregularity ID : 328 ②

Reported By : Steve Parker

Phone No. : (919) 919-1919

Date of Irregularity : 22-MAY-07

Date Initiated : 23-MAY-07

Assessment : EOG Math

Irregularity Type : 999

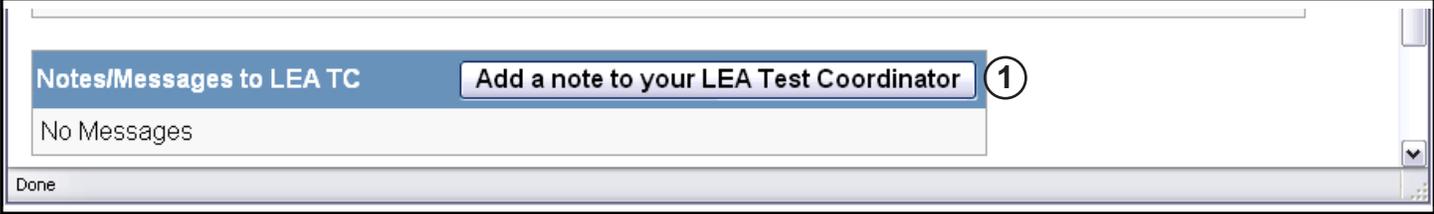
Misadministration : NOT YET DETERMINED

Viewed by Principal : YES

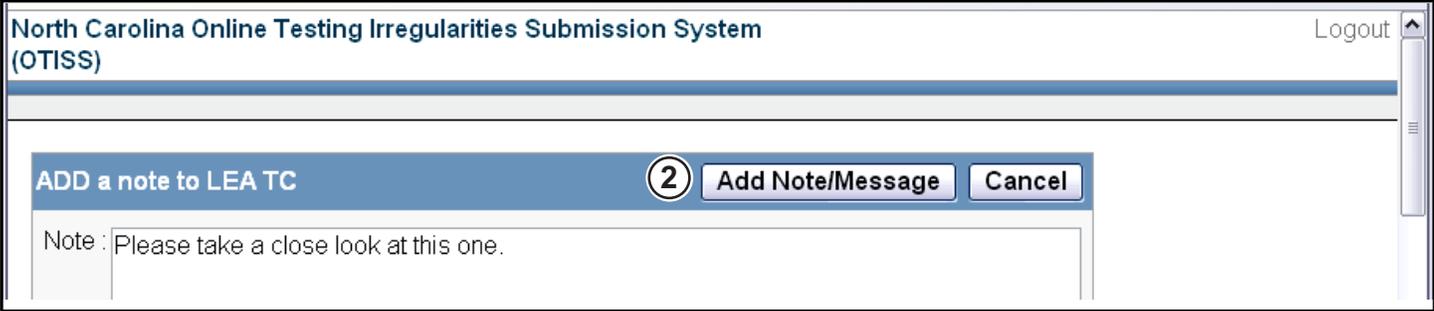
Irregularity Description : George Stapleton became ill while taking the 4th grade mathematics EOG test (Form H). His test material was collected and he was removed from the room before he could disturb any other students.

Adding Notes

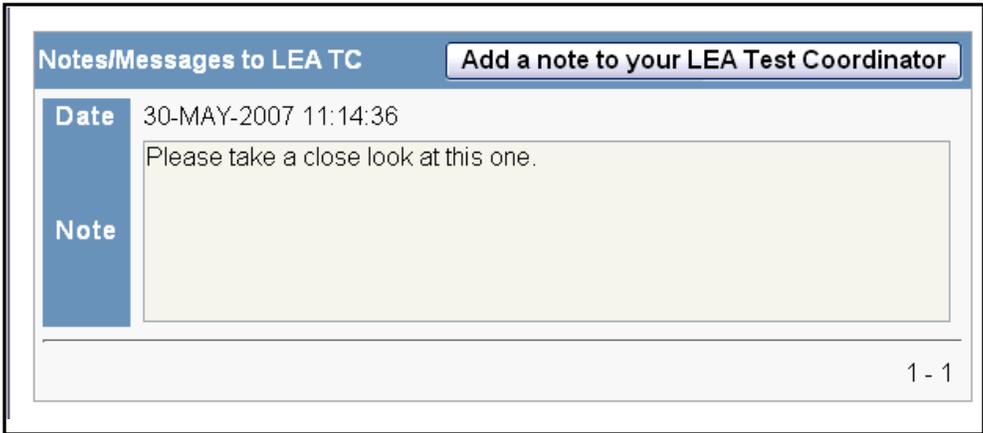
- 1. Select the **Add a note to your LEA Test Coordinator** button to add any comments or questions about the testing irregularity.



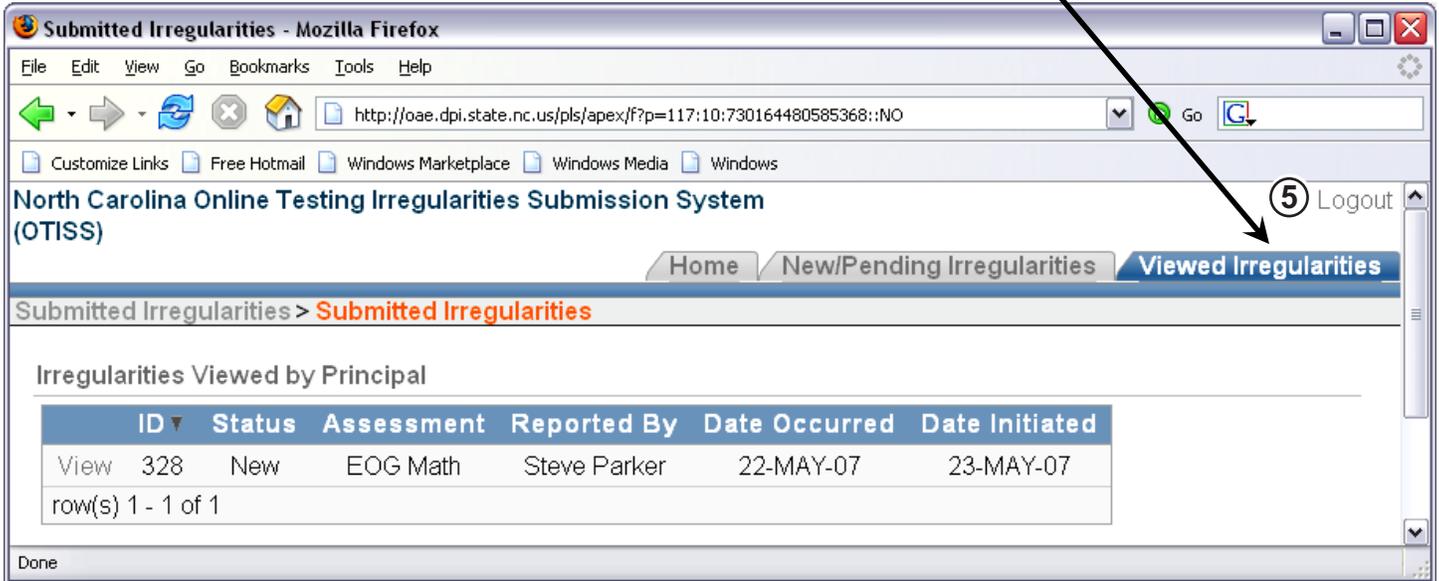
- 2. The following screen will appear. Type the additional information into the **Note** text box and click **Add Note/Message** to save. Select the **Cancel** button to delete the note and return to the previous screen.



- 3. The note will now appear on the same page as the testing irregularity report.



4. The testing irregularity report will now appear under the **Viewed Irregularities** tab.



5. Select the **Logout** link once you have finished viewing the submitted testing irregularity reports.

Classifying a Testing Irregularity at the LEA Test Coordinator Level

Before beginning, please note that all information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction. All individuals engaged in the testing irregularity process must maintain confidentiality of individual student and faculty information. Publicizing any information regarding the testing irregularity is unethical and against policy.

The following process should be followed by LEA Test Coordinators to classify a testing irregularity or send it back to the School Level for more information.

1. When reporting an irregularity at the LEA level, the test coordinator must decide if he/she wants the report to be available to the school. This is done by selecting either the **Irregularity can be viewed by the school** or the **Irregularity cannot be viewed by the school** button. If neither option is selected, the school will be able to view the irregularity by default.

Assessment: NCEXTEND2 Science

School: Demo Elementary School

Can be viewed by school personnel:

- Irregularity can be viewed by the school
- Irregularity cannot be viewed by the school

(if you choose not to allow school personnel to view the irregularity, make sure to include the reason in the description box)

2. If an irregularity report is made available to the school, then it will appear as **New** in the **Irregularity Status** column of the **New/Pending Irregularities** inbox. It must then be processed by the school test coordinator and returned to the LEA level.

The Online Testing Irregularities Submission System (OTISS)

Welcome Report an Irregularity **New/Pending Irregularity** Submitted Irregularities Manage Permissions

New/Pending Irregularities

LEA New/Pending Irregularities

These irregularities require your action. Note the irregularity status column.

Search: [] Rows: 15 Go []

Id	Irregularity Status	School Name	Test Name	Reported By Phone	Reported By Name	Date Occurred	Date
4639	New	Demo High School	English I	888-888-8888	Bernard Swagger	30-DEC-08	30-C
4616	Submitted by School TC	Demo High School	NCCLAS Math	777-777-7777	Bob Swaggart	30-DEC-08	30-C
4615	Returned by RAC	Demo High School	Algebra II	999-999-9999	Billy Swiggens	30-DEC-08	30-C

3. The following are the irregularity status types you will see at the LEA level:

Irregularity Status	Explanation
New	Has only been reported; not processed
Submitted by School TC	Submitted to LEA from School TC
Returned by LEA	Returned from LEA to School TC
Submitted by LEA	Submitted to RAC from LEA TC
Returned by RAC	Returned from RAC to LEA TC

4. If the LEA test coordinator chooses to report the irregularity from the LEA level without making it visible to the school, then it can be classified and submitted to the RAC level.

5. To classify an irregularity, open up the report by clicking the paper/pencil icon to the left of the **Id** number. Select an **Irregularity Classification** from the pulldown menu and then fill out the remainder of the electronic form (it is identical to the old paper form).

The Online Testing Irregularities Submission System (OTISS) Logout

Welcome | Report an Irregularity | **New/Pending Irregularity** | Submitted Irregularities | Manage Permissions

New/Pending Irregularities > Irregularity Details

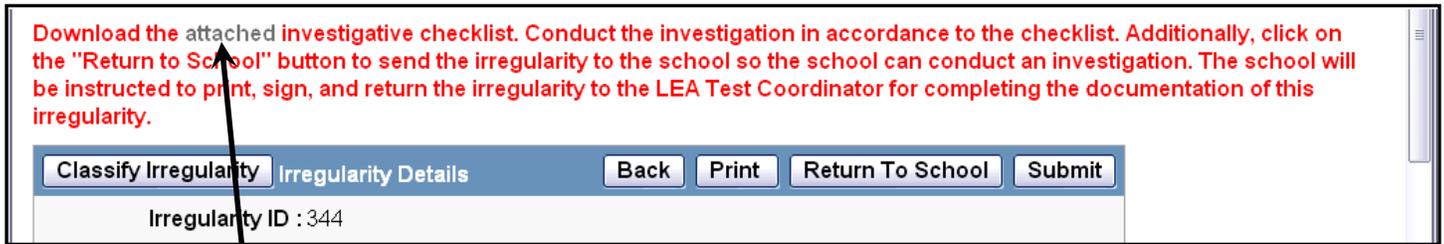
Irregularity Details Back Save Return to School TC Submit to RAC Print

Irregularity ID 4616
 School Code 999302
 School Name Demo High School
 Lea Code 999
 Lea Name Demo LEA
 Assessment NCCLAS Math
 Irregularity Status: Submitted by School TC
 Irregularity Classification: 39 - Student(s) did not pay attention
 (Consult the attached list if necessary for proper coding.)
 Irregularity Type: Student(s) did not pay attention
 Reported By Name Bob Swagart

6. Once the irregularity has been classified, then it can be submitted to the RAC by clicking the **Submit to RAC** button. If the report requires more information for classification, then it should be returned to the school by clicking the **Return to School TC** button. A note may be added to specify what additional information is needed.

7. If the testing irregularity is a Category 2 or 3 security violation, then the following text will appear when you are returned to the previous screen.

8. NOTIFY YOUR REGIONAL ACCOUNTABILITY COORDINATOR BEFORE PROCEEDING TO THE NEXT STEP.

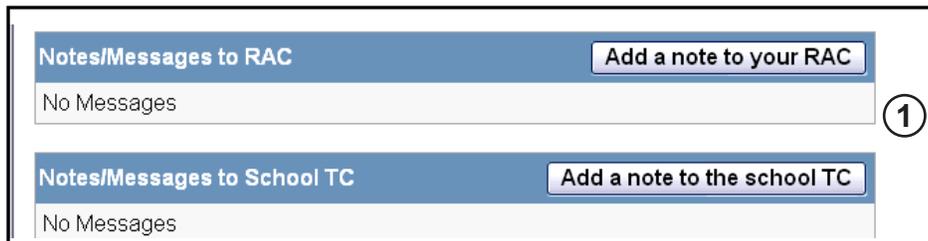


9. Click the **attached** link (in gray text) to download the investigative checklist.

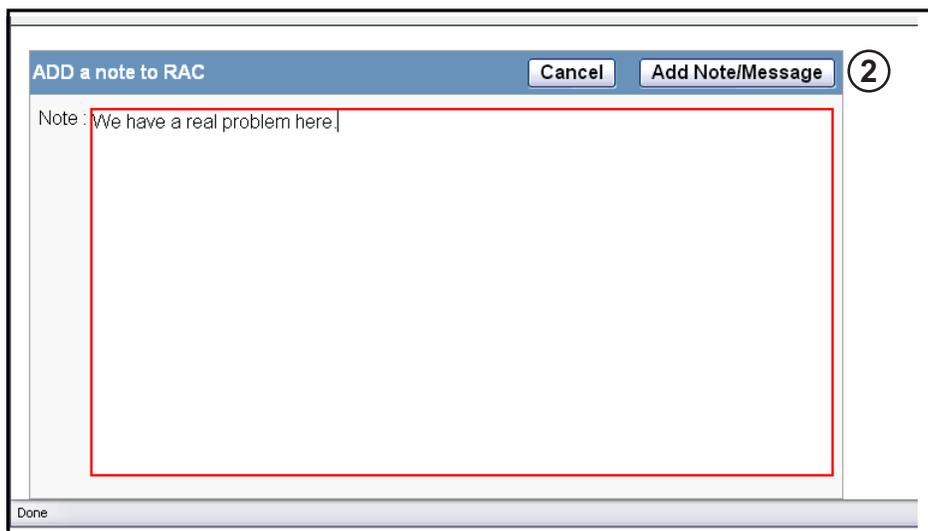
10. In the case of a Category 2 or 3 security violation, click the **Return To School** button in accordance with the investigation procedures. *Note: You may add notes to the School Test Coordinator or the RAC before returning the report (see below).*

Adding a Note

1. The buttons to add notes are visible toward the bottom of the page. Click on either button to add a note before submitting or returning the testing irregularity report.



2. The following screen will appear. Type the note into the text box and click the **Add Note/Message** button. Use the **Cancel** button if you decide not to send a note.



3. The note will now appear on the submission page.

Submitting a Testing Irregularity Report

1. Once the testing irregularity report has been classified, then click the **Submit** button. This will move the report on to the RAC/NCDPI level.

Note: The report will remain on the “New/Pending Irregularities” page until the date of re-test has passed. It will then automatically move to the “Submitted Irregularities” page.

2. The testing irregularity report will now appear under the **Submitted Irregularities** tab.

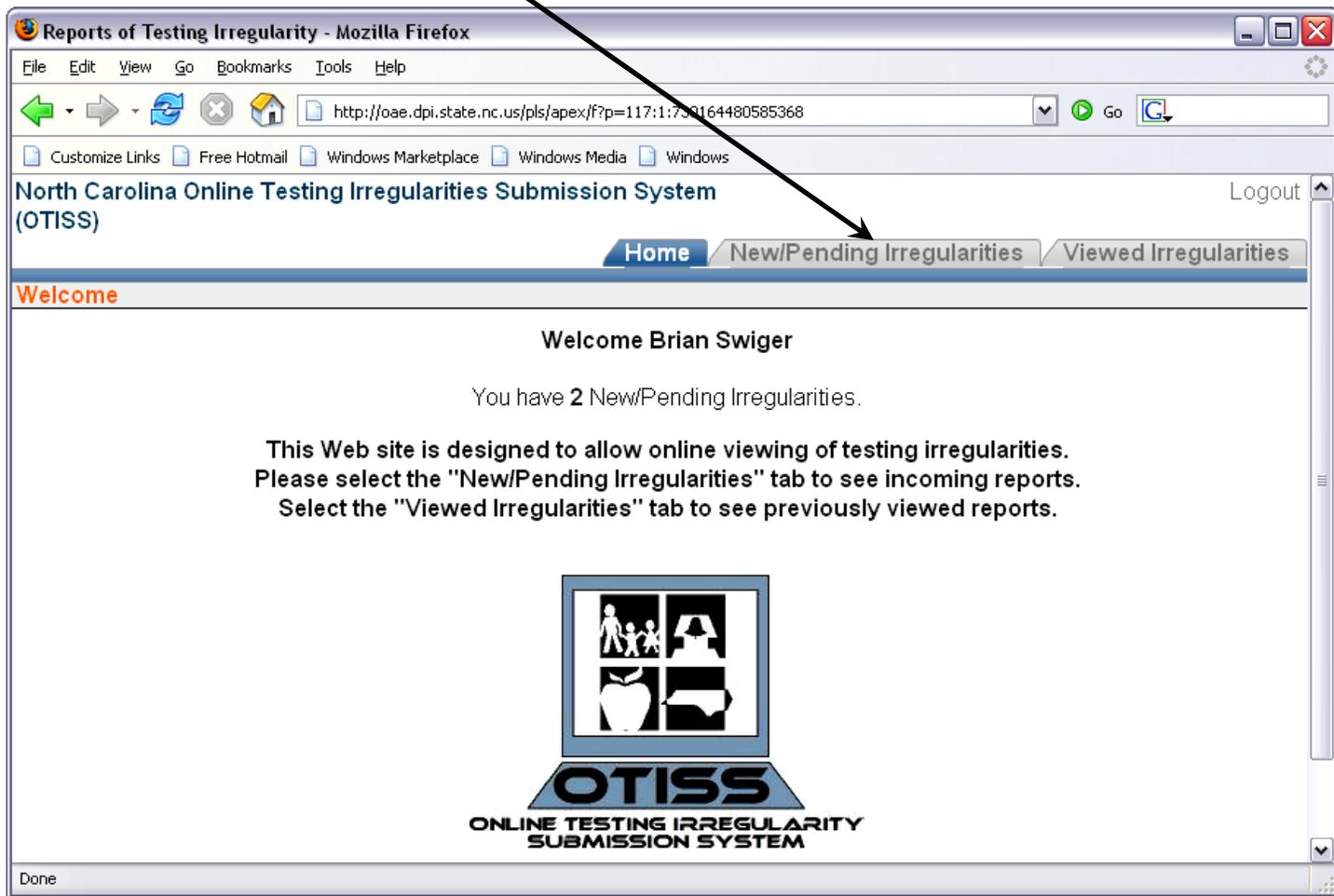
3. Select the **Download** link to obtain a spreadsheet file of the submitted irregularities.

Viewing Testing Irregularities at the Superintendent Level

All irregularities submitted by the LEA Test Coordinators are automatically sent to the Regional Accountability Coordinators. Before beginning, please note that opening submitted irregularity reports automatically sends them to the “Viewed Irregularities” page of the Web site.

The following procedures should be followed by superintendents when reviewing submitted testing irregularities.

1. Click on the **New/Pending Irregularities** tab to view new submissions.



2. The screen on the next page will appear.

Viewing New Submissions

1. Click on the **View** link to see a detailed report of the testing irregularity.

North Carolina Online Testing Irregularities Submission System (OTISS) Logout

Home **New/Pending Irregularities** Viewed Irregularities

New/Pending Irregularities

The following irregularities have not been viewed.

NOTE: By clicking on the 'View' link, the system will log that you have viewed the irregularity.

	ID ▼	Status	Assessment	School ID	School Name	Reported By	Date Occurred
① View	328	New	EOG Math	240373	Southeastern Early College	Steve Parker	22-MAY-07
View	326	Submitted by School TC	EOG Reading	240373	Southeastern Early College	Jane Doe	22-MAY-07

row(s) 1 - 2 of 2

2. Click the **Back** button to return to the previous screen. If you need a printout of the testing irregularity report, then click the **Print** button.

Irregularity Details Back Print

Irregularity ID : 328 ②

Reported By : Steve Parker

Phone No. : (919) 919-1919

Date of Irregularity : 22-MAY-07

Date Initiated : 23-MAY-07

Assessment : EOG Math

Irregularity Type : 999

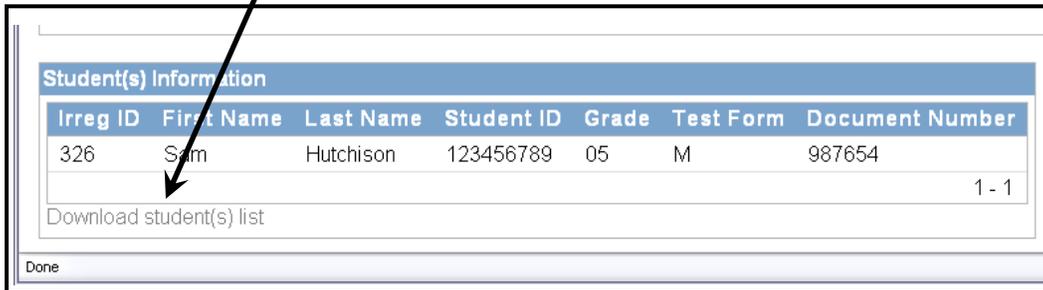
Misadministration : NOT YET DETERMINED

Viewed by Principal : YES

Irregularity Description : George Stapleton became ill while taking the 4th grade mathematics EOG test (Form H). His test material was collected and he was removed from the room before he could disturb any other students.

Downloading Student Information

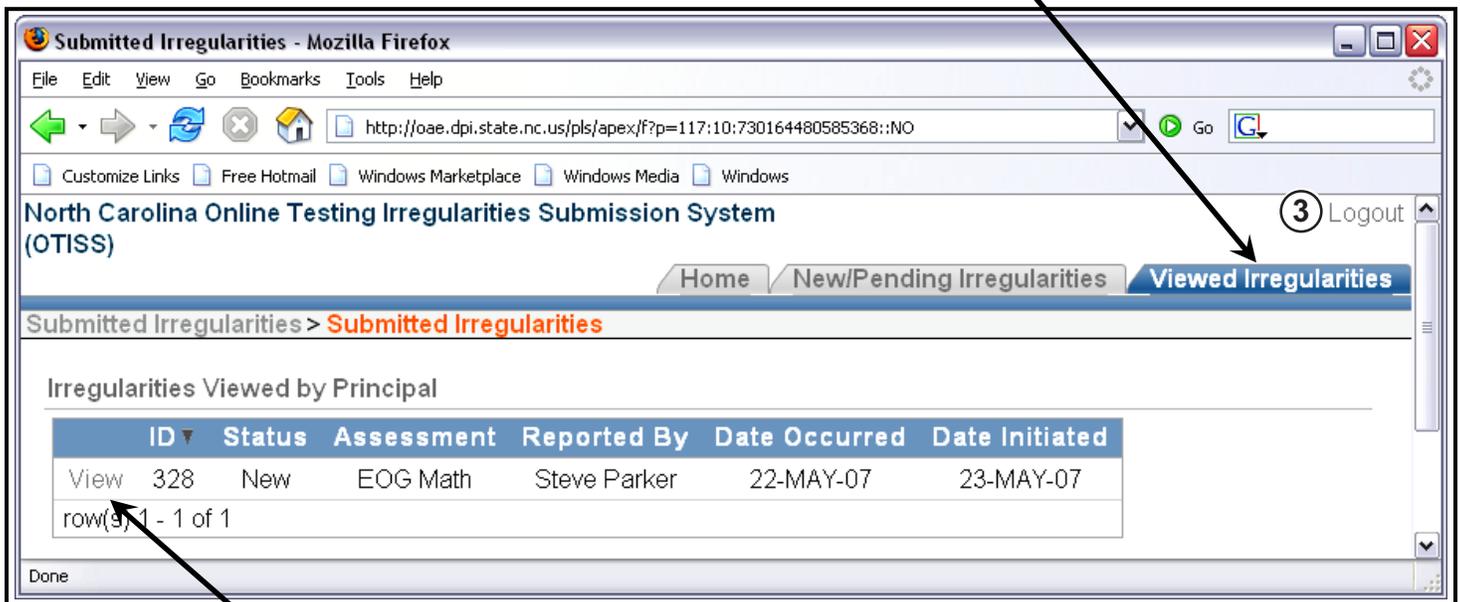
1. If the user wishes to download information about the student(s) involved in a testing irregularity, then click on the **Download student(s) list** link under the Student Information section.



2. An Excel spreadsheet will open on your desktop and automatically populate with the student information.

After Viewing

1. The testing irregularity report will now appear under the **Viewed Irregularities** tab.



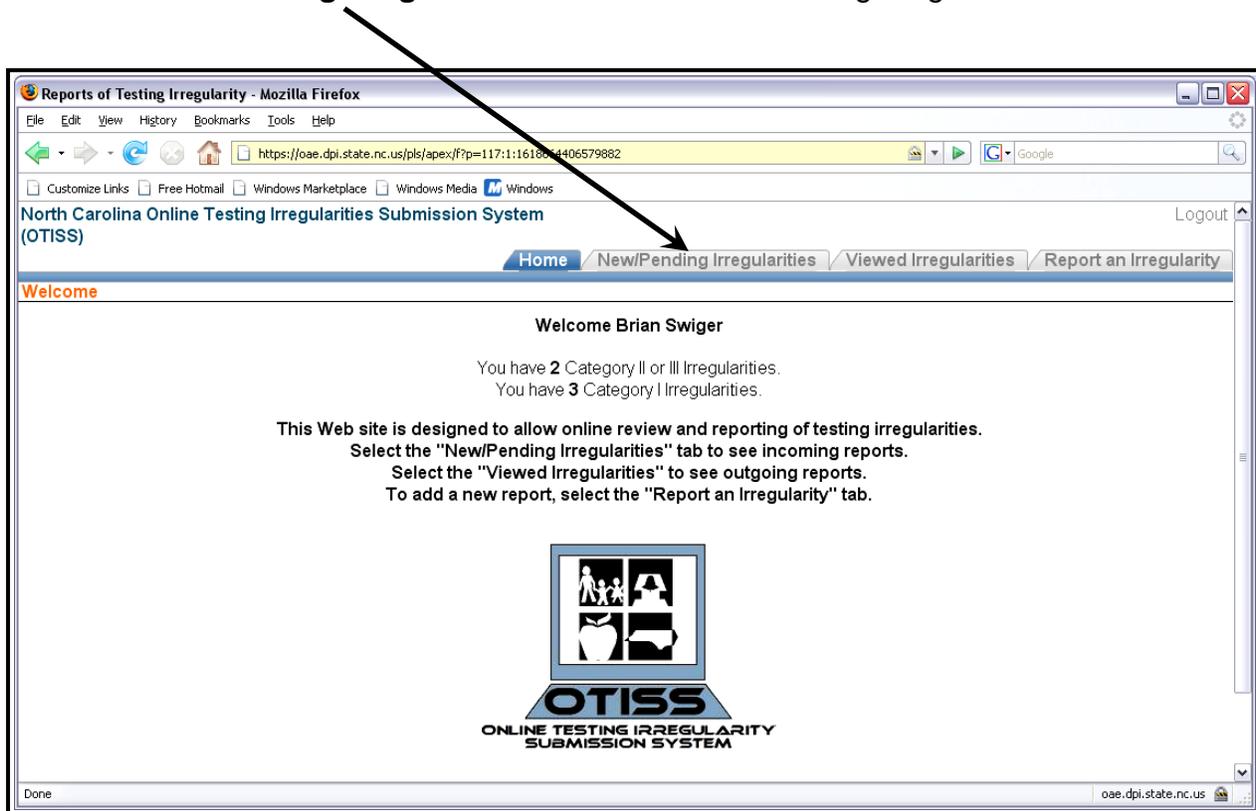
2. By clicking the **View** link, the information can be viewed again if necessary.
3. Select the **Logout** link once you have finished viewing the submitted testing irregularity reports.

Viewing Testing Irregularities at the RAC Level

The following procedure should be followed by Regional Accountability Coordinators viewing testing irregularities submitted in their region:

Viewing New/Pending Irregularities

1. Access the OTISS Web site at <https://schools.nc.gov/pls/apex/f?p=888:1>.
2. Enter the **User Name** and **Password** you have been issued. (You will be asked to personalize your Password the first time you log in.) The following screen will appear. Note that the help text under the “Welcome” line provides information on the types of irregularities that have been submitted.
3. Click on the **New/Pending Irregularities** tab to access incoming irregularities.



4. The screen on the following page will appear.

5. The submitted irregularities will be listed by category.
6. Click on the **paper/pencil icon** to open up each individual report.

The screenshot shows the 'New/Pending Irregularities' page in a Mozilla Firefox browser. The page title is 'New/Pending Irregularities - Mozilla Firefox'. The address bar shows the URL: <https://oae.dpi.state.nc.us/pls/apex/f?p=117:36:1618664406579882::NO>. The page content includes a navigation menu with 'Home', 'New/Pending Irregularities', 'Viewed Irregularities', and 'Report an Irregularity'. The main content area is titled 'New/Pending Irregularities' and is divided into two sections: 'Category II or III Irregularities' and 'Category I Irregularities'. Each section contains a table of irregularities with columns for ID, Status, Assessment, School ID, School Name, Reported By, and Date Occurred. A black arrow points to the paper/pencil icon in the first row of the 'Category II or III Irregularities' table.

Category II or III Irregularities
The following category II and III irregularities occurred in your region but you have not viewed them yet.

ID	Status	Assessment	School ID	School Name	Reported By	Date Occurred
346	Returned by RAC	EOG Reading	240373	Southeastern Early College	Jane Jackson	25-MAY-07
344	Submitted by LEA TC	EOG Reading	240373	Southeastern Early College	Joe Jackson	29-MAY-07

row(s) 1 - 2 of 2

Category I Irregularities
The following irregularities occurred in your region but you have not viewed them.

ID	Status	Assessment	School ID	School Name	Reported By	Date Occurred
347	Submitted by LEA TC	EOG Reading	240373	Southeastern Early College	Mary Smith	28-MAY-07
328	Submitted by LEA TC	EOG Math	240373	Southeastern Early College	Steve Parker	22-MAY-07
326	Submitted by LEA TC	EOG Reading	240373	Southeastern Early College	Jane Doe	22-MAY-07

row(s) 1 - 3 of 3

7. The screen on the following page will appear.

Four Options

After reviewing the information, the user has four options represented by the four buttons at the top of the page:

1. **Return To LEA** – If more information is required, the testing irregularity can be returned to the LEA with an attached note.
2. **Mark as Viewed** – If the information is complete, the report can be moved on to the NCDPI level.
3. **Back** – This will keep the report in the New/Pending Irregularities box until you are ready to move it on to NCDPI.
4. **Print** – This button will allow the user to print a hard copy of the report.

The screenshot shows a web form titled "Irregularity Details". At the top right, there are four buttons: "Return To LEA", "Mark as Viewed", "Back", and "Print". Below these buttons are four circled numbers: 1, 2, 3, and 4, which correspond to the four options listed in the text above. The form contains the following information:

- Irregularity ID : 346
- Reported By : Jane Jackson
- Phone No. : (919) 919-9898
- Date of Irregularity : 25-MAY-07
- Date Initiated : 31-MAY-07
- Assessment : EOG Reading
- Irregularity Type : 17
- Misadministration : YES
- Retest Date : 30-MAY-07
- Retest : YES
- NOTE: Irregularity will remain in your pending mailbox until the day of re-test
- Viewed by Principal : YES
- Date Viewed by Principal : 31-MAY-07
- Date Viewed by Superintendent: 07-JUN-07
- Irregularity Description : Mary became ill during the 5th grade Reading EOG. I collected her material and she went home.

Note: The user will need to refer to the Testing Irregularity List located in Appendix B of the user manual to identify the Irregularity Type.

Adding a Note to the LEA Test Coordinator

1. If it is necessary to return the testing irregularity report to the LEA level for more information, the RAC should click the **Add a note to LEA TC** button toward the bottom of the page.

The screenshot shows a web interface with two sections. The top section is titled "Notes/Messages from RAC" and contains a button labeled "Add a note to LEA TC" which is circled with the number 1. Below this section is a message box that says "No Messages". The bottom section is titled "Notes/Messages to RAC" and contains a table with a "Date" column showing "31-MAY-2007 11:08:56" and a "Note" column containing the text "Investigation complete. Please call."

2. The following screen will appear. Type the message into the text box and select the **Add Note/Message** button.

The screenshot shows a dialog box titled "ADD a note to LEA". It has a "Cancel" button and an "Add Note/Message" button. The "Add Note/Message" button is circled with the number 2. Below the buttons is a text input field labeled "Note:" containing the text "Your message goes here." A red box highlights the text input field.

3. Your message will now be displayed on the main report page.

The screenshot shows the "Notes/Messages from RAC" section of the web interface. The "Add a note to LEA TC" button is visible in the top right. Below it, a table displays a new message with a "Date" of "02-AUG-2007 03:22:13" and a "Note" of "Your message goes here." The text "Your message goes here." is circled with the number 3.

Viewed Irregularities

- Once a testing irregularity report has been moved to the NCDPI level, it will automatically appear under the **Viewed Irregularities** tab.

Submitted Irregularities - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://oae.dpi.state.nc.us/pls/apex/f?p=117:10:1618664406579882::NO

North Carolina Online Testing Irregularities Submission System (OTISS) Logout

Home New/Pending Irregularities **Viewed Irregularities** Report an Irregularity

Submitted Irregularities > Submitted Irregularities

You have viewed the following irregularities.

ID	Status	Assessment	School ID	School Name	Reported By	Date Occurred	Category
View 604	Submitted by LEA TC	EOG Science	240373	Southeastern Early College	Janet Jones	28-JUN-07	1
View 585	Filed by DPI	EOG Math	240373	Southeastern Early College	Alpha Cheek	25-JUN-07	3
View 584	Submitted by LEA TC	EOG Reading	240373	Southeastern Early College	Brian Jones	25-JUN-07	3
View 345	Filed by DPI	EOG Reading	240373	Southeastern Early College	John Jackson	29-MAY-07	3

row(s) 1 - 4 of 4

javascript:html_PPR_Report_Page(this,'R12429119220252123','https://oae.dpi.state.nc.us/pls/apex/f?p=117:10:1618664406579882:fsp_so... oae.dpi.state.nc.us

- If it is necessary to view the information on a report again, then click on the **View** link.

Reporting an Irregularity

- To report an irregularity at the RAC level, select the **Report an Irregularity** tab and follow the procedure in section II of the OTISS User Manual.

Customize Links Free Hotmail Windows Marketplace Windows Media Windows

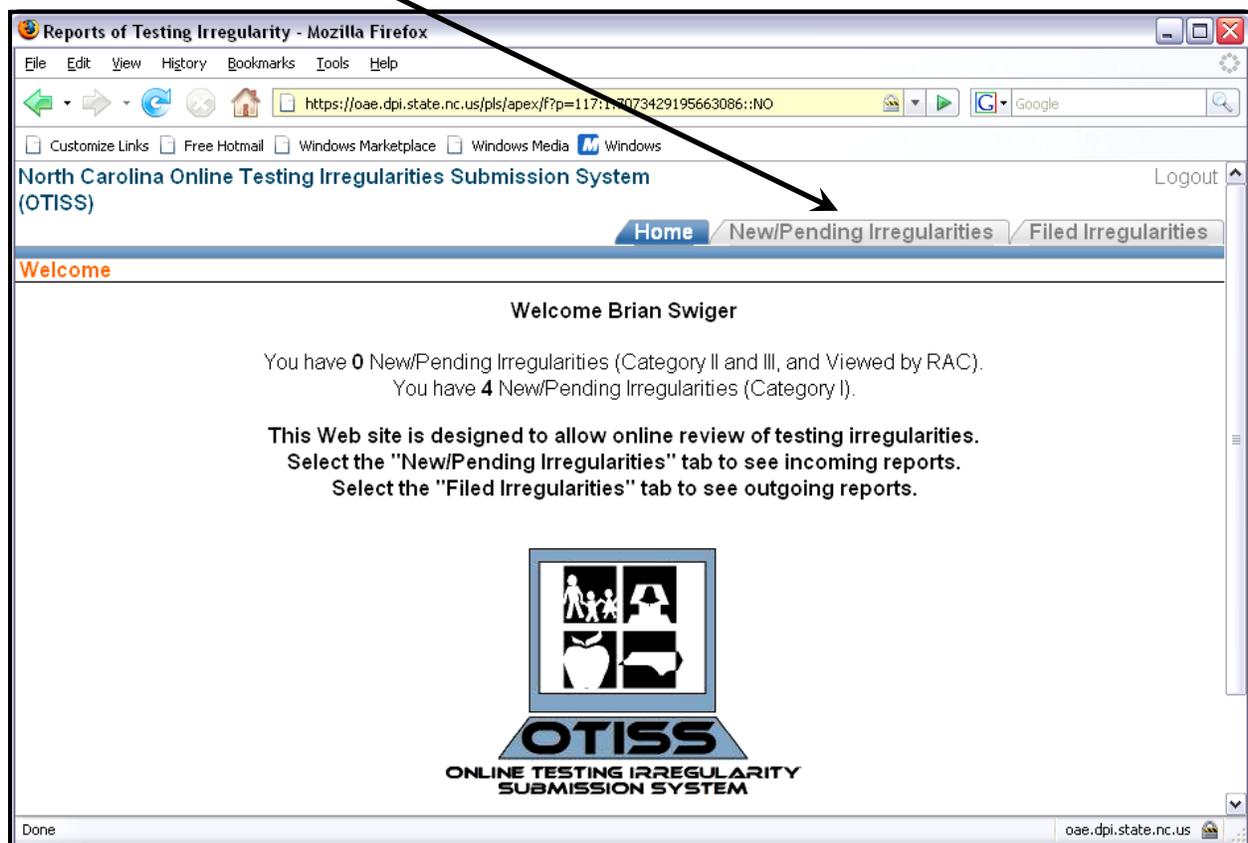
North Carolina Online Testing Irregularities Submission System (OTISS) Logout

Home New/Pending Irregularities **Viewed Irregularities** Report an Irregularity

Filing and Reclassifying Testing Irregularities at the Consultant Level

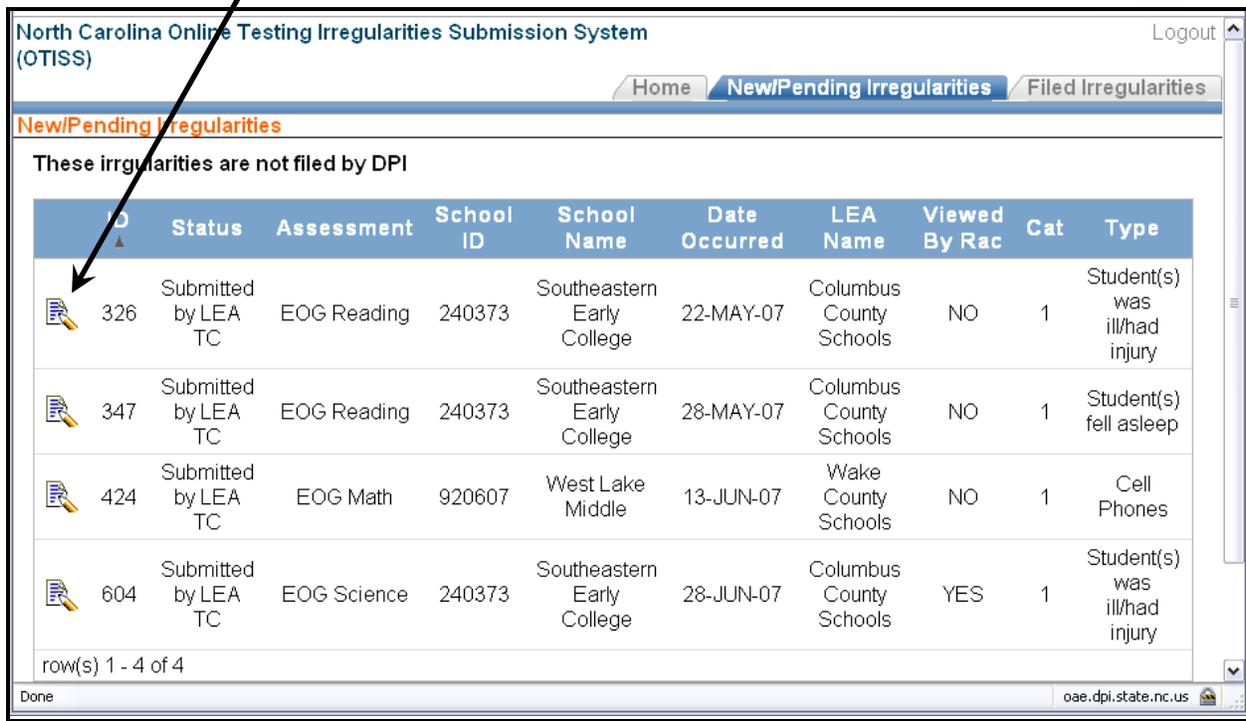
Viewing New/Pending Irregularities

1. Access the OTISS Web site at <https://schools.nc.gov/pls/apex/f?p=888:1>.
2. Enter the **User Name** and **Password** you have been issued. (You will be asked to personalize your password the first time you log in.) The following screen will appear. Note that the help text under the **Welcome** line provides information on the types of irregularities that have been submitted.
3. Click on the **New/Pending Irregularities** tab to access incoming irregularities.



4. The screen on the following page will appear.

- The submitted irregularities will be listed by categories that can be sorted by clicking on them.
- Click on the **paper/pencil icon** to open up each individual report.



North Carolina Online Testing Irregularities Submission System (OTISS) Logout

Home New/Pending Irregularities Filed Irregularities

New/Pending Irregularities

These irregularities are not filed by DPI

ID	Status	Assessment	School ID	School Name	Date Occurred	LEA Name	Viewed By	Rac	Cat	Type
326	Submitted by LEA TC	EOG Reading	240373	Southeastern Early College	22-MAY-07	Columbus County Schools	NO		1	Student(s) was ill/had injury
347	Submitted by LEA TC	EOG Reading	240373	Southeastern Early College	28-MAY-07	Columbus County Schools	NO		1	Student(s) fell asleep
424	Submitted by LEA TC	EOG Math	920607	West Lake Middle	13-JUN-07	Wake County Schools	NO		1	Cell Phones
604	Submitted by LEA TC	EOG Science	240373	Southeastern Early College	28-JUN-07	Columbus County Schools	YES		1	Student(s) was ill/had injury

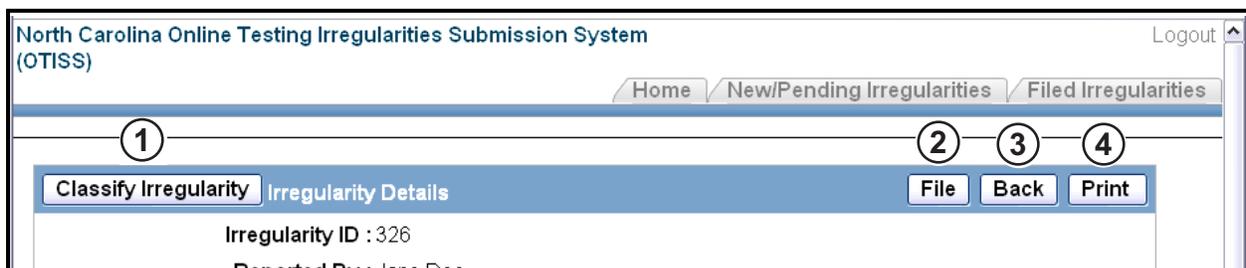
row(s) 1 - 4 of 4

Done oae.dpi.state.nc.us

Four Options

After reviewing the information, the user has four options represented by the four buttons at the top of the page:

- Classify Irregularity** – If the irregularity is not classified correctly, click this button to reclassify it.
- File** – Select this option to file the irregularity into the NCDPI database.
- Back** – Clicking “Back” will leave the irregularity under the New/Pending Irregularities tab.
- Print** – Provides a hard copy of the report for your records.



Reclassifying an Irregularity Report

1. After clicking the **Classify Irregularity** button, select another testing irregularity classification from the pulldown menu (pictured below).

2. Select the **Apply Changes** button to complete the reclassification process.

Viewed Irregularities

1. Once a testing irregularity report has been moved to the NCDPI database, it will automatically appear under the **Filed Irregularities** tab.
2. If it is necessary to view the information on a report again, then click on the **paper/pencil icon**.
3. Select **Logout** to exit the Online Testing Irregularity Submission System (OTISS).

ID	Status	Assessment	School ID	School Name	Reported By	Date Occurred	Viewed By	Rac	Cat	Ty
866	Filed by DPI	Grade 3 Pretest Reading Field Test	920403	East Garner Elementary	Wenitra Merritt	07-AUG-07	NO		1	Student not re take a test

Appendix A

Web Sites and Contact Information

The Online Testing Irregularity Submission System (OTISS) Web site is located at:

<https://schools.nc.gov/pls/apex/f?p=888:1>

User documentation and tutorials are located on the Accountability Web site at:

<http://www.ncpublicschools.org/accountability/policies/otiss>

Contact the following person with feedback regarding the User Manual or the Web site:

**Brian Swiger
Brian.Swiger@dpi.nc.gov
919.807.3804**

Procedures for Reports of Testing Irregularities

LEAs send all reports of testing irregularities to the RAC. After reviewing each testing irregularity, the RAC forwards all reports to the NCDPI. The RAC stores copies of all reports at the regional office for three years and then recycles the reports under secure conditions.

<p>Test Administration Issues:</p> <ol style="list-style-type: none"> 1. Teacher/proctor failed to follow directions 2. Approved accommodation/exemption not provided 3. Approved accommodation not provided appropriately 4. Accommodation “read aloud” used in reading 5. Accommodation/exemption used but not approved/documented 6. School staff provided materials improperly 7. Student not required to take a test 8. Failure to test eligible students 9. Defective test materials 10. School staff administered the wrong test 	<p>Security Issues:</p> <ol style="list-style-type: none"> 16. Failure to remove inappropriate displays 17. Secure material divulged 18. Teacher/proctor inadequately supervised testing 19. Improper use of test materials 20. Missing test material 21. Test books not properly returned 22. Test materials not stored in secure locked area 23. Items from secure test used for instruction 24. Reproduction of secure test in any manner or form 25. Making copies of test available to others 26. Online test connectivity/technical problems 27. Failure to delete secure electronic files 28. Incorrect/wrong number of materials given to school
<p>Procedural Issues:</p> <ol style="list-style-type: none"> 11. Encouraging students to be absent 12. Modifying test directions for standard administration 13. Teacher altered responses 14. Teacher/proctor gave improper assistance or provided improper instruction 15. Test not administered on designated date/window 54. No proctor present 	<p>Student Issues & Other:</p> <ol style="list-style-type: none"> 29. Student(s) cheated by copying, cheat sheet, asking for info. 30. Student(s) was ill/had injury 31. Student(s) was anxious 32. Student(s) had a problem with medication, glasses, etc. 33. Student(s) absent 34. Student(s) went to bathroom 35. Student(s) left school for appointment 36. Student(s) refused to take test 37. Student(s) marked test randomly 38. Student(s) fell asleep 39. Student(s) did not pay attention 40. Student(s) was disruptive 41. Student(s) misaligned answer sheet 42. Student(s) double stacked writing test 43. Student(s) did not follow directions 44. Student(s) worked on wrong section of test 45. Student(s) used calculator inappropriately 46. Student(s) brought inappropriate resource 47. Student(s) has family/personal problem 48. External noises/disruption 49. Student refused to use approved accommodation 50. Fire alarm/bomb threat 51. Other 52. Cell Phones

School Test Coordinator Testing Irregularity Investigation Checklist

OTISS Testing Irregularity ID #:
School System Name:
School Name:

Description of Action	Expected Completion Date*	Start Date	Completion Date
1. Contact LEA TC immediately and inform the principal	Day of the testing irregularity or date incident identified		
2. Collect or secure evidence (e.g., test books, answer sheets, computers, cheat sheets, classroom displays, etc.)	Day of the testing irregularity or date incident identified		
3. Review testing irregularity form completed by the person reporting the incident, attached notes to form, if applicable	Day of the testing irregularity or date incident identified		
4. Interview all parties involved <ul style="list-style-type: none"> Interview session should include at least two member of the administrative staff All questions should be carefully structured so that comprehensive facts are gathered The interviewer's questioning tactics and tone should be of an objective nature (not accusatory) 	Day of the testing irregularity or date incident identified		
5. Request written and signed statements from all parties involved	Day of testing irregularity or date incident identified		
6. Draft a summary of the incident and include the investigation's findings	Day 2		
7. Retain a copy of all documents for your records	Day 2		
8. Submit copies of all documents to the LEA test coordinator	Day 2		
9. Assist the LEA test coordinator in the investigation	As Directed		

* *Estimated time to complete investigation is two days*

School Test Coordinator's Name	Signature	Date
Principal's Name	Signature	Date
Superintendent's Name	Signature	Date

According to State Board of Education policy GCS-A-010 (16 NCAC 6D. 0306), the Testing Code of Ethics, any person who learns of any breach of security, loss of materials, failure to account for materials, or any deviation from required security procedures shall immediately report that information to the principal, building level test coordinator, school system test coordinator, and state level test coordinator.

August 2010

LEA Testing Irregularity Investigation Checklist

OTISS Testing Irregularity ID #:
School System Name:

Description of Action	Expected Completion Date*	Start Date	Completion Date
1. Contact RAC immediately	Day of Testing Irregularity		
2. Submit testing irregularity form(s) in OTISS (completed by the person(s) reporting the incident)	Day of Testing Irregularity		
3. Collect or secure evidence (e.g., test books, answer sheets, computers, cheat sheets, classroom displays, etc.)	Day of Testing Irregularity		
4. Obtain written and signed statements from all parties involved	Day 3		
5. Interview all parties involved <ul style="list-style-type: none"> • Interview session should include at least two members of the administrative staff • All questions should be carefully structured so that comprehensive facts are gathered • The interviewer's questioning tactics and tone should be of an objective nature (not accusatory) 	Day 3		
6. Draft a summary of the incident and include the investigation's findings and any disciplinary actions that resulted from the incident	Day 3		
7. Provide a follow-up training session for appropriate personnel	Day 5		
8. Review the <i>Testing Code of Ethics</i> with all appropriate personnel	Day 5		
9. Draft an action plan identifying strategies that would prevent reoccurrence of the incident or a similar incident with the school test coordinator	Day 5		
10. Submit documents identified above in rows 2, 3, 4, 6, and 9 to the NCDPI by receipted mail and include as the cover sheet this form complete with dates and signatures	Day 5		
11. Retain a copy of all documents for your records	Day 5		

* Estimated time to complete investigation is five days.

Principal's Name	Signature	Date
LEA Test Coordinator's Name	Signature	Date
Superintendent's Name	Signature	Date

According to State Board of Education policy GCS-A-010 (16 NCAC 6D. 0306), the Testing Code of Ethics, any person who learns of any breach of security, loss of materials, failure to account for materials, or any other deviation from required security procedures shall immediately report that information to the principal, building level test coordinator, school system test coordinator, and state level test coordinator.

Appendix E: Filtering and Searching Tips for OTISS

Displaying All of the Reports at One Time

1. On the OTISS screens that display lists of irregularity reports, the application only shows 15 reports by default. If you are visually searching for an irregularity report, it helps to see all of them at one time.
2. First, select **All** from the pulldown menu next to the word **Rows**.



The Online Testing Irregularities Submission System (OTISS)

Welcome | Report an Irregularity | **New/Pending Irregularity** | Submitted Irregularities | Manage Permissions

New/Pending Irregularities

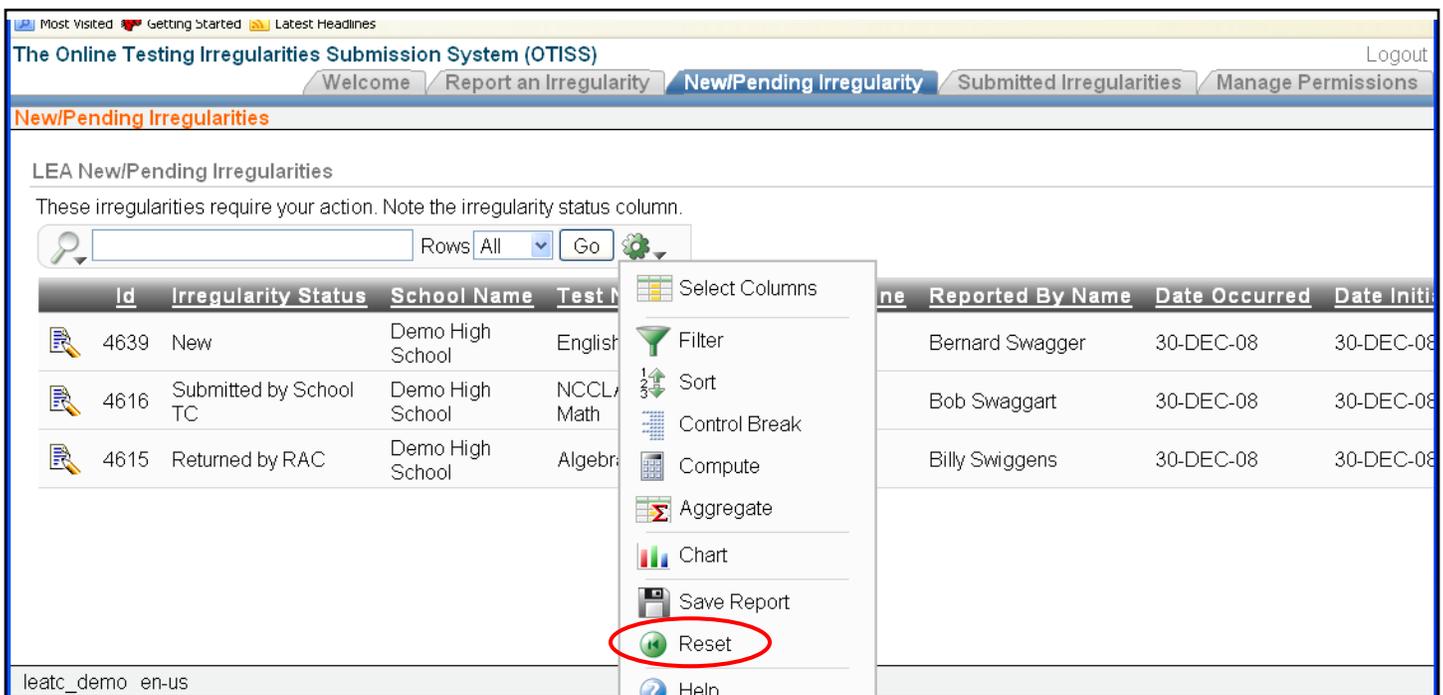
LEA New/Pending Irregularities

These irregularities require your action. Note the irregularity status column.

Search: Rows: **All** Go 

Id	Irregularity Status	School Name	Test Name	Reported By Phone	Reported By Name	Date Occurred	Date In
4639	New	Demo High School	English I	888-888-8888	Bernard Swagger	30-DEC-08	30-DEC-

3. Next, click on the down arrow next to the green gear and select **Reset** from the choices on the menu.



The Online Testing Irregularities Submission System (OTISS)

Welcome | Report an Irregularity | **New/Pending Irregularity** | Submitted Irregularities | Manage Permissions

New/Pending Irregularities

LEA New/Pending Irregularities

These irregularities require your action. Note the irregularity status column.

Search: Rows: All Go 

- Select Columns
- Filter
- Sort
- Control Break
- Compute
- Aggregate
- Chart
- Save Report
- Reset**
- Help

Id	Irregularity Status	School Name	Test Name	Reported By Name	Date Occurred	Date Initia
4639	New	Demo High School	English	Bernard Swagger	30-DEC-08	30-DEC-08
4616	Submitted by School TC	Demo High School	NCCLA Math	Bob Swaggart	30-DEC-08	30-DEC-08
4615	Returned by RAC	Demo High School	Algebra	Billy Swiggens	30-DEC-08	30-DEC-08

leatc_demo_en-us

4. A small reset box will appear at the top of the screen. Click the **Apply** button and the screen will show all of the reported irregularities by default from now on.

LEA New/Pending Irregularities

These irregularities require your action. Note the irregularity status column.

Search: Rows: All

Reset

Restore report to the default settings.

<u>Id</u>	<u>Irregularity Status</u>	<u>School Name</u>	<u>Test Name</u>	<u>Reported By Phone</u>	<u>Reported By Name</u>	<u>Date Occurred</u>	<u>Date In</u>
4639	New	Demo High	English I	300-300-0000	Bernard Swagger	30-DEC-08	30-DEC-08

Searching for an Irregularity Report

1. The easiest way to find a report is to use the search box at the top of the page next to the magnifying glass icon. Type in any of the information listed in each column and click **Go**.

The Online Testing Irregularities Submission System (OTISS)

Welcome | Report an Irregularity | **New/Pending Irregularity** | Submitted Irregularities

New/Pending Irregularities

School New/Pending Irregularities

These irregularities require your action. Note the irregularity status column.

Search: Rows: 15

<u>Id</u>	<u>Irregularity Status</u>	<u>Test Name</u>	<u>Date Occurred</u>	<u>Date Initiated</u>	<u>Reported By Name</u>
4639	New	English I	30-DEC-08	30-DEC-08	Bernard Swagger

2. The requested information will appear on the screen by itself. Click the red **X** over the filter icon to return the screen to normal.

New/Pending Irregularities

School New/Pending Irregularities

These irregularities require your action. Note the irregularity status column.

Search: Rows: 15

Row text contains 'English I'

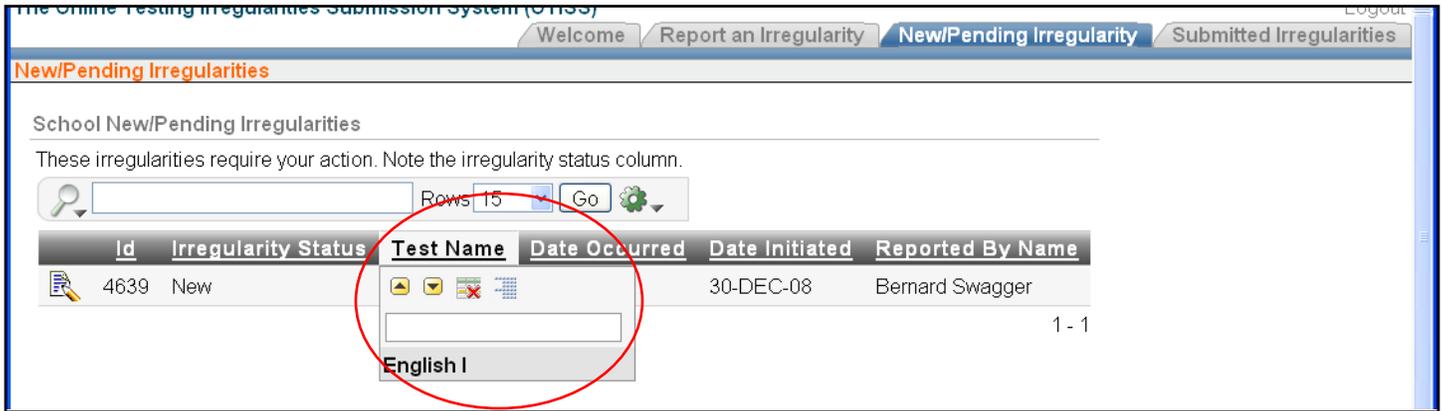
<u>Id</u>	<u>Irregularity Status</u>	<u>Test Name</u>	<u>Date Occurred</u>	<u>Date Initiated</u>	<u>Reported By Name</u>
4639	New	English I	30-DEC-08	30-DEC-08	Bernard Swagger

1 - 1

Done otiss.schools.nc.gov

Filtering by Column

1. Another option when searching for an irregularity report is to click on a column heading. A search box will appear along with a list of the items in the column. Either click directly on the item or type it into the search box.



The Online Testing Irregularities Submission System (OTISS)

Welcome Report an Irregularity **New/Pending Irregularity** Submitted Irregularities Logout

New/Pending Irregularities

School New/Pending Irregularities

These irregularities require your action. Note the irregularity status column.

Search: Rows: 15 Go

<u>Id</u>	<u>Irregularity Status</u>	<u>Test Name</u>	<u>Date Occurred</u>	<u>Date Initiated</u>	<u>Reported By Name</u>
4639	New	<input type="text"/> English I		30-DEC-08	Bernard Swagger

1 - 1

2. Click the red **X** over the filter icon to return the screen to normal.