User Manual

Online Testing Irregularity Submission System (OTISSL)

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

School Level

- Viewing (Principal)
- Reviewing and Adding Information (School Test Coordinator)
- Basic Reporting (Test Administrator/Proctor)

LEA Level

- Viewing (Superintendent)
- Making the Call (LEA Test Coordinator)

NCDPI Level

- RAC / NCDPI
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](https://www.ncid.its.state.nc.us/LEAListing.asp?Group=1).


3. Enter your NCID user name and password to log in.

4. The following form will appear. Select your user role.

5. Select the required information from the drop down menus that appear.
6. Fill out the rest of the required information and click the “Subscribe to OTISS” button.

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.
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


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.

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.

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.

   ![New/Pending Irregularities](image)

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

<table>
<thead>
<tr>
<th>Irregularity Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Has only been reported; not processed</td>
</tr>
<tr>
<td>Submitted by School TC</td>
<td>Submitted to LEA</td>
</tr>
<tr>
<td>Returned by LEA</td>
<td>Returned from LEA</td>
</tr>
</tbody>
</table>
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.

![Submitted Irregularities](image)

**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](image)

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

![Add Note/Message](image)

**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.*

![Add a Student](image)

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.

![Add Student Information](image)
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 Information Table]

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. 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.

![Submitted Irregularities](image)

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

![Irregularity Details](image)

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.

<table>
<thead>
<tr>
<th>ID</th>
<th>Status</th>
<th>Assessment</th>
<th>School ID</th>
<th>School Name</th>
<th>Reported By</th>
<th>Date Occurred</th>
</tr>
</thead>
<tbody>
<tr>
<td>328</td>
<td>New</td>
<td>EOG Math</td>
<td>240373</td>
<td>Southeastern Early College</td>
<td>Steve Parker</td>
<td>22-MAY-07</td>
</tr>
<tr>
<td>328</td>
<td>Submitted by School TC</td>
<td>EOG Reading</td>
<td>240373</td>
<td>Southeastern Early College</td>
<td>Jane Doe</td>
<td>22-MAY-07</td>
</tr>
</tbody>
</table>

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

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

Irregularity ID: 328
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.

![Submitted Irregularities - Mozilla Firefox](image)

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.

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

<table>
<thead>
<tr>
<th>Irregularity Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Has only been reported; not processed</td>
</tr>
<tr>
<td>Submitted by School TC</td>
<td>Submitted to LEA from School TC</td>
</tr>
<tr>
<td>Returned by LEA</td>
<td>Returned from LEA to School TC</td>
</tr>
<tr>
<td>Submitted by LEA</td>
<td>Submitted to RAC from LEA TC</td>
</tr>
<tr>
<td>Returned by RAC</td>
<td>Returned from RAC to LEA TC</td>
</tr>
</tbody>
</table>

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).

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.**

![Image of an investigative checklist interface]

Download the attached investigative checklist. Conduct the investigation in accordance to the checklist. Additionally, click on the "Return to School" button to send the irregularity to the school so the school can conduct an investigation. The school will be instructed to print, sign, and return the irregularity to the LEA Test Coordinator for completing the documentation of this irregularity.

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.

   ![Image of note addition interface]

   - **Notes/Messages to RAC**
     - **Add a note to your RAC**
     - **No Messages**

   - **Notes/Messages to School TC**
     - **Add a note to the school TC**
     - **No Messages**

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.

![Note example](image)

**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)

   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.

<table>
<thead>
<tr>
<th>ID</th>
<th>Status</th>
<th>Assessment</th>
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<td>Southeastern Early College</td>
<td>Jane Doe</td>
<td>22-MAY-07</td>
</tr>
</tbody>
</table>

   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**

   Irregularity ID : 328
   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**


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.

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.

![Irregularity Details](image)

**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.

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

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

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

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

Reporting an Irregularity

1. 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.
Filing and Reclassifying Testing Irregularities at the Consultant Level

Viewing New/Pending Irregularities


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 categories that can be sorted by clicking on them.

6. Click on the **paper/pencil icon** to open up each individual report.

---

**Four Options**

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

1. **Classify Irregularity** – If the irregularity is not classified correctly, click this button to reclassify it.

2. **File** – Select this option to file the irregularity into the NCDPI database.

3. **Back** – Clicking “Back” will leave the irregularity under the New/Pending Irregularities tab.

4. **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).

![Irregularity Classification Menu](image)

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).
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.

### Test Administration Issues:

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/documentcd
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

### Security Issues:

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

### Procedural Issues:

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

### Student Issues & Other:

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

October 2006
School Test Coordinator Testing Irregularity Investigation Checklist

<table>
<thead>
<tr>
<th>Description of Action</th>
<th>Expected Completion Date*</th>
<th>Start Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contact LEA TC immediately and inform the principal</td>
<td>Day of the testing irregularity or date incident identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Collect or secure evidence (e.g., test books, answer sheets, computers, cheat sheets, classroom displays, etc.)</td>
<td>Day of the testing irregularity or date incident identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Review testing irregularity form completed by the person reporting the incident, attached notes to form, if applicable</td>
<td>Day of the testing irregularity or date incident identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Interview all parties involved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Interview session should include at least two member of the administrative staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• All questions should be carefully structured so that comprehensive facts are gathered</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The interviewer’s questioning tactics and tone should be of an objective nature (not accusatory)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Request written and signed statements from all parties involved</td>
<td>Day of testing irregularity or date incident identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Draft a summary of the incident and include the investigation’s findings</td>
<td>Day 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Retain a copy of all documents for your records</td>
<td>Day 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Submit copies of all documents to the LEA test coordinator</td>
<td>Day 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Assist the LEA test coordinator in the investigation</td>
<td>As Directed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Estimated time to complete investigation is two days

<table>
<thead>
<tr>
<th>School Test Coordinator’s Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal’s Name</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Superintendent’s Name</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description of Action</th>
<th>Expected Completion Date*</th>
<th>Start Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contact RAC immediately</td>
<td>Day of Testing Irregularity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Submit testing irregularity form(s) in OTISS (completed by the person(s) reporting the incident)</td>
<td>Day of Testing Irregularity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Collect or secure evidence (e.g., test books, answer sheets, computers, cheat sheets, classroom displays, etc.)</td>
<td>Day of Testing Irregularity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Obtain written and signed statements from all parties involved</td>
<td>Day 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Interview all parties involved</td>
<td>Day 3</td>
<td></td>
<td></td>
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<tr>
<td>- Interview session should include at least two members of the administrative staff</td>
<td></td>
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<tr>
<td>- All questions should be carefully structured so that comprehensive facts are gathered</td>
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<tr>
<td>- The interviewer’s questioning tactics and tone should be of an objective nature (not accusatory)</td>
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<tr>
<td>6. Draft a summary of the incident and include the investigation’s findings and any disciplinary actions that resulted from the incident</td>
<td>Day 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Provide a follow-up training session for appropriate personnel</td>
<td>Day 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Review the <em>Testing Code of Ethics</em> with all appropriate personnel</td>
<td>Day 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Draft an action plan identifying strategies that would prevent reoccurrence of the incident or a similar incident with the school test coordinator</td>
<td>Day 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td>Day 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Retain a copy of all documents for your records</td>
<td>Day 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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.*

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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**.

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

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**.

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.
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.

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