



User's Guide for the Testing Irregularities Web Application System

Virginia Department of Education
Division of Student Assessment and School Improvement
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Table of Contents

Overview	3
Getting Started	5
Adding an Irregularity	8
Steps For Adding An Irregularity	9
Exception For Adding Irregularities	10
DDOT Action	10
Searching for an Irregularity	11
Steps For Searching Irregularities	11
Testing Irregularities Sort Order	12
Testing Irregularities Status.....	13
Editing an Irregularity	15
Steps For Editing Irregularities	16
Viewing and Printing an Irregularity	17
Steps For Viewing and Printing Irregularities	17
Exporting Irregularities	18
Steps For Exporting Irregularities	18

Overview

The Testing Irregularities Web Application System (TIWAS) was developed by the Virginia Department of Education (VDOE) to provide a more efficient and automated method for submitting and resolving testing irregularities. Many of the fields are available as drop-down menus. The procedure for using the Testing Irregularities Web Application System is as follows:

1. Testing Irregularity occurs
2. School Testing Coordinator (STC) enters information and submits to Division Director of Testing (DDOT)
3. DDOT reviews and resolves locally or submits to VDOE
4. VDOE staff closes irregularity or requests additional information
5. DDOT and STC view resolution
6. DDOT prints or exports irregularities as needed

This User's Guide will provide you with step-by-step instructions for accessing the Testing Irregularities Web Application System and reporting your testing irregularities. Please keep in mind that not all irregularities need to be reported to the VDOE. If an irregularity involves retesting a student, excluding a student's score from reporting, or if you are unsure of how to resolve the situation, report the irregularity. However, if proper testing procedures were followed, test security was maintained, and students do not need to be retested, you may not need to submit the irregularity to VDOE.

It is helpful to include the name and State Testing Identifier (STI) of each student involved in an irregularity by completing the *Student Names/STIs* field. Note that the student's name and STI are **required** for any online testing irregularity that involves retesting a student or any online testing irregularity that involves a student whose test was incorrectly marked complete in the online testing system. The *Student Names/STIs* field space is limited to 500 characters, which is approximately 11 lines. If you cannot fit all of the student information into this field, you can type the information into the *Description* field, fax the complete list of student names/STIs to the Office of Test Administration, Scoring and Reporting at (804) 371-8978, or use the Single Sign-on for Web Systems (SSWS) dropbox to send the information. Please keep in mind that this information is confidential and should not be submitted through email.

School Test Coordinators should follow the directions of the Division Director of Testing for reporting testing irregularities. STCs may enter irregularities directly into the TIWAS or may submit the irregularities to the DDOT on the *Test Irregularity Form* found in the [Test Implementation Manual](#). If irregularities are reported to the DDOT on the irregularity form, the DDOT will be responsible for entering them into TIWAS.

Please follow your school division's confidentiality policies when submitting testing irregularities that involve staff members. Also, remind staff members with access to the testing irregularity system that testing irregularities are confidential and should not be discussed.

For technical questions about how to use the Testing Irregularities Web Application System and general policy and procedure questions, please contact the Office of Test Administration, Scoring and Reporting by email at student_assessment@doe.virginia.gov or by calling (804) 225-2107. For questions regarding a

particular irregularity that has been submitted to the VDOE, please contact the staff assigned to the irregularity (the person is listed in the *Response By* field of the irregularity) by calling (804) 225-2107.

For additional Test Irregularities Web Application System resources, go to http://www.doe.virginia.gov/testing/test_administration/index.shtml.

Getting Started

The Testing Irregularities Web Application System can be accessed through the Single Sign-on for Web Systems (SSWS) provided by the VDOE. The web address for SSWS is as follows:

<https://p1pe.doe.virginia.gov/ssws>

The Account Manager in your division for the SSWS can grant access to the Testing Irregularities Web Application System. Access can be given to the DDOT, STC, and any other appropriate personnel as directed by the DDOT. The account manager should be instructed to assign Data Entry access for a DDOT at the division level and for an STC at the school level.

You may already have access to the SSWS for other applications and will need the Account Manager to add the Testing Irregularities Web Application System as an available application. When you have access to several applications, your VDOE Sign-on Home page may look similar to the screen shot below.

Single Sign-on for Web Systems Home Page

Commonwealth of Virginia | Governor Search Virginia.gov GO

Virginia Department of EDUCATION

SSWS Menu

[Logout](#)

SSWS Application Selection

✔ Welcome Kevin McClintock. Please select one of the Applications listed below

APPLICATIONS

- [Assessment Record Review and Change \(ARRCWAS\)](#) - This individual is allowed access, via SSWS sign on, to view data associated with Standards of Learning assessments and serves as a main contact for this system along with the SSWS Account Manager.
- [Committee Application Processing System \(ACAPS\)](#) - Web-based system for the submission, review, selection and reporting of assessment review committee applications
- [Division Director of Testing](#) - Assessment Resources for the Division Director of Testing provided by the Virginia Department of Education, Division of Student Assessment and School Improvement.
- [Single Sign-on for WEB Systems \(SSWS\) Admin](#) - Single Sign-on for Web Applications includes maintenance of user information and access privileges for DOE web applications.
- [Testing Irregularities \(TIWAS\)](#) - Application for the management of the documentation required to explain and resolve irregularities during SOL testing

[Start of Page](#)

SSWS Instructions
Educational Directory
Contact List
Applications Contact Info
Change Password
Change E-mail
Dropbox
EIM Service Request

TEST
User Information
Kevin McClintock
kmcclintock
Dept. of Education Staff

VDOE SSWS Admin
Doris Brown
(804) 371-7875
[E-Mail](#)

Adobe's Acrobat Reader
Microsoft Excel Reader

After logging in to the SSWS and clicking on the *Testing Irregularities (TIWAS)* link, the Testing Irregularities home page will appear. This page gives you general directions and contact information. It may be helpful to print this page for future reference. The following screen shot displays the home page.

Testing Irregularities Home Page

Commonwealth of Virginia | Governor Search Virginia.gov GO

Virginia Department of EDUCATION

SSWS Menu >> TIWAS Home Logout

Testing Irregularities

The Testing Irregularities (TIWAS) application provides the functionality needed to enter and manage irregularities discovered during student SOL testing. It allows school divisions to enter irregularity details and the DOE to provide feedback on each event.

All application functions are accessed via the right-hand gray menu bar. Additional navigation, returning to the SSWS menu, back to a previous page, etc. is provided via the black breadcrumb bar at the top of each page.

Click the Maintain Irregularities menu item to enter a new event, or to view/edit a past event. To add a new irregularity, click the Add Irregularity button. To access past irregularities, enter the criteria known about it and click the Search button at the bottom of the page. A summary list of all irregularities meeting the criteria will be displayed. Click the Edit link to update or the View link to review the details about a selected irregularity. During an Edit, clicking the Submit Data button at the bottom of the page will save all changes to the database.

Irregularity details may be downloaded to an Excel spreadsheet from the summary page. The spreadsheet will only contain those records meeting the entered selection criteria.

[Start of Page](#)

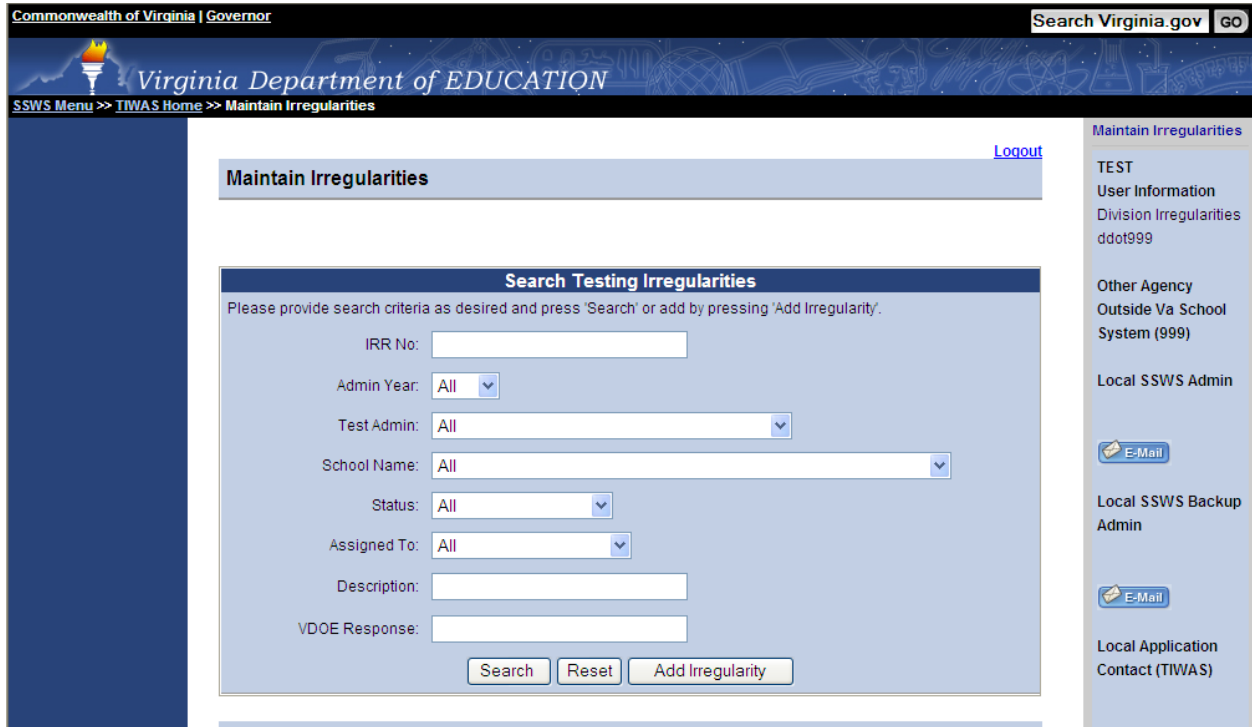
Maintain Irregularities

- TEST
- User Information
- Division Irregularities ddot999
- Other Agency Outside Va School System (999)
- Local SSWS Admin
- [E-Mail](#)
- Local SSWS Backup Admin
- [E-Mail](#)
- Local Application Contact (TIWAS)

Click on the *Maintain Irregularities* link to access the Maintain Irregularities page.

After clicking on the *Maintain Irregularities* link, the Maintain Irregularities page will appear. From this page, you can add, search for, or view an irregularity.

Maintain Irregularities Page



The buttons/links on the screen indicate the various activities you can perform.

Table 1-Maintain Irregularities

Link	Action
Search	Search for an existing testing irregularity
Reset	Clears search criteria
Add Irregularity	Add a new testing irregularity
Log Out	Log out of the Single Sign-on for Web Systems

Adding an Irregularity

Both STCs and DDOTs are permitted to add testing irregularities into the application. The screen shot below shows the fields that are available on the Testing Irregularity - Add screen.

Testing Irregularity - Add Screen

Testing Irregularity - Add

Note: Fields marked with asterisk: * are required.

Testing Irregularity	
Division Name:	Other Agency Outside Va School System (999)
* School Name:	None <input type="button" value="v"/>
Created Date:	
Created By:	Division Irregularities
IRR No:	(New)
* Test Source:	None <input type="button" value="v"/>
* Test Admin:	None <input type="button" value="v"/>
* Admin Year:	None <input type="button" value="v"/>
* Subject Area:	None <input type="button" value="v"/>
* Test Level:	None <input type="button" value="v"/>
* Test Name:	None <input type="button" value="v"/>
* Test Type:	None <input type="button" value="v"/>
* Test Mode:	Paper <input type="button" value="v"/>
* Form:	<input type="text"/>
Test Session Name:	<input type="text"/>
No. of Students:	<input type="text"/>
Student Grade:	None <input type="button" value="v"/>
Student Names/STIs:	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
* Description:	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Submitted to DDOT:	No <input type="button" value="v"/>
Response By:	

The following tables (Tables 2, 3 and 4) indicate which fields are required and which fields are automatically populated by the system.

Table 2-Fields Automatically Generated

Fields Automatically Generated (highlighted in pink)	Level of Access
Division Name	STC/DDOT
School Name*	STC/DDOT
Created Date	STC/DDOT
Created By	STC/DDOT
IRR No	STC/DDOT
Submitted to DDOT Date	STC/DDOT
Action By	DDOT

*The field is automatic for the STC. The DDOT will have a drop-down menu from which to choose the appropriate school.

Table 3-Required Fields

Fields Required (highlighted in blue with red asterisk)	Character Length	Level of Access
Test Source	—	STC/DDOT
Test Admin	—	STC/DDOT
Admin Year (select year in which test administration began)	—	STC/DDOT
Subject Area	—	STC/DDOT
Test Level	—	STC/DDOT
Test Name	—	STC/DDOT
Test Type	—	STC/DDOT
Test Mode	—	STC/DDOT
Form	5	STC/DDOT
Test Session Name (required only if Test Mode="Online")	50	STC/DDOT
Description	4000	STC/DDOT
Submitted to DDOT	—	STC/DDOT
DDOT Comments	4000	DDOT
DDOT Action (see description below)	—	DDOT

Table 4-Optional Fields

Optional Fields (highlighted in blue)	Character Length	Level of Access
No. of Students	—	STC/DDOT
Student Grade	—	STC/DDOT
Student Names/STIs*	500	STC/DDOT

* Note that the student's name and STI are **required** for any online testing irregularity that involves retesting a student or any online testing irregularity that involves a student whose test was incorrectly marked complete in the online testing system.

Steps For Adding An Irregularity

To add a testing irregularity, follow these steps:

1. Click on the *Add Irregularity* link on the Maintain Irregularities page.
2. Fill in the required information on the Testing Irregularity - Add screen. NOTE: All fields in the Required Fields table above must be completed.
3. Select "Yes" in the Submitted to DDOT field if all information is accurate and complete. If more information needs to be collected, do not select "Yes" in the Submitted to DDOT field.
4. Click on the *Submit Data* button to apply your changes. A green checkmark will indicate if the irregularity has successfully been saved.

The information in the following fields must pertain to the form that was **administered**, even if the irregularity is related to an incorrect form being administered:

- Test Admin
- Test Level
- Test Name
- Test Type
- Form

For example, if a third grade student was erroneously given the Grade 5 Reading test, the information entered into the fields should reflect the Grade 5 Reading test, not the test that should have been administered. Likewise, if a student with disabilities was administered a regular test instead of the audio test, "Regular" should be selected for Test Type because that was the test that was administered. If necessary, the VDOE will edit the calculated Alternate Form that appears on the irregularity when resolving the testing irregularity.

Once an irregularity is added or submitted to the DDOT, the user is returned to the Maintain Irregularities page. To view the irregularity, use the *Search* link (see the section of this manual titled *Searching for an Irregularity* on page 11). If the irregularity involves a paper/pencil test, the DDOT may check the division's inventory to be sure an alternate test booklet, as indicated in the *Alternate Form* field, is available.

Note: No action should be taken by an STC or other testing personnel unless the irregularity has been resolved by the DDOT or closed by the VDOE. It is imperative to refer to the *DDOT Comments* field or the *VDOE Response* field to resolve the irregularity. The alternate form that appears after saving an irregularity may be changed by VDOE.

Exception For Adding Irregularities

Because of the TIWAS functionality, it is important to follow the exception listed below when adding new irregularities:

- When adding an irregularity that pertains to an online Read-Aloud test, please choose "Regular" from the Test Type drop-down. In the Description field, identify the test as a Read-Aloud.

DDOT Action

The DDOT may choose from the following options in the DDOT Action drop-down menu:

- "Resolved by DDOT"
- "Submitted to DOE"

The DDOT has the opportunity to resolve the testing irregularity without input from VDOE. However, any testing irregularity involving retesting with an alternate form must be submitted to the VDOE for approval. The VDOE will not be able to view any testing irregularities unless the DDOT has selected "Submitted to DOE" in the *DDOT Action* field. For more information about approving and submitting testing irregularities, see the section of this manual titled *Editing an Irregularity* on page 15.

Searching for an Irregularity

STCs and DDOTs may search for irregularities within their own designated school or division, as identified by the User Name. Therefore, a STC may only view irregularities associated with the school and a DDOT may view all irregularities in the division.

Irregularities may be searched on the following fields: *IRR No*, *Admin Year*, *Test Admin*, *Status*, *Assigned To*, *Description*, and *VDOE Response*. All of the irregularities within a school or division may be viewed if no search criteria are selected.

Search Testing Irregularities Screen

The screenshot displays the 'Search Testing Irregularities' interface. At the top, there is a navigation bar with 'Commonwealth of Virginia | Governor' on the left and 'Search Virginia.gov GO' on the right. Below this is the 'Virginia Department of EDUCATION' logo and a breadcrumb trail: 'SSWS Menu >> TIWAS Home >> Maintain Irregularities >> Testing Irregularity'. The main content area is titled 'Maintain Irregularities' and contains a 'Search Testing Irregularities' form. The form includes the following fields: 'IRR No:' (text input), 'Admin Year:' (dropdown menu set to 'All'), 'Test Admin:' (dropdown menu set to 'All'), 'School Name:' (dropdown menu set to 'All', highlighted with a red box and an arrow from a red text box), 'Status:' (dropdown menu set to 'All'), 'Assigned To:' (dropdown menu set to 'All'), 'Description:' (text input), and 'VDOE Response:' (text input). At the bottom of the form are three buttons: 'Search', 'Reset', and 'Add Irregularity'. On the right side of the page, there is a sidebar with 'Maintain Irregularities' and 'Invalid User' links. A red text box with an arrow points to the 'School Name' dropdown menu, stating: 'By choosing from a dropdown list, the DDOT can limit a search to a particular school.'

Steps For Searching Irregularities

To search for a testing irregularity, follow these steps:

1. Select the search criteria from the available fields on the Maintain Irregularities page. To return a list of all testing irregularities, do not specify any criteria.
2. Click on the *Search* button.

Testing Irregularities Sort Order

After clicking the *Search* button, a list of testing irregularities will appear on the screen that matches the search criteria selected on the Search Testing Irregularities screen (see Search Results screen below). The automatic sort order of the irregularities is by status and created date:

- STC sort order
 - Added, Submitted to DDOT, Submitted to DOE, Response by DOE, Resolved by DDOT, Closed by DOE
- DDOT sort order
 - Submitted to DDOT, Added, Response by DOE, Submitted to DOE, Resolved by DDOT, Closed by DOE

Search Results Screen

Search Testing Irregularities

Please provide search criteria as desired and press 'Search' or add by pressing 'Add Irregularity'.

IRR No:

Admin Year:

Test Admin:

School Name:

Status:

Assigned To:

Description:

VDOE Response:

Other Agency Outside Va School System (999)

Local SSWS Admin

Local SSWS Backup Admin

Local Application Contact (Test Irreg)

VDOE Application Contact Sarah Susbury (804) 225-2107

VDOE SSWS Admin Vickie McCrary (804) 225-2827

Adobe's Acrobat Reader

Microsoft Excel Reader

Search Results (9)

IRR No	Admin Year Test Admin	Division Name School Name Assigned To	Test Level Test Type	Created Date Status	Edit
18034	2010 Regular SPRING testing administration	Other Agency Outside Va School System Other/Private School Outside Va School System None	End-of-Course (EOC) Regular	09-MAR-2010 Response by DOE	Edit View
18040	2010 Regular SPRING testing administration	Other Agency Outside Va School System Other/Private School Outside Va School System None	Regular	10-MAR-2010 Submitted to DOE	View
18038	2010 Regular SPRING testing administration	Other Agency Outside Va School System Other/Private School Outside Va School System None	End-of-Course (EOC) Regular	09-MAR-2010 Submitted to DOE	View

Testing Irregularities Status

The testing irregularities listed will have various words/phrases in the Status column. The status of the irregularities will determine the action to be taken. The following table defines the different statuses.

Table 5-Testing Irregularity Status

Status	Email Notification	Description	Next Step	Visible By
Added	—	A new irregularity has been added by STC or DDOT	When irregularity is complete and accurate, submit to DDOT	STC (View/Edit) DDOT (View/Edit)
Submitted to DDOT	Sent to DDOT	An irregularity has been added and submitted to DDOT for review	DDOT must review irregularity and decide to resolve locally or submit to VDOE	STC (View only) DDOT (View/Edit)
Resolved by DDOT	—	DDOT has resolved irregularity locally	STC reviews and follows resolution provided by DDOT	STC (View only) DDOT (View/Edit)
Submitted to DOE	—	DDOT has submitted irregularity to VDOE for resolution	VDOE reviews and determines if more information is needed or resolves irregularity	STC (View only) DDOT (View only) VDOE (View/Edit)
Response by DOE	Sent to DDOT	VDOE has requested more information from division	DDOT provides additional information to VDOE	STC (View only) DDOT (View/Edit) VDOE (View/Edit)
Closed by DOE	Sent to DDOT	VDOE has resolved and closed irregularity	Division proceeds based on resolution provided	STC (View only) DDOT (View only) VDOE (View/Edit)

While irregularities that have been added and resolved locally are not visible by VDOE, they reside in the application on the VDOE server. Therefore, the information provided in the irregularities may be subject to Freedom of Information Act requests submitted to VDOE.

An email notification will be sent to the DDOT under the following situations:

- The STC has submitted an irregularity to the DDOT.
- The VDOE has responded to the irregularity requesting additional information.
- The VDOE has closed an irregularity.

The notification will be sent to the email address provided by your division in the School Administration Data Collection. See the following page for a sample of the email notification the DDOT will receive.

Sample Email Notification

Testing Irregularity #<irregnum> having a status of "<status>" requires your attention.

Please go to <https://p1pe.doe.virginia.gov/ssws> and log in to the Single Sign-On for Web Systems application.

After logging in, click on "Testing Irregularities". Click on the "Search" link and enter <irregnum> in the IRR No. field. Press the Search Button.

For more information regarding the Testing Irregularities Web Application System, please refer to the User's Guide

(<http://www.doe.virginia.gov/VDOE/Assessment/TestIrregularity/TestIrregUserGuide.pdf>) or contact the Division of Assessment and Reporting (804-225-2107), student_assessment@doe.virginia.gov).

DO NOT REPLY to this e-mail message.

Editing an Irregularity

An irregularity will need to be edited any time it requires a response or needs to be corrected or updated. The following scenarios would require using the edit function:

- The STC needs to add more information to an irregularity and submit it to the DDOT.
- The DDOT needs to add comments to an irregularity and select an action.
- The DDOT needs to update or correct information on an irregularity before submitting it to the VDOE.
- The DDOT needs to respond to an irregularity that requires additional information.

In the event an irregularity needs additional or corrected information, STCs and DDOTs may edit an irregularity under certain situations. Refer to Table 5-Testing Irregularity Status on page 13, for a complete list of the actions available for each irregularity status.

A DDOT may change the status of an irregularity by selecting "No" in the *Submitted To DDOT* field. This would allow the STC to enter additional information if needed. In addition, the VDOE may change the status of an irregularity by selecting "None" in the *DDOT Action* field to allow the DDOT to change or update information.

Testing Irregularity - Edit Screen

Testing Irregularity - Edit

Note: Fields marked with asterisk * are required.

Testing Irregularity	
Division Name:	OTHER AGENCY
* School Name:	Other/Private School Outside Va School System (9999) ▼
Created Date:	10-MAR-2010
Created By:	Division Irregularities
IRR No:	18041 (Resolved by DDOT)
* Test Source:	Virginia Alternate Assessment Program ▼
* Test Admin:	Regular SPRING testing administration ▼
* Admin Year:	2010 ▼
* Subject Area:	Science ▼
* Test Level:	None ▼
* Test Name:	None ▼
* Test Type:	Regular ▼
* Test Mode:	Paper ▼
* Form:	<input style="width: 100%;" type="text" value="vaap"/>
* Alternate Form:	<input style="width: 100%;" type="text" value="NA"/>

TEST
User Information
 Division Irregularities
 ddot999

**Other Agency
 Outside Va School
 System (999)**

Local SSWS Admin

[E-Mail](#)

**Local SSWS Backup
 Admin**

[E-Mail](#)

**Local Application
 Contact (Test Irreg)**

[E-Mail](#)

**VDOE Application
 Contact**
 Sarah Susbury
 (804) 225-2107

Steps For Editing Irregularities

1. Select the search criteria from the available fields on the Maintain Irregularities page. To return a list of all testing irregularities, do not specify any criteria.
2. Click on the *Search* button.
3. From the Search Results list, click on the *Edit* link in the *Edit* column for the irregularity you wish to edit. The *Edit* link will only appear if you have the authority to edit the irregularity (see *Table 5- Testing Irregularity Status* on page 13).
4. Make any necessary changes.
5. Click on the *Submit Data* button to apply your changes.

Viewing and Printing an Irregularity

When an irregularity has been resolved locally by the DDOT or closed by the VDOE, it will be necessary to view the irregularity to determine the resolution. In some instances, you may also want to print the irregularity.

Steps for Viewing and Printing Irregularities

1. Select the search criteria from the available fields on the Maintain Irregularities page. To return a list of all testing irregularities, do not specify any criteria.
2. Click on the *Search* button.
3. From the Search Results list, click on the *View* link in the Edit column for the irregularity you wish to view. The irregularity will be generated as a Portable Document Format (pdf).
4. You will then be prompted to open or download the file.
5. Once opened or downloaded, the file can be printed.

Exporting Irregularities

At any time, the irregularities may be exported and saved electronically. The irregularities exported will reflect the search criteria entered in the fields on the Search Results screen. For example, if you have a list of irregularities with the status "Submitted to DOE", only those irregularities would be exported.

Search Testing Irregularities Screen

18035	2010 Regular SPRING testing administration	Other Agency Outside Va School System Other/Private School Outside Va School System None	End-of-Course (EOC) Regular	09-MAR-2010 Submitted to DOE	View
18041	2010 Regular SPRING testing administration	Other Agency Outside Va School System Other/Private School Outside Va School System None	Regular	10-MAR-2010 Resolved by DDOT	Edit View
18033	2010 Regular SPRING testing administration	Other Agency Outside Va School System Other/Private Career And Tech Ed School Kevin McClintock	End-of-Course (EOC) Regular	08-MAR-2010 Closed by DOE	View
18031	2010 Regular SPRING testing administration	Other Agency Outside Va School System Other/Private School Outside Va School System Kevin McClintock	End-of-Course (EOC) Regular	08-MAR-2010 Closed by DOE	View

[Download to Excel](#)

Steps For Exporting Irregularities to a Microsoft® Excel (.xls) file

1. Select the search criteria from the available fields on the Maintain Irregularities page. To return a list of all testing irregularities, do not specify any criteria.
2. Click on the *Download to Excel* button.
3. A pop-up window will appear. Click *Save*.
4. Close the pop-up window to return to the Search Results screen.