

Quick Start Guide: Managing Test Improperities

Test improperities interrupt the normal flow of testing. A student may want to retake a test or have another test opportunity. A test administrator may want to invalidate a test because of an impropriety. Please keep the below descriptions in mind when creating a test impropriety request in TIDE. Also, please remember to submit resets and reverts at least one week prior to the end of the test window so that the DPI will have time to review your request and the student will have time to complete their test opportunity.

Type	Description
Invalidation	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window.
Reset	Allows the student to restart a test opportunity (removing all responses on the test), or allows the data entry operator to restart the data entry process. You can submit these invalidation requests until the end of the test window.
Re-open	Reopens a test that was completed, invalidated, or expired.
Re-open Test Segment	Reopens a previous test segment. This appeal is useful when a student inadvertently or accidentally leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items, and can modify responses to answered items in the reopened segment.
Restores	Reverses a reset, restoring the student's responses on the test when the reset was processed.
Grace Period Extension (GPE)	Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. The following scenarios are possible:

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- If resuming the test within 20 minutes, student can review previously answered questions.
 - Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions— student can only work on unanswered questions.
 - Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.