



ILEARN Request an Item Rescore

Training Module
2020–2021



Module Objectives

- Defining the Principal role in TIDE
- Maintaining security of test materials
- Creating request for rescoring
- Viewing request for rescoring



Defining the Principal role in TIDE

- Indiana Code prescribes that the Principal assumes this role.
- Who can add a Principal to TIDE?
- What steps do I need to add a Principal user to TIDE?
- 2020-2021 TIDE User Guide

When are the ILEARN rescore windows for 2020-2021?

ILEARN Assessment	Rescore Request Windows
Fall Biology ECA	January 11-22, 2021
Winter Biology ECA	March 22-April 2, 2021
Spring ILEARN Biology 3-8 and Spring Biology ECA	May 17-28, 2021

Access to the Online Reporting System (ORS)

- The Principal will access TIDE and ORS as part of the rescore process. Item level scores will be available in TIDE and overall scale scores for students will be available in ORS.
- The ORS will go live on the same date that the rescore window will open for each ILEARN administration.

ILEARN Assessments	ILEARN ORS Scores Go Live
Fall Biology ECA	January 11, 2021
Winter Biology ECA	March 22, 2021
Spring ILEARN 3-8 and Spring Biology ECA	May 17, 2021



Maintaining Test Security

- A non-disclosure agreement (NDA) is available in TIDE for acknowledgement. Principals are **required** to acknowledge the NDA directly within TIDE. Parents and guardians accessing the secure test materials are also **required** to sign an NDA.
- The materials viewed in TIDE are secure and should be viewed appropriately at all times during this process. It is not appropriate to reproduce the items, responses, or any scoring materials in any way.

Supplemental Documents Available


- Nondisclosure Agreement and Condition Code information in TIDE

The screenshot displays the Indiana Department of Education's TIDE system interface. At the top left is the logo for the Indiana Department of Education. On the top right, there is a "General Resources" dropdown menu. Below the logo, there are two main navigation options: "Preparing for Testing" and "Administering Tests". The "Irregularities" section is highlighted in green and contains the following elements:

- A "Create Requests" section with an information icon and the text: "Use this page to create invalidation requests. [more info](#)"
- Two links: [Read NDA Agreement\(pdf\)](#) and [View Condition Code\(pdf\)](#)
- A light blue bar with a plus icon and the text: "Select Request Type and Search"
- A "Create" button with a plus icon.


Irregularities


TIDE


 Administration: Indiana 2020-21 | User: DemoUser, STATE1 (PR)


General Resources Help Inbox Manage Account Log Out


Student ID/User Email


Preparing for Testing

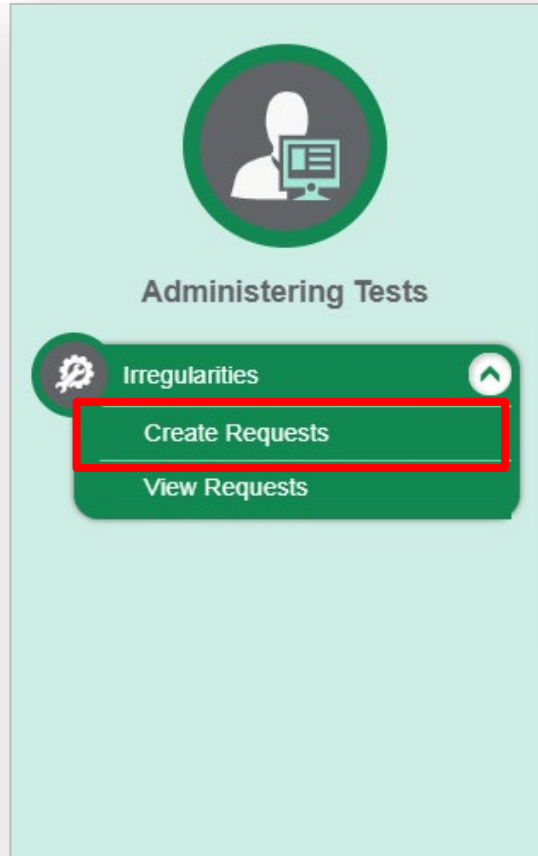
 Students


Administering Tests

 Irregularities



Create Requests



Administering Tests

- Irregularities
- Create Requests**
- View Requests

Create Requests

Use this page to create invalidation requests. [more info](#)

Select Request Type and Search

*Request Type: Request an Item Rescore

*Search Student By:

*STN:

Create Requests (cont.)



Create Requests

Use this page to create invalidation requests. [more info](#)

+ Select Request Type and Search

Create

Number of records found: 4

<input type="checkbox"/>	View Item	Item Position	Request Type	School IRN	ResultID	STN	Student Name
<input type="checkbox"/>		5	Request an Item Rescore	9998_9993	60000379	999768847	Demo Lastname 1004
<input type="checkbox"/>		31					
<input type="checkbox"/>		40					
<input type="checkbox"/>		41					

Appeal Item for Demo Firstname 1004 Demo Lastname 1004 (STN# 999768847)

Demo Firstname 1004 Demo Lastname 1004 (STN# 999768847)

[5] Test: [IN-GEN-SUM-UD-ELA-COMBINED-7] Result ID: [60000379]

Item Score

Overall Score : 2 of 3

Dimension	Score
Initial	Score : 2 of 3

View Supporting Documents

- Anchor Forms.pdf
- Scoring Rubric.pdf

Student Responses

- Link to Student Responses

Close

Create Requests (cont.)

Create Requests

Use this page to create invalidation requests. [more info](#)

+ Select Request Type and Search

Create

Number of records found: 4 Enter search terms to filter search results

<input type="checkbox"/>	View Item	Item Position	Request Type	School IRN	ResultID	STN	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity
<input checked="" type="checkbox"/>		5	Request an Item Rescore	9998_9993	60000379	999768847	Demo Lastname 1004	Demo Firstname 1004	0	completed	2019-04-09T11:49:51.807	2019-05-07T12:52:36.235719
<input type="checkbox"/>		31										
<input type="checkbox"/>		40										
<input type="checkbox"/>		41										



Create Requests (cont.)

Please enter a reason for the request:

Insert reason here.


Submit Cancel

ResultID	ST	Test
60042589	999	IN-GEN-SUM-UD-ELA-COMBINE-3

more info +

arch

Enter s



Create Request


Your request has been created.


Continue

ResultID	ST	Test
60042589	999	IN-GEN-SUM-UD-ELA-COMBINE-3

Create Requests (cont.)


Create Requests




 Use this page to create invalidation requests. [more info](#)

 Select Request Type and Search

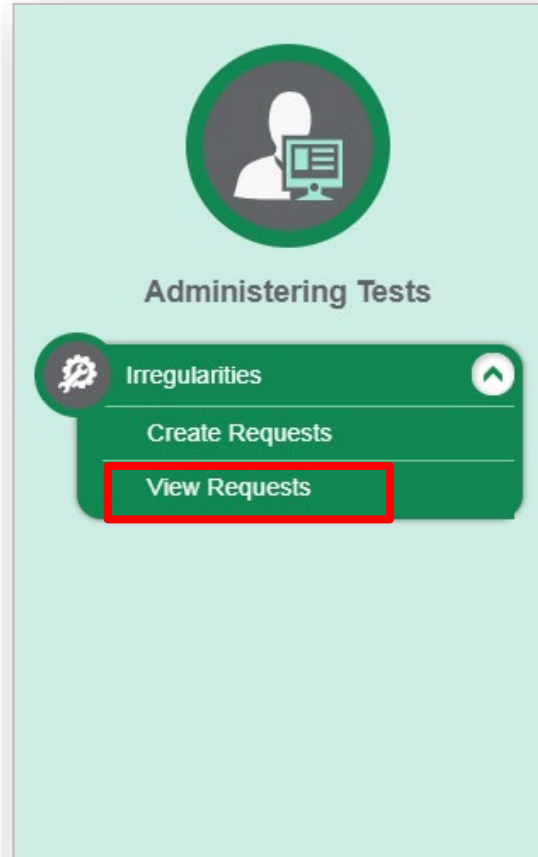
 Create

Number of records found: 3

Enter search terms to filter search results 

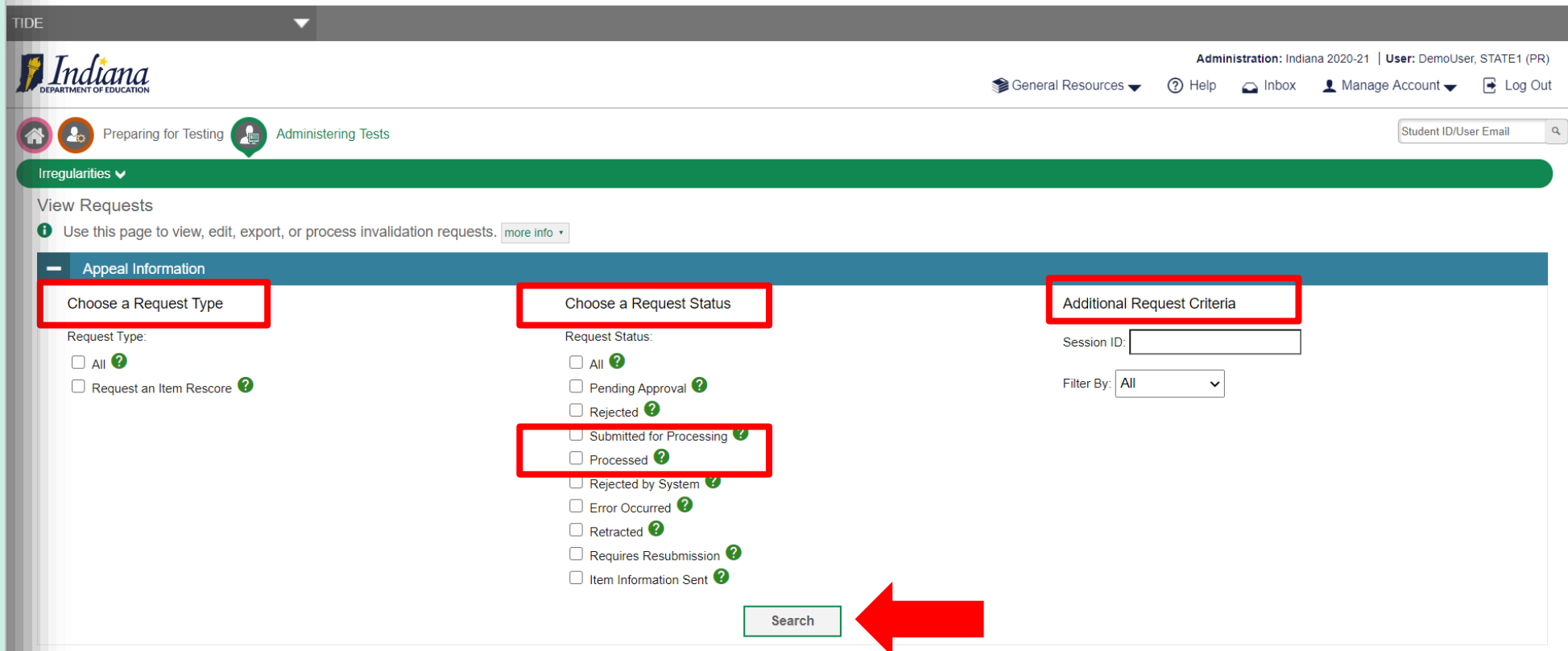
<input type="checkbox"/>	View Item	Item Position	Request Type	School IRN	ResultID	STN	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity
<input type="checkbox"/>		31	Request an Item Rescore	9998_9993	60000379	999768847	Demo Lastname 1004	Demo Firstname 1004	0	completed	2019-04-09T11:49:51.807	2019-05-07T12:52:36.235719
<input type="checkbox"/>		40										
<input type="checkbox"/>		41										

View Requests



The sidebar menu for 'Administering Tests' includes the following items:

- Irregularities
- Create Requests
- View Requests




The main content area of the 'View Requests' page includes the following elements:

- Header: TIDE, Indiana DEPARTMENT OF EDUCATION, Administration: Indiana 2020-21 | User: DemoUser, STATE1 (PR), General Resources, Help, Inbox, Manage Account, Log Out, Student ID/User Email search.
- Navigation: Home, Preparing for Testing, Administering Tests.
- Section: Irregularities
- Section: View Requests
- Section: Appeal Information
- Form: Choose a Request Type (with options: All, Request an Item Rescore)
- Form: Choose a Request Status (with options: All, Pending Approval, Rejected, Submitted for Processing, Processed, Rejected by System, Error Occurred, Retracted, Requires Resubmission, Item Information Sent)
- Form: Additional Request Criteria (with fields: Session ID, Filter By: All)
- Form: Search button

View Requests

The screenshot displays a web application interface for managing test requests. At the top, there are navigation tabs for 'Preparing for Testing' and 'Administering Tests', along with a search bar labeled 'Find Student by ID'. A green bar indicates the current section is 'Irregularities'. Below this, the 'View Requests' page is shown, featuring an information icon and a 'more info' link. A sidebar on the left, titled 'Appeal Information', allows users to 'Choose a Request Type' with options for 'All' and 'Request an Item Rescore'. The main content area is partially obscured by a white modal box that displays a graduation cap icon and the message 'Your search returned 49 results'. This modal box contains three buttons: 'View Results', 'Export to Inbox', and 'Modify Search'. Below the modal, a list of request criteria is visible, including 'Error Occurred', 'Retracted', 'Requires Resubmission', and 'Item Information Sent', each with a corresponding checkbox and a help icon.

View Requests

 Administration: Indiana 2018-19 | User: Brown, Charlie (PR)

[Help](#) [Inbox](#) [Manage Account](#) [Log Out](#)

[Home](#) [Preparing for Testing](#) [Administering Tests](#)

Irregularities ▾

View Requests

i Use this page to view, edit, export, or process invalidation requests. [more info](#)

+ Appeal Information

Number of records found: 49



<input type="checkbox"/>	Case Number	Item	Request Type	School IRN	ResultID	STN	Student's Last Name	Student's First Name	Request Status	Request Date	Ac Co
<input type="checkbox"/>	10230	8	Request an Item Rescore	9998_9993	3664	999990094	Herries	Fritz	Processed	04/06/2019 11:07 PM	
<input type="checkbox"/>	10231	33	Request an Item Rescore	9998_9993	3664	999990094	Herries	Fritz	Processed	04/06/2019 11:07 PM	
<input type="checkbox"/>	10232	8	Request an Item Rescore	9999_9990	3572	199999305	DemoLast	DemoFirst	Submitted for Processing	04/08/2019 3:10 PM	
<input type="checkbox"/>	10233	33	Request an Item Rescore	9999_9990	3572	199999305	DemoLast	DemoFirst	Processed	04/08/2019 3:10 PM	

View Requests





View Requests

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+ Appeal Information

  Process

Items found: 49

	Item Number	Item	Request Type	School IRN	ResultID	STN	Student's Last Name	Student's First Name	Request Status	Request Date	Ac Co
<input checked="" type="checkbox"/>	10230	8	Request an Item Rescore	9998_9993	3664	999990094	Herries	Fritz	Processed 	04/06/2019 11:07 PM	
<input checked="" type="checkbox"/>	10231	33	Request an Item Rescore	9998_9993	3664	999990094	Herries	Fritz	Processed 	04/06/2019 11:07 PM	
<input type="checkbox"/>	10232	8	Request an Item Rescore	9999_9990	3572	199999305	DemoLast	DemoFirst	Submitted for Processing 	04/08/2019 3:10 PM	
<input type="checkbox"/>	10233	33	Request an Item Rescore	9999_9990	3572	199999305	DemoLast	DemoFirst	Processed 	04/08/2019 3:10 PM	



Contact the Indiana Help Desk

You can contact the Indiana Help Desk for assistance with any technical issues you encounter.

When contacting the Indiana Help, please be sure to provide the following information:

- Any error messages that are appearing (including codes)
- Your operating system and browser information
- Your network configuration information
- Your contact information for follow-up by telephone or email
- Any other relevant information, such as test names or content areas, student IDs, session IDs, and search criteria

For questions about test administration or policy issues, please contact your Corporation Test Coordinator.



Thank You!

For further information, please consult:

- Indiana Assessment Portal
 - <http://indiana.portal.cambiumast.com>
- Indiana Assessment Help Desk
 - Toll-Free Phone: 1.866.298.4256
 - Email: indianahelpdesk@cambiumassessment.com
 - Chat: <https://indiana.portal.cambiumast.org/chat.shtml>