View and Apply Accountability Codes
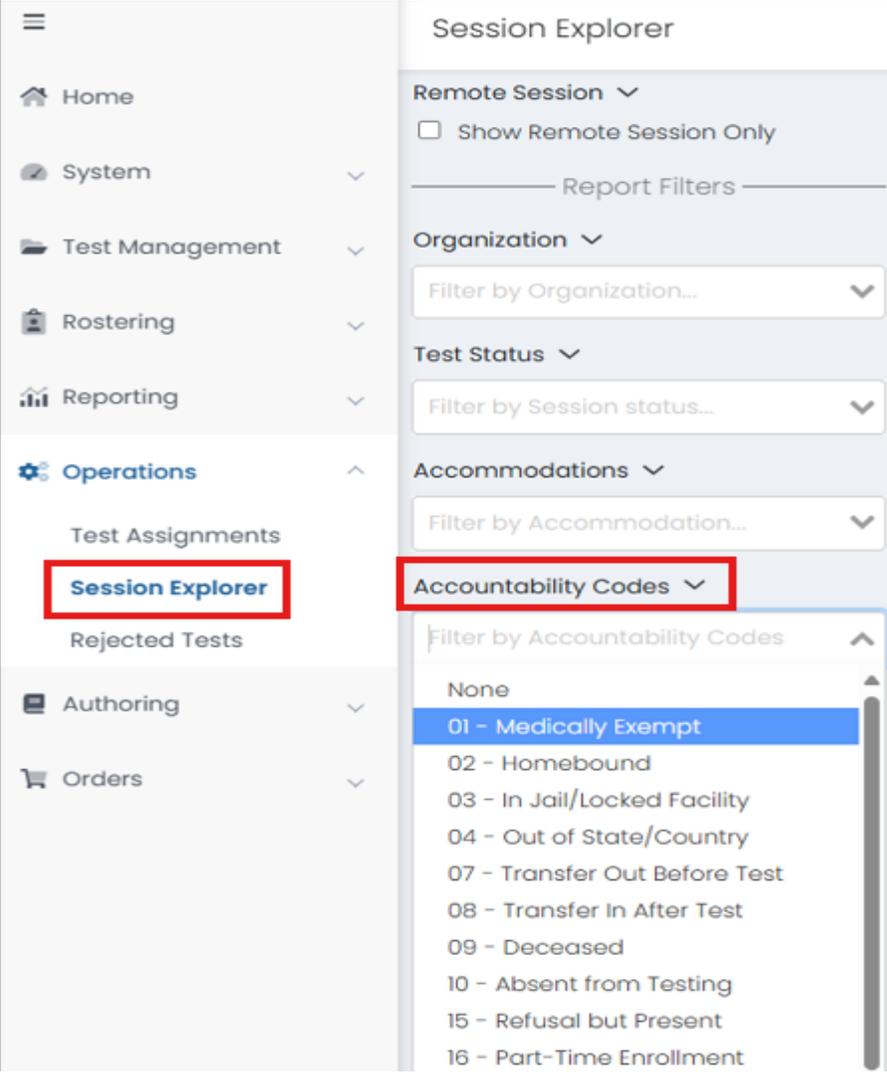
Accountability codes provide a way for designated **District Test Coordinator (DTC) or School Test Coordinator (STC)** to exempt students who should not test and to apply the appropriate Reason for No Valid Test Attempt (RNVTA) code. This document explains how users can view and can apply the accountability codes for an individual student from Session Explorer or from the administration card.
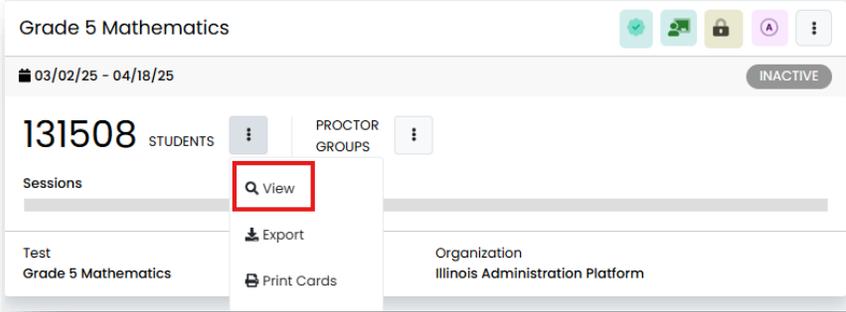
Available Accountability Codes:

- 01 – Medically Exempt
- 02 – Homebound
- 03 – In Jail/Locked Facility
- 04 – Out of State/Country
- 07 – Transfer Out Before Test
- 08 – Transfer In After Test
- 09 – Deceased
- 10 – Absent from Testing
- 15 – Refusal but Present
- 16 – Part-Time Enrollment

View and Apply Accountability Codes by Session

Step/Direction	Visual Representation
1. Navigate to **Operations>Session Explorer.** 2. Filter on at least one required field. 3. Optionally, add one or more filters to the **Acct Codes** menu.	

View and Apply Accountability Codes by Administration Card

Step/Direction	Visual Representation
1. Navigate to **Test Management>Administrations.** 2. Locate the appropriate Administration Card. 3. Select **View** in the **Students** kabob menu.	
4. Locate the student who needs a code and click the three dots under **Actions** and select **Apply Accountability Code**. 5. In the pop-up menu, select a code. 6. Click **Apply**. 7. Repeat steps 1 through 6 as needed for additional students and administrations.	
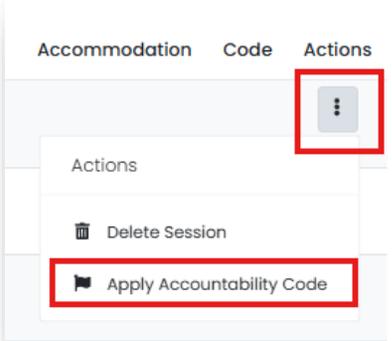
Voiding Student Tests

District and School Test Coordinators will NOT be able to void tests within the platform for Spring 2025.

> The primary reason for irregularity reports being submitted each testing administration is due to missing or incorrect accommodations being applied. Students are not able to retest for the IAR or ISA. Therefore, it is imperative that school staff verify all student accommodations prior to students beginning each content area of the assessment.

- If an incorrect accommodation has been applied and discovered early after starting the test, then please contact ISBE (866) 317-6034 or Pearson Customer Support (833) 213-3879, so that the student's test can be voided and then reassigned.

  Other instances that may require a test to be voided and then reassigned:
  - A student signed into another student's test.
  - A student was assigned the wrong grade level test.
  - A student was assigned a test in the wrong language.

- If an incorrect accommodation has been applied and the student has gone past the threshold for a possible retest, <u>then instruct the student to proceed with testing and then submit an irregularity report describing the details of the incident</u>.

Irregularities and Security Breaches

Please refer to the Test Coordinator Manual for other instances that may be determined to be an irregularity or security breach. When an irregularity or security breach is discovered, the Test Proctor and/or the Test Coordinator must troubleshoot to correct the issue as soon as possible so that the student can resume testing. <u>Always allow students the opportunity to resume and finish testing, when possible.</u>

<u>Common examples of Irregularities:</u>
- Cheating
- Electronic Devices Violation
- Student Illness/Early Dismissal
- Technical Issues

If you have questions, need to clarify, or need additional guidance on how to proceed with an irregularity, please reach out to ISBE for assistance.

School staff have 5 business days to submit a test irregularity form to the Assessment Department at the Illinois State Board of Education. The **Testing Irregularity Report Form** will need to be submitted electronically through the **ISBE File Attachment Manager** under *System Quick Links* on the Illinois State Board of Education website.

>>Click on the **Send ISBE a file** link,
>>Once there, complete the fields,
>>Select the appropriate box from the *ISBE eMail Name* drop down menu (**IAR Irregularities** or **ISA Irregularities)**,
>>Press Submit.