Test Information Distribution Engine (TIDE): Request An Item Rescore

Training Module
Module Objectives

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

- Available in TIDE on July 1
- 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?
Maintaining Test Security

- A non-disclosure agreement (NDA) is available in TIDE next to the Help button at the top of the screen. 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.
Irregularities

- General Resources
- Non-Disclosure Agreement

Preparing for Testing

- Students

Administering Tests

- Irregularities
  - Create Requests
  - View Requests
Create Requests

Administering Tests

- Irregularities
- Create Requests
- View Requests

Create Requests

Use this page to create invalidation requests.

Select Request Type and Search

- Request Type: Request an item Rescore

Search

*STN

*Search Student By: STN
Create Requests (cont.)
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

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<th>Item Position</th>
<th>Request Type</th>
<th>School IRN</th>
<th>ResultID</th>
<th>STN</th>
<th>Student's Last Name</th>
<th>Student's First Name</th>
<th>Test Opp</th>
<th>Test Status</th>
<th>Test Start Date</th>
<th>Date of Last Act</th>
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Create Requests

Please enter a reason for the request:

Insert reason here.

Submit  Cancel

Create Request

Your request has been created.

Continue
## Create Requests

Create Requests

Use this page to create invalidation requests.

**Select Request Type and Search**

- **Create**

### Number of records found: 3

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View Requests
View Requests
View Requests

Use this page to view, edit, export, or process invalidation requests.

### Appeal Information

**Excel**

- **Item**
- **Request Type**
- **IDN**
- **ResultID**
- **STN**
- **Student's Last Name**
- **Student's First Name**
- **Request Status**
- **Request Date**
- **Action**

- **10230**
  - 8: Request an Item Rescore
  - IDN: 9998_9993
  - ResultID: 3664
  - STN: 999900094
  - Last Name: Herries
  - First Name: Fritz
  - Status: Processed
  - Date: 04/06/2019 11:27 PM

- **10231**
  - 33: Request an Item Rescore
  - IDN: 9998_9993
  - ResultID: 3664
  - STN: 999900094
  - Last Name: Herries
  - First Name: Fritz
  - Status: Processed
  - Date: 04/06/2019 11:37 PM

- **10232**
  - 8: Request an Item Rescore
  - IDN: 9998_9990
  - ResultID: 3572
  - STN: 199993905
  - Last Name: DemoLast
  - First Name: DemoFirst
  - Status: Submitted for Processing
  - Date: 04/08/2019 3:18 PM

- **10233**
  - 33: Request an Item Rescore
  - IDN: 9998_9990
  - ResultID: 3572
  - STN: 199993905
  - Last Name: DemoLast
  - First Name: DemoFirst
  - Status: Processed
  - Date: 04/08/2019 3:18 PM
Contact the Help Desk

You can contact the Help Desk for assistance with any technical issues you encounter. When contacting the Help Desk, please be ready 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 test administration or policy issues, please contact your Corporation Test Coordinator.
Resources & Help Desk Information

Additional Information

Indiana Assessment Portal

- [https://indiana.portal.airast.org/](https://indiana.portal.airast.org/)

Indiana Assessment Help Desk

- Toll-Free Phone: 1.866.298.4256
- Email: airindianahelpdesk@air.org
- Chat: [https://indiana.portal.airast.org/chat.stml](https://indiana.portal.airast.org/chat.stml)