

# OTISS

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Using Technology to Simplify the  
Reporting of Testing Irregularities

# What does OTISS stand for?

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- Online
  - Testing
  - Irregularity
  - Submission
  - System
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# Why OTISS?

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- Less paperwork
  - Less faxing
  - Less filing
  - Less phone conversations
  - Less time spent reporting testing irregularities
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# Why OTISS?

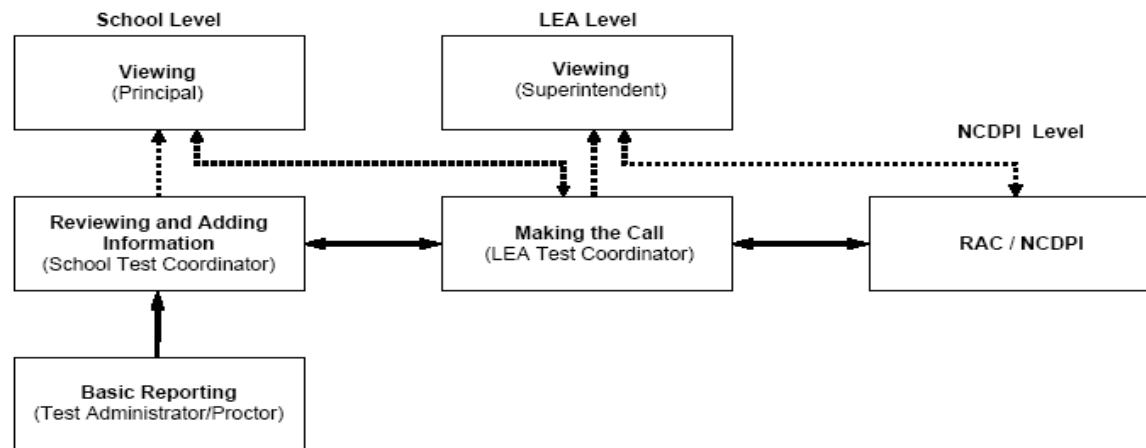
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- More efficient
  - More accurate
  - More secure
  - More direct feedback
  - More defined process makes reporting easier and reduces stress
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# OTISS Overview—Flowchart

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Flowchart for the Online Testing Irregularity Submission System  
OTISS



# OTISS Overview—First Steps

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- Initial report submitted by test administrators, proctors, or other authorized school personnel
  - Point of origin
  - Detailed description of irregularity
  - Date of occurrence
  - Assessment type
  - Verification
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# OTISS Overview—STC Level

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- Irregularity report reviewed by School Test Coordinator online
  - STC adds student information
  - STC option to add notes to LEATC
  - More internal communication if necessary
  - Option to print for records
  - STC submits testing irregularity to LEA Test Coordinator
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# OTISS Overview—Principal Level

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- Submitted testing irregularity viewed by Principal
  - Option to add notes
  - Option to print for records
  - Further internal communication if necessary
  - LEATC will know if viewed
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# OTISS Overview—LEATC Level

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- ❑ Irregularity report reviewed and classified by LEATC
  - ❑ If testing irregularity is a high level security violation, then it will be returned to the school for further investigation
  - ❑ If not high level, then report will be forwarded to RAC Level
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# OTISS Demonstration

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- ❑ Stop me for questions at any point
  - ❑ The OTISS User Manual is posted on the Testing News Network (TNN) under Software Training Materials
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# OTISS Simulation

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- Your turn
  - Make up a testing irregularity
  - Let's follow it through the levels
  - Questions
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# OTISS—Self-Check

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- Do you understand the purpose of OTISS?
  - Do you understand your role in the OTISS process?
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# Conclusion

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- Thank you for helping us implement this new technology
  - We are here for support
  - Contact info on last page of user manual
  - Please provide feedback
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