



# Quick Guide to TIDE: Appeals

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## TIDE Appeal Requests

In the normal flow of a test opportunity, a student takes the test in TDS and then submits the testing opportunity. Next, TDS forwards the test for scoring, and then the test scores are reported in Centralized Reporting. Appeal requests are a way of interrupting this normal flow. A test administrator may want to appeal a test because of a hardware malfunction or an impropriety. Please contact your Building Coordinator or District Test Coordinator to confirm whether an appeal is appropriate. Note, all appeals are reviewed and processed by the Wyoming Department of Education. If the appeals available within TIDE do not apply to the specific test that requires an appeal submission, please contact the Wyoming Department of Education with a detailed description of your appeal request for further assistance.

**Note:** Testing schedules must allow students enough time to complete a subject/content test on the day it is initially administered unless an accommodation for testing over multiple days/extended testing time is allowable per a student's Individualized Education Plan (IEP) or 504 Plan. Additionally, the IEP or 504 Plan needs to identify in which subject(s) the student will need additional time. Some students may be unable to participate in regular testing schedules due to absences, technical difficulties, or other unforeseen circumstances. Opportunities for these students to complete each assessment should be provided in the school's testing window. Other circumstances such as fire drills and power failures may interrupt testing for groups of students. Make-up sessions should be scheduled when normal conditions are restored.

For a full list of appeal types, see [Table 1](#). For additional information on appeals, please reference the TIDE User Guide on the [Wyoming Assessment Portal](#).

Table 1. List of Appeal Types

Type	Description
Invalidate a Test	<p>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.</p> <p>Tests should be invalidated when a student's performance is not an accurate measure of his or her ability (e.g., the student cheated or used inappropriate materials, instruction related to the test is provided during the administration, students are guided to the correct answers, test questions are discussed with students). If a test is invalidated, the student is not given another opportunity to take the test.</p>

Grace Period  
Extension  
(GPE)- Writing  
Only

Allows the student to review previously answered questions upon resuming a test after expiration of the pause timer. This appeal type should be used for Writing tests in which the student has exceeded the 30-minute pause limit. Writing tests must be completed the same day they were started unless there is an accommodation or other extenuating circumstance.

This appeal should be used if a Writing test session is unexpectedly interrupted. For example, if a student pauses a test due to a fire drill or lockdown, and a 30-minute pause timer starts running. The following scenarios are possible:

- If resuming the test within 30 minutes, students can continue their Writing test.
- Without a GPE, students resuming the test after 30 minutes cannot review previously answered questions. Note, due to Writing tests having one item, students will be taken to the Submit Test page upon resuming the test after exceeding the pause rule.

Upon receiving a GPE, students can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity. Note, a grace period extension should not be applied if the test session ended normally or if the student was given time to review his or her answers before logging out of a test.

Re-open a test

Reopens a test that was completed, invalidated, or expired.

Report Test  
Irregularity

This appeal is used to report an irregularity that occurs during testing and does not impact the test opportunity. If something about a test session was irregular but does not rise to the level of needing one of the listed appeals, you can use irregularity notes to record the incident. This might be used if a student's cell phone rings, testing is interrupted by a fire drill, etc.

Restart a test

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.