

## When To Request Appeals in TIDE

In the normal flow of a test opportunity, a student takes the test in TDS and then submits it. Next, TDS forwards the test for scoring, after receiving scores ORS reports the test scores.

Appeals are a way of interrupting this normal flow. A student may need to retake a test or have another test opportunity. A test administrator may want to invalidate a test because of a hardware malfunction or an impropriety. This section describes how you view, create, and approve test appeals.

All Appeal requests are approved by IDOE. After submitting an Appeal request in TIDE, please email Tom Deeter at [tom.deeter@iowa.gov](mailto:tom.deeter@iowa.gov) or call 515-242-5616 to inform him of the pending Appeal request. IDOE will review and approve/deny all Appeal requests.

[Table 1](#) provides descriptions of each appeal type.

Table 1. Appeal Request Types and Descriptions of Use

Type	Description
Invalidation	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test appeals until the end of the test window.
Reset 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 resets until the end of the test window.
Revert a test that has been reset	Reverses a reset and restores the student's responses to those prior to the reset.
Re-open a test	Re-opens a test that was completed, invalidated, or expired.
Re-open a test segment	Re-opens a previous test segment. This appeal is useful when a student inadvertently or accidentally leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items, and can modify responses to answered items, in the re-opened segment. <b>Note: This option does not apply for Iowa ELPA 21 tests for the 2016-2017 SY.</b>
Grace Period Extension (GPE)	Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. <ul style="list-style-type: none"><li>• If the student resumes the test within 20 minutes, student can review previously answered questions.</li><li>• Without a GPE, if the student resumes the test after 20 minutes, student cannot review previously answered questions—student can only work on unanswered questions.</li></ul> Upon receiving a GPE, the student can review previously answered questions the next time student resumes the test. The normal pause rules apply to this opportunity.



**Warning: Timing of resets and reverts** Submit reset and reverts at least one day prior to the end of a test window so that students can complete their test opportunity or data entry can be completed for paper-based tests.

