



User's Guide for the
English Language Proficiency Assessment
Irregularities Web Application System
(ELPAIWAS)

Virginia Department of Education
Division of Student Assessment and School Improvement
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Overview

The English Language Proficiency Assessment Irregularities Web Application System (ELPAIWAS) was developed by the Virginia Department of Education (VDOE) to provide an efficient and automated method for submitting and resolving testing irregularities. Many of the fields are available as drop-down menus. The procedure for using ELPAIWAS is as follows:

1. Testing Irregularity occurs
2. School Testing Coordinator (STC) enters information and submits to Division Director of Testing (DDOT)
3. DDOT reviews and submits to VDOE
4. VDOE staff closes irregularity or requests additional information
5. DDOT and STC view resolution
6. DDOT prints or exports irregularities as needed

This User's Guide will provide you with step-by-step instructions for accessing ELPAIWAS and reporting your testing irregularities. Please keep in mind that all irregularities need to be reported to VDOE. The *Student Names/STIs* field space is limited to 500 characters, which is approximately 20 students. If you cannot fit all of the student information into this field, you can type the information into the *Description of Irregularity* field or use the Single Sign-on for Web Systems (SSWS) Dropbox to send the information. Please keep in mind that this information is confidential and must not be submitted through e-mail.

The STC should follow the directions of the DDOT for reporting testing irregularities. The STC may enter irregularities directly into the ELPAIWAS or may submit the irregularities to the DDOT on the Virginia English Language Proficiency Assessments Testing Irregularity Submission Form found in the Resources for the Annual Administration of the English Language Proficiency (ELP) Assessments. If irregularities are reported to the DDOT on the irregularity form, the DDOT will be responsible for entering them into ELPAIWAS. The irregularity form should not be submitted to VDOE.

Remind staff members with access to the testing irregularity system that testing irregularities are confidential and should not be discussed.

For technical questions about how to use ELPAIWAS and general policy and procedure questions, please contact the Office of Test Administration, Scoring and Reporting by e-mail at student_assessment@doe.virginia.gov or by calling (804) 225-2102. For questions regarding a particular irregularity that has been submitted to VDOE, please contact the staff assigned to the irregularity (the person is listed in the *Response By* field of the irregularity) by calling (804) 225-2102.

For additional English Language Proficiency Assessments Irregularities Web Application System resources, go to the [English Language Proficiency Assessments page](#) on the Virginia Department of Education Web site.

Getting Started

The English Language Proficiency Assessments Irregularities Web Application System (ELPAIWAS) can be accessed through the [Single Sign-on for Web Systems \(SSWS\)](#) provided by VDOE.

The SSWS Account Manager in your division can grant access to ELPAIWAS. Access can be given to the DDOT, STC, and any other appropriate personnel as directed by the DDOT. The Account Manager should be instructed to assign Data Entry access for a DDOT at the division level and for an STC at the school level.

You may already have access to SSWS for other applications and will need the Account Manager to add the English Language Proficiency Assessments Irregularities Web Application System as an available application. When you have access to several applications, your VDOE Sign-on Home page may look similar to the screen shot below.

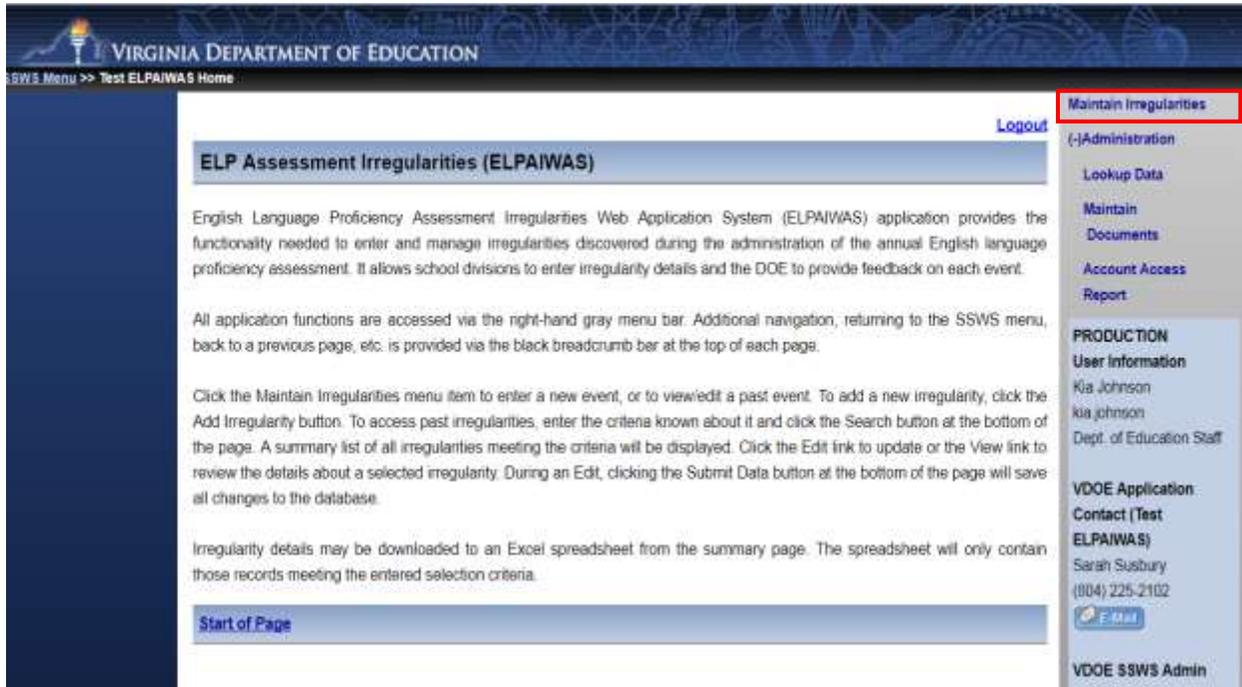
Single Sign-on for Web Systems Home Page

The screenshot shows the SSWS Home Page with the following elements:

- Header:** VIRGINIA DEPARTMENT OF EDUCATION
- SSWS Menu:** Located on the left side.
- Logout:** Located in the top right corner.
- SSWS Application Selection:** A section with a blue header and a white background, containing the text "Please select one of the Applications listed below".
- APPLICATIONS:** A table listing available applications:
 - Division Director of Testing (DDOT):** Assessment Resources for the Division Director of Testing provided by the Virginia Department of Education, Division of Student Assessment and School Improvement.
 - ELP Assessment Irregularities (ELPAIWAS):** Application for the management of the documentation required to explain and resolve irregularities during English Language Proficiency Assessment testing. (This link is highlighted with a red box in the original image.)
 - Single Sign-on for WEB Systems (SSWS) Admin:** Single Sign-on for Web Applications includes maintenance of user information and access privileges for DOE web applications.
 - Testing Irregularities (TIWAS):** Application for the management of the documentation required to explain and resolve irregularities during SOL testing.
- Start of Page:** A link at the bottom left of the application list.
- Right-hand Sidebar:** A vertical list of links including: SSWS Instructions, Change Password, Change E-mail, Change Security Questions, Educational Directory, Division Contact List, Maintain Division Contacts, DOE Application Contacts, Dropbox, EIM Service Request, Oracle Financial Reports, PRODUCTION User Information, Kia Johnson, kia johnson, Dept. of Education Staff, and VDOE SSWS Admin, Melanie Lore.

After logging in to the SSWS and clicking on the *English Language Proficiency Assessments Irregularities Web Application System (ELPAIWAS)* link, the Testing Irregularities home page will appear. This page gives you general directions and contact information. The following screen shot displays the home page.

Testing Irregularities Home Page



The screenshot shows the home page of the ELPAIWAS application. At the top, there is a header for the Virginia Department of Education with a logo and the text "VIRGINIA DEPARTMENT OF EDUCATION". Below this, a breadcrumb trail reads "SSWS Menu >> Test ELPAIWAS Home". The main content area is titled "ELP Assessment Irregularities (ELPAIWAS)" and contains several paragraphs of text explaining the application's purpose and how to use it. A "Logout" link is visible in the top right corner. On the right side, there is a vertical navigation menu with a red box highlighting the "Maintain Irregularities" link. Other menu items include "Administration", "Lookup Data", "Maintain Documents", "Account Access", and "Report". Below these are sections for "PRODUCTION User Information" (listing Kia Johnson) and "VDOE Application Contact (Test ELPAIWAS)" (listing Sarah Susbury). At the bottom of the menu is an "E-Mail" icon and the text "VDOE SSWS Admin". A "Start of Page" link is located at the bottom of the main content area.

Click on the *Maintain Irregularities* link to access the Maintain Irregularities page.

After clicking on the *Maintain Irregularities* link, the Maintain Irregularities page will appear. From this page, you can add, search for, or view an irregularity.

Maintain Irregularities Page

SSWS Menu >> ELPAIWAS Home >> Maintain Irregularities

[Logout](#)

Maintain Irregularities

Search Testing Irregularities

Please provide search criteria as desired and press 'Search' or add by pressing 'Add Irregularity'.

IRR No:

Admin Year: All ▼

Division Name: All ▼

School Name: All ▼

Status: All ▼

Assigned To: All ▼

Description of Irregularity:

VDOE Response:

[Reset](#) [Add Irregularity](#) [Search](#)

[Start of Page](#)

The buttons/links on the screen indicate the various activities you can perform.

Table 1-Maintain Irregularities

Button/Link	Action
Search	Search for an existing testing irregularity
Reset	Clears search criteria
Add Irregularity	Add a new testing irregularity
Logout	Log out of the Single Sign-on for Web Systems

Adding an Irregularity

Select the *Add Irregularity* button. The screen shot below shows the fields that are available on the Testing Irregularity - Add screen.

Testing Irregularity - Add Screen

The screenshot displays the 'Testing Irregularity - Add' screen. At the top, there is a navigation bar with the Virginia Department of Education logo and the text 'SSWS Menu >> Test ELPWAS Home >> Maintain Irregularities >> Testing Irregularity'. A 'Logout' link is visible in the top right corner. The main heading is 'Testing Irregularity - Add'. Below this, a note states: 'Note: Fields marked with asterisk * are required.' The form itself is titled 'Testing Irregularity' and contains the following fields:

- Division Name: Other Agency Outside Va School System (999)
- * School Name: None (dropdown menu)
- Created Date: (empty field)
- Created By: Kia Johnson
- IRR No: (New)
- * Test Source: None (dropdown menu)
- * Test Mode: None (dropdown menu)
- * Test Tier: N/A (dropdown menu)
- * Admin Year: None (dropdown menu)
- No. of Students: (text input field)
- Student Grade: (text input field)
- Language Domain: Check all that apply:
 - Listening
 - Speaking
 - Reading
 - Writing
- Grade Cluster: (text input field)
- Student Names/STIs: (text input field)
- * Description of Irregularity: (text input field)
- Submitted to DDOT: No (dropdown menu)

At the bottom of the form, there are three buttons: 'Reset', 'Return to Search', and 'Submit Data'.

Tables 2, 3 and 4 indicate which fields are automatically populated by the system, which fields are required, and which fields are optional.

Table 2-Fields Automatically Populated

Fields Automatically Populated (highlighted in pink)	Level of Access
Division Name	STC/DDOT
School Name*	STC/DDOT
Created Date	STC/DDOT
Created By	STC/DDOT
IRR No	STC/DDOT
Submitted to DDOT Date	STC/DDOT
Action By	DDOT

*The field is automatic for the STC. The DDOT will have a drop-down menu from which to choose the appropriate school.

Table 3-Required Fields

Fields Required (highlighted in blue with red asterisk)	Character Length	Level of Access
Test Source	—	STC/DDOT
Test Mode	—	STC/DDOT
Test Tier	—	STC/DDOT
Admin Year	—	STC/DDOT
Description of Irregularity	4000	STC/DDOT
Submitted to DDOT	—	STC/DDOT
DDOT Action	—	DDOT

Table 4-Optional Fields

Optional Fields (highlighted in blue)	Character Length	Level of Access
No. of Students	—	STC/DDOT
Student Grade	—	STC/DDOT
Language Domain(s)	—	STC/DDOT
Grade Cluster	—	STC/DDOT
Student Names/STIs	500	STC/DDOT
DDOT Comments	4000	DDOT

Steps For Adding An Irregularity

To add a testing irregularity, follow these steps:

1. Click on the *Add Irregularity* link on the Maintain Irregularities page.
2. Fill in the required information on the Testing Irregularity - Add screen.
NOTE: All Required Fields table must be completed.
3. Select "Yes" in the Submitted to DDOT field if all information is accurate and complete. If more information needs to be collected, do not select "Yes" in the Submitted to DDOT field.
4. Click on the *Submit Data* button to save your entries or changes. On the confirmation screen, a green checkmark will indicate the irregularity has successfully been saved and the irregularity has been assigned a number.

The information in the following fields must pertain to the ELP assessment that was **administered**, even if the irregularity is related to an incorrect ELP assessment being administered:

- Test Source
- Test Mode
- Test Tier (If the test tier is not applicable, select "N/A.")
- Admin Year
- Description of Irregularity
- Submitted to DDOT

For example, if a student was administered a paper ACCESS for ELLs 2.0 test on the incorrect tier, the tier administered should be selected.

Once an irregularity is added or submitted to the DDOT, the user is returned to the Maintain Irregularities page. To view the irregularity, use the *Search* link (see the section of this manual titled *Searching for an Irregularity*).

Note: No action should be taken by an STC or other testing personnel unless the irregularity has been closed by VDOE. It is imperative to refer to the *DDOT Comments* field or the *VDOE Response* field to resolve the irregularity.

DDOT Action

The DDOT must select "Submitted to DOE." The DDOT may not resolve the testing irregularity without input from VDOE. VDOE will only be able to view the irregularities where the DDOT has selected "Submitted to DOE" in the *DDOT Action* field. For more information about approving and submitting testing irregularities, refer to the section, *Editing an Irregularity*.

Searching for an Irregularity

STCs and DDOTs may search for irregularities within their own designated school or division, as identified by the User Name. Therefore, an STC may only view irregularities associated with the school and a DDOT may view all irregularities in the division.

Irregularities may be searched on the following fields: *IRR No*, *Admin Year*, *Status*, *Description of Irregularity*, and *VDOE Response*. All of the irregularities within a school or division may be viewed if no search criteria are selected.

Search Testing Irregularities Screen

Maintain Irregularities

Search Testing Irregularities

Please provide search criteria as desired and press 'Search' or add by pressing 'Add Irregularity'.

IRR No:

Admin Year: All ▼

Division Name: All ▼

School Name: All ▼

Status: All ▼

Assigned To: All ▼

Description of Irregularity:

VDOE Response:

[Logout](#)

[Start of Page](#)

The DDOT can limit a search to a particular school.

Steps For Searching Irregularities

To search for a testing irregularity, follow these steps:

1. Select the search criteria from the available fields on the Maintain Irregularities page. NOTE: At least one search criterion must be provided.
2. Click on the *Search* button.

Testing Irregularities Sort Order

After clicking the *Search* button, a list of testing irregularities will appear on the screen that matches the search criteria selected on the Search Testing Irregularities screen (see Search Results screen on the next page). The default sort order of the irregularities is by status and created date.

- STC sort order:
 - Added, Submitted to DDOT, Submitted to DOE, Response by DOE, Closed by DOE
- DDOT sort order:
 - Submitted to DDOT, Added, Response by DOE, Submitted to DOE, Closed by DOE

Search Results Screen

VIRGINIA DEPARTMENT OF EDUCATION
SSWS Menu >> ELPAIWAS Home >> Maintain Irregularities

[Logout](#)

Maintain Irregularities

Search Testing Irregularities

Please provide search criteria as desired and press 'Search' or add by pressing 'Add Irregularity'.

IRR No:

Admin Year: All ▼

Status: All ▼

Assigned To: All ▼

Description of Irregularity:

VDOE Response:

Search Results (4) Please click on the IRR No. from search results to Edit ELP Testing Irregularity

IRR No ↓	Admin Year Test Source ↑	Division Name School Name Assigned To ↓	Created Date Status ↑	View
23	2016 Alternate ACCESS for ELLs		08-MAR-2016 Added	View
22	2016 ACCESS for ELLs 2.0		08-MAR-2016 Submitted to DDOT	View
21	2016 ACCESS for ELLs 2.0		08-MAR-2016 Submitted to DDOT	View
20	2016 ACCESS for ELLs 2.0		08-MAR-2016 Submitted to DDOT	View

Maintain Irregularities

TEST

User Information
ELP_TESTER1 User
ELP_TESTER1

Henrico County (043)
DEEP RUN HIGH

Local SSWS Admin
Bob W. Oakley
804-652-3841
[E-Mail](#)

Local SSWS Backup Admin
Helen S. Whitehurst
804-652-3831
[E-Mail](#)

Local Application Contact (ELPAIWAS)
[E-Mail](#)

VDOE Application Contact
Sarah Susbury
(804) 225-2102
[E-Mail](#)

VDOE SSWS Admin
Susan Williams

Testing Irregularities Status

The testing irregularities listed will have various words/phrases in the Status column. The status of an irregularity will determine the action to be taken. The following table defines the different statuses.

Table 5-Testing Irregularity Status

Status	E-mail Notification	Description	Next Step	Visible By
Added	—	A new irregularity has been added by STC or DDOT.	When irregularity is complete and accurate, submit to DDOT.	STC (View/Edit) DDOT (View/Edit)
Submitted to DDOT	—	An irregularity has been completed and submitted to DDOT for review.	DDOT must review irregularity and submit to VDOE.	STC (View only) DDOT (View/Edit)
Submitted to DOE	—	DDOT has submitted irregularity to VDOE for resolution.	VDOE reviews and determines if more information is needed or resolves irregularity.	STC (View only) DDOT (View only) VDOE (View/Edit)
Response by DOE	Sent to DDOT	VDOE has requested more information from division.	DDOT provides additional information to VDOE.	STC (View only) DDOT (View/Edit) VDOE (View/Edit)
Closed by DOE	Sent to DDOT	VDOE has resolved and closed irregularity.	Division proceeds based on resolution provided.	STC (View only) DDOT (View only) VDOE (View/Edit)

An e-mail notification will be sent to the DDOT under the following situations:

- The STC has submitted an irregularity to the DDOT.
- VDOE has responded to the irregularity requesting additional information.
- VDOE has closed an irregularity.

The notification will be sent to the DDOT's e-mail address provided by your division in the School Administration Data Collection.

Sample E-mail Notification

ELPAIWAS Testing Irregularity # "2" having a status of "Submitted to DOE," requires your attention.

Please go to <https://p1pe.doe.virginia.gov/ssws> and log in to the Single Sign-On for Web Systems application.

After logging in, click on "ELP Assessment Irregularities (ELPAIWAS)." Click on the "Search" link and enter "2" in the IRR No. field. Press the Search Button.

For more information regarding the ELPAIWAS Irregularities Web Application System, please contact the Office of Test Administration, Scoring and Reporting at 804.225.2012 or student_assessment@doe.virginia.gov.

DO NOT REPLY to this e-mail message.

Editing an Irregularity

An irregularity will need to be edited any time it requires a response or needs to be corrected or updated. The following scenarios would require using the edit function:

- The STC needs to add more information to an irregularity and submit it to the DDOT.
- The DDOT needs to add comments to an irregularity and select an action.
- The DDOT needs to update or correct information to an irregularity before submitting it to VDOE.
- The DDOT needs to respond to an irregularity that requires additional information.

In the event an irregularity needs additional or corrected information, STCs and DDOTs may edit an irregularity. Refer to Table 5-Testing Irregularity Status for a complete list of the actions available for each irregularity status.

A DDOT may change the status of an irregularity by selecting "No" in the *Submitted To DDOT* field. This will allow the STC to enter additional information if needed. In addition, VDOE may change the status of an irregularity by selecting "None" in the *DDOT Action* field to allow the DDOT to change or update information.

NOTE: Only an irregularity with the *IRR No* that is hyperlinked can be edited.

Testing Irregularity – Irregularity Number Hyperlinked

VIRGINIA DEPARTMENT OF EDUCATION
SSWS Menu >> ELPAIWAS Home >> Maintain Irregularities

Maintain Irregularities [Logout](#)

Maintain Irregularities

Search Testing Irregularities

Please provide search criteria as desired and press 'Search' or add by pressing 'Add Irregularity'.

IRR No:

Admin Year: All

Status: All

Assigned To: All

Description of Irregularity:

VDOE Response:

Search Results (4) Please click on the IRR No. from search results to Edit ELP Testing Irregularity

IRR No <input type="button" value="v"/>	Admin Year Test Source <input type="button" value="v"/>	Division Name School Name Assigned To <input type="button" value="v"/>	Created Date Status <input type="button" value="v"/>
23	2016 Alternate ACCESS for ELLs		08-MAR-2016 Added View
22	2016 ACCESS for ELLs 2.0		08-MAR-2016 Submitted to DDOT View
21	2016 ACCESS for ELLs 2.0		08-MAR-2016 Submitted to DDOT View
20	2016 ACCESS for ELLs 2.0		08-MAR-2016 Submitted to DDOT View

Maintain Irregularities

TEST

User Information
ELP_TESTER1 User
ELP_TESTER1

Henrico County (043)
DEEP RUN HIGH

Local SSWS Admin
Bob W. Oakley
804-652-3841
[E-Mail](#)

Local SSWS Backup
Admin
Helen S. Whitehurst
804-652-3831
[E-Mail](#)

Local Application
Contact (ELPAIWAS)

[E-Mail](#)

VDOE Application
Contact
Sarah Susbury
(804) 225-2102
[E-Mail](#)

VDOE SSWS Admin
Susan Williams

This irregularity **can** be edited.

This irregularity **cannot** be edited.

Testing Irregularity - Edit Screen

Testing Irregularity - Edit

Note: Fields marked with asterisk * are required.

Testing Irregularity

Division Name: _____

* School Name: _____

Created Date: 11-JUL-2017

Created By: Kia Johnson

IRR No: 77

* Test Source: Kindergarten ACCESS for ELLs

* Test Mode: Paper

* Test Tier: N/A

* Admin Year: 2017

No. of Students: _____

Student Grade: _____

Language Domain: Listening Speaking Reading Writing

Grade Cluster: _____

Student Names/STIs: _____

* Description of Irregularity: _____

Submitted to DDOT: Yes

Submitted to DDOT Date: 11-JUL-2017

DDOT Comments: _____

PRODUCTION User Information
Kia Johnson
kia.johnson@doe.virginia.gov
Dept. of Education Staff

VDOE Application Contact (Test ELPAIWA)
Sarah Busbury
(804) 225-2102

VDOE SSWS Admin
Melanie Lore
(804) 225-3918

Steps For Editing Irregularities

3. Select the search criteria from the available fields on the Maintain Irregularities page. NOTE: At least one search criterion must be provided.
1. Click on the *Search* button.
2. From the Search Results list, click on the *IRR No* for the irregularity you wish to edit. The *IRR No* will only appear if you have the authority to edit the irregularity (see *Table 5-Testing Irregularity Status*).
3. Make any necessary changes.
4. Click on the *Submit Data* button to apply your changes.

Viewing and Printing an Irregularity

When an irregularity has been closed by VDOE, it will be necessary to view the irregularity to determine the resolution. In some instances, you may also want to print the irregularity.

Steps for Viewing and Printing Irregularities

4. Select the search criteria from the available fields on the Maintain Irregularities page. NOTE: At least one search criterion must be provided.
1. Click on the *Search* button.
2. From the Search Results list, click on the *View* link in the Edit column for the irregularity you wish to view. The irregularity will be generated as a Portable Document Format (pdf).
3. You will then be prompted to open or download the file.
4. Once opened or downloaded, the file can be printed.

Exporting Irregularities

At any time, the irregularities may be exported and saved electronically. The irregularities exported will reflect the search criteria entered in the fields on the Search Results screen. For example, if you have a list of irregularities with the status "Submitted to DOE," only those irregularities would be exported.

Search Testing Irregularities Screen

The screenshot shows the 'Maintain Irregularities' page. At the top, there is a navigation bar with the Virginia Department of Education logo and the text 'SSWS Home >> Test ELP/PAI/AS Home >> Maintain Irregularities'. Below this is a 'Search Testing Irregularities' form with the following fields: IRR No. (text input), Admin Year (dropdown menu set to 2017), Division Name (dropdown menu set to All), School Name (dropdown menu set to All), Status (dropdown menu set to All), Assigned To (dropdown menu set to Kia Johnson), Description of Irregularity (text input), and VDOE Response (text input). There are 'Reset', 'Add Irregularity', and 'Search' buttons.

Below the search form, it says 'Search Results (4) Please click on the IRR No. from search results to Edit ELP Testing Irregularity'. The results are displayed in a table:

IRR No	Admin Year Test Source	Division Name School Name Assigned To	Created Date Status
928	2017 Kindergarten ACCESS for ELLs	Kia Johnson	26-JUN-2017 Closed by DOE
928	2017 ACCESS for ELLs 2.0	Kia Johnson	16-JUN-2017 Closed by DOE
925	2017 ACCESS for ELLs 2.0	Kia Johnson	09-MAY-2017 Closed by DOE
924	2017 ACCESS for ELLs 2.0	Kia Johnson	19-APR-2017 Closed by DOE

At the bottom of the table, there is a 'Download to Excel' button (highlighted with a red box) and an 'Assign Staff' button.

The sidebar on the right contains the following links and information:

- Maintain Irregularities
- Administration
- Lockup Data
- Maintain Documents
- Account Access Report
- PRODUCTION
- User Information
- Kia Johnson
- Kia Johnson
- Dept. of Education Staff
- VDOE Application
- Contact (Test ELP/PAI/AS)
- Sarah Sutory
- (804) 225-2102
- E-Mail
- VDOE SSWS Admin
- Melanie Lyle
- (804) 225-2018
- E-Mail
- Adobe's Acrobat Reader
- Microsoft Excel Reader

Steps For Exporting Irregularities to a Microsoft® Excel (.xls) file

1. Select the search criteria from the available fields on the Maintain Irregularities page. To return a list of all testing irregularities, do not specify any criteria.
2. Click on the *Download to Excel* button.
3. A pop-up window will appear. Click *Save*.
4. Close the pop-up window to return to the Search Results screen.

For questions regarding ELP/PAI/AS and ELP assessment testing irregularities, please contact the student assessment staff by e-mail at student_assessment@doe.virginia.gov or by calling (804) 225-2102.