



Istation

ISIP Assessment Irregularity Process for Benchmark Months

When an irregularity occurs during **BOY** (Aug.-Sept.), **MOY** (Dec.-Jan.), and **EOY** (April-May) windows:

- Report the irregularity on the [Test Coordinator Portal](#) using as many details as possible.
- The PED will review the submitted irregularity to determine if it is valid.
- If approved, the PED will send the invalidation request to Istation.
- Istation will invalidate the requested assessment.
- Upon approval, the PED will complete the irregularity form on the test coordinator portal and the DTC will receive a confirmation email.

Once an irregularity request is completed, the student will automatically be presented with the ISIP upon the next login. An On Demand DOES NOT need to be scheduled.

Please note: During benchmark windows, schools are allowed to assign On Demand assessments for specific subtests, without submitting a testing irregularity, **only** if it pertains to a student's MLSS plan or data needed for the SAT process. Schools will not be allowed to assign a full ISIP as an On Demand for these purposes during benchmark months.

If you have questions about an ISIP assessment outside of benchmark months, you can contact Istation Support at:

Support Service: Monday through Friday, 7 a.m. to 6:30 p.m. CT

Email: support@istation.com

Local Phone: (214) 237-9300

Toll-Free Phone: (866) 883-7323, press 2