



# Istation

## ISIP Assessment Irregularity Process for Benchmark Months

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

- Report the irregularity on the [Test Coordinator Portal](#) using as many details as possible.
- PED will review the submitted irregularity to determine if it is valid.
- If approved, PED will send the invalidation request to Istation.
- Istation will invalidate the requested assessment.
- Upon approval, 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, 7:00 AM to 6:30 PM CT

E-mail – [support@istation.com](mailto:support@istation.com)

Local Phone – 1-214-237-9300

Toll-Free Phone – 866-883-7323, press 2