# Request to Reset Test Form

**Career-Technical Education**

**Technical Testing System**

This form is for districts to request a reset of test form. The request must be submitted by the superintendent (or designee) of the district. Please fill in all requested information, save or scan the form and send it to [Matthew.Winkle@education.ohio.gov](mailto:Matthew.Winkle@education.ohio.gov) . The district should print and retain a copy for one year. The Office of Career Technical Education will contact the district if the request is approved or denied.

**Contact Information**

District School

Name of Superintendent/designee

District IRN School IRN

Phone #

Superintendent’s/designee’s Email

Name of District Test Coordinator

Phone #

District Test Coordinator’s Email

**Description of test incident that may require the reset of the test.** (Describe the test incident below – give details that will clearly explain the situation. **Please do not include any student names.** Resets, once approved, must be arranged with WebXam staff ([webxam@osu.edu](mailto:webxam@osu.edu)), due to the fact that student-level identifiers can’t be included here.

|  |  |  |
| --- | --- | --- |
| **Test Information** | | |
| Administration  Fall Spring Optional Summer | Administration Year | Date of Test Incident (calendar) |
| **Online Tests – Please complete this portion if you are requesting to reset a test form.** | | |
| *Career Technical Education End-of-Course Tests (Indicate how many students need to have their test forms reset for each specific Career-Technical education course along with the teacher of the course.)* | | |