

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. 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:	District IRN:
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School:	School IRN:
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Name of Superintendent/Designee:

Superintendent Email:	Phone #:
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Name of District Test Coordinator:	Phone #:
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District Test Coordinator 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), due to the fact that student-level identifiers cannot be included here.

Test Information

Administration: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Optional Summer <input type="checkbox"/>	Administration Year:	Date of Test Incident (Calendar):
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Online Tests – Please complete this portion if you are requesting to reset a test form.