

## How district-level users approve, reject, and retract test status requests

For Restart Readiness Assessments district test coordinators and district administrators are responsible for processing all test status requests.

- District level users will create test status requests in TIDE the same as for the operational tests.
- For Benchmark and Checkpoint tests **only**, test status requests require approval by a district user before the Test Delivery System (TDS) can process the requests.
- District users can also retract test status requests that have been created.

Once a test status request has been approved or rejected, the request cannot be deleted. To delete a processed test status request, contact the Ohio Help Desk.

**To approve, reject or retract a test status request that has been submitted in TIDE do the following:**

1. From the **Test Status Requests** task menu on the TIDE dashboard, select **View Requests**. The **View Requests** page appears.
2. Retrieve the test status request you want to process by filling out the search criteria and selecting **Search**.
3. Do one of the following:
  - Mark the checkboxes for the requests you want to process.
  - Mark the checkbox at the top of the table to process all the retrieved requests.
4. Then click Process.
  - To approve the selected requests, select **Process**.
  - To reject the selected requests, select **Reject**.
  - To retract the selected requests, select **Retract**.
  - To resubmit a request that the TDS could not process, select **Resubmit**.
5. Enter a reason for the requested action in the window that pops up.
6. Select **Submit**. TIDE displays a confirmation message.

TIDE removes the selected test status request from the list of retrieved requests.