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Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

Working Together for Student Success

TO: Superintendents, Principals, and School Leaders
FROM: Dr. Charity Flores, Director of Student Assessment
DATE: October 1, 2018
RE: IDOE Test Invalidation Guidance

Adherence to standardized testing procedures is essential to ensuring that assessment results are valid and reliable. When standardization is compromised, the test section is invalidated to reflect the lapse in standardized procedure. Once test invalidations are submitted, they may not be reversed. Invalidating a test section or segment will likely result in not having a sufficient number of remaining items to calculate an overall scale score.

The vast majority of test invalidations and subsequent undetermined results are preventable. These are some of the most common scenarios that will result in test invalidations:

- Student works in an assessment other than the one being administered.
- Student tests with one or more accommodations in error.
- Student provides more than one attempt for the same assessment in either or both testing modes.
- Student marks most or all answers randomly.
- Student tests using another student's access code (or STN) or in another student's assessment book.

To help maximize the validity and reliability of assessment results, transcribing student responses will not be allowed without policy guidance from the department.

It is critical that all testing coordinators and examiners/test administrators take time **before testing** to carefully review the examiner/test administration manuals they will use to administer the assessments. These manual reviews should help schools prevent common testing errors, including those that will result in test invalidation and subsequent undetermined results.

IDOE and its assessment vendors will offer training opportunities to help school and corporation test coordinators navigate the online testing systems, stay informed of IDOE policies and testing information, and increase awareness of how to prevent test invalidations, ensuring a valid and reliable testing experience for all students.

Please contact the Office of Student Assessment with any questions
inassessments@doe.in.gov.