



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 or segment 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 may result in not having a sufficient number of remaining items to calculate an overall scale score.

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

- The student works in an assessment segment or content area other than the one being administered.
- The student tests with one or more accommodations in error.
- The student participates in more than one attempt for the same assessment in either or both testing modes.
- The student accesses an unallowable device.
- The student tests using another student's login credentials or in another student's assessment book or answer document.

To help maximize the validity and reliability of assessment results, transcribing student responses will not be allowed without adherence to specific policy guidance and protocols from the Indiana Department of Education (IDOE).

All Test Coordinators¹ and Test Administrators must review the applicable manuals (e.g., Test Coordinator's Manual, Test Administrator's Manuals) needed to administer the assessments **before testing begins**. 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 offer training opportunities to help 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.

¹ "Test Coordinators", as used in this document, includes Corporation Test Coordinators (CTCs), School Test Coordinators (STCs), and Nonpublic School Test Coordinators (NPSTCs).