Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Test Invalidation Guidance

Adherence to standardized testing procedures is one important component of valid (accurate, trustworthy) and reliable (able to be meaningfully compared with other data) assessment data. When standardization is compromised, a testing irregularity has occurred and must be reported to the Indiana Department of Education (IDOE) via the Testing Irregularity Report Jotform within Appendix C of the *Indiana Assessments Policy Manual*. IDOE will review the impact of the irregularity on the student's experience and determine if the data from the assessment will still be valid and reliable. If the scores are no longer valid and reliable, the affected test(s) must be invalidated. Once test invalidations are submitted, they may not be reversed. Invalidating a test section or segment could result in not having a sufficient number of remaining items to calculate an overall scale score, depending on the test design and the portion of the assessment that is impacted.

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

- The Test Administrator (TA) approves the student to access a different online test than the one in which the student should be working.
- The TA does not enforce time limits for timed assessments.
- The TA neglects to remove or cover instructional materials displayed on walls in the testing room.
- The student tests with one or more accommodations in error.
- The student accesses an unallowable device or resource.
- The student tests using another student's login credentials or in another student's assessment book or answer document.

IDOE works to provide solutions and scores to students who are affected by testing irregularities whenever possible. Corporation Test Coordinators (CTCs) should work with IDOE to define all available options when a student test is impacted.

All Test Coordinators[1] and TAs must review the applicable manuals (e.g., test administration manuals) required 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 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.

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[1] "Test Coordinators", as used in this document, includes CTCs, School Test Coordinators (STCs), and Non-public School Test Coordinators (NPSTCs).