**Invalidations and Requests Summary**

**To Create an Invalidation or Request:**

1. Log into the current administration in TIDE (<https://fl.tide.cambiumast.com/>).
2. Select the **Invalidations and Requests** drop-down from the home page.
3. Select **Create Requests**.

Step 1: Select the Request Type.

Step 2: Under the **Search Student By:** drop-down, select how to search for the test (*Result ID*, *Session ID*, or *FLEID*).

Step 3: Enter the Result ID, Session ID, or FLEID in the text box.

1. Select **Search**.
2. Click the checkbox next to the Request Type. If you need to re-open a session, check the box next to the session you need re-opened. Select **Create**.
3. Select the reason from the drop-down or select *Other* and enter a reason in the text box. Enter comments as needed.
4. Click **Submit**.

**Helpful Tips**

1. After a **Re-open a test** request is approved, the student will be placed in a *Paused* status. If the test has multiple sessions, the student will be placed in the last session of the test.
2. If a FAST test is in a *Paused* status due to the student not finishing in one day, and the student has permission to continue testing within the following two days, the student will only have access to un-answered items. If the student needs access to previous items, a **FAST item unlock** request will need to be submitted/approved before the student logs back in.
3. If a FAST test is in a *Completed*, *Submitted,* or *Reported* status, and the student has permission to re-enter the test, a **Re-open a test** request should be used to allow the student to return to all items of the test.
4. If a test is in a *Reported* status and the student needs to return to Session 1 for a two-session test, you will need to create a **Re-open a test** request. After that request is approved by the district, you will need to create a **Re-open a test session** request for the session the student needs to access for the student to be placed into that session.

If a test is in a *Completed*, *Submitted*, or *Invalidated* status and the student needs to return to Session 1 for a two-session test, you can create a **Re-open a test session** request for the session the student needs to access. You do not need to process a **Re-open a test** request first for students with these test statuses.

1. If a student is unable to complete the last session of the FSA Algebra 1 Retake EOC or FSA ELA Reading Retake test and submit it, the test will be forced to the ***Submit Test*** screen after the 8-hour pause rule. When/if the student logs in again, they will be on the ***Submit******Test*** screen and will only be able to submit their test. If the student has permission to return to a previous session, follow these steps:
   1. If the student has not logged back in yet, create a **Re-open a test session** request. This will allow the student to be approved into the correct session the next time they log in.
   2. If the student has already logged in and they are on the ***Submit Test*** screen, have the student submit their test and log out. Then, create a **Re-open a test** request.

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| **Request Type** | **When to Use** | **Who Can Create** | **Who Can Approve** | **Required Test Status When Creating the Request** |
| **Invalidate a test** | Used if:   * The validity of a test score has been compromised and the test should not be scored. | State, DAC, DTC, SAC | No approval required | Completed, Submitted, Reported, or Paused |
| **Re-open a test** | Used if:   * A test needs to be re-opened after it has been fully submitted (e.g., student ended the test too soon). | State, DAC, DTC, SAC | State, DAC, DTC | Completed, Submitted, Reported, or Invalidated |
| **Restart a test** | Used if:   * A student is allowed to restart a test from the beginning. * An incorrect test has been started and should not be reported.   **Please note**: All student responses are deleted from the test when it is restarted. | State, DAC, DTC | State\* | Paused, Completed, Submitted, or Reported |
| **Restore a test that was restarted** | Used if:   * A test was restarted by mistake.   **Please note**: This will restore all previous responses. | State, DAC, DTC | State\* | Reset |
| **FAST item unlock** | Used if:   * A student logs back into a FAST test the next day but before the test is force submitted, to allow the student to view all items. | State, DAC, DTC, SAC | State, DAC, DTC | Paused |
| **FSA Re-open a test session** | Used if:   * A test **session** needs to be re-opened after the student has moved from one session to another and needs to return to the original session. * The overnight pause rule has moved the student into the next session. | State, DAC, DTC, SAC | State, DAC, DTC | Paused, Completed, Submitted, or Invalidated |

\* The district must email or call the Bureau of K–12 Student Assessment at FDOE to notify the administration team of this pending request and to provide additional information regarding the circumstances before it is approved.