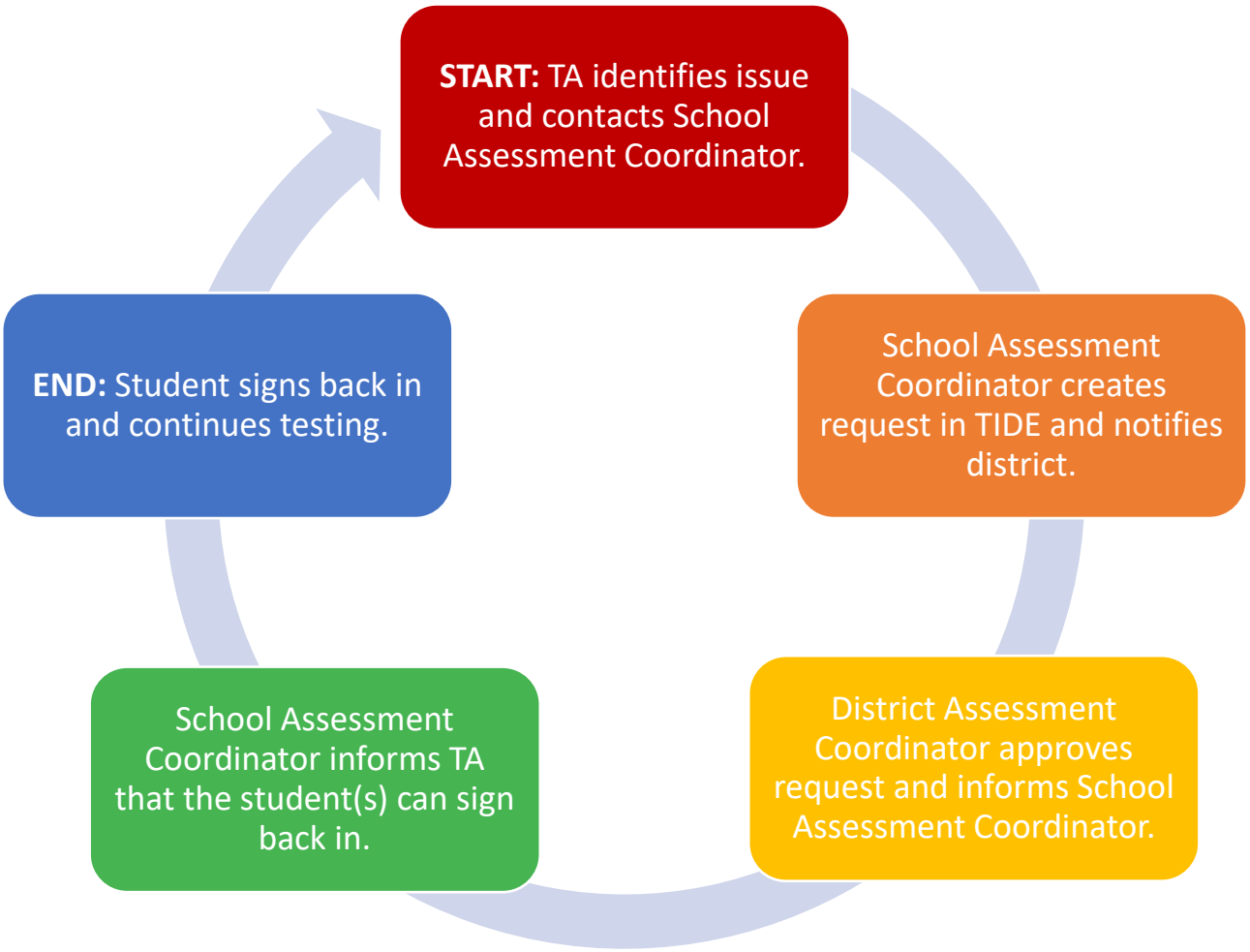
# Invalidations and Requests Summary



## 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.
4. Select **Search**.
5. 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**.
6. Select the reason from the drop-down or select *Other* and enter a reason in the text box. Enter comments as needed.
7. Click **Submit**.

## Helpful Tips

1. After a **Re-open a test** request is approved, the student will be placed in a *Paused* status in the last session of the test (i.e., Session 2 for two-session tests and Session 3 for three-session tests).
2. If a test is in a *Reported* status and the student needs to return to Session 1 for a two-session test or Session 1 or 2 for a three-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 in order 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 or Session 1 or 2 for a three-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.
3. If a student is unable to complete the last session of the 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 Session 2 or Session 3, follow these steps:
   a. 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.
   b. 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.

| Request Type | When to Use | Who Can Create | Who Can Approve |
|---|---|---|---|
| **Invalidate a Test** | Used if:<br>• The validity of a test score has been compromised and the test should not be scored. | State, PSA, DAC, DTC, SAC | No approval required |
| **Re-open a Test** | Used if:<br>• A test needs to be re-opened after it has been fully submitted (e.g., student ended the test too soon). | State, PSA, DAC, DTC, SAC | State, DAC, DTC |
| **Re-open a Test Session** | Used if:<br>• 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.<br>• The overnight pause rule has moved the student into the next session. | State, PSA, DAC, DTC, SAC | State, DAC, DTC |
| **Restart a Test** | Used if:<br>• A student is allowed to restart a test from the beginning.<br>• An incorrect test has been started and should not be reported.<br>**Please note**: All student responses are deleted from the test when it is restarted. | State, PSA DAC, DTC | State* |
| **Restore a Test that was Restarted** | Used if:<br>• A test was restarted by mistake.<br>**Please note**: This will restore all previous responses. | State, PSA, DAC, DTC | State* |

* 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.

## Invalidations and Requests by Test Status

| Test Status | Invalidate a test | Restart a test | Re-open a test | Restore a test that was restarted | Re-open a test session |
|---|---|---|---|---|---|
| Approved | ✓ | ✓ | | ✓ | |
| Completed | ✓ | ✓ | ✓ | ✓ | ✓ |
| Denied | ✓ | ✓ | | ✓ | ✓ |
| Expired | ✓ | ✓ | ✓ | ✓ | ✓ |
| Paused | ✓ | ✓ | | ✓ | ✓ |
| Pending | | ✓ | | ✓ | |
| Processing | | ✓ | | ✓ | |
| Reported | ✓ | ✓ | ✓ | ✓ | |
| Review | | ✓ | | ✓ | |
| Submitted | ✓ | ✓ | ✓ | ✓ | ✓ |
| Suspended | | ✓ | | ✓ | |
| Invalidated | | ✓ | ✓ | ✓ | |