

Using the Invalidation Code with Breach Test Books/Answer Documents Checklist ~ 2010

The principal/building level coordinator immediately documents the incident and gives the information to the CTC. The CTC informs the Office of Assessment, Accountability and Research, and together, decisions on invalidation and breach administration are made. Verbal contact must be followed by written verification.

The CTC then informs the principal/building level coordinator of the decisions. Verbal contact must be followed by written verification. Testing continues, using the appropriate test book and/or answer document.

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- Documented receipt/return of each **Breach** test book/answer document on the *Breach Security Checklist* sent with the **Breach** material
 - Completed the bio-grid page in each **Breach** Grade 3 test book/Grades 4-11 answer document
 - Documented the invalidation(s) on the *Invalidation/Breach Form*
 - Marked only the invalid test(s) – test(s) not to be scored – for the operational and breach forms
 - Obtained the 4-digit invalidation code from the CTC
 - Completed the invalidation box on each **Operational** Grade 3 test book/Grades 4-11 answer document
 - Operational circle is marked
 - Circle(s) for invalid test(s) are marked – test(s) not to be scored on Operational form
 - 4-digit invalidation code entered
 - Corresponding circle below each digit of code is marked
 - Completed the invalidation box on each **Breach** Grade 3 test book/Grades 4-11 answer document
 - Breach circle marked
 - Circle(s) for invalid test(s) are marked – test(s) not taken on Breach form
 - 4-digit invalidation code entered
 - Corresponding circle below each digit of code is marked
 - Verified the **Operational** and **Breach** Grade 3 test books/Grades 4-11 answer documents invalidation grids have one marked and one unmarked circle for each content area
 - Returned **Operational** and **Breach** Grade 3 test books/Grade 4-11 answer documents with **TO BE SCORED** materials
 - Accounted for all **Breach** Grade 3 test books/Grades 4-11 answer documents on the SGL