

Guidelines for Access to Student Assessment Material for the Washington Comprehensive Assessment Program

Introduction

The Washington Comprehensive Assessment Program (WCAP) encompasses the entire state testing program and is comprised of a standards-based set of assessments. The assessments include the Smarter Balanced, and the Washington State Comprehensive Assessment of Science (WCAS), and comprise an ongoing, legislatively mandated program to collect evidence of student learning by testing the academic knowledge and skills of Washington students. The primary goal is to report valid and reliable information on student achievement in English language arts (ELA), mathematics, and science taught in elementary and secondary schools. Student responses are maintained by the Office of Superintendent of Public Instruction (OSPI) according to a retention schedule on file with the Secretary of State.

This document will facilitate access to their student's assessment responses and the test questions for the state assessments listed above. This document includes guidelines aimed at:

- Providing parents, legal guardians, students over the age of 18, emancipated youth, or advocates (referred to as requestors from here on throughout the document) the opportunity to view a student's assessment as provided by the Family Educational Rights and Privacy Act (FERPA).
- Safeguarding the integrity of the state assessments and protecting secure test questions from public release, in accordance with state law.
- Assuring requestor that the confidentiality of the student's education records will be maintained.

State law provides legal avenues for OSPI to address any willful or malicious attempts to compromise the integrity of the test. Although it is important and permissible for families to discuss their student's performance on the assessments, individuals are not permitted to share test questions through any means, as that would constitute a security breach and jeopardize the test's integrity.

Timeline

Test processing includes all post-test administration procedures including item scoring, data analyses, and reporting of scores. Tests are available to review for one year after post-test



administration procedures have concluded. The table below indicates when post-test administration procedures are generally concluded, and assessments will be available for review.

Test Administration	Available for Requesting to View
Spring Smarter Balanced and WCAS	November

Process for Request to View

Request forms are available on the [Request to View Your Student's Test](#) page on the OSPI website, or by contacting OSPI at Assessment@K12.wa.us.

The following are steps to accommodate requests to view a student's assessment responses:

1. Requestor fills out the request form and **mails** it to OSPI.
2. OSPI receives the completed request form, verifies the information provided, and submits a request to the test contractor to make the test and review materials available to the district. Tests will be made available electronically to the District Assessment Coordinator (DAC) and requestor only at the time of the viewing.
3. Each Requestor Packet includes a *Requestor Certification Form* and *Scored Response Summary* for each requested state assessment. Requestor Packets will be sent to the DAC through the TIDE Secure Inbox.
4. Upon receipt of the Requestor Packet, the DAC contacts the requestor to schedule a test review.
 - Per FERPA requirements, the requestor must be offered a viewing date that falls within 45 days of the receipt of the completed request form at OSPI, and the availability of the request to view process.
 - Only parents, legal guardians, students over the age of 18, emancipated youth, or an advocate may view test materials.
 - If the request is to view multiple tests or content (subject) areas, these should all be viewed in the same sitting, with up to an hour provided for the review of each test or content area.
5. DACs will ensure that the same security protocols that apply to the test administration are followed throughout the viewing. At least one trained employee must be in the review area throughout the review. The employee should be familiar with the state assessment and score reports and be prepared to answer any questions the requestor(s) may have. Any questions that are not able to be answered should be forwarded to OSPI.
6. Requestors are required to sign the *Requestor Certification Form* prior to the viewing session. This form certifies that they are the parents, legal guardians, a student over the age of 18, an emancipated youth, or an advocate and that they have been made aware of the laws and policies regarding the disclosure of test questions.
 - Identification of the requestor is required.

7. After the review the requestor is required to sign the *Security Attestation and Electronic Signature Agreement* at the bottom of the *Scored Response Summary*. The DAC should retain a copy of the signed *Requestor Certification Form* and a signed *Scored Response Summary* in the district. A copy of the *Requestor Certification Form* should also be provided to the requestor.
8. At the conclusion of the review, district staff will secure online testing information and delete any digital versions of students' paper tests, if applicable.

Note: The RTV process is now primarily electronic. Review materials will be sent via the TIDE Secure Inbox and all forms can be signed using the eSignature process and saved electronically. Paper copies of *Scored Response Summaries* may be made available. Since these forms include secure student information they cannot be transmitted electronically.

Protocol for Review of State Assessment Records

- Once materials are ready for review the school district will contact you to schedule a one-hour review session for each of the student's tests and *Scored Response Summaries*. This time constraint is meant to facilitate scheduling and should provide ample time for the review session. Additional time may be provided either at the initial review session or later. The requestor must be offered a review date that falls within the 45-day FERPA deadline. If the requestor is unable to schedule a review within 30 days of the district's receipt of materials, the DAC will return secure materials immediately to the state test contractor. The requestor may reinitiate a request.
- Test materials may only be viewed—no printing, recording, deleting, or altering permitted.
- Note-taking is not allowed during test material review. Notes may be taken during any discussions prior to or following the review once test materials have been secured. Electronic devices must be turned off and kept out of view or left with district staff outside of the viewing area.
- The [Practice and Training Tests](#) may be useful in understanding the scoring of the tests. District staff can provide general information about test construction but are not expected to provide item-level interpretation or analysis.
- The requestor can request a paper copy of each *Scored Response Summary and the Requestor Certification Form*. that was included in the review packet.
- Advocates are permitted for parents/legal guardians with disabilities, limited English, or other special needs who require assistance.