

**SCORE APPEAL GUIDELINES**  
**OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION**



**How to Appeal an Assessment Score  
 Required for High School Graduation**

These guidelines explain the process for verifying a score on an assessment that is required to receive a Certificate of Academic Achievement or a Certificate of Individual Achievement. A score appeal is appropriate only when the appellant believes a student did not meet standard because of a scoring error (such as erasure, incorrect labeling, answer sheet mistakes, miscalculation, lightly marked bubbles, or scoring errors on open-ended items).

These Score Appeal Guidelines apply to four different types of assessments:

- **High School Proficiency Exam (HSPE)**
- **Washington Alternate Assessment System Developmentally Appropriate Proficiency Exam (WAAS-DAPE)**
- **Washington Alternate Assessment System Portfolio (WAAS-Portfolio)**
- **Collection of Evidence (COE)**

There are some important differences among these assessments, in the testing materials that must be reviewed, and in the appeal deadlines that must be met. In a broad sense, however, all score appeals have basic similarities. Each type of score appeal involves three basic steps:

<p><b>STEP ONE:</b>                  Review your Child's Test Materials</p>	<p>Before you decide to appeal a score, take a careful look at your child's work by reviewing the test booklet or portfolio. This involves acting promptly to request those materials, and examining them within 30 days after they are made available to you. OSPI has developed a form you can use to do this.</p> <p>If you have reviewed the test materials and wish to file a score appeal, move to Step Two.</p>
<p><b>STEP TWO:</b>                  File the Appeal with OSPI</p>	<p>To file your score appeal, deliver a Notice of Score Appeal to OSPI before the deadline stated in these guidelines. Your appeal must contain the information described in the guidelines, and must be received by the appeal cut-off date.</p> <p>OSPI has developed a form that you must use to file your score appeal. This form will be made available at the time of review.</p>
<p><b>STEP THREE:</b>                  Receive Your Results</p>	<p>OSPI will review the assessment and verify that the student's score either did or did not meet standards. That decision will normally be made within 60 days of the date you filed the appeal.</p>

For more detail on the score appeal process, please refer to the following Score Appeal Guidelines.

## A. DEFINITIONS

1. **“Appellant”** means the person who filed the Notice of Score Appeal.
2. **“Collection of Evidence Score Appeal”** means the score verification process that is used to review test scoring errors that might have resulted in a student receiving an incorrect score on a Collection of Evidence.
3. **“Collection of Evidence”** means the collection of evidence method that is an option for eligible students to meet standards to obtain a Certificate of Academic Achievement, as authorized by the 2006 Legislature in Senate Bill 6475.
4. **“DAPE”** means the Developmentally Appropriate Proficiency Exam. The DAPE is an option for students receiving special education services, whose educational plan is guided by an Individualized Education Program (IEP). The DAPE is taking the HSPE at a level more closely aligned with the student’s current skill levels with a passing score set at Level 3.
5. **“Filed”** means physically received and date stamped by OSPI. A Notice of Score Appeal may not be filed by facsimile or E-mail, nor can it be filed with the school or school district. It must be filed directly with OSPI.
6. **“High School Assessment”** means a HSPE, WAAS-DAPE, WAAS-Portfolio or Collection of Evidence.
7. **“HSPE”** means High School Proficiency Exam.
8. **“HSPE Score Appeal”** means the score verification process that is used to review scoring errors that might have resulted in a student receiving an incorrect score on a component of the HSPE or DAPE.
9. **“OSPI”** means the Washington State Office of Superintendent of Public Instruction.
10. **“Student”** means the person whose public high school assessment score is the subject of the appeal.
11. **“WAAS-Portfolio Score Appeal”** means the score verification process that is used to review scoring errors that might have resulted in a student receiving an incorrect score on a WAAS-Portfolio.
12. **“WAAS-Portfolio”** means the Washington Alternate Assessment System Portfolio. The WAAS-Portfolio is an option for students receiving special education services, whose educational plan is guided by an IEP.

## B. WHO CAN FILE A SCORE APPEAL?

To appeal a high school assessment, a student must be at least 18 years old or emancipated. A parent, a legal guardian, or a student's building principal may file a score appeal on behalf of a student who is younger than 18.

Advocates are permitted for parents/legal guardians with disabilities, limited English or other special needs who require assistance.

*NOTE:* The score appeal process does not apply to home-based or privately-schooled students, since state law does not require those students to earn a Certificate of Academic Achievement or Certificate of Individual Achievement as a graduation requirement.

## C. WHAT SHOULD I KNOW BEFORE FILING A SCORE APPEAL?

1. Scoring Errors: The score appeal process is limited. It is only designed to verify the accuracy of a student's score that might have been affected by a technical error, such as erasure, incorrect labeling, answer sheet mistakes, miscalculation, lightly marked bubbles on multiple choice items or errors on open-ended items. The score appeal process cannot be used to challenge the design or administration of a high school assessment.
2. Identify Scoring Error(s): You must base your score appeal on particular scoring errors that you believe contributed to an incorrect score. Those scoring errors must relate to specific test questions or work samples. You must identify the particular items you think should be reviewed. You may *not* file a "general" appeal of your entire test.
3. Graduation Requirements: You may only appeal a score on an assessment that is taken or submitted by a public school student as a high school graduation requirement (a score that is legally required for either a Certificate of Academic Achievement or a Certificate of Individual Achievement).
4. Recent Scores: You may only appeal the score on your most recent HSPE, WAAS-DAPE, WAAS Portfolio or Collection of Evidence.
5. One Subject Area Per Appeal: Your score appeal may involve only one subject area (e.g., reading, writing or mathematics). If you wish to appeal the score of an assessment for a different subject area, you must file a separate appeal.
6. Only Failing Scores May Be Appealed: You may only appeal a score that fails to meet the established assessment standard. You may not appeal a passing score.
7. Successful Appeal Must Meet Standard: The score appeal process is designed to verify scores that would have met standards *except for* the scoring errors described in a Notice of Appeal. This means that you are only eligible to appeal if a successful appeal would result in a score that would meet or exceed the applicable standard.

## D. WHAT ARE THE STEPS IN A SCORE APPEAL?

### STEP ONE - Review the Student's Test Materials

Before you can file a score appeal, you must first physically review your child's test materials. The materials you must review depend on the type of assessment your child completed.

- **For a HSPE or DAPE**—you must review your child's test booklet. You must file a written request to view the booklet with OSPI between September 7, 2010 and February 1, 2011.
- **For a WAAS-Portfolio or Collection of Evidence**—you must review the student's WAAS-Portfolio or the Collection of Evidence. You must file a written request to view the booklet with OSPI within 30 days of receipt of your child's score report. *If these materials were not returned to you with your score report, contact your child's principal.*

You may download the application to review test materials from the OSPI Web site at [www.k12.wa.us/assessment/scoreappeal](http://www.k12.wa.us/assessment/scoreappeal), or you may call (360) 725-6348.

### STEP TWO – File a Notice of Score Appeal

If after reviewing the assessment booklet, portfolio, or collection of evidence you wish to pursue a score appeal, you must file a written Notice of Score Appeal with OSPI.

**FILING DEADLINE:** For all types of score appeals, the appeal notice must be filed within 30 days of the date of you reviewed your child's test materials.

A Notice of Score Appeal form will be available when you review your child's test materials.

### STEP THREE – Receive Your Appeal Results

OSPI will notify you of the results of your appeal within 60 days after the appeal has been filed, unless that deadline is extended for good cause that is explained to you in writing.

## E. WHAT INFORMATION DOES OSPI NEED FROM ME?

You must include the following information in your Notice of Score Appeal:

1. **Student:** Provide the student's identifying information:
  - i. Name
  - ii. Date of birth
  - iii. State student identification number (10-digit SSID)
  - iv. School and school district
2. **Appellant:** If someone other than the student is filing the appeal, provide the appellant's name, address, contact number, E-mail address, signature and relation to the student.
3. **Assessment:** Identify the assessment (HSPE, DAPE, WAAS-Portfolio or Collection of Evidence) and subject area (reading, writing, mathematics) that you wish to appeal.
4. **Administration Date:** Specify the month and year when the student took the assessment or submitted the WAAS-Portfolio or Collection of Evidence that is the subject of the appeal.
5. **Results Received:** Identify the date you received the student's assessment results.
6. **Opportunity to Review Test Materials:** Identify the date you were notified that the student's assessment materials were available for your review.
7. **Particular Errors:** Mark the assessment items you want OSPI to review on the Scored Response Summary that is provided at the time of review. That form requires you to identify the items you wish to have reviewed.

## F. WHAT CAN I EXPECT AS A RESULT OF A SCORE APPEAL?

When a notice of score appeal is filed, the OSPI Director of Assessment (or designee) will review the appeal. Based on the requested action, the reviewer will recalculate the score, review the test materials for other scoring errors or rescore all or part of the assessment. After considering the results of this review, OSPI will rule on the appeal.

For each properly filed score appeal, OSPI will enter one of two possible findings:

- Your score will be verified as meeting current standards; or
- Your score will be verified as not meeting current standards.

If the score review results in a determination that the student has met the necessary standard, the appellant will receive written verification, with a copy sent to the District Assessment Coordinator (DAC) in the student's current district. The DAC will be responsible for

amending any records in the district’s student files to document the student’s status on the assessment.

The score verification result is OSPI’s final decision on the score appeal.

<b>Timetable for Score Appeals</b>	
Parental request to review education records (assessment materials) received by OSPI for the purpose of filing a Notice of Score Appeal	Within 30 days of receipt of assessment score report by parent
Education records (assessment materials) provided for parental review	Within 45 days of receipt of request to review education records by OSPI
Review of education record (assessment materials) by parent	Within 30 days of parent notification of availability of education record (assessment materials) for review
File a notice of appeal with OSPI	Within 30 days of parent review of education record (assessment materials)
Notification of parent as to whether verification of appealed assessment score resulted in assessment meeting or not meeting current assessment standards	Within 60 days of OSPI review of appealed education record (assessment materials)
Amendment of education record by school district in student’s record to document change in the student’s status on the assessment	Within 30 days of receipt of written verification from OSPI that appealed education record (assessment) now is judged to meet current assessment standards