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, Washington State Comprehensive Assessment of Science (WCAS), End-of-Course (EOC), English Language Proficiency Assessment for the 21st Century (ELPA21), and the Washington Access to Instruction & Measurement (WA-AIM), and comprise an on-going, 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 parental access to their student’s assessment responses and the test questions for any state assessment. This document includes guidelines aimed at:

- Providing parents/legal guardians and/or students, at least 18 years old or emancipated, the opportunity to view their 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 parents/legal guardians that the confidentiality of their 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.

Smarter Balanced assessments for grades 3 through 8, WCAS grades 5 and 8, ELPA21 grades K-12, and WA-AIM for grades 3-8 are available to review for one year after post-test administration procedures have concluded. For high school students, Smarter Balanced, WCAS, EOC, and WA-AIM assessments are available to review for two years after post-test administration procedures have concluded.

The table on the next page indicates when post-test administration procedures are generally concluded, and assessments will be available for reviewing:
Process for Accessing Tests
The following are steps to accommodate requests from parents/legal guardians wishing to view their student’s assessment responses:

1. Parent/legal guardian obtains request form from the WCAP-Portal Students and Families page, the See Your Child’s Test page on the OSPI website, or by contacting OSPI at Assessment@k12.wa.us or 360-725-6348.

2. Parent/legal guardian fills out request form and mails it to OSPI. If unable to locate the student’s individual score report, parent/legal guardians contact their student’s principal.

3. OSPI receives the completed request form, verifies the information provided, and submits a request to the test contractor to make the test available to the district. Tests taken on paper will be delivered to the district. Tests taken online will be made available online to the District Test Coordinator (DC) and parents only for the time of the viewing.

4. A Scored Response Summary (SRS) for each requested state assessment is created. This sheet, while not required by FERPA, provides parents with information about their student’s scores.

5. A Parent Review Packet is mailed to the DC in the student’s current school district and includes: Individual Score Report(s), Scored Response Summary(ies), and, if applicable, test(s) and/or collection(s).

6. Upon receipt of the Parent Review Packet, the DC contacts the parent/legal guardian to schedule a test review. Per FERPA requirements, parents/legal guardians must be offered a viewing date that falls within 45 days of the receipt of the completed request form at OSPI, and availability of the request to view process. Only parents/legal guardians (or advocates, as defined below) may view test materials. Students over the age of 18 or emancipated youth may also view their own education records. If a parent requests 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 and/or content area.

7. Upon conclusion of the parent/guardian viewing, the DC immediately returns the Parent Certification form(s), with parent/legal guardian signature(s) and all test materials to the state’s testing contractor, according to the processes communicated to the DC.

8. The state testing contractor securely retains paper test materials, if applicable, according to the retention plan outlined on page one of this document.
Note: Pilot (field) testing of questions are conducted as part of most test administrations. Pilot items are not associated with individual students and do not become a part of a student’s education record. Therefore, a review of pilot test items is not available.

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

Additional Materials available for Parents/Legal Guardians
Materials that help parents/legal guardians understand the scoring review process are available upon request or from the WCAP Portal Students and Families page. These materials include support for the content area(s) that will be viewed.

Role of School Districts
Confidential student records are provided either electronically through a secure digital application, or in hard copy (for paper tests) to the district in which the student is enrolled, and are viewed only by parent/legal guardians and/or advocates. If the student has moved and is no longer enrolled, OSPI must be contacted for guidance if this responsibility is transferred to an Educational Service District. The following section, Protocol for Parent Review of State Assessment Records, must be followed by the school district.

Protocol for Parent/Legal Guardian Review of State Assessment Records
• School district should schedule a one-hour session for the review of each of the student’s tests and Scored Response Summary sheets. 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 at a later date. Parents must be offered a review date that falls within the 45-day FERPA deadline. If a parent is unable to schedule a review within 30 days of the district’s receipt of materials, the DC will return secure materials immediately to the state test contractor. The parent may reinitiate a request.
• Two employees of the district should be available during the review. One employee must be in the review area at all times. One of the employees should be familiar with the state assessment and score reports and be prepared to answer any questions. Any questions that are not able to be answered should be forwarded to OSPI.
• Test materials may only be viewed—no recording, deleting, or altering permitted.
• Note taking is not allowed during the review. Notes may be taken during any discussions prior to or following the review, once materials have been secured. All electronic devices must be turned off and kept out-of-view, or left with district staff outside of the viewing area.
• Practice Tests, Sample Tests, and Released Items may be useful in understanding the scoring of the tests and can be found on the WCAP Portal Students and Families page. District staff can provide general information about test construction but are not expected to provide item level interpretation or analysis.

• Parent/legal guardian is able to retain the copy of student’s Scored Response Summary included in the review packet.

• For high school tests, where appeals are available, parent/guardian/advocate may annotate on the Scored Response Summary the test questions that may be challenged through the appeal process.
  – After the review, parents/legal guardians/advocates of high school students desiring to appeal a score should be provided the accompanying Notice of Score Appeal form and Score Appeal Guidelines.

• Parents/legal guardians and/or advocate are required to sign the Parent Certification form prior to the viewing session. This certifies that they are the parent/legal guardian/advocate of the student and that they have been made aware of the laws and policies regarding the disclosure of test questions.
  – Identification of the parent/legal guardian and/or advocate is required.

• School district should retain a copy of the signed Parent Certification form and Scored Response Summary, the original Parent Certification form will be returned to the testing contractor. A copy of the Parent Certification form should also be provided to parents/legal guardians and/or advocates.

• At conclusion of the review, district staff will secure student paper tests and online testing information with the original signed Parent Certification form, and immediately return these to the state’s testing contractor, via the process communicated to the DC.

• After the review, parents/legal guardians of high school students desiring to appeal a score submit the completed Notice of Score Appeal form and annotated Scored Response Summary (identifying the items to be rescored) to OSPI at the following address.

TO:
Assessment Operations Office
Attn: Request to View and Appeal
Office of Superintendent of Public Instruction
600 Washington Street SE
Olympia, WA 98504

Score Appeals
Parents/ legal guardians or school principals may appeal a student’s score on an assessment required for high school graduation. The only test scores subject to appeal are those used by high school students to earn a Certificate of Academic Achievement or a Certificate of Individual Achievement. For more information see: WCAP Portal Students and Families page.
Parents and legal guardians of students who were enrolled full-time or part-time in Washington public schools during state test administrations may view their child’s Washington Comprehensive Assessment Program (WCAP) test materials or collections. Material reviews are not available to parents or legal guardians of full-time private school and full-time home-schooled students.

One form is to be completed for each student and include the student’s 10-digit State Student Identification number (SSID). This number is found on a students’ Score Report or it can also be obtained from your local school district. This form must be returned to the Office of Superintendent of Public Instruction (OSPI). OSPI, working with the scoring contractor, will retrieve the test material(s) and prepare a review packet for each requested assessment. Test material review packets will be sent to your school district. Your school district will then contact you to schedule an appointment for the review.

Student First Name Printed  M.I.  Student Last Name Printed  Date of Birth  State ID Student ID Number (SSID – 10 digits)

School Name  District Name  Grade at time of testing

Year Test Was Taken
☐ 2019 (Students in grades 3-8 and high school)
☐ 2018 (Students in high school)

Test
Smarter Balanced
Off-Grade Level
WA Comprehensive Assessment of Science (WCAS)
English Language Proficiency Assessment (ELPA21)
End of Course (EOC)
WA Access to Instruction and Measurement (WA-AIM)

Content
☐ ELA
☐ Math
☐ ELA
☐ Math
☐ Science
☐ Listening
☐ Speaking
☐ Reading
☐ Writing
☐ Algebra
☐ Geometry
☐ ELA
☐ Math
☐ Science

Parent/Legal Guardian Name Printed  Signature  Date

Street Address (Apt. Number or P.O. Box)  Daytime Telephone Number  Ext.

City, State, Zip  Email Address

RETURN TO:
Assessment Operations Office
Attn: Request to View
Office of Superintendent of Public Instruction
600 Washington Street SE
Olympia, WA 98504-7200

Support review materials are available for online at:
https://wa.portal.airast.org/resources/general-information-students-and-families

Paper materials may be requested by selecting the following:
☐ Yes, please send me paper copies of support materials