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

Introduction
The Washington Comprehensive Assessment Program (WCAP) is the state testing program and is composed of a standards-based set of assessments. The assessments include the Smarter Balanced assessments, Washington State Comprehensive Assessment of Science (WCAS), and the Washington Access to Instruction & Measurement (WA-AIM). The assessment program is legislatively-mandated for the purpose of collecting evidence of student learning by testing the academic knowledge and skills of students. The main goal of the program is to report valid and reliable information on student success in English language arts (ELA), mathematics, and science taught in elementary and secondary schools. Student completed tests are retained according to a schedule on file with the Secretary of State.

The guidelines in this document will help parents understand the process for viewing the test questions their student was given, and their student's answers to those questions. These guidelines are aimed at:

- Giving parents/legal guardians the chance to view their student's assessment, and students who are at least 18 years old or emancipated the opportunity to view their own 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, according to 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 allowed for families to discuss their student’s performance on the assessments, no one is allowed to share test questions through any means, as that would cause a security breach and jeopardize the integrity of the test.

Timeline
Tests are not available for review until all post-test administration activities including test scoring, analysis of the data, and reporting of scores are completed.

Smarter Balanced assessments for grades 3 through 8, WCAS grades 5 and 8, and WA-AIM for grades 3-8 are available to review for one year. For high school students, Smarter Balanced, WCAS, and WA-AIM assessments are available to review for two years.

The table below indicates when post-test administration procedures are generally completed, and tests are available for review:

<table>
<thead>
<tr>
<th>Test Administration</th>
<th>Available for Requesting to View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Smarter Balanced, WCAS, Off-Grade Level</td>
<td>September</td>
</tr>
<tr>
<td>WA-AIM</td>
<td>October</td>
</tr>
</tbody>
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Process for Accessing Tests

The following are steps of the request to view process:

1. The parent/legal guardian downloads the Request to View form from the WCAP Portal Students and Families page, the Request to View Your Student’s Test page on the OSPI website, or contacts OSPI at Assessment@k12.wa.us or 360-725-6348 to request the form.

2. The parent/legal guardian prints and fills out the request form and mails it to OSPI. To guarantee security of student information, OSPI requests forms are sent via First Class mail rather than electronically via email. If unable to locate the student’s score report, parent/legal guardian should contact their student’s principal.

3. OSPI receives the completed request form, verifies the information on the form, 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 to share with parents, only for the time of the viewing.

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

5. A Parent Review Packet is mailed to the District Test Coordinator in the student’s current school district and includes: the student’s score report(s), Scored Response Summary(ies), and, if applicable, test(s) and/or collection(s).

6. After receiving the Parent Review Packet, the District Test Coordinator contacts the parent/legal guardian to schedule a test review session. 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 who are over the age of 18 or are emancipated 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.

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.

7. Once the parent/guardian review of their student’s test is complete, the District Test Coordinator needs to immediately return the Parent Certification form(s), with parent/legal guardian signature(s) and all test materials back to the state’s testing contractor, according to the contractor’s instructions.

8. The state testing contractor securely retains paper test materials, if applicable, according to the retention plan outlined earlier in this document.

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 to download from the WCAP Portal [Students and Families] page, or may be requested by marking the box on the Request to View form. These materials include information for the content (subject) area(s) that will be viewed.

Role of School Districts

Confidential student records are provided either electronically through a secure online 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, 18 year old or emancipated students, 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

• The school district should schedule a one-hour session for the review of each of the student’s tests and Scored Response Summary sheets. This 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 District Test Coordinator will return secure materials immediately to the state testing contractor. The parent may resubmit 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 before or after 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 helping parents understand 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.

• The parent/legal guardian may keep the copy of their student’s Scored Response Summary included in the review packet.

• For high school tests, where appeals are available, the parent/guardian/advocate may mark 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 advocates 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.

• The 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 the parents/legal guardians and/or advocate.

• 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 District Test Coordinator.

• 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 being used as a graduation pathway. The only test scores subject to appeal are those of high school students. For more information see the WCAP Portal Students and Families page.