

State of Washington
Office of Superintendent of Public Instruction
Guidelines for Parent Access to Student Assessment Material
(Education Records) and Confidentiality of Student Data 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, Measurements of Student Progress (MSP), End-of-Course exams (EOC), Collection of Evidence (COE), Washington 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. Its 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 child’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 child’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 child’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 child’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, reporting of scores, and archiving of test booklets.

Smarter Balanced assessments for grades 3 through 8, MSP 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, HSPE, EOC, WA-AIM, and COE assessments are available to review for two years 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 reviewing:

Test Administration	Available for Requesting to View
Spring Smarter Balanced, MSP, EOC, Off-Grade Level	September
Fall Smarter Balanced, Off-Grade Level	February or March
Winter EOC	May
Spring COE (Augmentation only)	September
Summer COE	August
Winter COE	March
ELPA21	October



Process for Accessing Tests

The following are steps to accommodate requests from parents/legal guardians wishing to view their child'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 child's individual score report, parent/legal guardians contact their child's principal.*
3. OSPI receives the completed request form, verifies the information provided, and submits a request to the test contractor to pull test material from archive.
4. OSPI notifies the school district of the request.
5. A *Scored Response Summary* for each requested state assessment is created. This sheet, while not required by FERPA, provides parents with information about their child's scores.
6. A *Parent Review Packet* which includes; test(s) and/or collection(s), *Individual Score Report(s)* and *Scored Response Summary(ies)* is mailed to the District Test Coordinator (DC) in your child's current school district.
7. 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 at OSPI of the completed request form 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 education records. If logistics permit, districts may schedule simultaneous viewings for several parents/legal guardians. 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 content area.
8. 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.
9. The state testing contractor retains test materials in secure storage, 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, in hard copy or electronically through a secure digital application, 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

- 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 view 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, return secure materials immediately to the state test contractor. The parent may reinitiate a request.
- Two employees of the district should be available during 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 enclosed copy of student's *Scored Response Summary*.
- 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 *Appeal Form* and *Score Appeal Guidelines*.
- A copy of the *Parent Certification Form* must be provided to parents/legal guardians and/or advocates. 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*.
- At conclusion of the review, district staff should secure student paper tests and online testing information with the original signed *Parent Certification Form*. Immediately return 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 SRS (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](#)



Request to View Education Records

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 student's 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 a review date for the requested materials.

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

School Name **District Name** **Grade at time of testing**

Year Test Was Taken

- 2017 *(Students in grades 3-8 and high school)*
- 2016 *(Student in high school)*

Administration

- Spring
- Fall
- Winter

Test

- Smarter Balanced
- MSP
- EOC
- HSPE
- Off-Grade Level
- COE
- ELPA21

Content

- ELA
- Reading
- Writing
- Mathematics
- Science
- ELPA *(Listening, Speaking, Reading, Writing)*
- EOC Algebra
- EOC Integrated Math I
- EOC Geometry
- EOC Integrated Math II
- EOC Biology

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: Paper materials may be requested by selecting the following:

- Yes, please send me paper copies of support materials**

