



Reviewing a Student's State Test Booklet and Filing a Score Appeal

Who can request to review a student's state test booklet?

The Federal Family Educational Rights and Privacy Act (FERPA) ensures access to a student's education records only to parents/legal guardians. This helps protect a student's privacy rights as well as the security of test items. To review a child's test booklet, parents/guardians are asked to complete a request form that verifies their relationship to the child. Test booklets are then pulled from storage by the state's testing contractor.

When may I file a request to review my child's test booklet?

Starting September, you may file a request to review your child's spring 2016 test booklet(s). All test booklets statewide are entered into an archival system over the summer, so that they can be readily retrieved.

How do I file a request to review my child's test booklet?

Guidelines, information and the state form needed to pull your child's test booklet from archives are located at:
<http://wa.portal.airast.org/resources/?section=1>
For questions, contact the assessment operations office at assessment@k12.wa.us or (360) 725-6348.

How and when will I get the booklet?

The state's testing contractor pulls the booklet from its archives and sends it to your district testing office. Once your district receives the test booklet, they will call you to schedule a time and place to review your child's test booklet(s). You will have about one hour to review each test booklet.

Federal guidelines require that you are able to review your child's test booklet within 45 days of the state receiving your completed form.

What will I see when I review the booklet?

You will get your child's test booklet and a score summary sheet. The score summary sheet will tell you how many points each question was worth and the number of points your child earned. The test booklet does not include any comments or notes from the people who scored your child's test.

May I take notes during the review?

No.

How do I appeal my child's state testing score?

Scores may only be appealed on any high school assessment that is required for graduation: High School Proficiency Exams (HSPE), End-of-Course (EOC) exams, Developmentally Appropriate Proficiency Exam (DAPE), WAAS-Portfolio or Collection of Evidence (COE).

To appeal a score, you must first review your child's test booklet(s). You may file a score appeal either immediately or within 30 days of reviewing the booklet(s). The score appeal process allows students and parents to challenge the technical aspects of a score. A score appeal results in a state review of particular scoring errors, such as incorrect score calculations, mistakes affecting erasures, test labeling and lightly marked bubbles on multiple choice items.

Updated April 2016