



2017-18 FSAA Score Appeals Process



PURPOSE

The purpose of this communication is to provide guidance to Florida school districts if there is a concern regarding a student's reported score for either of the 2017-18 FSAA—Performance Task or the 2017-18 FSAA—Datafolio assessments.

The informal first step for most general inquiries is to contact the FSAA Service Center via telephone (866.239.2149). In accordance with FLDOE policy, please do not email inquiries containing student identifiable information. If there are concerns that cannot be resolved through the FSAA Service Center, a formal FSAA Score Appeals Request may be initiated by the District.

REASONS FOR A FORMAL SCORE APPEALS REQUEST

1. Missing Scores – follow the process below for investigation and resolution.
2. Anomalous Scores – follow the process below for investigation and resolution.
 - a. Student's Achievement Level is significantly changed from previous assessment results.
 - b. Student's Participation code conflicts with district/school data.
3. Rescore - Datafolio or Writing Prompt only – follow the process below to request a writing prompt or Datafolio rescore.
 - a. Performance Task Writing Prompt scores significantly lower/higher than expected.
 - b. Datafolio scores significantly lower/higher than expected.

PROCESS AND DEADLINE FOR SUBMISSION OF FORMAL SCORE APPEAL REQUEST

1. The District must complete a *FSAA Appeals Request Form* signed by both the Alternate Assessment Coordinator (AAC) and District Assessment Coordinator (DAC) if applicable, no later than **September 7, 2018**.
2. FLDOE will review and, if approved, forward the appeals request to Measured Progress. FLDOE will notify the District whether or not the appeals request was approved.
3. FLDOE will provide individual school districts with the results of investigations and an explanation of the disposition of each appeals request, (i.e. student score was changed, no writing prompt uploaded, etc.) and further actions that may be available to them.

SUBMITTING A FORMAL SCORE APPEALS REQUEST

Submit your completed request form along with a cover letter to FLDOE via the Measured Progress secure FTP site. Once you have placed the form(s) in your district folder, contact Angela L. Nathaniel, Program Specialist IV via email (angela.nathaniel@fldoe.org) to inform her of your submission. **DO NOT** email the request as it contains identifiable student information which is protected by federal and state law.



SPRING 2018 FSAA SCORE APPEALS REQUEST FORM

Complete this form in full and submit it to the Florida Department of Education (FLDOE) along with a cover letter outlining reasons for the request. A form for each student is required. Multiple students may not be submitted on the same form.

District Name: _____ School Name: _____ Date of Request: _____

Student Information

First Name:

Last Name:

FLEID (14 digit):

Date of Birth:

Assessment (select one):

Grade/Subject (use the drop-down box to select):

Reason for Appeal (use the drop-down box to select):

Additional District Comments

AAC Signature (electronic signature accepted)

DAC Signature (electronic signature accepted)

FSAA SCORE APPEALS RESPONSE REPORT

Appeals Review Comments:

Appeals Review Action:

Florida Department of Education Approval (electronic signature):