

Guidelines for Reporting a Perceived Error on a State Assessment:

If there appears to be an error on a state assessment, follow the steps listed below to ensure the security of test content:

1. During the assessment, make note of the perceived error.
 - a. For online testing include: subject, grade, TA and Student login, session ID, test question number, and the operating system.
 - b. For paper-pencil testing include: subject, grade, test/answer booklet, test question, form, and page number.
2. Instruct students to do their best and complete that section of the assessment. Do not attempt to provide a remedy. If needed, the Office of Superintendent of Public Instruction (OSPI) will provide a remedy for all students in the state.
3. Complete the attached *Test Question Ambiguity* form: School Test Coordinators deliver the completed form to the District Test Coordinator (DC) as quickly as possible.

Do not copy the problem, share with colleagues, or transmit this information through any device with cellular, messaging, or wireless capabilities (e.g., email, cell phones, pagers, iPods, tablets, Smartwatches, or other web-enabled devices).

Report Processing Requirements:

This paper reporting form is for school district use only. School Test Coordinators (SCs) will submit this report to the District Test Coordinator for electronic submission to the state, through the Assessment Reporting Management System (ARMS).

All test content is confidential. This includes, but is not limited to, test and answer booklets, test tickets, ELPA21 DFAs, scripts (*Listening, ELA, WCAS*), and alternate forms (*large print, Braille, Spanish*). Test content must not be reviewed except to the extent necessary for administration of state assessments.

Under very limited circumstances, appropriate testing practices may require reading or reviewing secure test content. These situations are limited and must align to OSPI policy.

Specific examples of behaviors that grant access to secure test content include, but are not limited to:

Providing an accommodation as stipulated. For implementation and restrictions, refer to the [Guidelines on Tools, Support, & Accommodations](#). Locate the Resources card, under the User Guides and Manuals folder at: <http://wa.portal.airast.org/>.

RCW [28A.635.040](#), [RCW 42.56.250](#)

(<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.635.040>) — All persons having access, directly or indirectly, to secure test material, must ensure the confidentiality of the test content under their control.

RCW [42.56.250](#)

(<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56.250>) — Provides provisions on the exemption of the following from public inspection and copying: test questions, scoring keys, and other examination data used to administer state assessments. No actions in any form or by any means may be taken that reproduce, record, reveal, or transmit secure test content. This includes electronic or mechanical, including photocopying, recording, wireless transmission (e.g., email, cell phones, pagers, iPods, tablets, smartwatches, other web-enabled devices, photo technology), or placement in any information storage and retrieval system.

CONFIDENTIAL

Test Question Ambiguity Form

Washington Comprehensive Assessment Program (WCAP)

School: _____

District: _____

Standard Administrations: [] Smarter Balanced (on grade) [] OGL (HS students, gr 3-8) Grade [] 3 [] 4 [] 5 [] 6 [] 7 [] 8 [] 10 [] 11 [] 12
[] WCAS Grade [] 5 [] 8 [] HS
[] WA-AIM Grade [] 3 [] 4 [] 5 [] 6 [] 7 [] 8 [] HS
[] ELPA21 [] ELPA Screener [] WIDA Grade [] K [] 2-3 [] 4-5 [] 6-8 [] 9-12

Fall Administration: [] Smarter Balanced (on grade) [] OGL (HS students, gr 3-8) Grade [] 3 [] 4 [] 5 [] 6 [] 7 [] 8 [] 10 [] 11 [] 12

Content: [] ELA [] Math [] Science [] Reading [] Writing [] Listening [] Speaking

All persons having direct or indirect access to secure test material must ensure the confidentiality of the test content under their control (RCW 28A.635.040, RCW 42.56.250, and WAC 181-87-060). If a student or TA finds what appears to be an error on a state test, notify the School and District Test Coordinator (DC). The DC must submit an electronic form to the Office of Superintendent of Public Instruction (OSPI) State Test Coordinator, Kimberly DeRousie, through the Assessment Reporting Management System.

TAs must instruct students to do their best and complete that section of the assessment with the suspected discrepancy. Do not attempt to provide a remedy. If needed, OSPI will provide a remedy for all students in the state. For security, Do Not copy the problem, share with colleagues, or transmit this information through any device with cellular, messaging, or wireless capabilities (e.g., email, cell phone, pagers, iPods, tablets, Smartphones, or other web-enabled devices).

General description of the perceived ambiguity or error:

District Test Coordinator (please print)

School Test Coordinator (please print)

District Test Coordinator (signature)

School Test Coordinator (signature)

() - Phone (work) () - Phone (cell)

OSPI Use Only
[] State Test Coordinator
[] Director of Content
[] Director of Operations
[] Assistant Superintendent
Action: _____

