



## 2018–19 FSAA Score Appeals Request Process



### PURPOSE

This communication provides guidance to Alternate Assessment Coordinators (AACs) and District Assessment Coordinators (DACs) for submitting a formal Florida Standards Alternate Assessment (FSAA) Score Appeals Request if there is a concern regarding a student’s reported score for either the 2018–19 FSAA—Performance Task (FSAA—PT) or the 2018–19 FSAA—Datafolio assessments.

The informal first step for most general inquiries is to contact the FSAA Service Center by phone at 866-239-2149. In accordance with the policy of the Florida Department of Education (FDOE), please do not e-mail 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 AN FSAA 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: FSAA—PT (writing prompt only) or FSAA—Datafolio – follow the process below to request a rescore.
  - a. FSAA—PT writing prompt scores are significantly lower/higher than expected.
  - b. FSAA—Datafolio scores are significantly lower/higher than expected.

### PROCESS AND DEADLINE FOR THE SUBMISSION OF AN FSAA SCORE APPEALS REQUEST

1. The district must submit an *FSAA Score Appeals Request Form* signed by both the AAC and DAC, if applicable, no later than **September 13, 2019**.
2. FDOE will review the request and, if approved, forward it to Measured Progress. FDOE will notify the district whether or not the request was approved.
3. FDOE will provide individual school districts with the results of investigations and an explanation of the disposition of each request (e.g., student score was changed, no writing prompt uploaded, etc.). A summary of further actions that may be available will also be provided.

### SUBMITTING AN FSAA SCORE APPEALS REQUEST

Submit your completed FSAA Score Appeals Request Form along with a cover letter to FDOE 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, by e-mail at [Angela.Nathaniel@fldoe.org](mailto:Angela.Nathaniel@fldoe.org) to inform her of your submission. **DO NOT** e-mail the request as it contains identifiable student information, which is protected by federal and state law.



## SPRING 2019 FSAA SCORE APPEALS REQUEST FORM

Complete this form in full and submit it to the Florida Department of Education 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):