

**Procedures for Submitting a Missing Score / Desk Audit Request for
FCAT / FCAT 2.0, EOC, SAT-10, and/or CELLA
Missing Score Requests (FCAT / FCAT 2.0, EOC, SAT-10, or CELLA)**

Before submitting a missing score request, please make sure that the following preliminary steps have been completed. Upon receipt of individual student test results, school assessment coordinators should immediately check their school reports to verify that a score was received for each student who was tested in a particular subject. If a student was tested but did not receive results, the school assessment coordinator must:

1. Verify that no individual student report was received for the student.
2. Verify that the student is not listed on the school's record of exemptions, absences, and invalidations form and that an answer document was submitted for that student.

Desk Audit Requests (FCAT / FCAT 2.0, EOC, or SAT-10 only)

Desk Audits are used to request an investigation of some type of scoring anomaly¹; the request may be initiated by a parent or by school personnel. The request must clearly describe the scoring anomaly, the difference between previous student performance and performance on the FCAT/FCAT 2.0/EOC, and any special circumstance occurring at the time of testing. The request should be supported by copies of relevant documentation (e.g., transcripts, score reports, or other documents) indicating previous student performance. **Desk audits requests must include a formal written letter from the individual making the request** (parent or school personnel), and the request must be submitted by the school to Student Assessment and Educational Testing (SAET), for forwarding to the Florida Department of Education (FLDOE).

Before submitting an inquiry for anomalous scores for Writing, school staff should review the student's response provided on the CD/DVD in mid-July. School staff should review the response and the student Florida ID number to verify it is the student's response and that the correct Florida ID number was used. If an error is found, the school should submit an inquiry with an explanation to SAET, for forwarding to the FLDOE.

If the Writing response on the CD/DVD is verified as the student's response, school staff should use the Writing scoring rubric to review the response and determine if it appears to deserve a score more than one score point different from the score given. If so, then the district language arts supervisor should confirm the school staff's review. If both the school staff and district language arts supervisor think the paper was scored incorrectly, a request to SAET should be submitted indicating why the response should have received a different score to submit to the FDOE for review. The FLDOE will then review the response. If a scoring anomaly is identified, the district may invalidate the test score in the student's file; however, the FLDOE will not reissue a report.

¹ Note that a desk audit may only be submitted when a scoring anomaly is suspected. A student missing the passing score by one or two points is **not** an anomaly.

UNDO a Do Not Score (DNS) or Invalidation (FCAT / FCAT 2.0 or EOC only)

The procedure for requesting the FLDOE to alter a DNS record is to have the school principal write a letter to identify the student's name, school, and grade with a specific request to process the test. Note that the superintendent must sign the request acknowledging the school's error and permission for the FLDOE to undo the DNS bubble/field. The request will be processed by the FLDOE and the test document will be rescored. Test results will be reported late according to the schedule.

Submitting the Request

Provide all of the information indicated for the student(s) on the appropriate form, which can also be accessed from Records and Forms Management:

- FCAT/FCAT 2.0/EOC: <http://oada.dadeschools.net/saet/FCATMissingScoreAudit.pdf>
- SAT-10: <http://oada.dadeschools.net/saet/SAT-10Score%20Request1.pdf>
- CELLA: <http://oada.dadeschools.net/saet/cella%20missing%20score.pdf>

All student information, including names, IDs, and scores must remain confidential. Therefore, documentation **should not** be submitted by email. **Fax** completed documents and supporting information to: Student Assessment and Educational Testing at **305-995-7522**. Should you have any questions, please call 305-995-7520.

Please be reminded that there are deadlines for submission of these requests for each test administration.