

## **Procedures for Submitting a Missing Score / Desk Audit Request for FSA, NGSSS, SAT-10, and/or ACCESS for ELLs 2.0**

### **Missing Score Requests**

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 (FSA, NGSSS, or SAT-10 only)**

Desk Audits are used to request an investigation of some type of scoring anomaly<sup>1</sup>; 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 FSA, NGSSS, or SAT-10 and the test result in question, 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), to forward to the Florida Department of Education (FLDOE).

### **Student Report Reprint Requests (FSA or NGSSS only)**

Students who took an assessment during the baseline administration are eligible to use an Alternate Passing Score (APS) to meet the passing requirement on these assessments. APSs are linked to the passing scores on the previous statewide assessments (Next Generation Sunshine State Standards (NGSSS) assessments). A reprint of an individual student report can be requested for a student who received a failing status but is eligible for the APS based on his/her cohort and/or when the student took the assessment.

<sup>1</sup> 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.

The following table summarizes eligibility requirements for APS for each assessment:

Assessment	Eligibility	APS
Grade 10 FSA ELA	Entered Grade 9 in 2013-14 or earlier	<b>349 (Linked score)</b>
FSA Algebra 1	First participated prior to Spring 2016	<b>489 (Linked score)</b>

### 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:

- FSA/NGSSS: <http://forms.dadeschools.net/webpdf/7159.pdf>
- SAT-10: <http://forms.dadeschools.net/webpdf/7167.pdf>
- ACCESS for ELLs: <http://forms.dadeschools.net/webpdf/7154.pdf>

All student information, including names, IDs, and scores must remain confidential; therefore, documentation should only be submitted via fax. Completed documents and supporting information must be sent via fax 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.**