Test Question Ambiguity Form
Washington Comprehensive Assessment Program (WCAP)

Guidelines for Reporting a Perceived Error on a state test:

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

1. During testing, the Test Administrator (TA) makes note of the perceived error.

    a. **Online testing:** include subject, grade, student SSID, session ID, test question number, and the operating system.

    b. **Paper-pencil testing:** include subject, grade, student SSID, test/answer booklet, test question, form, and page number.

2. TAs instruct students to do their best and complete that section of the test with the suspected discrepancy. 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. **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).**

3. TAs deliver the completed *Test Question Ambiguity* form to the School Test Coordinator (SC). The SC delivers the completed form to the District Test Coordinator (DC) as quickly as possible.

4. The DC submits an electronic form to the OSPI State Test Coordinator, Kimberly DeRousie, through the EDS, Assessment Reporting Management System (ARMS).

Report Processing Requirements:

This paper reporting form is for school district use only. The DC submits the form to OSPI through ARMS.

All test content is confidential. This includes, but is not limited to, test and answer booklets, test tickets, TA scripts, accommodated forms *(large print, Braille, Spanish),* and online test content. Test content must not be reviewed except to the extent necessary to administer a test.

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.

Revision Code Washington (RCW) 28A.635.040, RCW 42.56.250 — 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 — 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 tests. 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.

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School Name _____   **District Name** _____

Student SSID _____   **Session ID (online only)** _____   **Operating System (online only)** _____

Test Question # _____   **Page # (paper only)** _____

Administration:
☐Fall (WA-AIM only)   ☐Spring   ☐Screener

Assessment:

Smarter Balanced: ☐ELA ☐Math **WA-AIM:** ☐ELA ☐Math	☐3	☐4	☐5	☐6	☐7	☐8	☐10	
Off Grade Level: ☐ELA ☐Math	☐3	☐4	☐5	☐6	☐7	☐8		
WCAS: ☐Science **WA-AIM:** ☐Science	☐5	☐8	☐11					

WIDA ACCESS: ☐Listening ☐Reading ☐Writing ☐Speaking   ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12

WIDA Alt ACCESS: ☐Listening ☐Reading ☐Writing ☐Speaking   ☐K ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12

WIDA Kindergarten: ☐K

In your professional judgement, did this event impact the student's ability to show what they know?
☐ Yes ☐ No ☐ N/A

General description of the perceived ambiguity or error:

_____

_____

_____

District Assessment Coordinator (please print) _____   District Assessment Coordinator Signature _____   Phone ___-___-_____

School Test Coordinator (please print) _____   School Test Coordinator Signature _____   Phone ___-___-_____

Washington Office of Superintendent of PUBLIC INSTRUCTION

Retain a copy at school district according to district retention policy and have available for state audit.