

## Missouri Assessment Program (MAP) End-of-Course (EOC) 2015 Appeals Process

The purpose of the MAP EOC Appeals Process is to provide districts with an opportunity to challenge student EOC scores and/or investigate a Level Not Determined (LND) designation. The Appeals Process should be used *only* in the following cases: 1) if there is a *compelling reason* to believe a student's score should be higher (e.g., the EOC score is not consistent with overall classroom performance), 2) if a student received more than one score per content area, and/or 3) if the administrator determines a student should not have received an LND.

All appeal requests must be sent to the Department of Elementary and Secondary Education (DESE). Questar Assessment Inc. (QAI) is responsible for conducting LND investigations and processing appeals to Individual Student scores. DESE is responsible for data cleanup involving the movement of students from one school or district to another or multiple score issues.

### Procedures and Timelines for Appealing a MAP EOC Score:

1. The school district superintendent must submit a written request describing the reason for appealing an Individual Student score or LND. The written request must include a compelling reason for the appeal and be submitted using the Assessment Appeal Form found at <http://dese.mo.gov/quality-schools/accountability-data/appeals-procedure>. Incomplete forms will delay the appeals process.
2. Fax the Assessment Appeal Form to DESE at 573-522-6384 attention MAP EOC Assessment Appeals.
3. A purchase order **MUST** be included with the district's appeal request (see Cost of Appealing a MAP EOC Score).
4. **DESE** must receive the appeal request no later than **August 14, 2015**. Appeals are processed in the order they are received. Appeals received after the deadline will not be processed.

### Cost of MAP EOC Score Appeals

The cost for processing an appeal to a student's EOC score is \$60 per student, per EOC test. If the student's score **does not** change (i.e., the student's achievement level does not change, or the LND is determined to be valid), QAI will send an invoice to the district. If the student's performance level **does** change, there is no charge to the district.

### Steps after the Appeals Process is Completed:

1. In the event that a student's score or LND designation is changed, QAI will provide an updated Individual Student Report and submit an updated data file to DESE by September 18, 2015.
2. DESE will update summary scores via the Missouri Comprehensive Data System.