

## Missouri Assessment Program (MAP) Grade-Level Assessment 2015 Appeals Process

The MAP Grade-Level Assessment Appeals Process provides districts with an opportunity to request a review of a student's MAP Grade-Level Assessment score. The Appeals Process should be used *only* in the following cases: 1) there is a *compelling reason* to believe a student's score should be higher (e.g., the score is not consistent with overall classroom performance), 2) the administrator determines a student should not have received an LND (Students in this category are absent in all sessions or did not attempt any items in one or more content areas of the MAP Grade-Level Assessment).

ALL appeal requests must be sent to the Department of Elementary and Secondary Education (DESE). CTB/McGraw-Hill is responsible for conducting LND investigations, and rescoring MAP Grade-Level Assessments. DESE is responsible for data cleanup involving the movement of students from one school or district to another.

### Procedures and Timelines for Appealing a MAP Grade-Level Score:

1. The district superintendent must submit a written appeal request, including a compelling reason for the request **and** fax an Assessment Appeal Form that may be 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 Grade-Level Assessment Appeals.
3. A purchase order **MUST** be included with the district's appeal request (see Cost of Appealing a MAP Grade-Level 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 appealing a student's MAP Grade-Level score

The cost for **re-scoring** a student's MAP Grade-Level Assessment is \$40 per student, per content area (English Language Arts, Mathematics, and/or Science). If rescoring the student's test **does not** result in a positive change in the student's achievement level, CTB/McGraw-Hill will send an invoice to the district. If the student's achievement level **does** change there is no charge to the district.

The cost of **investigating an LND designation** is \$29 per student per content area (English Language Arts, Mathematics, and/or Science). If the LND investigation verifies that a test was unintentionally invalidated, the district will have the option to have the student's test rescored for an **additional charge** of \$40.

### Steps after the Appeals Process is Completed:

1. CTB/McGraw-Hill will provide letters regarding final results of all appeals requests by **September 14, 2015**. Individual Student Reports for students whose score or LND designation has changed will have updated reports posted in the Online Reporting System.
2. CTB/McGraw-Hill will submit an Appeals GRF to DESE by September 9, 2015, with any changes that might have occurred. DESE will update scores via the Missouri Comprehensive Data System data portal.