



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

**TO:** Corporation Test Coordinators, Superintendents, Principals, School Leaders  
**FROM:** Dr. Charity Flores, Director of Student Assessment  
**DATE:** September 18, 2020  
**RE:** 2020-2021 ILEARN Rescore Request Guidance

Pursuant to Indiana Code 20-32-5.1-12(d), the Indiana Department of Education (IDOE) outlined a rescore request process for open-ended items appearing on ILEARN Biology End-of-Course Assessment (ECA) and 3-8 assessments. Building principals must follow these guidelines when requesting rescoring of student responses following each ILEARN test administration.

Three ILEARN rescore request windows will occur this school year to support each ILEARN assessment. Rescore request windows open shortly after the conclusion of each corresponding test window. Preliminary results will be available in the Online Reporting System (ORS) during each rescore request window:

Assessment(s)	Test Window	Rescore Request Window
ILEARN Biology ECA*	November 30 – December 17, 2020	January 11-22, 2021
ILEARN Biology ECA*	February 8-25, 2021	March 22 – April 2, 2021
ILEARN 3-8	April 19 – May 14, 2021	May 17-28, 2021
ILEARN Biology ECA*	April 19 – May 21, 2021	May 17-28, 2021

\*Some students participating in the ILEARN Biology ECA may respond to a field test performance task. These items will not be eligible for rescoring in Cambium Assessment, Inc. (CAI)'s Test Information Distribution Engine (TIDE).

## Rescore Request Process: Responsibilities

### Corporations and Schools

- Communicate the locally managed rescore request process to parents of students who tested. Schools may edit this [parent letter template](#), or draft their own message.
- Designate the principal or another building-level administrator who will meet with individual parents. The designee will assume the “Principal” user role in TIDE and submit any rescore requests on behalf of parents.
- Review the on-demand “Request an Item Rescore” training module to better understand the mechanics of requesting rescoring in TIDE (additional details at bottom of page 2).
- Require each parent to sign a non-disclosure agreement (NDA) before allowing the parent to view secure test content in TIDE. Keep all signed parent NDAs on file locally.
- Accommodate parent requests to visit the school and discuss assessment results, view student response images, and/or request rescoring.
- Maintain security of test content at all times. Test content cannot be shared in a virtual setting.
- Notify parents before submitting any rescore request(s) for a student since rescoring may result in decreased score.

## Parents

- Contact the school to request an opportunity to view child's responses to open-ended test items.
- Sign a non-disclosure agreement (NDA) before viewing and discussing secure test content in TIDE.
- Visit the school to discuss and/or view students' response images and scoring rubrics.
- Maintain security of test content at all times. Test content cannot be shared or discussed.

## Additional Information

- Review of secure information **cannot** be conducted remotely, per Indiana policy guidance.
- All items, responses, scoring rubrics, and all related content (e.g., passages, stimuli) are secure materials and must not be discussed outside of the rescore request process, nor may they be shared, distributed, or duplicated in any way. All open-ended operational items, including those that may yield a condition code, are eligible for rescoring.
- Some students participating in the ILEARN Biology ECA may respond to a field test performance task. Such items will not be eligible for rescoring in TIDE.
- A rescore request may only be submitted one time for an item. Multiple requests for the same item for a single student is not allowed by the online system.
- Once a rescore request is submitted, the request cannot be reversed and the item image will no longer be visible in TIDE.
- Requests submitted in TIDE outside of the designated window will not be processed.
- **Pursuant to Indiana Code: ILEARN rescore requests may result in an increased or decreased scale score.**
- The rescore request window is the only time student responses to open-ended items are visible. **Items and responses will not be available outside of the rescore request window.** Items are secure content and will remain in the item pool for possible use in future test administrations.
- Final results for 2020-2021 ILEARN assessments will be posted in ORS on **July 1, 2021**. These results reflect any data from properly submitted rescore requests.
- A new rescore report in ORS will reflect all properly submitted rescore requests once final results are released.

## Training Module

Principals who will facilitate the rescore request process should review the "Request an Item Rescore" training module, which highlights the steps for the rescore process in TIDE. This module will be posted **November 12, 2020** in the "Training Resources" folder under each user role on the [Indiana Assessment Portal](#).