TO: Superintendents, Principals, School Leaders
FROM: Dr. Charity Flores, Director of Student Assessment
DATE: May 20, 2019
RE: Updated ILEARN Rescore Request Process

IDOE updated the ILEARN rescore request guidance to include more details about the process for principals to follow when requesting rescores of open-ended items this summer. 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 assessments (Grades 3-8 and Biology ECA).

The 2018-2019 ILEARN Rescore Request Window (July 15-31, 2019) will take place earlier than originally requested to better accommodate reporting timelines on August 15, 2019. This year’s window will support rescore requests for all eligible ILEARN assessments (3-8 and Biology). Beginning with Year 2, IDOE intends for the rescore request process to occur before the end of each school year, and include a winter rescore window to support the ILEARN Biology ECA. Pursuant to Indiana Code, ILEARN rescore requests may result in an increased or decreased scale score.

Responsibilities of Corporations, Schools and/or Parents
- Corporations and schools must communicate a rescore request process to parents as soon as scores on items is available. This process must include a notification to parents before submitting any rescore request(s) due to increased or decreased scale score changes.
- Local schools will manage the rescore request process on behalf of parents (Parents will no longer have direct online access to student results). Pursuant to Indiana Code 20-32-5.1-12(d), a student's parent or the student's principal may request a rescoring of a student's responses to a statewide assessment, including a student's essay.
- Schools must accommodate parent requests to visit the school for purposes of discussing assessment results, viewing student response images, and/or requesting rescorses.
- Permissioned school personnel will submit all rescore requests on behalf of parents in AIR’s Test Information and Distribution Engine (TIDE).
- Parents must visit the school to view students’ response images and scoring rubrics.

Training Module Coming Soon!
AIR will post a “Request an Item Rescore” training module highlighting the steps for the rescore process will be posted to the Indiana Assessment Portal in June 2019. Page 2 of this memo highlights additional detail.
Requesting Rescores for Open-Ended Items in TIDE: A Closer Look at the Process

A new “Principal” user role will be available specifically for the rescore request process. Each principal assumes the “Principal” user role in TIDE for his or her school. The Principal must select the new ‘Request an Item Rescore’ irregularity in TIDE to request a rescore for one or more open-ended items:

1) Upon logging in to TIDE to create one or more rescore requests, the Principal searches for a student’s record in one of several ways, including by STN.

2) Once a student record is located, the Principal selects the green number that corresponds with the item number to view the student’s response. The Principal will also be able to view a sample response to the item, and the rubric used for scoring the item. The Principal selects the box next to the item number to request a rescore for the item.

3) Once the principal submits the request an item rescore in TIDE, the rescore process begins. The student’s final score will reflect any rescores resulting from this process.