

POLICY FOR PUBLIC AND PARENTAL REVIEW OF STATEWIDE ASSESSMENTS

The Minnesota Department of Education (MDE) provides public and parental access to tests pursuant to Minnesota Statutes, section 120B.30 as stated below:

Subdivision 4. Access to tests.

Consistent with section 13.34, the commissioner must adopt and publish a policy to provide public and parental access for review of Minnesota-developed assessments which would not compromise the objectivity or fairness of the testing or examination process. Upon receiving a written request, the commissioner must make available to parents or guardians a copy of their student's actual responses to the test questions for their review.

Parental Request for Review

Parents/guardians who want to see their child's responses to a statewide test must make a written request to MDE no later than January 1 of the next school year but not before the delivery of final Individual Student Reports. The parent/guardian must provide a copy of their child's Individual Student Report with the written request.

The child's parent/guardian must also complete the *Request of Parent/Guardian to Review Student Responses* form and send it to MDE. MDE will set up a mutually agreeable time for the parent/guardian to view materials at MDE in Roseville. This opportunity is open only to parents/guardians of the student. Because the student's responses and test materials are secure materials, all security procedures will apply. The review of student responses and test materials will be done under the supervision of staff not necessarily familiar with the content of the assessment.

Review of materials cannot begin until the parent/guardian and the child, if present, have signed a non-disclosure agreement. The parent/guardian is not allowed to make copies or to take notes from the test out of the room. At the end of the review MDE will collect all materials that the parent/guardian and child may have generated (e.g., notes, solutions to problems).

Public Request for Review

Individuals who want to review a test following the release of results must make a written request to the Division of Statewide Testing. The review of the test will be conducted at MDE in Roseville. All security procedures will apply, including signing the *Assurance of Test Security and Non-Disclosure* prior to reviewing any materials. The review of materials will be done under supervision and at a time mutually agreeable to the individual and MDE. The individual reviewing the materials is not allowed to make copies or take notes out of the room.



Division of Statewide Testing

REQUEST OF PARENT/GUARDIAN TO REVIEW STUDENT RESPONSES

Step 1: Provide all information requested, including signature and date. Request must be made by January 1 of the next school year but not before the delivery of the final Individual Student Report. Only those who have signed this request form will be allowed to review the assessments.

Step 2: Submit this form and a copy of the child's Individual Student Report.* The Individual Student Report must be submitted to provide the Minnesota Department of Education (MDE) with the necessary information to retrieve the appropriate documents. Information may be submitted by fax or U.S. mail:

Fax: 651-582-8874
Statewide Testing Division
Attn: Request Coordinator

U.S. Mail: Minnesota Department of Education
Division of Statewide Testing
Attn: Request Coordinator
1500 Highway 36 West
Roseville, MN 55113-4286

Step 3: MDE staff will call to arrange a time that is mutually agreeable for the parent/guardian to view materials at MDE. Review of the materials may be supervised by staff not familiar with the content of the assessment.

Student Information

Name (last, first, MI):
Birth Date (mm/dd/yyyy): Grade When Tested:
MARSS/SSID (13 digits): Year Tested: Month Tested:
District Name/Number: School Name/Number:

Parent/Guardian Information

Name:
Phone: Email:

Test Information

Table with 2 columns: Test (MCA, MTAS) and Subject (Mathematics, Reading, Science)

Parent/Guardian Signature: Date:

* Service providers send the Individual Student Reports to school districts for distribution to parents.