

## **ILEARN Rescore Request Process Parent Letter Template**

**<Insert date>**

Dear Parent or Guardian:

Your student participated in the ILEARN assessment for **<Insert course name and/or grade level>** during the **<Insert window name here>** test window. In accordance with Indiana Code 20-32-5.1-13, parents and schools must have an opportunity to review and/or request a rescore for any eligible open-ended item(s) that students responded to on the ILEARN assessment. The rescore request window for your child's assessment is **<insert dates of rescore request timeframe here>**.

If you are interested in participating in this process, you must make arrangements to visit our school to view your student's responses to any open-ended ILEARN items and request a rescore. There is not a separate online portal for parents to access this information. Remote or virtual meetings to share or discuss test content are not allowed. **<Insert details outlining how to contact your school and how this process will be managed locally.>**

Parents or guardians must sign and date a Non-Disclosure Agreement (NDA) at the school before viewing any test content. All test content (e.g., passages, items, responses, scoring rubrics) is secure and must not be discussed, shared, distributed, or duplicated in any way. 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. Secure test content will remain in the item pool for possible use in future test administrations.

Together with **<Insert staff name overseeing rescoring.>**, you may view images of your child's response to each open-ended item, as well as related sample score-point responses and scoring rubrics to help you decide whether to request a rescore for the response. The principal will submit any rescore request(s) on your behalf in the online platform, if desired. A rescore request can only be submitted one time for an item. Once a rescore request is submitted, the request and/or score change cannot be reversed and the item image will no longer be visible. **Pursuant to Indiana Code, ILEARN rescore requests may result in an increased or decreased scale score.**

Final results for all ILEARN assessments will become available electronically for schools by July 1 annually. Student results will be final at that time and reflect any properly submitted rescore request data. Please contact **<Insert school contact information here>** with any questions about the rescore request process.

Sincerely,

**<Insert name>**