

**Protocol and Form for Parent/Student Refusal of Participation  
in the Washington Comprehensive Assessment Program:**

Smarter Balanced Assessment (SBA)  
Washington Comprehensive Assessment of Science (WCAS)  
Washington Access to Instruction & Measurement (WA-AIM)  
WIDA ACCESS for Multilingual Learners  
WIDA Alternate ACCESS for Multilingual Learners

*Provided as a service of the Washington Educational Research Association (WERA)  
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## **Protocol and Form for Parent/Student Refusal of Participation in Washington Comprehensive Assessment Program (Washington State Assessments)**

### Background Information

To help educator enact Washington state legislation outlined in [RCW 28A.655.070](#) that mandates the administration of the Washington state assessment, the 2024-25 OSPI Test Coordinators Manual states:

*Page 20: All students, including students with disabilities, multilingual learners (MLs), and MLs with disabilities, should have equal opportunity and access to participate in state assessments.*

*Page 24: OSPI does not collect information from school districts about students or families who choose to refuse state assessments. Therefore, school districts should adopt their own policy when deciding if, or in what manner, refusals should be tracked.*

*The 2015 reauthorization of the Elementary and Secondary Education Act (ESEA) known as the Every Student Succeeds Act (ESSA) stipulates that states must assess at least 95 percent of all students, as well as 95 percent of students in each subgroup, including children with disabilities, with federally approved statewide academic content assessments to meet federal accountability requirement.*

*[Ready Washington](#) provides valuable resources about the value of assessments. Please visit the ReadyWA “Opt In for Student Success” web page for resources to promote understanding and student engagement with the assessment.*

### Professional Expectations

Students show us what they know and can do in a variety of ways. Teachers gather student learning information through daily ongoing classroom assessment. In addition to classroom assessments, we need to collect student learning information that is common across classrooms, schools, and districts. Student learning information that is common across all students at a given grade level or all students in a certain program serves a number of purposes, including student placement, program evaluation, goal setting, system accountability, and monitoring student progress over time.

Our role as professionals requires us to create the most positive and supportive testing atmosphere possible, to help students optimally show us what they know and can do under a variety of assessment situations. As professionals, public school employees have a responsibility to communicate the expectation that students will participate in all assessments stipulated for their grade level.

### Specific Teacher/Administrator Responsibilities

Prior to the administration of each state-mandated assessment, the district Assessment Office provides information about teacher/test administrator responsibilities to each building test coordinator. A key message is for teachers to set a positive climate, helping students understand the purpose of the assessment as well as to feel comfortable and prepared for the assessment. Specifically, two responsibilities are:

- ✓ Communicate with parents and students about the importance of the assessment (e.g., *results will give information to help us teach students better*).
- ✓ Provide positive encouragement to students and explain why the test is being given (e.g., *so we know how well you are learning*).

Only if a student or parent directly asks a staff member whether opting out of the state assessment is possible should this action be discussed.

The Washington Educational Research Association (WERA) wrote a White Paper entitled “Ethical Standards in Testing: Test Preparation and Administration” that outlines responsibilities that school personnel should follow in regard to test administration and test preparation.

In addition to the teacher’s role, the WERA White Paper describes the role of school administrators in test preparation and administration. A key responsibility for the administrator is to support teachers in fulfilling their responsibilities as well as to help parents understand the purpose of the assessment and how the results are used. Specifically, the role of the administrator includes:

- ✓ Informing both students and parents about what each test does and does not do, when and how it will be administered, and how the results will be reported and used.
- ✓ Indicating the importance of tests for students, staff, and the school.
- ✓ Communicating the importance of school attendance on the scheduled testing dates.

Copies of the WERA White Paper can be obtained on-line at [www.wera-web.org](http://www.wera-web.org). (Click on “Publications” and then “White Papers.”)

### Student/Parent Rights of Refusal

The intent of state and district policy is that all students participate in state-mandated assessments. However, parents have the right to refuse for their child to take the state assessment. In cases where a student refuses to take the assessment, the parent should be contacted. In this way, parents should be a part of the decision in all cases.

If a student refuses or the student’s parent refuses to allow participation, the school district may adopt a procedure to document refusals to assist with tracking test participation and any possible inequities. For this purpose, the student test record should be coded “REFUSAL” for each subject in which the student did not test. A refusal result is counted as the student having “not met standard” on the school, district, and state results.

The protocols outlined on the following pages are designed to ensure that these two criteria are met.

### Student Refusal to Take the State Assessment—Suggested Steps

- ✓ If a student refuses to take the state assessment, talk with the student to try to determine the reason(s) behind the student’s refusal.
- ✓ Often a student feels they may not do well (but rarely admits this outright) and might choose not to take the test rather than show poor performance. Explain that the purpose of the test is for the student to show what they have learned. The test results will help the student’s teacher(s) improve their instruction to help all students learn better. It is important for the students to just do the best they can. If the student has difficulty in certain areas of the assessment, the teachers need to know this to plan instruction to meet the student’s needs. But if the student does not take the test, the teacher will not have useful information about the child’s needs.
- ✓ Sometimes a child feels too much pressure about the importance of doing well, and the anxiety can be overwhelming. In this situation, the question is — what is the source of this pressure? If it stems from parents, then it is important to help parents put the assessment in perspective and to help alleviate the child’s anxiety. If the pressure stems from teachers, then the administrator should work with the teacher(s) to help place the assessment in the proper context for the student. This situation has often been created over a long period of time and may be difficult to mitigate at

the time of the test. If so, school staff might set a goal for the subsequent year to alter the messages being imparted to students and parents about the assessment.

- ✓ The objective should be to decrease the chances that students feel a need or desire to refuse to take the state assessment. An effective strategy is to create a positive school climate that emphasizes the importance of “showing what you know” without causing students to think that there are negative consequences if they do not perform well.
- ✓ With the state assessment administered at every grade level from 3-8, the long-term goal is for students to think, “Taking the state assessment is no big deal. I know how to do this; I do it every year.”
- ✓ If discussions with the student do not convince them to participate in the state assessment, then the teacher or administrator should contact the student’s parents. Often the parent can help persuade their child to take the test and try their best. It is important for the parent to communicate a message about the importance of taking the test that is consistent with that of the school.

### **Parent/Guardian Refusal to Allow Their Child to Take the State Assessment—Suggested Steps**

- ✓ If a parent(s) refuses to allow their child to be tested on the state assessment, ask about and discuss their reasons for this decision.
- ✓ Often parents have misconceptions about the test. Spend some time trying to get at the root of the issues they have. Sometimes they are upset about other concerns (e.g., *the school has spent too much time on test preparation; the test is too difficult for this grade level; the test is just serving a political agenda*) that can be addressed directly only when the true issues are surfaced.
- ✓ Let parents know they may **review sample items and practice tests** to see for themselves the kinds of questions on the test. The [Washington Comprehensive Assessment Program \(WCAP\) Portal](#) has practice tests for the Smarter Balanced Assessment ELA and math tests, and the WCAS science tests . More resources for the Smarter Balanced Assessments are available at <https://wa.startingsmarter.org> and at <https://smarterbalanced.org/member-state/washington>. Information about all state assessments can be found at <https://ospi.k12.wa.us/student-success/testing/state-testing>. Administrators should be prepared to provide printed resources for families who do not have internet access.
- ✓ When showing sample items to parents, ask the following key question: *Do they see anything on the test that they would not consider valuable for their child to be able to know or be able to do?* Help relate the assessment outcomes to state standards and to the student’s future success.
- ✓ Let parents know that they can **request to see their child’s completed state assessment** after the tests are scored. To do this, parents submit a written request to the state assessment office at OSPI and the booklets or link to the child’s online tests are sent to the district assessment director who then contacts the parents to schedule the viewing. Information about this is online at: <https://ospi.k12.wa.us/student-success/testing/state-testing/state-testing-scores-and-reports/request-view-your-students-test>

***Passing high school state assessments in mathematics and English language arts are one of several pathways a student can utilize to earn a diploma:***

- ✓ All 10th grade students are expected to attempt the state assessments in mathematics and English language arts in the spring of their 10th grade year. If they pass one or both assessments, this may satisfy a graduation pathway requirement.

Make sure parents understand that:

- While there are other pathways to graduation, students can satisfy their graduation pathway requirement as early as tenth grade by passing the state assessments. Students who do not attempt the high school state tests close that pathway to graduation.
- High school students may take the high school state assessments each spring, starting in tenth grade.
- Multilingual learners and students with disabilities are allowed accommodations and supports to help them access the test and show their achievement on state standards.
- OSPI has an appeal process for parents/students who question the scoring of specific test questions of their individual high school state assessment.

*At any grade level*, make sure parents understand that:

- The lack of information about their child's performance on a key assessment like the SBA may hinder school personnel in making the best decisions about the child's instructional needs.
  - Among other assessment data, state assessment results are used for instructional planning and are considered when placing students in special programs designed to address individual students' needs.
  - Schools and programs also gain data that informs instructional program effectiveness and helps monitoring progress toward increasing equitable access and achievement for all students.
  - Students should get the practice of taking the test in the earlier grades for familiarity and confidence building for when they take the high school state assessments for a graduation pathway.
  - Targeted instruction is provided for all students who do not meet standard on the state assessment in any subject. Special interventions may be provided for students in Grade 3 who score well below standard on the Grade 3 English Language Arts SBA.
  - Student Learning Plans (SLPs) are written for students in Grade 8 to address students' needs in areas in which they did not meet standard on the state assessment. The purpose of the SLP is to outline the steps needed to build success for the student. For Grade 7 students who do not take the state assessment, no SLP is developed.
  - When a student or parent refuses the student's participation in the state assessment, the result is counted as the student having "not met standard" on the school, district, and state results (but is listed as "not tested" for the individual student).
  - Schools and teachers are not required to provide alternate lessons or learning experiences for students refusing testing during the time the state assessment is being administered. However, schools must provide supervision for students who are not testing for any reason.
- ✓ For students with significant cognitive challenges, the student's IEP team may determine that the Washington Access to Instruction & Measurement (WA-AIM) is the most appropriate state assessment. The WA-AIM is based on alternate achievement standards and used in lieu of the regular state assessments (such as the Smarter Balanced Assessment) to measure progress in grades 3-8 and to meet high school graduation pathway requirements.
- ✓ The WIDA Screener is our state's English language proficiency placement assessment and refusal of the WIDA screener is not allowed, by federal law. Please see refer to [OSPI English Language Proficiency Assessments](#) for more information.
- ✓ At any grade level, the WIDA ACCESS English language proficiency assessment is designed to determine the level of services needed for multilingual learners. If parents refuse their child's participation in this assessment, the district may have difficulty in providing appropriate Multilingual Learner services to their child. Exit from English language development services only by meeting the exit criteria on the WIDA ACCESS test. Not participating in WIDA ACCESS does not remove the student from services.

## Checklist of Steps to Follow if Student or Parent Refuses the State Assessment

- Every school should designate one staff person who has lead responsibility for handling state assessment refusals. This might be the principal, assistant principal, counselor, building test coordinator, lead teacher, or anyone who becomes highly knowledgeable about the issues involved and feels comfortable talking with parents and students about these issues. The district assessment coordinator should always be available to help in these discussions.

### *Student Refusal*

- If a student refuses to participate, a teacher or staff person who knows this student and is comfortable with the issues should talk with the student to ascertain why the student is refusing.
- If the student continues to refuse, the staff person designated to handle refusals should contact the student's parent(s).
- Explain to the parent the importance of the student taking the test. Hopefully, the parent will help convince the student to take the test. If not, follow the steps under Parent Refusal.

### *Parent Refusal*

- If a parent refuses to have their child take the state assessment, the school contact person should try to ascertain the reasons for this refusal.
- Discuss the benefits of students taking the state assessment and consequences for not taking it.
- Show the parent some sample items and explain that the parent can arrange to see their child's completed test after scoring.

- If the parent continues to refuse to allow the student to take the state assessment, have him/her complete a State Assessment Refusal Documentation Form. (A copy of this form is included at the end of this document.) Make sure to print the following Benefits and Consequences sheet on the back of the Documentation Form before having the parent sign it.
- Because English language proficiency requirements under federal law, districts may have additional steps and documentation required for WIDA Screener and WIDA ACCESS test refusal.
- Put the completed form in the student's school folder to document why the student does not have a score. If parents refuse to sign this form, try to get them to put their refusal in writing, including their reason for refusing. If parents will not put their refusal in writing, document your attempts.
- Indicate "REFUSAL" in the online state assessment management system for all relevant subtests – noting Student Refusal and/or Parent Refusal.

### Benefits for Students Taking the State Assessment

- ✓ The state assessments assess critical state standards, including higher-level thinking, communication, reasoning, problem solving, and application of knowledge and skills in new situations. Teachers and staff can gain information about students' progress toward meeting grade-level expectations (what students should know and be able to do) in the core academic areas of reading, writing, math, and science, and can plan instruction accordingly.
- ✓ By taking the Smarter Balanced Assessment (SBA) in grades 3-8, students become familiar with the test and have several chances to get feedback on their performance, before taking the state assessment in high school where passing the assessments can lead to partial fulfillment of graduation pathway requirements.
- ✓ High school students who earn level 3 or 4 scores on the Smarter Balanced Assessment (SBA) can bypass college placement tests, such as COMPASS or ACCUPLACER, and place automatically into entry-level college math and English courses. See your high school counselor or contact the Washington State Board for Community and Technical Colleges (SBCTC) for more information.
- ✓ Each student's state assessment performance provides a profile of the student's strengths and weak areas in each subject area assessed.
- ✓ Parents and students can see student growth from year to year.
- ✓ Through a request to the state, parents can view their child's answers on his or her completed state assessment to gain a deeper understanding of how their child is progressing on state standards.
- ✓ Because the state assessment measures students' progress toward meeting standards, information regarding the performance of district groups of students can help district staff make decisions about the equity and effectiveness of various instructional programs.

### Benefits for Students Taking the WA-AIM (for students with significant cognitive disabilities)

- ✓ The student's growth on key tasks is documented two times a year, showing the student's progress toward state standards.
- ✓ The evidence submitted ensures that students with the most intensive disabilities have an opportunity to "show what they know" and to receive instruction at a level that is challenging and attainable.

### Consequences When Students Do Not Take the State Assessment

- ✓ Teachers and staff lack full information about the instructional needs of students who do not take the state assessment, which could lead to some students not receiving all the instructional support they might need to be successful later in school.
- ✓ Students who do not take the SBA prior to high school will not have had the opportunity to practice and get feedback before taking the High School state assessments, which may lead toward limiting graduation pathway options.
- ✓ Students who do not test are counted among the number of students who do not meet standard. This penalizes schools and districts, creating inaccurate proficiency measures and may cause them to be ineligible for state or federal awards or recognition when participation falls below 95 percent.

**State Assessment Refusal Documentation Form**

*Please print the following information:*

Student's Name \_\_\_\_\_

State Student ID \_\_\_\_\_ District Student ID \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Student's School \_\_\_\_\_

Student's Grade Level \_\_\_\_\_ Assessment Date(s) \_\_\_\_\_

As the parent/guardian of the above named student, I choose for my child to not participate in the Washington state assessment. I choose for my child to not participate in:

- Smarter Balanced ELA       Smarter Balanced Math       WCAS (Science)
- WA-AIM (for students indicated in IEP only)       Other: \_\_\_\_\_

My reason for this decision is: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the benefits and consequences listed on the back of this form. In particular, I understand that:

- ✓ The state assessments assess critical state standards, including higher-level thinking, communication, reasoning, problem solving, and application of knowledge and skills in new situations.
- ✓ Teachers gain information about students' progress toward meeting grade-level expectations (what students should know and be able to do) in the core academic areas of English language arts, math, and science, and can plan instruction accordingly.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative: \_\_\_\_\_ Date: \_\_\_\_\_

***This form is to be filed within the student's cumulative record located at the school building. The test record should be marked REFUSAL in the online state assessment management system for all relevant tests – noting Student Refusal and/or Parent Refusal where possible.***