



Department of
Education

2022-23 ACT/SAT Appeals Guidance

Last updated: October 20, 2022

Important Updates

Starting with the 2022-23 ACT/SAT appeals cycle, districts shall review and complete all ACT/SAT appeals during the ACT/SAT appeals window following the timeline specified in this guide. In order to streamline the appeals process, the department will no longer accept ACT/SAT appeals during the *Ready Graduate* process.

Districts must submit the appeals using the [2022-23 ACT/SAT Appeals form](#). The department will no longer accept appeals submitted via email.

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Section 1: Overview

The ACT/SAT appeals process allows districts to resolve ACT/SAT data issues in line with federal and state guidelines. This document explains what, how, and when districts may appeal. Please contact TNE.D.Graduates@tn.gov for questions not addressed in this document.

Section 2: Appeals Parameters

2.1 Appeals Context

ACT/SAT data included in accountability reflect **only** the students in the prior graduation cohort who earned an on-time traditional diploma or an alternate academic diploma (AAD). Therefore, for the 2022-23 ACT/SAT appeals cycle, districts will submit appeals for the **2022 graduation cohort**. It is important to note that students count in a cohort based on the year they entered grade 9. Please consult the [2021-22 Graduation Cohort Protocol](#) on the TDOE accountability webpage for more information on cohort data.

The ACT data subject to appeals have been reviewed in partnership with ACT to reflect a student's highest score. Additionally, starting with the 2022-23 ACT/SAT appeals cycle, the department will take an extra step to identify student ACT records without proper student identification number attaching them to a specific school and district. The process will involve matching records on district number, school number, student first name, student last name, and student date of birth data fields. If a higher score is found because of the matching, that score is used in the ACT data files.

2.2 Appealable and Non-Appealable Situations

This section describes appealable and non-appealable situations. Only appeals that meet the appealable criteria will be reviewed. Other appeals will not be accepted.

Appealable issues:

Districts may submit ACT/SAT appeals **only** for 2022 graduates who are missing ACT/SAT data or whose scores will increase based on the parameters listed below:

- Missing ACT data is appealable when:
 - the district has score reports and/or data files that contain valid ACT scores for students with missing score information in the student level file on the Accountability application.
- A higher ACT score is appealable when:
 - the district has score reports and/or data files that contain valid ACT scores greater than the scores in the student level file on the Accountability application.
- SAT data is appealable when:
 - the district has score reports and/or data files that contain valid SAT scores for students with missing score information in the student level file on the Accountability application.

Non-appealable issues:

Examples of non-appealable situations are provided below:

- ACT/SAT data for students who entered grade 9 in 2020-21 or later and completed high school early in 2022-23 are not appealable during the current ACT/SAT appeal window. Instead, their data will be appealable during their expected graduation year which is four years after they first entered grade 9.
 - For accountability purposes, early graduates are accounted for with their expected graduating cohort, which is four years after they entered grade 9, rather than the

year they graduated. For instance, a student who entered grade 9 in 2019-20 was expected to graduate in 2022-23. If the student graduated in 2021-22 as an early graduate, the student's ACT data will be included in the 2022-23 ACT student level data file as 2022-23 is the year the student was expected to complete high school.

- Student demographic data are not appealable because:
 - All demographic data should have been updated in EIS as part of the graduation cohort process. Please consult the [2021-22 Graduation Cohort Protocol](#) on the Cohort application for more information.
- Superscores¹ are not appealable because the department does not use superscores for accountability.

2.3 Acceptable and Unacceptable Documentation

This section describes acceptable and unacceptable documentation when submitting an appeal. Districts must provide acceptable documentation to be considered for appeals.

Acceptable documentation:

The department requires proper documentation to consider ACT/SAT appeals. Acceptable documentation includes:

- Data files from ACT or SAT that include student identification information for the appealed student(s), including student first name, student last name, and student date of birth.
- Student score reports or score labels from ACT or SAT that include student identification information for the appealed student(s), including student first name, student last name, ACT ID, and student date of birth.

Unacceptable documentation:

The department will not consider the following types of documentation:

- Transcripts that list ACT or SAT scores
- Student Information System screenshots of students' recorded scores
- Letters from schools or families stating scores

¹ A superscore is the average of one's best subject scores from all ACT test attempts.

Section 3: Appeals Submission Timeline

The appeals window for 2022-23 ACT/SAT data opens on **October 25, 2022** and closes on **November 7, 2022**. The table below shows the dates and times for each milestone as well as the delivery medium. All appeals should be submitted using the [2022-23 ACT/SAT Appeals form](#). See [Section 4](#) for more guidance on appeal submissions.

As shown in the table, all appeals along with the acceptable documentation, as specified in [Section 2.3](#) must be submitted by **5 p.m. CDT on Monday, November 7, 2022**. Appeal decisions will be made based on the documentation submitted by the deadline. The department will not accept any additional documentation once the appeals window closes. ACT/SAT data will then be finalized and released on the Accountability application by **5 p.m. CDT on Friday, November 18, 2022**. Districts will receive formal letters regarding the appeal decision from the department **by 5 p.m. CDT on Friday, November 18, 2022**. ACT/SAT data will then be under embargo until the department's public ACT news release. The timeline for the ACT news release will be announced via the Commissioner's Update for Directors in late November 2022.

Important Update: Starting with the 2022-23 ACT/SAT appeals cycle, districts shall review and complete all ACT/SAT appeals during the ACT/SAT appeals window following the timeline below. Districts will no longer be able to submit ACT/SAT appeals during the *Ready Graduate* process.

Date	Time	Milestone	Delivery Medium
Tuesday, October 25, 2022	8 a.m. CDT	Release of student, school, and district level ACT/SAT data files to districts for review and submit appeal as appropriate; appeals window opens	Accountability Application
Monday, November 7, 2022	5 p.m. CDT	Appeals window closes	Appeals and acceptable documentation should be submitted using the 2022-23 ACT/SAT Appeals form
Friday, November 18, 2022	5 p.m. CDT	Data finalized and released on Accountability application	Accountability Application
Friday, November 18, 2022	5 p.m. CDT	Appeal response letter sent to districts	Appeal responses will be sent from TNEd.Graduates@tn.gov

Section 4: Appeals Submission Process

4.1 Required Documentation

The department will only consider appeals that include all the following components:

- An appeal letter on district letterhead explaining the appealable issues; the letter must be signed by the Director of Schools;
- Score reports and/or data files that meet the appealable criteria as specified in [Section 2.3](#);
- Completed [ACT Appeals Submission Worksheet](#)
- Submit your appeal using [2022-23 ACT/SAT Appeals form](#)

4.2 ACT Appeals Submission Worksheet

[ACT Appeals Submission Worksheet](#) must be complete and correct. Please follow the submission instructions below closely to expedite appeals processing.

The following are instructions on how to complete and save the ACT Appeals Submission worksheet.

Step 1: Download the [ACT Appeals Submission Worksheet](#).

Step 2: Fill out the "Contact_Info" Tab.

- a. Enter a valid date in cell B2 (format: MM/DD/YYYY).
- b. Enter your district number in cell B3.
 - This should automatically populate your district name, director's name, and director's email address.
 - Contact the department at TNEd.Graduates@tn.gov if any of the information automated is incorrect.
- c. Enter the name of the person who serves as the point of contact for ACT data in cell B7.
- d. Enter the email address of the ACT data point of contact in cell B8.
- e. Enter the numbers only of the phone number for the ACT data point of contact in cell B9.
- f. Enter the appropriate phone extension in cell D9, if applicable.

Step 3: Fill out the "District_Appeals" tab.

- a. Enter the first student's state ID number into cell A2.
 - If you have correctly completed the "Contact_Info" tab, your district number and district name will automatically fill in.
- b. Enter the school number for the first student in cell D2.
 - You can find the school number in the Cohort application and downloadable files.
- c. Enter the student's last name in cell E2, student's first name in cell F2, and student's middle name in G2.
- d. Enter the student's ACT English subscore in H2, ACT Math subscore in I2, ACT Reading subscore in J2, ACT Science subscore in K2, and the ACT composite score in L2.
 - Please note that superscores are not acceptable appeals. The subscores and composite score must be from the same ACT testing session.
- e. Enter the evidence of ACT score attachment name in M2. **This should be the student's individual ACT/SAT report or ACT/SAT label.**
- f. Enter the date the student completed the ACT session in N2 (MMYY).
- g. Enter the student's ACT ID in cell O2
- h. **IF** you are submitting a student's SAT score, enter the SAT total in P2, SAT math subscore in Q2, and SAT Reading subscore in R2.

- i. Repeat steps A-H for any remaining students.

Step 4: Save the ACT Appeals Submission Worksheet excel file.

- a. Save the file using the following naming convention: “###_Appeals_Submission_Worksheet” where “###” is your district number.
- b. Submit only one Appeals Submission Worksheet per district.
- c. If you are unable to locate your district and school number, please consult any of the files on the Accountability application or search the [School Directory page](#).

4.3 Submission Format

Districts must submit ACT/SAT appeals through the [2022-23 ACT Appeals form](#) by **5 p.m. CDT on Monday, November 7, 2022**. The person submitting the appeals form must have an Orion/SSO account in order to submit the form. Districts must submit the following information:

- District Number
- District Name
- Name and Email of person submitting form
- Director of Schools Name
- Director of Schools Email
- ACT/SAT Appeals Letter signed by the Director of Schools
 - must be submitted as a PDF file with the naming convention “**District Name ACT Appeals Letter**”
- [ACT Appeals Worksheet](#)
 - must be submitted as an Excel file with the naming convention “**###_Appeals_Submission_Worksheet**” where ### is the district number
- Supporting Documentation
 - must be submitted as a pdf file with the naming convention “**###_StudentDocumentation**” where ### is the district number
 - **Important Note:** documentation must be provided for each student being appealed. Failure to include supporting documentation will result in a denial.

Districts must submit all ACT/SAT appeals as well as the acceptable documentation before **5 p.m. CDT on Monday, November 7, 2022**. Any documentation submitted past the timeline will be denied. If you need assistance submitting the [2022-23 ACT/SAT Appeals form](#), please email TNED.Graduates@tn.gov.