

Please carefully read the below information, as several critical dates are identified within this letter.

Dear Indiana Educator:

Thank you for agreeing to participate in the Indiana College-and-Career Ready Assessment Specifications Review. The purpose of this review will be to focus, in greater depth, on the Indiana State Board of Education-approved College-and-Career Ready Standards and to define the limits of those standards from an assessment perspective. There will be two phases to the review. Phase I will be the “pre-work” or independent portion of the review. Phase II will be an active discussion with other Indiana educators via WebEx. *Be sure to read ALL of the instructions below before you begin.*

Meeting Details:

Phase I, Pre-work: This is the independent review of grade-level standards and item samples. Pre-work is expected to take approximately 4 hours. Due dates are outlined in the table below. Specific instructions for Phase I are provided in a separate section of this document.

Content Area / Grade Levels	Phase 1 Due Date
Mathematics, Grades 3-8	May 13, 2014 by Noon Eastern
English/Language Arts, Grades 3-4	May 13, 2014 by Noon Eastern
English/Language Arts, Grades 5-8	May 16, 2014 by Noon Eastern

Phase II, WebEx discussions: These will begin on May 13. All WebEx sessions will be scheduled to take place from **4:00 – 7:00 pm Eastern**. You will receive a WebEx link for your grade band prior to your session. Dates for the sessions are shown below:

Content Area / Grade Levels	Dates
Mathematics, Grades 3-5	May 13 - 15, 2014
Mathematics, Grades 6-8	May 13 - 15, 2014
English/Language Arts, Grades 3-4	May 14 - 15, 2014
English/Language Arts, Grades 5-6	May 19 - 20, 2014
English/Language Arts, Grades 7-8	May 21 - 22, 2014

Honorarium and Nondisclosure Forms:

An honorarium of \$150.00 will be provided for completion of pre-work activities. An honorarium of \$100.00 will be provided for each day of the WebEx reviews.

A nondisclosure form will be sent to you via email and must be completed and returned to CTB **upon receipt. The form must be received by CTB no later than 8:00 am Eastern on May 12, 2014.**

A W-9 Form and an honorarium form will also be provided to you via email and must be returned to CTB **no later than June 6, 2014.**

Phase I – Pre-work/Independent Review:

Phase I should take 3 – 4 hours of your time, depending on whether you have been assigned to a large or a small grade band.

Step 1:

Navigate to [ctb.com](http://www2.ctb.com) and download your grade-level standards, item samples, and a short Depth of Knowledge handout to begin your “pre-work.” The login information for [ctb.com](http://www2.ctb.com) is shown below:

URL: http://www2.ctb.com/state/ISTEP/passage_review/index.html

Login: specs2014

Passcode: Indiana123

Please download ONLY the standards for your grade band.

- **Mathematics, Grades 3 – 5**
- **Mathematics, Grades 6 – 8**
- **English/Language Arts, Grades 3 – 4**
- **English/Language Arts, Grades 5 – 6**
- **English/Language Arts, Grades 7 – 8**

Step 2:

Review the information contained in each document and reflect on the below questions. In Step 3, you will record your comments with regard to these questions via a survey.

- 1. Are there clarifications or specifications you would add to or delete from each standard?**

A clarification or specification statement is designed to clarify the intention of a standard, describe appropriate ways to assess it, establish content limits, provide examples of appropriate content/contexts, and/or provide examples of common student misconceptions/mistakes. Some statements have already been added to the standards spreadsheets that you will review. You may provide feedback for any of the clarifications or specifications you see.

- 2. Is the priority rating appropriate for each standard?**

Priority ratings are intended to give a standard more or less emphasis on an assessment. The ratings are shown as 3, 2, 1, or 0.

3 = more than 1 item per form

2 = at least 1 item per form

1 = 1 or no items per form

0 = no items per form (assessed in the classroom)

Again, some ratings have already been added to the standards spreadsheets that you will review. You may provide feedback for any of the ratings you see.

3. Is the Depth of Knowledge Level (DOK) appropriate for each standard?

Depth of Knowledge Levels are intended to show the cognitive complexity of a task. DOK's are shown as 4, 3, 2, or 1. A "4" generally indicates a task that requires high cognition and sustained effort whereas a "1" indicates a task that requires low cognition, memorization, or highly repetitive steps. You may refer to the DOK Handout for further details regarding these levels.

Please note that the DOK's provided in your standards spreadsheet are intended to be approximations rather than absolute targets. These may even appear as ranges. You may provide feedback for any of the DOK's you see.

4. Are the assigned item types appropriate for each standard, i.e., Multiple Choice (MC), Constructed Response (CR), Extended Response (ER), Gridded Response (GR), and Technology Enhanced (TE)?

Gridded Response items apply only to Mathematics. Technology-Enhanced items are written and formatted in a wide variety of ways. The Sample Items pdf will help you visualize some of these. The samples are for reference only and are not intended to be exhaustive.

5. For Mathematics Grades 6-8, is the calculator designation appropriate for each standard?

- "Yes" represents a standard that would be best assessed on a test session that allows calculator use.
- "No" represents a standard that would be best assessed on a test session that does not allow calculator use.
- "X" represents a standard that could likely be assessed on either session (calculator allowed or not) but may depend on the test item.

Step 3:

Your feedback on these questions will serve as the basis for discussions during the virtual Assessment Specifications Review. *You will record your feedback via an online survey.* Below are the **due dates for recording your feedback and completing Phase I:**

Content Area / Grade Levels	Phase 1 Due Date
Mathematics, Grades 3-8	May 13, 2014 by Noon Eastern
English/Language Arts, Grades 3-4	May 13, 2014 by Noon Eastern
English/Language Arts, Grades 5-8	May 16, 2014 by Noon Eastern

The surveys will be posted on Friday, May 9, 2014. To access the online surveys, go to ctb.com (use URL information in Step 1) and click on the appropriate links. Please note: There are twelve survey links, one for each grade and subject area.

IMPORTANT: Like any online survey, the information must be entered in a single sitting. *Once you have opened a grade-level survey, be sure to respond to the survey in its entirety.* Remember to respond to all of the surveys for your grade-band by the due date indicated in the table above.

Phase II – WebEx Sessions:

Phase II, the WebEx discussions, will begin on May 13. All WebEx sessions will be scheduled to take place from **4:00 – 7:00 pm Eastern**. You will receive a WebEx link for your grade band prior to your session. Dates for the sessions are shown below:

Content Area / Grade Levels	Dates
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English/Language Arts, Grades 5-6	May 19 - 20, 2014
English/Language Arts, Grades 7-8	May 21 - 22, 2014

Indiana Department of Education and CTB McGraw-Hill Staff will introduce and facilitate the virtual discussions. The goal will be to complete one grade per day, with all group decisions being recorded to a master Excel spreadsheet. Please keep your Phase I feedback handy as you may want to refer to it during the discussions.

Thank you for bringing a collegial attitude and tone to the review. Although your role is advisory, please be assured that your thoughts will be respected, listened to, and carefully considered during this review.

If you have any questions, I am available at the office number listed beneath my signature. Feel free to contact me from 8:00 am to 5:00 pm Eastern, Monday through Friday.

Regards,

Olga Connolly

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An Important Message from the Indiana Department of Education

K-12 educators who fully participate in the Indiana College-and-Career Ready Assessment Specifications Review (including pre-work and attendance at all three of the evening meetings) are eligible for 12 Professional Growth Points, or PGPs, for license renewal.