

Memorandum

To: Formative (Interim) Assessment Program Vendors
From: Dr. Charity Flores, Director of Student Assessment
Re: School Year 2019-2020 Indiana Formative (Interim) Assessment Grant Updates
Date: July 18, 2019

2019-2020 Assessment Program Approval Application Window Reopened

The Indiana State Board of Education (SBOE) reopened the window for assessment program vendors to submit applications for the 2019-2020 Formative (Interim) Assessment Grant cycle. The Indiana Department of Education (IDOE) will accept submissions from vendors through October 1, 2019. The specific procedures for submission during this extended window are noted below. Separate processes are outlined for first-time submissions and resubmissions. IDOE anticipates requesting final approval of the providers at the November SBOE board meeting.

Assessment programs continue to be held to the same [criteria](#) and high standards for approval used in the first round of approvals. Resubmission of a program does not guarantee approval.

The IDOE is committed to supporting Indiana schools by providing a list of quality assessment products which strongly align to Indiana Academic Standards and provide meaningful data. The IDOE does not work directly with vendors in any type of iterative process intended to culminate in approval. Vendors are responsible to supply a quality product and submit documentation verifying that quality to the IDOE if they wish to be included for approval through this process. The IDOE is not targeting a certain number of programs for approval. The current list of approved providers will remain unchanged if there are no applications that can satisfy the expectations set out in the evaluation rubric.

Please note the following conditions which apply to the extended application window for assessment program vendors:

- All assessment programs currently on the approved program list for 2019-2020 will remain approved for this school year.
- The IDOE cannot anticipate if any additional approvals will be granted during this window.
- Any assessment program approved during this extended application window would be approved for school year 2019-2020. That approval would NOT extend to approval for the 2020-2021 school year.
 - **Note:** A new legislative requirement (HEA 1630, Section 9) for school year 2020-2021 requires approved formative/interim assessment providers to provide predictive study results for student performance on the statewide assessment. This requirement will be instituted for school year 2020-2021 as an added requirement to the qualifying process used this year. Additional information regarding this requirement will be provided by early fall.

- Schools received notification of funding distributions for school year 2019-2020 on July 15, 2019. No additional funding is available for schools. If an assessment program were to receive an approval determination during this additional window, schools would need to adjust their current plan for use of grant funds if they wished to procure a newly approved assessment. Schools who did not apply for funds during the 2019-2020 application window must wait until next year to apply for funding.

Any vendor wishing to submit or resubmit an assessment program for approval during this window must submit a letter of intent to the Indiana Department of Education (IDOE) by August 5, 2019 to be considered during the extended window. *In addition to indicating each product the vendor will be submitting for approval, the letter should confirm the vendor's understanding of the process for submitting or resubmitting depending on the circumstances and assert the vendor's commitment to following the appropriate process.* The IDOE will provide additional information regarding submission requirements to any vendor who provides a letter of intent by this deadline. Again, only providers that submit a letter of intent will be reviewed.

Vendors Submitting for 2019-2020 Approval for the First Time during Window Extension

Vendors submitting applications for approval **for the first time for school year 2019-2020** must follow the process outlined below **by October 1, 2019**.

1. Requestor submits a letter of intent no later than August 5, 2019.
2. Requestor reviews the Assessment Program Criteria/Evaluation Rubric found on the Indiana Formative Assessment Grant website (<http://www.doe.in.gov/assessment/formative-assessment-grant>).
3. Requestor compiles evidence addressing each criterion.
4. Requestor provides the following information to Mary Williams mwilliams@doe.in.gov (cc: Jennifer Woo jwoo@doe.in.gov) at the Indiana Department of Education (IDOE):
 - Assessment program name
 - Assessment program vendor (i.e., company name), if this differs from the assessment program name
 - Contact information for a company representative (name, email, and phone)
Note: This representative will be contacted 1) in the event IDOE has questions regarding the submission and 2) with evaluation results. More than one contact may be submitted, if desired.
 - Documentation that program criteria have been met
 - Assessment programs are considered individually. If a Requestor wishes to apply for the approval of more than one assessment program, the Requestor must submit a separate request for each assessment program.
 - Various content areas within the same assessment program may be submitted as one program so long as alignment documentation is provided for each content area.
 - Documentation is accepted in any format so long as all criteria are addressed.
 - Portions of documentation that the Requestor wishes to remain confidential must be clearly labeled.

5. IDOE Assessment Specialist confirms receipt of the request for approval and completes a general review of submitted documentation.
6. If documentation is incomplete (i.e., clearly does not address one or more criteria), the Specialist notifies the Requestor that documentation cannot be accepted.
 - The Requestor may resubmit updated documentation or request clarification at any time before the October 1, 2019 deadline. The October 1, 2019 deadline will stand for any remaining documentation to be submitted.
7. If documentation is complete (i.e., each criterion is addressed), the Specialist moves the request to Committee Review.
 - Vendors may only submit documentation through the stated October 1, 2019 deadline with no exceptions. The Department recommends submitting by September 1, 2019 to allow time for review and feedback to occur within the allotted timeline. For any submissions received by September 1, 2019, the IDOE will provide, by the 15th of September, an initial review for completeness of the applications and seek any clarification needed to score the product. Any applications received after September 1 through October 1 will simply be scored on the basis of the application as submitted.
 - Vendors should note that preliminary feedback on applications may not be able to be satisfactorily addressed by the vendor in the time available. For example, evidence of remedies to the product or better alignment to Indiana’s standards may not be accomplished in the available time. The preliminary feedback will be focused on ensuring the review team has all of the available evidence necessary for a thorough and fair evaluation of the product. The preliminary feedback should not be seen as a full review of the product with opportunity to remedy shortcomings for resubmission prior to October 1.
 - The responsibility for a high quality submission complete with all documentation requested remains the responsibility of the vendor no matter when the application is received by the IDOE.
8. The Committee reviews the submitted documentation against the [Indiana Formative \(Interim\) Assessment Grant Program Rubric](#) and provides an approval determination.
 - Programs considered “approved” by the Department are recommended for approval to the Indiana State Board of Education.
9. The Assessment Specialist emails the approval determination and any additional feedback to the provided contact.
10. The Assessment Specialist requests the following information from the Approved Program Vendor to be provided to schools:
 - Sales Representative (name, email address, and phone number)
 - Product Web Address
11. The Assessment Specialist adds the Approved Assessment Program to the Master Approval List provided to Indiana School Corporations.
12. The Assessment Specialist posts rubrics and documentation (unless labeled confidential) to a secure site accessible by local Corporation Test Coordinators.

Vendors Resubmitting for 2019-2020 Approval

Vendors **re-submitting applications previously not approved for school year 2019-2020** must follow the process outlined below **by October 1, 2019**.

1. Requestor submits a letter of intent no later than August 5, 2019.
2. Requestor reviews the Assessment Program Criteria/Evaluation Rubric found on the Indiana Formative Assessment Grant website (<http://www.doe.in.gov/assessment/formative-assessment-grant>) and feedback from previous reviews provided by the Indiana Department of Education.
3. Requestor compiles evidence addressing each criterion previously marked as “Fail”, “Incomplete”, or “Lacking.”
 - Evidence must directly address previous committee concerns.
 - For *Criterion 2: Alignment*, any updates to previously submitted alignment data must be accompanied by an explanation of changes to the assessment that caused alignment changes or changes in alignment methodology. For example, a provider may not edit the narrative of a third party study and resubmit for approval.
4. Requestor provides the following information to Mary Williams mwilliams@doe.in.gov (cc: Jennifer Woo jwoo@doe.in.gov) at the Indiana Department of Education (IDOE):
 - Assessment program name
 - Assessment program vendor (i.e., company name), if this differs from the assessment program name
 - Contact information for a company representative (name, email, and phone)
Note: This representative will be contacted 1) in the event IDOE has questions regarding the submission and 2) with evaluation results. More than one contact may be submitted, if desired.
 - A copy of previously-submitted documentation.
 - Additional compiled documentation as described in Step 2.
5. IDOE Assessment Specialist confirms receipt of the request and documentation and moves documentation to Committee Review.
 - Vendors may only submit documentation through the stated October 1, 2019 deadline with no exceptions. The Department recommends submitting by September 1, 2019 to allow time for review and feedback to occur within the allotted timeline. For any submissions received by September 1, 2019, the IDOE will provide, by the 15th of September, an initial review for completeness of the application and seek any clarification needed to score the product. Any applications received after September 1 through October 1 will simply be scored on the basis of the application as submitted.
 - Vendors should note that preliminary feedback on applications may not be able to be satisfactorily addressed by the vendor in the time available. For example, evidence of remedies to the product or better alignment to Indiana’s standards may not be accomplished in the available time. The preliminary feedback will be focused on ensuring the review team has all of the available evidence necessary for a thorough and fair evaluation of the product. The preliminary feedback should not be seen as a full review of the product with opportunity to remedy shortcomings for resubmission prior to October 1.

- The responsibility for a high quality submission complete with all documentation requested remains the responsibility of the vendor no matter when the application is received by the IDOE.
6. The Committee reviews the submitted documentation against the [Indiana Formative \(Interim\) Assessment Grant Program Rubric](#) and provides an approval determination. Programs considered “approved” by the Department are recommended for approval to the Indiana State Board of Education.
 7. The Assessment Specialist emails the approval determination and any additional feedback to the provided contact.
 8. The Assessment Specialist requests the following information from the Approved Program Vendor to be provided to schools:
 - Sales Representative (name, email address, and phone number)
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 9. The Assessment Specialist adds the Approved Assessment Program to the Master Approval List provided to Indiana School Corporations.
 10. The Assessment Specialist posts rubrics and documentation (unless labeled confidential) to a secure site accessible by local Corporation Test Coordinators.