Indiana’s Formative (Interim) Assessment Grant Assessment Program Approval Process

Eliciting and analyzing evidence of student learning to guide classroom instruction at the individual student level results in increased academic success. Indiana’s Formative (Interim) Assessment Grant provides funding to schools for formative (interim) assessment programs, tools, and targeted professional development in order to increase data-driven instructional practices and enrich learning for all students.

In accordance with this vision, Indiana provides schools access to funds through the Formative (Interim) Assessment Grant. These monies may be used to fund approved assessment programs and services for students and educators. The approval process for assessment programs is outlined below.

There are two options for submission for approval (existing versus new). Assessment programs which were approved for use during school year 2019-2020 should follow the abbreviated Process for Assessment Programs Approved for School Year 2019-2020 directions. Assessment programs which were not approved for use during school year 2019-2020 should follow the full Process for New Assessment Programs directions.

All vendors wishing to participate must submit a letter of intent by December 20, 2020. The letter of intent does not bind a vendor to submit, but indicates that submission is intended. Only programs which submit a letter of intent by December 20, 2020 will be reviewed. The letter should include the vendor name, any assessment program names that are intended for submission, acknowledgment of this published process, and agreement to follow the published process. The letter of intent should also include a request to initiate a data sharing agreement with the IDOE for use of ILEARN assessment data for the required predictive measures study (Criterion 6)

All documentation must be submitted by April 8, 2020. No documentation will be accepted after this date. Vendors wishing the opportunity to respond to feedback should submit by March 6, 2020. Feedback for documentation received by March 6, 2020 will be provided by March 25, 2020.

Process for Assessment Programs Approved for School Year 2019-2020

For assessment programs which Indiana approved for use during school year 2019-2020, an abbreviated process is available.

1. Requestor submits a letter of intent to participate by December 20, 2020. Submit the letter of intent via email to mwilliams@doe.in.gov or INassessments@doe.in.gov.
3. Requestor compiles evidence addressing only the criteria listed below.
   - **Criterion 2: Alignment.**
     - If the program’s item bank has not changed AT ALL (e.g., no items added or removed) since 2019-2020, the vendor may submit those assurances in lieu of additional alignment documentation.
     - If the program’s item bank was updated by the addition or removal of items, the vendor must submit a description of those updates and their effects on overall alignment to state standards. A third party review of new item alignment must be provided.
       - **Example 1:** The program vendor adds 30 new items to each grade level assessment or item bank. The program vendor should address how those items affect overall alignment to Indiana Academic Standards, and an external reviewer should confirm alignment claims for new items through review of a representative sample.
       - **Example 2:** The program vendor releases/retires 10 items and adds 50 new items per grade level. The program vendor should address how the removal of items affects the overall alignment to Indiana Academic Standards (e.g., are any standards no longer assessed?) and how added items affect overall standard alignment. An external reviewer should confirm alignment claims for new items through a review of a representative sample.
   - **Criterion 6: Predictive Measure.**
     - The Requestor may enter into a data-sharing agreement (DSA) with the Indiana Department of Education to receive data from the ILEARN assessments for use with a predictive study. To initiate a DSA, email datarequests@doe.in.gov. Reference that the intended use of data is the 2020-2021 Formative (Interim) Assessment Grant predictive study requirement.

4. Requestor provides the following information to Mary Williams mwilliams@doe.in.gov at the Indiana Department of Education (IDOE) and copies INassessments@doe.in.gov:
   - Assessment program name
   - Assessment program vendor (i.e., company 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.
   - Confirmation of additional alignment study OR assurances that item bank has not changed.
     - **Note:** If false assurances claiming that item banks have not changed are submitted to the IDOE and identified, vendors are immediately removed from any approval.
   - Documentation that program criteria have been met as explained in Step 2.
     - 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 moves documentation to committee review.

6. The committee reviews the submitted documentation against the Indiana Formative (Interim) Assessment Grant Program Rubric and provides an approval determination.
   - If clarifications are needed, the IDOE Assessment Specialist will request clarification from the Requestor.

7. The Assessment Specialist emails the approval determination and any additional feedback to the provided contact. Approval determinations will be made using the Indiana Formative (Interim) Assessment Grant Program Rubric.

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)
   - Product Web Address

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.

Process for New Assessment Programs

For any assessment program not approved by Indiana for the 2019-2020 school year’s Formative (Interim) Assessment Grant cycle, the following process must be followed.

1. Requestor submits a letter of intent to participate by December 20, 2020. Submit the letter of intent via email to mwilliams@doe.in.gov or INassessments@doe.in.gov.


3. Requestor compiles evidence addressing each criterion.

4. For Criterion 6: Predictive Measures the Requestor may enter into a data-sharing agreement (DSA) with the Indiana Department of Education to receive data from the ILEARN assessments for use with a predictive study. To initiate a DSA, email datarequests@doe.in.gov. Reference that the intended use of data is the 2020-2021 Formative (Interim) Assessment Grant predictive study requirement. Requestor provides the following information to Mary Williams mwilliams@doe.in.gov at the Indiana Department of Education (IDOE) and copies INassessments@doe.in.gov:
   - Assessment program name
   - Assessment program vendor (i.e., company 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.
  o 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.
  o 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.
  o Documentation is accepted in any format so long as all criteria are addressed.
  o 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 moves documentation to committee review.
6. The committee reviews the submitted documentation against the Indiana Formative (Interim) Assessment Grant Program Rubric and provides an approval determination.
   • If clarifications are needed, the IDOE Assessment Specialist will request clarification from the Requestor.
7. The Assessment Specialist emails the approval determination and any additional feedback to the provided contact. Approval determinations will be made using the Indiana Formative (Interim) Assessment Grant Program Rubric.
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)
   • Product Web Address
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.

Contact Mary Williams (mwilliams@doe.in.gov) or the Office of Student Assessment (INassessments@doe.in.gov) with any questions regarding this process.