



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

Schools and students see increased academic success when they elicit and analyze evidence of student learning to guide classroom instruction. Indiana's Formative (Interim) Assessment Grant provides funding to Indiana public, charter, and accredited nonpublic schools for formative, interim, benchmark, and similar assessment programs in order to increase data-driven instructional practices and enrich learning for all students.

Indiana schools may only use Formative (Interim) Assessment Grant funds for approved expenses. A process is available for assessment program vendors to elicit approval from the Indiana Department of Education (IDOE) for schools to use funds to purchase specific assessment programs.

There are two separate processes for submission for approval. Assessment programs which were approved for school year 2020-2021 should follow the abbreviated ***Process for Assessment Programs Approved for School Year 2020-2021*** directions. All other assessment programs should follow the full ***Process for New Assessment Programs*** directions.

All vendors wishing to participate must submit a letter of intent by December 31, 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 31, 2020, will be reviewed.** The letter should include the vendor name, any assessment program names that are intended for submission, acknowledgement of this published process, and agreement to follow the published process.

All documentation must be submitted by April 7, 2021. No documentation will be accepted after this date. Vendors wanting an opportunity to respond to feedback should submit by March 3, 2021. Feedback from documentation received by March 3, 2021, will be provided by March 19, 2021.

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

Process for Assessment Programs Approved for School Year 2020-2021

Assessment programs which Indiana approved for school use within school year 2020-2021 should use this abbreviated process to apply for approval for school year 2021-2022.

1. Requestor submits a letter of intent to participate by December 31, 2020.
 - The letter should include the vendor name, any assessment program names that are intended for submission, acknowledgement of the published process, and agreement to follow the published process.
 - Submit the letter of intent via email to Mary Williams at the Indiana Department of Education (IDOE) at mwilliams@doe.in.gov and CC INassessments@doe.in.gov.
2. Requestor reviews the [Assessment Program Criteria/Evaluation Rubric](#) found on the [Indiana Formative Assessment Grant website](#).
3. Requestor compiles evidence addressing Criterion 2. Documentation for other criteria is not required as it is already on file from previous approval.
 - If the program's item bank has not changed (e.g. no items have been added or removed) since 2020-2021, the vendor may submit those assurances in lieu of additional documentation.
 - Note: If false assurances claiming that item banks have not changed are submitted to the IDOE and later identified, vendors are immediately removed from any approval.
 - 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 Indiana Academic 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 a 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.
 - If test forms were dramatically altered, then an updated predictive study (criterion 6) is required. Contact Mary Williams (mwilliams@doe.in.gov) or the Office of Student Assessment (INassessments@doe.in.gov) if clarification is needed.
4. Requestor submits the following to Mary Williams at the IDOE at mwilliams@doe.in.gov and copies INassessments@doe.in.gov:
 - Assessment program name and assessment program vendor (i.e., company name)

- Contact information for a company representative. 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 addressing Criterion 2, as described in #3 of this process.
 - Assessment programs are considered individually. If 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 should be clearly labeled.
5. The IDOE Assessment Specialist confirms receipt of the submitted *Request for Approval* documentation and moves documentation to committee review.
 6. The Indiana Formative Assessment Grant Program Approval Committee (organized by IDOE) reviews the submitted documentation against the [Indiana Formative \(Interim\) Assessment Grant Program Rubric](#). The committee provides an overall approval recommendation based on the evidence provided.
 - If clarifications are needed, the IDOE Assessment Specialist will request clarification from the Requestor.
 7. The IDOE Assessment Specialist sends the approval recommendation and any additional feedback to the Requestor's provided contact(s) via email.
 8. The IDOE collects all approval recommendations from the committee and shares approval recommendations with the Indiana State Board of Education (SBOE).
 9. The SBOE votes for final approval of recommended assessment programs.
 10. The IDOE Assessment Specialist sends notice of final approval by SBOE to the Requestor's provided contact(s) via email.
 11. The IDOE Assessment Specialist publishes the list of final approved assessment programs to Indiana schools.

Process for New Assessment Programs

Assessment programs not approved by Indiana for school use within school year 2020-2021 should use this process to apply for approval for school year 2021-2022.

1. Requestor submits a letter of intent to participate by December 31, 2020.
 - The letter should include the vendor name, any assessment program names that are intended for submission, acknowledgement of the published process, and agreement to follow the published process.
 - Submit the letter of intent via email to Mary Williams at the Indiana Department of Education (IDOE) at mwilliams@doe.in.gov and CC INassessments@doe.in.gov.
2. Requestor reviews the [Assessment Program Criteria/Evaluation Rubric](#) found on the [Indiana Formative Assessment Grant website](#).
3. Requestor compiles evidence addressing each criterion.
 - 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 ILEARN assessments for use within a predictive study. To initiate a DSA, email datarequests@doe.in.gov. Reference that the intended use of data is the 2021-2022 Formative (Interim) Assessment Grant predictive study requirement. Please note that DSAs may take several weeks to confirm and should be requested no later than January 8, 2021 if needed.
4. Requestor submits the following to Mary Williams at the IDOE at mwilliams@doe.in.gov and copies INassessments@doe.in.gov:
 - Assessment program name and assessment program vendor (i.e., company name)
 - Contact information for a company representative. 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 addressing each criterion in the rubrics (per process step #3).
 - 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 should be clearly labeled.
5. The IDOE Assessment Specialist confirms receipt of the submitted *Request for Approval* documentation and moves documentation to committee review.
6. The Indiana Formative Assessment Grant Program Approval Committee (organized by IDOE) reviews the submitted documentation against the [Indiana Formative \(Interim\) Assessment Grant Program Rubric](#). The committee provides an overall approval recommendation based on the evidence provided.

- If clarifications are needed, the IDOE Assessment Specialist will request clarification from the Requestor.
7. The IDOE Assessment Specialist sends the approval recommendation and any additional feedback to the Requestor's provided contact(s) via email.
 8. The IDOE collects all approval recommendations from the committee and shares approval recommendations with the Indiana State Board of Education (SBOE).
 9. The SBOE votes for final approval of recommended assessment programs.
 10. The IDOE Assessment Specialist sends notice of final approval by SBOE to the Requestor's provided contact(s) via email.
 11. The IDOE Assessment Specialist publishes the list of final approved assessment programs to Indiana schools.