



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**MOLLY M. SPEARMAN**  
*STATE SUPERINTENDENT OF EDUCATION*

**MEMORANDUM**

**TO:** Publishers

**FROM:** Molly M. Spearman  
State Superintendent of Education

**DATE:** September 28, 2015

**RE:** Call for Submissions for the Adoption List of Formative Assessments

The South Carolina Department of Education (SCDE) is inviting submissions of formative tools for inclusion on the Adoption List of Formative Assessments in English language arts (ELA) and mathematics for grades one through nine in accordance with S.C. Code Ann. § 59-18-310 of the Education Accountability Act. Proviso 1A.15 suspends formative assessments for grades one, two, and nine for the 2015–16 fiscal year. However, the SCDE will review assessments for grades one through nine since provisos are only in effect for one year.

Submissions will be accepted from publishers, independent or public companies, school districts, or any other entity. The formative tools may include, but are not limited to, items or item banks; interim or benchmark assessments; formative classroom assessments; and/or instructional strategies such as questioning techniques, metacognitive techniques, and peer assessment methodologies. Professional development strategies such as teacher learning communities may also be submitted.

The formative assessments must provide diagnostic information in a timely manner to school districts for each student during the course of the school year. Products selected for the adoption list must provide feedback for improving instruction and learning.

**Overview of Submission and Evaluation Steps**

The Intent to Submit (attached) must be submitted by the date provided on the form. Products must then be submitted and will be evaluated in two phases.

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1. Phase One is a technical evaluation. Submitters must demonstrate the validity of their products by providing empirical evidence that usage of their product has positively impacted student achievement.
2. Phase Two is an alignment study. Submitters whose products meet the phase one criteria will receive instructions for submission for Phase Two.

The following documents are attached to this memorandum and are also located on the SCDE Web site at <http://ed.sc.gov/agency/programs-services/40/>.

- Timeline
- Intent to Submit
- Evaluation Criteria for Phase One
- Instructions for Submission
- Submission Requirements for Products other than Assessments or Item Banks
- Submission Form Cover Sheet

A submission must meet all requirements specified in this memorandum, the Instructions for Submission, Evaluation Criteria, and, if applicable, Submission Requirements for Products other than Assessments or Item Banks. If any documentation is missing, the submission will be disqualified.

### **Phase One**

A panel of measurement experts will use the Evaluation Criteria to appraise submitted products. The panel will evaluate the evidence regarding the test development process and the technical characteristics of the proposed assessment for the degree to which it conforms to professional measurement standards as outlined in *Standards for Educational and Psychological Testing* published by American Educational Research Association (AERA), American Psychological Association (APA), and National Council on Measurement in Education (NCME), Edition 2014. The panel will also review the empirical evidence regarding the impact of the proposed assessments on student achievement for the degree to which the assessments have had positive, negative, or no identifiable impact.

Products that are not assessments will not be evaluated on criteria specific to test items. Publishers who submit products other than assessments or item banks must submit a description of their product. Requirements for these types of products are summarized in a separate form—Submission Requirements for Products other than Assessments or Item Banks.

Submissions for Phase One will be scored as provisionally approved or disapproved.

## **Phase Two**

Proposers of products provisionally approved by the Phase One evaluation will receive directions for submitting evidence of the alignment to the content knowledge and skills and cognitive processes in the South Carolina Academic Standards.

Those submitting test items, forms, or item banks must submit all test items accompanied by the results of an alignment study that indicates the standard to which each item aligns in the South Carolina Academic Standards, posted on the SCDE Web site at <http://ed.sc.gov/scde-grant-opportunities/NewSCStandards.cfm>. The SCDE will also conduct an independent alignment study of each item.

A summary of the products provisionally approved in Phase One and the alignment study from Phase Two will be presented to the South Carolina State Board of Education. The names of the approved products will be posted on the Office of Assessment Web site along with one-page descriptions of the product and the alignment study results from the Phase Two alignment study conducted in South Carolina. Alignment information posted on the Web site will include the number and percentage of items that were aligned to South Carolina's standards, the number and percentage of items that were not aligned to South Carolina's standards, and the number and percentage of South Carolina's standards for which there are no items.

For questions or additional information, contact Susan Creighton at [screight@ed.sc.gov](mailto:screight@ed.sc.gov) or 803-734-8535.

Enclosures:   Timeline  
                  Intent to Submit  
                  Instructions for Submission  
                  Evaluation Criteria for Phase One  
                  Submission Requirements for Products other than Assessments or Item Banks  
                  Submission Form Cover Sheet