2017 Instructions for Submission

SUBMISSION CHOICES FOR DISTRICTS AND PUBLISHERS

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<th>Publishers must submit research that demonstrates the validity of their product by providing empirical evidence that usage of their product has positively impacted student achievement.</th>
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<td>Districts may submit a waiver request to the State Board of Education and the Education Oversight Committee asking to conduct an experimental or quasi-experimental study with a vendor whose assessment product is not on the Adoption List of Formative Assessment.</td>
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Four copies of all materials must be submitted no later than noon on May 15, 2017. Failure to submit all of the required materials will automatically exclude materials for consideration for adoption.

A submission must meet all requirements specified in the Call for Submissions memorandum; the 2017 Instructions for Submission; and the Evaluation Criteria for Phase One, Submission Requirements for Products other than Assessments or Item Banks and/or the Request to Conduct a Study. If any documentation is missing, the submission will be disqualified. The 2017 Calendar, Intent to Submit Form, Submission Cover Sheet, Instructions for Submission, Evaluation Criteria for Phase One (hereafter referred to as the evaluation criteria), Submission Requirements for Products other than Assessments or Item Banks, and Request to Conduct a Study Form are posted at: http://ed.sc.gov/tests/middle/adoption-list-of-formative-assessments/#Overview.

Product Report Submission

Reports must be limited to fifty pages in length, single-spaced in a twelve-point or larger font. Reports must not include sales information. Appendices may be included and do not count as part of the fifty-page limit. Appendices may include such items as reliability indices, decision consistency indices, item difficulties, item discrimination and Differential item functioning statistics. The experimental or quasi-experimental research report must be included in the fifty pages, not in the appendices.

Test items and forms should not be submitted for the Phase One evaluation. Submissions for Phase One will be either disapproved or provisionally approved. Publishers whose Phase One submissions are provisionally approved will submit their items and/or test forms for the Phase Two alignment review. Separate instructions will be provided at the time publishers are notified about their Phase One evaluation.

The submission should include a description of the product, development, and history. The report must include, at a minimum, a concise description of the research studies that have been conducted to evaluate the validity and reliability of the product, a clear description of the sample, the duration of the study, the statistical techniques used for analysis, the findings, and the statistical and practical significance of the results. The report must demonstrate how the product has been used to inform instruction and enhance achievement (i.e., how use of the assessment has led to instructional adjustments).
**Empirical Evidence**

Research must include pertinent experimental or quasi-experimental studies demonstrating the validity of the product by providing empirical evidence that usage of the proposed product has positively impacted student achievement. Submitters must provide empirical evidence describing how usage of the product submitted has impacted student achievement using *measures other than the submitted products*.

Publishers must provide evidence that professional measurement standards were followed in the development of the product and that the finished product conforms to those standards. The Evaluation Criteria will be used to evaluate each submission. Publishers should ensure that each requested element is provided in their response. For example, if a test form is being submitted, all elements listed should be provided.

Studies should either include multiple (three or more) repetitions with positive findings or include samples of 200 or more students. The studies need not be conducted at the grade and subject combination for which the submission is made; however, there should be a clear description of the grade and subject combination for which the studies were conducted. Publishers should also describe and provide references to any studies for which there were negative impacts on achievement.

**Request to Conduct a Study**

A district or districts may work with a publisher to conduct an experimental or quasi-experimental research study involving the proposed product. The district(s) and publishers who are interested in conducting a research study must complete the Request to Conduct a Study form and submit it by the Call for Submissions due date. The request must describe the proposed study in detail and specify how all technical specifications outlined in the list of criteria will be collected during the study.

A panel of measurement experts will review the request to determine whether the proposed study meets the research design criteria. If the request is approved, the district must also submit a waiver to the State Board of Education and to the Education Oversight Committee for approval. If approved, the publisher will have up to two years to implement the study, collect the evidence, and summarize the results. Funds appropriated for the Adoption List of Formative Assessments may be used by the district to offset the costs of administering the tests.

When the study has been completed, a research report, following the requirements described in the Instructions for Submission, must be sent to the Department. The report must be submitted by August following the second year of implementation. The research study will then be evaluated using the Evaluation Criteria and the procedures specified in the section above (i.e., Product Report Submission). If the product is approved, an alignment study will be conducted and the product will be added to the Adoption List.

Limited technical assistance is available for those districts and publishers needing guidance with study or report submission. Please contact Susan Creighton at screight@ed.sc.gov or 803-734-8535 for assistance.