

Instructions for Submission



SUBMISSION CHOICES FOR DISTRICTS AND PUBLISHERS

Product Research Report	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.
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Overview

The submission of a research study must meet all requirements specified in the Call for Submissions memorandum; the *Instructions for Submission*; and the *Evaluation Criteria*. If any documentation listed in these three documents is missing, the submission will be disqualified. Failure to submit all required materials will automatically exclude the product from consideration for adoption.

The review process consists of two stages. In Stage One, a panel of measurement experts will appraise the research study(ies) submitted by a publisher regarding the use of their product (formative assessment, interim assessment, etc.). The panel will evaluate the technical characteristics of the proposed assessment including the results of an appropriate experimental or quasi-experimental study and determine whether the research study conforms to professional measurement standards as outlined in the *Standards for Educational and Psychological Testing* published by American Educational Research Association, American Psychological Association, and National Council on Measurement in Education, Edition 2014.

Publishers with products provisionally approved during Stage One will receive directions for submission for Stage Two. In Stage Two, an alignment study will be conducted to determine the extent to which items on the assessment or item bank correlate with the content knowledge and skills and cognitive processes in the South Carolina College- and Career-Ready Standards.

Research Report Submission for Stage One

The following bullets indicate the required administrative elements.

- The research study (describing an experimental or quasi-experimental research) must be limited to fifty pages in length, single-spaced in a twelve-point or larger font.
- The report must **not** include sales information or descriptive information that is not requested.
- The research study must be included in the fifty pages. If the study is included in the appendices or via a link, the report will be disqualified.
- Appendices should be included and do not count as part of the fifty-page limit. Appendices should include such items as a list of the reliability indices, decision consistency indices, item difficulties, item discrimination and differential item functioning statistics.
- The research study should be sent to Susan Creighton in the Office of Assessment and Standards to this e-mail address: screight@ed.sc.gov.
- The report and appendices should be saved as a pdf file. If proprietary information is included in the report, the publisher should also submit a redacted copy for public use.

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Specific Guidelines Regarding the Quality of the Research

Research must include pertinent experimental or quasi-experimental studies demonstrating the validity of the test score interpretations(s) for the proposed uses of the product. This involves providing empirical evidence that usage of the proposed product provides a sound scientific basis for the proposed score interpretations. 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.

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 study or studies that have been conducted to evaluate the validity and reliability of the product, a clear description of the sample in the study, the duration of the study, the research design, 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).

Additionally, as part of the assessment results, the publisher must include nationally normed data as products on the Adoption List may be used by districts for the legislatively mandated interim testing, administered three times during the school year. The research report must include a description of the norming study including dates, demographics, and other relevant statistics.

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 all grade and subject combinations 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.

Please note that the assessment product must provide an online component and indicate within the report that district assessment results will be shared or reported to the South Carolina Department of Education (SCDE) each year. For any K-2 formative assessment approved in Phase One, the publisher submitting the assessment must include an agreement to provide assessment data needed for the SCDE to derive a score or range of scores that identify whether or not a student is on track to meet or exceed English language arts/reading or mathematics standards by the end of third grade, as measured by the summative state assessment.

Stage One and Two

Submissions for Stage One will be either disapproved or provisionally approved. Publishers whose Stage One submissions are provisionally approved will electronically submit their items and/or test forms for the Stage Two alignment review. Separate instructions for the alignment will be provided at the time publishers are notified about their Stage One evaluation.