



Submission Requirements for Products other than Assessments or Item Banks

Submissions for metacognitive techniques, instructional strategies such as questioning techniques, peer assessment methodologies, professional development strategies or curriculums that blend instruction with short assessments (a total of 10 items or less), tutorials, etc. should provide a comprehensive description of the educational strategy. The description should include the following elements.

- 1) Purpose and use of the product.
- 2) Target audience for the product.
- 3) An overview of the development and history of the product.
- 4) The proposed method of administration (online, paper/pencil, etc.) indicating any required materials. If specific technology is needed, indicate what schools must have to use the product.
- 5) Special procedures, equipment, or materials that are required for a valid administration of the assessment (e.g., practice tests, manipulatives).
- 6) Cost of the product and how districts would access the product.
- 7) Training, if any, needed to administer the product.
- 8) Type of feedback given to students and teachers that should be used by teachers.
- 9) A description of how the proposed assessment can be used to inform instruction.

If the product incorporates short assessments (10 items or less), the following elements should also be provided in the publisher's response:

- 1) number and types of items on the test(s),
- 2) description of the objectives measured by each test,
- 3) description of the general content of the tests,
- 4) the range of content difficulty for the test items and whether any items assess higher order thinking skills,
- 5) any reliability and validity calculations that have been conducted, and
- 6) description and methodology of any research conducted—including dates of each study.

In addition to providing the requested information above, the publisher must submit a one-page description of the product that is suitable for posting to the SCDE Web page for the Adoption List of Formative Interim Assessments.