



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Curriculum Directors, Corporation Test Coordinators, Data Coaches, School Leaders

From: Alyson Traficante, Assessment Specialist, and Mary Williams, Assistant Director of Research and Assessment

Date: November 11, 2022

Subject: Participation Requested - Formative Assessment Program Approval Committee

Each year, the state of Indiana provides funds that schools can use to purchase formative/interim assessment programs through the [Formative \(Interim\) Assessment Grant](#). Indiana Code 20-32-5.1-17 requires assessment programs to meet certain criteria in order to receive these funds. The Indiana Department of Education (IDOE) forms a committee of Indiana school leaders and experts each year to review assessment programs and determine if they meet the requirements for this grant opportunity.

IDOE is currently seeking committee members to review assessment program documentation for the 2023-2024 school year. This committee work often benefits school leaders through the opportunity to closely review different available assessment programs and to learn from colleagues and experts about assessment design and the impact that it has on purposes and uses of assessments.

## **What does the committee work look like?**

Committee members receive assessment program review assignments from IDOE based on a pre-established timeline. Two weeks is typically provided for review of documentation. These reviews can be quite robust, as vendors submit evidence that they have met the criteria reflected in the [Indiana Formative \(Interim\) Assessment Grant Program Evaluation Protocol](#). Each committee member will complete a rubric to score the adequacy of the program documentation. The committee will then meet virtually (typically for 60 to 90 minutes) to discuss and finalize the group determination. IDOE facilitates each step of this process.

## **Will training and support be provided?**

Yes, IDOE will provide training on how to use the rubric and will support committee discussions throughout the process. Other experts may also join discussions (i.e., university partners) to assist in the decision-making process.

## **When will this work occur?**

Training will occur January 18, 2023, at a time selected based on committee members' availability. Training is a one-day, virtual event. Reviews will be held from February 9, through April 7, 2023.

## **Would I have to communicate with assessment program vendors?**

No, committee members will only communicate with IDOE staff and other committee members. The identity of all members will remain anonymous from all assessment program vendors.



# Indiana Department of Education

---

Dr. Katie Jenner, Secretary of Education

## **Is travel required?**

No, all meetings for this committee will be virtual.

## **Will I earn Professional Growth Points (PGPs)?**

Yes, PGPs are awarded for the time spent both reviewing documentation and discussing with the committee. Committee members typically spend between 15 to 20 hours reviewing documentation over the course of the entire review period. One PGP is rewarded for each hour served.

Interested participants may complete the [2023-2024 Assessment Program Approval Committee Interest Survey](#) to apply for this opportunity. Contact IDOE's [Office of Student Assessment](#) with questions.