



## **Formative (Interim) Assessment Grant: Assessment Program Approval Process**

Schools and students see increased academic success when they elicit and analyze evidence of student learning to guide classroom instruction. Formative (Interim) Assessment Grant provides funding to Indiana public, charter, and accredited non-public schools for formative, interim, benchmark, and similar assessment programs to increase data-driven instructional practices and enrich learning for all students.

Indiana Code 20-32-5.1-17 gives authority to the Indiana State Board of Education (SBOE), supported by the Indiana Department of Education (IDOE), to approve formative, interim, benchmark, or similar assessments for use in Indiana schools. Indiana schools may only use Formative (Interim) Assessment Grant funds for approved assessment programs and training/professional development from approved assessment program vendors. Any approved program must meet specific requirements, including alignment to the Indiana Academic Standards, prediction to Indiana's accountability assessment (for applicable grades), and the existence of data-sharing agreements between IDOE and the vendor for any approved assessment program. A process is available for assessment program vendors to elicit approval from IDOE for schools to use funds to purchase specific assessment programs.

### **Registration Process**

All vendors that seek to become an approved assessment program vendor must complete the [Formative Assessment Grant Vendor Registration Form](#) by Wednesday, November 30. The registration form does not bind a vendor to participation in the approval process but indicates that submission is intended. **Only vendors who complete the registration form for their program(s) will be reviewed.** In addition to providing assessment program names, vendors will also be asked to identify what type of approval process they will be using, as discussed in the submission process section below.

### **Submission Process**

There are two separate processes to submit programs for approval.

- 1) Assessment programs that were approved for the 2022-2023 school year should follow the ***Process for Assessment Programs Approved for School Year 2022-2023*** (abbreviated process) directions.
- 2) All other assessment programs should follow the full ***Process for New Assessment Programs*** directions.

These processes are described in detail below.

Documentation will be submitted through the **Formative Assessment Grant Program(s) Submission Form**. All documentation must be **submitted by February 1, 2023**. No documentation will be accepted after this date. Feedback from documentation received will be

provided by March 8, 2023. An overview of additional tasks and deadlines can be found in Table 1.

**Table 1: Overview of Task Deadlines**

Date	Task Due
November 30, 2022	Final date to file registration form.
February 1, 2023	Final date to submit documentation for assessment program approval process.
March 8, 2023	Feedback from Formative Assessment Grant approval committee provided.
March 24, 2023	Vendors may submit appeals or updates in response to committee feedback.
April 19, 2023	IDOE provides final approved committee feedback to vendors.

**Process for Assessment Programs Approved for School Year 2022-2023**

Assessment programs that were approved for the 2022-2023 should use the following abbreviated process to apply for program approval in the 2023-2024 school year.

1. Requestor files the [Formative Assessment Grant Registration Form](#) to confirm intention to participate by Wednesday, November 30.
  - The registration form will include the vendor’s name, any assessment program names that are intended for submission, acknowledgement of the published process, and agreement to follow the published process.
2. Requestor reviews the [2023-2024 Formative Grant Assessment Program Criteria and Rubric](#) found on the Indiana Formative Assessment Grant webpage.  
 Note: This rubric has not changed from the prior year’s process (2022-2023).
3. Requestor compiles evidence addressing **Criterion 2 only**. Documentation for other criteria is not required, as it is already on file from previous approval unless the assessment has undergone substantive changes. If substantive changes were applied, the assessment is considered a “new” assessment, and all documentation must be provided.
  - If the program’s item bank has not changed (e.g., no items have been added or removed) since 2022-2023, the vendor may submit those assurances in lieu of additional documentation.
    - Note: If these assurances are in question, IDOE will review the issue, possibly disqualifying the vendor from current and/or future approvals.
  - If the program’s item bank was updated by the addition or removal of items, the vendor must submit a description of those updates and their effects on overall alignment to Indiana Academic Standards. A third-party review of new item alignment must be provided.
    - Example 1: The program vendor adds 30 new items to each grade level assessment or item bank. The program vendor should address how those items affect overall alignment to Indiana Academic Standards, and an

- external reviewer should confirm alignment claims for new items through a review of a representative sample.
- Example 2: The program vendor releases/retires 10 items and adds 50 new items per grade level. The program vendor should address how the removal of items affects the overall alignment to Indiana Academic Standards (e.g., Are any standards no longer assessed?) and how added items affect overall standard alignment. An external reviewer should confirm alignment claims for new items through a review of a representative sample.
  - If test forms/design were dramatically altered, then an updated predictive study (Criterion 6) is required.
4. Requestor submits information through the [Formative Assessment Grant Program\(s\) Submission Form](#). The form requires the following steps:
    - Select the *Submission* box to indicate initial submission of documentation.
    - Provide the assessment program name and vendor (i.e., company name).
    - Indicate contact information for a company representative. This representative will be contacted (1) if IDOE has questions regarding the submission and (2) with evaluation results. More than one contact may be submitted, if desired.
    - Submit documentation addressing Criterion 2, as described in step 3 of this process.
      - Assessment programs are considered individually. If the requestor wishes to apply for the approval of more than one assessment program, a separate submission form must be filed for each assessment program.
      - Various content areas within the same assessment program may be submitted as one program if alignment documentation is provided for each content area.
      - Documentation is submitted via the submission form with shared folder links or attached documents (pdf format).
      - Portions of documentation that the requestor wishes to remain confidential should be clearly labeled.
  5. Once the form is submitted, an automatic email confirmation will be sent to verify its receipt. Contact IDOE's [Office of Student Assessment](#) if you do not receive confirmation.
  6. The Indiana Formative Assessment Grant Program Approval Committee (organized by IDOE) reviews the submitted documentation against the [2023-2024 Formative Grant Assessment Program Criteria and Rubric](#). The committee provides an overall approval recommendation based on the evidence provided.
  7. IDOE sends the approval recommendation and any additional feedback to the requestor's provided contact(s) via email by March 8, 2023.
  8. **Appeal Process:** Vendors have until March 24, 2023 to appeal with responses and added documentation (if necessary) to the committee's feedback. Appeal responses and documentation are filed via a new [Formative Assessment Grant Program\(s\) Submission Form](#). Reference step 4 above. Select the *Appeal* box to indicate an appeal submission. Enter N/A for Criterion sections where no documentation is provided.
  9. IDOE provides final approval and feedback to vendors by April 19, 2023.
  10. IDOE provides information to vendors recommended for approval related to the required data sharing agreement (DSA).
    - IDOE shares the process for entering into a DSA and example language.

- The requestor agrees to enter into a DSA with IDOE to move forward in this process.
  - Note: A fully executed DSA is not required at this stage; only a mutual agreement to enter into a DSA by both parties is needed.
- 11. IDOE collects all approval recommendations from the committee and shares approval recommendations with the Indiana SBOE.
- 12. SBOE votes for final approval of recommended assessment programs.
- 13. IDOE sends notice of final approval by SBOE to the requestor's provided contact(s) via email.
- 14. IDOE publishes the list of final approved assessment programs to Indiana schools.

### **Process for New Assessment Programs**

Assessment programs not previously approved for use in the 2022-2023 school year must use this application process for the 2023-2024 school year.

1. Requestor files the [Formative Assessment Grant Registration Form](#) to confirm intention to participate by Wednesday, November 30.
  - The registration form will include the vendor's name, any assessment program names that are intended for submission, acknowledgement of the published process, and agreement to follow the published process.
2. Requestor reviews the [2023-2024 Formative Grant Assessment Program Criteria and Rubric](#) found on IDOE's Formative (Interim) Assessment Grant webpage.  
Note: This rubric has not changed from the prior year's process (2022-2023).
3. Requestor compiles evidence addressing **all** criteria.
  - For *Criterion 6: Predictive Measures*, the requestor may enter into a data-sharing agreement (DSA) with IDOE to receive data from ILEARN assessments for use within a predictive study. To initiate a DSA, email [datarequests@doe.in.gov](mailto:datarequests@doe.in.gov). Reference that the intended use of data is for the 2023-2024 Formative (Interim) Assessment Grant predictive study requirement.
    - DSAs may take several weeks to confirm and should be requested no later than January 6, 2023 if needed.
4. Requestor submits information through the [Formative Assessment Grant Program\(s\) Submission Form](#). The form requires the following steps:
  - Select the *Submission* box to indicate initial submission of documentation.
  - Provide the assessment program name and vendor (i.e., company name).
  - Indicate contact information for a company representative. This representative will be contacted (1) if IDOE has questions regarding the submission and (2) with evaluation results. More than one contact may be submitted, if desired.
  - Submit documentation for each Criterion obtained in step 3 of this process.
    - Assessment programs are considered individually. If a requestor wishes to apply for the approval of more than one assessment program, a separate submission form must be filed for each assessment program.
    - Various content areas within the same assessment program may be submitted as one program if alignment documentation is provided for each content area.
    - Documentation is submitted via the submission form with shared folder links or attached documents (pdf format).

- Portions of documentation that the requestor wishes to remain confidential should be clearly labeled.
5. Once the form is submitted, an automatic email confirmation will be sent to verify its receipt. Contact IDOE's [Office of Student Assessment](#) if you do not receive confirmation.
  6. The Formative Assessment Grant Program Approval Committee (organized by IDOE) reviews the submitted documentation against the [2023-2024 Formative Grant Assessment Program Criteria and Rubric](#). The committee provides an overall approval recommendation based on the evidence provided.
  7. IDOE sends the approval recommendation and any additional feedback to the requestor's provided contact(s) via email by March 8, 2023.
  8. **Appeal Process:** Vendors have until March 24, 2023 to appeal with responses and added documentation (if necessary) to the committee's feedback. Appeal responses and documentation are filed via a new [Formative Assessment Grant Program\(s\) Submission Form](#). Reference step 4 above. Select the *Appeal* box to indicate an appeal submission. Enter N/A for Criterion sections where no documentation is provided.
  9. IDOE provides final approval and feedback information to vendors by April 19, 2023.
  10. IDOE provides information to vendors recommended for approval related to the required DSA.
    - IDOE shares the process for entering into a DSA and example language.
    - The requestor agrees to enter into a DSA with IDOE to move forward in this process.
      - Note: A fully executed DSA is not required at this stage; only a mutual agreement to enter into a DSA by both parties is needed.
  11. The IDOE collects all approval recommendations from the committee and shares approval recommendations with the Indiana SBOE.
  12. SBOE votes for final approval of recommended assessment programs.
  13. IDOE sends notice of final approval by SBOE to the requestor's provided contact(s) via email.
  14. IDOE publishes the list of final approved assessment programs to Indiana schools.

Please contact IDOE's [Office of Student Assessments](#) at 317-232-9050 with any questions regarding this guidance.