



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Formative (Interim) Assessment Grant: Program Approval Process (2024-2025)

Schools and students see increased academic success when they elicit and analyze evidence of student learning to guide classroom instruction. The 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 for the 2024-2025 school year must complete the [Formative \(Interim\) Assessment Grant Vendor Registration Form](#) by Friday, October 27, 2023. The registration form does not bind a vendor to participate in the approval process but indicates that submission is intended. **Only vendors that 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. Previously-approved assessment programs and new assessment programs must submit the [Formative \(Interim\) Assessment Grant Program Submission Form](#).

1. Assessment programs that were approved for the 2023-2024 school year should follow the **Process for Assessment Programs Approved for School Year 2023-2024** (abbreviated process) directions.
2. All other assessment programs should follow the full **Process for New Assessment Programs** directions.

Documentation must be submitted through the [Formative \(Interim\) Assessment Grant Program Submission Form](#) by **Friday, December 29, 2023**. No documentation will be accepted after this date. Committee feedback from documentation received will be provided by February 16, 2024. An overview of additional tasks and deadlines can be found in Table 1.

Table 1: Overview of Task Deadlines

Date	Task Due
October 27, 2023	Final date to file registration form .
December 29, 2023	Final date to submit documentation for assessment program approval process.
February 16, 2024	Feedback from Formative Assessment Grant approval committee provided.
March 8, 2024	Vendors may submit appeals or updates in response to committee feedback.
March 22, 2024	IDOE provides final approved committee feedback to vendors.

Process for Assessment Programs Approved for School Year 2023-2024

Assessment programs that were approved for the 2023-2024 should use the following process to apply for program approval in the 2024-2025 school year.

1. Requestor submits the [Formative Assessment Grant Registration Form](#) to confirm intention to participate by Friday, October 27.
 - 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 2024-2025 Formative Grant Assessment Program Criteria and Rubric found on IDOE’s [Formative \(Interim\) Assessment Grant webpage](#).
3. Requestor compiles evidence addressing **Criterion 2 only**.
 - **IDOE will accept an alignment study to 2020 or 2023 Indiana Academic Standards for the 2024-2025 school year.**
4. Documentation for other criteria is not required, as it is already on file from previous approval unless the assessment has undergone substantive changes. Previously approved vendors must submit an assurance memo stating that no significant updates have been made for the 2024-2025 school year. The memo must be submitted through the [Formative \(Interim\) Assessment Grant Program\(s\) Submission Form](#). 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 2023-2024, 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.
5. Requestor submits information through the [Formative \(Interim\) 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.
 6. 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.
 7. 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.
 8. IDOE sends the approval recommendation and any additional feedback to the requestor's provided contact(s) via email by February 16, 2024.
 9. **Appeal Process:** Vendors have until March 8, 2024 to appeal with responses and added documentation (if necessary) to the committee's feedback. Appeal responses and documentation are filed via a new [Formative \(Interim\) 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.
 10. IDOE provides final approval and feedback to vendors by March 22, 2024.

11. 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.
12. IDOE collects all approval recommendations from the committee and shares approval recommendations with SBOE.
13. SBOE votes for final approval of recommended assessment programs.
14. IDOE sends notice of final approval by SBOE to the requestor's provided contact(s) via email.
15. 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 2023-2024 school year must use this application process for the 2024-2025 school year.

1. Requestor files the [Formative \(Interim\) Assessment Grant Registration Form](#) to confirm intention to participate by Friday, October 27, 2023.
 - 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](#).
3. Requestor compiles evidence addressing **all** criteria.
 - For *Criterion 2: Assessment program vendors* may choose (but are not required) to submit a third-party alignment study using the 2023 streamlined Indiana Academic Standards for school year 2024-2025. IDOE will accept an alignment study to 2020 or 2023 Indiana Academic Standards for the 2024-2025 school year.
 - 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. Reference that the intended use of data is for the 2024-2025 Formative (Interim) Assessment Grant predictive study requirement.
 - DSAs may take several weeks to confirm and should be requested no later than December 15, 2023 if needed.
4. Requestor submits information through the [Formative \(Interim\) 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 2024-2025 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 February 16, 2024.
- 8. **Appeal Process:** Vendors have until March 8, 2024 to appeal with responses and added documentation (if necessary) to the committee's feedback. Appeal responses and documentation are filed via a new [Formative \(Interim\) 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 March 22, 2024.
- 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. 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 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.