

Office of Superintendent of Public Instruction

9-12 Core/Comprehensive Mathematics Instructional Materials Review (IMR) Publisher's Questions and Answers

UPDATED: 10/20/08

General Questions

1. **Where is the location of the review?**
 - a. Please refer to the Publisher Notice.
 - b. Please note that the check-in time has been changed to 2:00pm – 4:00pm on Sunday, November 9, 2008.

2. **Can we ship materials to the hotel for the review?**
 - a. Yes, however ALL arrangements will need to be made between the publisher and the hotel. OSPI **will not** handle the transportation or setup of any materials.

3. **OSPI is asking for each publishing company to provide a contact person who may be contacted if questions arise during review week. Will contact need to occur in person?**
 - a. No. Any contact with publisher representatives will be facilitated by an OSPI staff person. If technical issues arise with computers that are provided, we may ask you to come to the review site in person to trouble shoot the issue. Otherwise all questions will likely be able to be handled over the phone.

4. **Where can we find information and forms (including the Program Alignment Worksheets) related to the 9-12 review?**
 - a. All forms related to the review <http://www.k12.wa.us/CurriculumInstruct/9-12publishernotices.aspx>.

5. **How will the contents of the Publisher Information Packet (PD Questionnaire, Research Summary, and Program Overview) be used?**
 - a. Reviewers will be instructed to spend no more than 15-20 minutes reviewing the Publisher Information Packet. These materials will be used to provide background information on your program for reviewers. They will not be scored in any way.

6. **Will the review instrument and criteria for the “Other Factors” be available for publishers to view prior to the review?**
 - a. The Other Factors document is currently posted to the web site:
<http://www.k12.wa.us/CurriculumInstruct/9-12publishernotices.aspx>.

7. **What kind of training will reviewers receive on the scoring process and criteria outlined in the scoring?**
 - a. Reviewers will receive 11 hours of training on the first day of the review. This training will include standards training, as well as training on implementation of the review rubric and scoring process.
 - b. In order to ensure inter-rater reliability during the week, we will conduct reliability checks 1-2 times per day. These reliability checks will also provide a guard for potential reviewer bias.

Submission of Materials

- 8. If our company publishes Career and Technical Education (CTE) Applied Math materials, how would these materials be submitted?**
 - a. You would need to determine whether the materials align better with traditional (Algebra 1, Geometry, Algebra 2) courses or with the integrated sequence (Mathematics I, II, and III).
- 9. Our company will be submitting multiple courses and/or series. How many checklists should be completed?**
 - a. Please submit one checklist for each course or course series being submitted (i.e., Algebra 1 and 2; Geometry; Mathematics I, II and III).
- 10. Can publishing companies submit “bundled” core curricula (multiple programs from the same publisher) for the review?**
 - a. The materials submitted for the review of each course should be the materials that a school would receive/have access to when they purchase the program. There should not be added programs for increased cost to users. You should submit as you typically sell curricula.

Computer-based programs *or* programs with computer-based components:

- 11. Our program is computer-based for either all or some of the core instruction. How many computers should be submitted?**
 - a. Per guidance in the Publishers will need to submit two laptops per series submitted for review. For instance, if you submit materials for Mathematics I, II, II *only*, you will need to provide two laptops for that series. However if you submit materials for Mathematics I, II, II *and* Algebra 1, Geometry, and Algebra 2 you would provide four laptops.
- 12. Will OSPI provide global access for the wireless internet connections or will publisher need to make arrangements with the hotel for this service?**
 - a. OSPI has arranged to pay for wireless internet connections for the computers provided for computer-based programs. When the publisher representative checks-in the program, he/she will receive the log-in information.
- 13. How will OSPI facilitate the review of computer-based programs?**
 - a. In general, it is anticipated that reviewers will be expected to complete a review of one of the courses (Algebra 1, Geometry, Algebra 2, Integrated I, II, or III) in about 6 hours. Given this time limitation, it is important for reviewers to have easy access to aligned curricula. Reviewers would find it beneficial if you can provide screen shots or a teacher override that would give them the ability to see the material in a time-efficient manner.
- 14. Our program has teacher material that is only available online and not in print. How should we approach submitting the teacher materials?**
 - a. Please print out the materials and make them available as a hard copy per instructions in the Submission Checklist.

Review of Materials and Data Analysis:

- 15. Will reviewers look at other courses to locate aligned content (“grade dips”) as they review each course?**
 - a. Grade dips will be conducted as necessary for the course series that are submitted for review. The Program Alignment Worksheet has a column labeled “Alt Grade” for citations for this purpose. Grade dips will be conducted for Algebra 1 and 2 series, and the Mathematics I, II, III series.

- 16. The requirement to recommend “no more than three curricula” for the high school grade span is problematic. Do you plan on going to the legislature to express the concern?**
 - a. Yes, we have initiated discussions regarding the complexity of this program.

- 17. How well are the 2006 Grade Level Expectations (GLEs) for high school aligned to the revised 9-12 mathematics standards?**
 - a. The revised math standards are significantly different than the old GLEs.

- 18. During the review will reviewers make notes on deficiencies within each course?**
 - a. Evidence for alignment (or deficiency) will be notated in a column as reviewers are doing their work. Reviewers will be allowed to make other comment regarding the program on a separate “Other Comments” form. Comments collected on these forms will not be scored or used in the data analysis.

- 19. How many reviews will be completed for each course?**
 - a. Our goal is that each program will have 4 reads with a minimum of 3 reads for each course.

- 20. Will the Performance Expectations be weighted differently (process and core content) during the review process?**
 - a. No, all standards will be given equal weight in the review and data analysis.

Big Picture

- 21. Will the Program Alignment Worksheets from the K-8 core/comprehensive Instructional Materials Review be made available?**
 - a. If school districts would like copies of individual publishers’ Alignment Worksheets, they will need to contact the publisher directly.