

Summary Table for (A)(8)(b): Project Work Plan and Time Line

Major Milestones	Associated Tasks	Start Date	End Date	Responsible Entity
Adopt the Common Core State Standards, which are college- and career-ready standards, and to which the Consortium's assessment system will be aligned		10/1/2010	12/31/2011	Each State
Release RFP for item writing specifications, protocols, and training materials	Contract for consultant to write RFP	10/1/2010	11/1/2010	Washington (Lead Procurement State)
	RFP released	11/1/2010	12/1/2010	
Select contractor(s) for test specifications, item writing specifications, protocols, and training materials		10/1/2010	4/1/2011	Executive Committee
Contractor(s) produces test specifications, item writing specifications, protocols, and training materials	Draft item writing protocols and training materials	4/1/2011	7/31/2011	Contractor
	Pilot item writing protocols and training materials	4/1/2011	6/30/2011	Contractor with Governing States
	Establish item writing goals based on test specifications	4/1/2011	8/31/2011	Contractor
	Train State/State delegates for item writing	8/31/2011	12/1/2011	Contractor with Governing States

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Item Development	Evaluate Consortium-submitted items and conduct gap analysis	12/6/2010	4/1/2011	Contractor with Governing States
	Distributed item writing	12/15/2011	3/1/2012	Governing States
	Conduct Content Panel Validation Review I	3/15/2012	3/20/2012	Contractor
	Targeted small-scale pilot assessment	4/1/2012	4/07/2012	Contractor with Governing States
	Revise item writing protocols and training	4/20/2012	5/1/2012	Contractor
	Distributed item writing	6/30/2012	9/3/2012	Governing States
	Conduct Content Panel Validation Review II	12/15/2012	12/20/2012	Contractor with Total State Membership
	Item bias review	12/15/2012	12/20/2012	Contractor with Total State Membership
Identify vendor(s) for Test Development, Delivery, Scoring, and Reporting Application	Contract for consultant to write RFP for test delivery application	10/1/2010	11/1/2010	Executive Committee
	RFP released	11/1/2010	12/1/2010	Washington (Lead Procurement State)
	Select vendor(s) for test development, delivery, scoring, and reporting application	12/1/2010	4/1/2011	Executive Committee

Major Milestones	Associated Tasks	Start Date	End Date	Responsible Entity
Vendor(s) produces Test Development, Delivery, Scoring, and Reporting Application	Create application specifications	4/1/2011	8/1/2011	Vendor
	Unit test and system test application	4/1/2011	8/1/2012	Vendor
	Pilot item authoring system	4/1/2011	8/1/2011	Vendor and Governing States
	Pilot delivery, scoring, and reporting application	4/1/2011	12/1/2012	Vendor and Governing States
	Revise application in preparation for field test	4/1/2011	3/1/2013	Vendor
Field test items using State existing online applications and/or stand-alone implementation of new online system as operational pilot	Assessment administration training	2/1/2013	2/22/2013	Vendor and Governing States
	Embedded and stand-alone field test	3/1/2013	6/1/2013	Vendor and Governing States
	Field test analysis file complete	7/1/2013	7/1/2013	Contractor
Field Test Item Performance Review (Data Review)	Data review meetings	8/15/2013	8/20/2013	Contractor
Adoption of Achievement Standards	Representative stakeholders participate in achievement standard setting	8/31/2014	8/31/2014	Stakeholders from Total State Membership
	Executive Committee reviews the standard-setting process and achievement standards and approves the standards	8/31/2014	11/1/2014	Executive Committee

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	Executive Committee recommends achievement standards to Steering Committee based on standard setting for their approval	11/1/2014	11/30/2014	Executive Committee
	Standard-setting verification using operational results and makes final recommendations for approval	7/1/2015	7/20/2015	Vendor and Executive Committee
	Governing States vote to approve achievement standards	7/20/2015	8/1/2015	Governing States
	Total State Membership adopts achievement standards	8/1/2015	9/1/2015	Total State Membership
Test Administration	Operational assessment is available	3/1/2015	6/1/2015	Vendor and Total State Membership
	Fully implement Statewide the Consortium summative assessment in grades 3–8 and high school for both English language arts and mathematics	10/1/2014	6/1/2015	Total State Membership
	Operational results reported	TBD	TBD	Vendor
Financial Planning	Governance/Finance Working Group identify ranges of options regarding Consortium financing options	10/1/2010	10/1/2011	Governance/ Finance Working Group with consultants

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	Governance/Finance Working Group revises operational cost estimates using format established through finance options	10/1/2011	6/1/2012	Governance/ Finance Workgroup with consultants
	Steering Committee selects finance option(s) for Governing vote based on Executive Committee review	6/1/2012	1/30/2013	Steering Committee
	Governing States vote on financial plan	1/30/2013	6/1/2013	Governing States
Identify vendor(s) for Curriculum and Formative Materials	Contract for consultant to write RFP for curriculum and formative material development	10/1/2010	11/1/2010	Executive Committee
	Release RFP	11/1/2010	12/1/2010	Washington (Lead Procurement State)
	Select vendor(s)	12/1/2010	4/1/2011	Executive Committee
Summarize definitions of ELs, State policies, practices, and research on accommodations to inform educators, researchers, and other stakeholders across the States in the SMARTER Balanced Assessment Consortium	Create a report summarizing definitions, criteria and guidelines for identifying and including ELs in content assessments. The report will provide a comprehensive list of accommodations, the frequency of use of each accommodation, and analyses of potential responsiveness of these accommodations for ELs. The report also will identify differences in policies, practices,	10/1/2010	6/30/2011	Assessment Design Working Group

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	accommodations, and rationales for the use of specific accommodations across the Consortium States			
Produce a definition, inclusion policies, and a set of accommodations appropriate for EL students that are commonly accepted by educators, researchers, and other stakeholders across the States in the SMARTER Balanced Assessment Consortium	Conduct 3-4 update and discussion Webinars that include Consortium SEA teams representing assessment, Title III, special education, and curriculum; (2) hold a final meeting with a representative from each State to attain consensus on allowable accommodations for the Consortium	7/1/2011	10/31/2011	Assessment Design Working Group
	Summarize and disseminate the consensus process and agreements reached with Consortium States. Dissemination strategies will include on-line materials, conference presentations, and other appropriate means that might be identified	11/1/2011	12/31/2011	Assessment Design Working Group
Summarize definitions of SWDs and 504 students, State policies, practices, and research on accommodations to inform educators, researchers, and other stakeholders across Consortium States	Create a report summarizing the definition, criteria, and guidelines for identifying and including SWD and 504 students in regular content assessments. The report will provide a comprehensive list of accommodations, the frequency of use of each accommodation and analyses of potential responsiveness of each of the accommodations for SWD and 504 students. The report also will identify	10/1/2010	6/30/2011	Assessment Design Working Group

Major Milestones	Associated Tasks	Start Date	End Date	Responsible Entity
	differences in policies, practices, accommodations, and rationales for the use of specific accommodation across the Consortium States			
Produce a definition, inclusion policies, practices, and a set of accommodations appropriate for SWD and 504 students that are commonly accepted by educators, researchers, and other stakeholders across the Consortium States	Conduct 3-4 update and discussion Webinars including Consortium SEA teams representing assessment, Title III, special education and curriculum; (2) hold a meeting with a representative from each State to attain consensus on allowable accommodations for the Consortium	7/1/2011	10/31/2011	Assessment Design Working Group
	Summarize and disseminate the consensus process and agreements reached with Consortium States. Dissemination strategies will include online materials, conference presentations, and other appropriate means that might be identified	11/1/2011	12/31/2011	Assessment Design Working Group
Identify the characteristics of the accommodation needs of EL, SWD, and 504 students in a technology-based assessment environment that is commonly accepted by educators, researchers, and other stakeholders across the States in the SMARTER	Conduct an in-depth study of States currently using a high level of computer-delivered tests and the types of accommodations available to students (highlighting, increased typeface, avatar voices, etc.). Create a report summarizing the findings of the in-depth study of the current use of technology in assessment by States, including the specific	11/1/2010	3/1/2011	Assessment Design Working Group

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Balanced Consortium	types of technology used			
	Conduct an in-depth study examining the technology available from vendors. Summarize the accommodations possible through assessment technologies currently available	2/1/2011	6/30/2011	Assessment Design Working Group
	Determine the barriers to the use of technology for access to assessments and suggest potential solutions. Create a report explicating the barriers to the use of technology for assessment and the recommended solutions	6/1/2011	9/31/2011	Assessment Design Working Group
	Conduct a case study of the Oregon assessment system and the use of technology within the system for EL, SWD, and 504 students. Synthesize and report findings describing the use of technology in the Oregon assessment system so that it might be used to inform the SMARTER Balanced Assessment Consortium decisions	9/1/2011	3/1/2012	Assessment Design Working Group
To monitor fidelity in application of inclusion and accommodations guidelines and/or policies by States, an inclusion and accommodations manual	Create and disseminate an accommodations manual. The EL section will address definition, inclusion and accommodation of EL in content area assessments and will	12/1/2011	9/30/2012	Assessment Design Working Group

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will be provided that can be used to ensure consistent and streamlined inclusion and accommodation policies across the Consortium of States	include a common definition of an EL, recommended inclusion and accommodation guidelines, and valid and effective accommodations for EL. The SWD/504 section of the manual will address definition, inclusion and accommodation of SWD and 504 students in regular content area assessments and will include recommended inclusion and accommodation guidelines, and valid and effective accommodations for SWD and 504 students			
Systematically review accommodations for the SMARTER Balanced Assessment Consortium	Recommend a detailed process (in writing) to be used by the SMARTER Balanced Assessment Consortium in annual review of inclusion and accommodations guidelines and/or policies	7/1/2011	10/1/2011	Assessment Design Working Group
	Create an online standard template for use in evaluating accommodation use for peer review	10/1/2011	12/31/2011	Assessment Design Working Group
	Establish a research agenda the Consortium can use to study, monitor, evaluate, and improve the validity of accommodations	10/1/2011	9/30/2012	Assessment Design Working Group
Technical Advisory Meetings	Quarterly Meetings	TBD	TBD	Executive Committee

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SBAC Planning and Management Meetings	Two meetings per year	TBD	TBD	Executive Committee