

## Frequently Asked Questions Regarding Item Development

**Q: What are the dates and length of review sessions?**

**A:** Stimulus Review is scheduled for 2 days, November 7-8.

**Q: How are Educators selected for participation?**

**A:** Smarter Balanced and the contractor will select educators to attend the meeting from across all Smarter Balanced Consortium based on recommendations from each state's TIC. The selection of educators will strive to represent a balance of geographic region, grade levels, years of experience, and other demographic data.

**Q: How and when will I know if I will be selected for participation?**

**A:** Recruitment for these meetings will occur across all Smarter Balanced states. Selected participants and alternates will receive notification regarding their status of participation in early October. Alternates will be contacted in late October.

**Q: Where do meetings occur?**

**A:** Meetings are coordinated across member states for ease of travel. Locations will be defined in the invitation emails.

**Q: Will my expenses be paid?**

**A:** Airfare, hotel, and meal expenses for selected participants will be covered and reimbursed. Substitute pay may be available, depending on your state policy.

**Q: How much time can we expect to spend on this project in total?**

**A:** The workday is approximately eight hours, with morning, afternoon and lunch breaks during meetings.

**Q: How are the meetings structured?**

**A:** Participants work in groups assigned by grade within your content areas. The process begins with an orientation. Panels will complete much of the work as a group, but participants will spend some time reviewing or processing information independently.

**Q: What qualifications do I need to apply to participate in the activities?**

**A:** Participants must meet the following qualifications:

- Currently certified or licensed to teach ELA/literacy in a K–12 public school or certification in teaching English learners and/or students with disabilities.
  - Currently teaching in a public school or currently employed by a public school, district or state education entity including higher education located within a Smarter Balanced member state.
  - Within the past three years:
    - Teaching ELA/literacy and/or mathematics in grades 3 through 8 and/or high school or working in a classroom content support role such as a literacy or mathematics coach or district or state content specialist.
- AND/OR
- Teaching students with disabilities and/or English learners in grades 3 through 8 and/or high school or working in a support role such as a district/school coordinator or instructional specialist. Specializations in visual impairments or teaching for students who are deaf and hard of hearing are encouraged.
  - Familiarity with part or all of the Common Core State Standards for the content area in which they are interested in writing items.

Some opportunities will have additional preferred experience qualifications.

**Q: Are recently retired teachers eligible to participate?**

**A:** The Smarter Balanced Participant Qualification Guidelines define the following criteria:

- Currently certified or licensed to teach ELA/literacy and/or mathematics in a K–12 public school or certification in teaching English learners and/or students with disabilities.
- Currently teaching in a public school or currently employed by a public school, district or state education entity including higher education located within a Smarter Balanced Governing State.

This requirement limits the participation of education employees to those that currently hold a position within an educational institution. Participation in these meetings is also meant to serve as a professional development activity for current school and district employees.