

Frequently Asked Questions Regarding Content Development**Q: What are the dates and length of the content development sessions?**

A: Exact locations are to be determined for all events and the current dates are subject to change.

- Item Writing & Review for Mathematics will be the week of July 20.
- Item Writing & Review for ELA will be the week of August 3.
- Item Review for Mathematics will be the week of October 26.
- Item Review for ELA will be the week of October 26.
- Rangefinding for both content areas will be the week of July 6, pending the needs of the test.

Each meeting will be between 3 and 5 days of onsite work. For item authoring, participants may receive assignments for additional tasks that they may complete remotely.

Q: How are educators selected for participation?

A: Smarter Balanced and the contractor will select educators to attend the meetings from across all Smarter Balanced members based on recommendations from each member's state Teacher Involvement Coordinator. The selection of educators will aim to represent a balance of geographic region, grade levels, years of experience, and other provided information.

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 members. Selected participants and alternates will receive notification regarding their status of participation in May – October 2020, depending on the timeline for the associated activity. Alternates will be contacted as needed starting in June and lasting through the summer.

Q: Where do meetings occur?

A: Meetings will be coordinated across Smarter Balanced member states. Locations will be provided in the invitation emails.

Q: Will my expenses be paid?

A: Airfare, hotel, and meal expenses for selected participants will be covered and reimbursed as explained in the invitation letter. 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. Item Authoring participants may need additional off-site time following the review meeting to complete an additional assignment.

Q: How are the meetings structured?

A: Participants work in groups by grades or claims and content areas. The process begins with an orientation. Educators 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:

- A. Currently certified or licensed to teach ELA/literacy or mathematics in a K-12 public school or certified to teach English learners and/or students with disabilities; and
- B. 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; and

C. Within the past three years:

- Have taught ELA/literacy or mathematics in grades 3 through 8 and/or high school or have worked in a classroom content support role such as a literacy or district or state content specialist.

AND/OR

- Have taught students with disabilities and/or English learners in grades 3 through 8 and/or high school or have worked 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.
- D. Have previously reviewed part or all of the state content standards for the content area in which they are interested in working.
 - E. For item writing, all educators must submit a statement of interest upon request that describes (a) the reason(s) for their interest in developing items for the Smarter Balanced assessment system and (b) their qualifications for doing so.

Educators who have documented expertise in the areas of science and/or social science may apply for ELA/literacy item review.

Some activities will have additional preferred experience qualifications.

Q: Are recently retired teachers eligible to participate?

A: Only educators who currently hold a position within an educational institution and meet the requirements described above are eligible to participate. Participation in these meetings also serves as a professional development opportunity for current school and district employees.

Q: Can I apply for a meeting that I'm not sure I can attend if invited?

A: Participant applications are not a commitment by the educator to attend specific meetings, nor a guarantee that the participant will be recommended by K-12 Lead/TIC, or invited by Smarter Balanced. Participant applications are an expression of interest in the work. Educators are encouraged to apply even if they aren't sure they could attend the meeting (due to other commitments and conflicts).