

State Educator Reviewer Recruitment Process and Expectations: FAQ for State K-12 and Postsecondary Educators

1. What is the role of a PARCC State Educator Reviewer (SER)?

A State Educator Reviewer (SER) serves as a critical member of the PARCC item review process. Members of these English language arts/literacy and mathematics teams include state and local K-12 and postsecondary educators from all of the PARCC states. SERs review test items developed for the PARCC summative assessment for alignment to the Common Core State Standards, suitability of content, and age-appropriateness for a given grade level or grade band, and they recommend revisions to items.

2. How can state and local K-12 and postsecondary educators become members of State Educator Review teams?

PARCC's goal is to build a diverse pool of item reviewers from across the PARCC states, including postsecondary and K-12 educators. State educators who would like to receive SER training and participate in item review will complete the following steps:

- Names submitted to Parcc, Inc. should be directed to Aaron Fettgather (afettgather@parcconline.org)
 - Parcc, Inc., will verify names with the assessment division of the State Education Agency
- State Educator Review Teams for each training/item review session will be selected from the bank of educators to ensure appropriate geographic diversity and K-12/postsecondary balance on all item review teams.
- Training sessions are approximately two hours long and are followed by an item review session (either virtual or in-person) that takes place over several days.
- Potential item reviewers will be notified 4-6 weeks in advance of an upcoming training/item review session (either virtual or in-person) as opportunities become available.
- Educators who express interest in participating will remain on PARCC's roster of potential item reviewers for a period of one calendar year.

Educators may remove their names from the pool at any time by contacting Aaron Fettgather (afettgather@parcconline.org).

3. What is the time commitment for SER participation?

Item Review Trainings:

- Training sessions will last approximately 2 hours.
- The training will be provided via PowerPoint presentation and will include:
 - Review of evidence statements and item specifications;
 - Item review methods; and
 - Procedural instructions on how to use the item banking systems of PARCC's item development contractors.
- Participants will have the opportunity to review items as a group to gain familiarity with the process and ask questions.
- Trainings for virtual meetings are provided via webinar/conference call.

- Prior to virtual trainings, participants will receive directions for setting up necessary technologies. Participants will be asked to test their technology capacity to ensure that the technologies will work on the day of the training and during independent review. Help desk support is available to assist participants.

In-Person and Virtual Item Review Sessions:

- Virtual item reviews require a minimum of 8 hours of independent item review time and 12-24 hours of scheduled group discussion either through a face-to-face or virtual meeting.
- In-person meetings require approximately 8 hours per day for four days (for a total of 32 hours, plus travel time). **The individual item review and training on the item development contractors' item banking systems is done within the given time frame.**
- State Educator Reviewers will meet in small groups by grade level (ELA/literacy) and grade band (mathematics) to review sets of items.
- State Educator Reviewers review items independently first. Independent review is followed by group discussion to determine edits and revisions, if needed, that should be made prior to field testing of the proposed items.

4. Will travel, lodging and meals be covered for members participating in in-person review sessions?

PARCC's item development contractors will pay all travel and hotel costs for participants in the in-person meetings up-front. Participants will be reimbursed for meals and ground transportation in accordance with PARCC guidelines.

5. Will SERs be compensated for their time participating in item review?

Face-to-Face Item Reviews

- Reviewers who are not being paid by a full-time employer during item reviews are eligible for a stipend of \$150 per day.
- Reimbursement of \$100 per day is available for school districts or universities that will be paying for substitute coverage in order for educators to attend PARCC meetings. The payment rates are based on an 8-hour day of item review.

Virtual Item Reviews

- **Independent reviews** are not eligible for stipends.
- Scheduled group discussions of items will occur for a number of days after the close of the independent review windows. Reviewers who are not receiving payment from an employer at the time of **group discussions** are eligible for a stipend of \$150 per discussion day. If a group convenes for only half a day, the stipend amount will be adjusted accordingly.
- Employers that hire a substitute during a reviewer's participation in-group discussions are eligible for a reimbursement of up to \$100 per day toward the cost of the substitute. Payment for substitute reimbursement is distributed at the daily rate, even if reviewers are not involved in-group discussions for the entire day.
- In order to receive stipends or substitute reimbursement, the group's facilitator must confirm participants' presence on the phone line and participation each day.

2016 – 2017 PARCC State Educator Review Calendar

Meeting	Cohort	Meeting Length (days)	Pre-Review Window Opens/Closes	Meeting Start/Finish
Text Review (Virtual)	ELA/L	4	1/25 – 1/29/16	2/1 – 2/4/16
Bias Text Review (Virtual)	AAF (ELA/L) participants	3	N/A	2/4 – 2/8/16
Item Review (Virtual)	ELA/L	5	5/2 – 5/6/16	5/9 – 5/13/16
Item Review (Virtual)	Mathematics (grades 3-8)	3	4/27 – 5/1/16	5/3 – 5/5/16
Item Review (Virtual)	Mathematics (high school)	4	4/27 – 5/1/16	5/3 – 5/6/16
Bias Item Review (Virtual)	AAF (ELA/L) participants	3	5/23 – 5/25/16	5/26 – 5/31/16
Bias Item Review (Virtual)	AAF (math) participants	4	5/23 – 5/26/16	5/31 – 6/1/16
Editorial Review (Virtual)	Editors (ELA/L)	3	6/20 – 6/24/16	6/28 – 6/30/16
Editorial Review (Virtual)	Editors (math)	1	N/A	6/28/16
Rangefinding (In-person)	ELA/L, Mathematics	5	5/9 – 5/20/16	5/23 – 5/27/16
Data Review (Tentative in-person)	ELA/L, Mathematics, AAF	TBD	TBD	TBD (8-9/16)
Test Construction (Tentative in-person)	ELA/L, Mathematics, AAF	TBD	TBD	TBD (10/16)
Rangefinder Review (In-person)	ELA/L, Mathematics	5	TBD	TBD (11-12/16)
Forms Validation (Virtual)	ELA/L, Mathematics, AAF	TBD	TBD	TBD (11/16)

2016 – 2017 PARCC State Educator Review Meeting Descriptions

Meeting	Description	Requirements
ELA/Literacy Text Review (Virtual)	Participants will review and edit the passages independently; through electronic display of passages, particularly multi-media passages, and then the grade level group will discuss content concerns.	Prior content experience with the Common Core State Standards necessary.
Bias Text Review (Virtual)	Participants will review passages to confirm the absence of bias or sensitivity issues that would interfere with a student’s ability to accomplish his or her best performance on the PARCC assessment.	Prior experience working with students from special populations necessary.
Content Item Review (Virtual)	Participants will review and edit test items for adherence to the PARCC foundational documents, basic Universal Design principles, PARCC Accessibility Guidelines, selected metadata fields, and the PARCC Style Guide.	Prior content experience with the Common Core State Standards necessary.
Bias Item Review (Virtual)	Participants will review items and tasks to confirm the absence of bias or sensitivity issues that would interfere with a student’s ability to accomplish his or her best performance.	Prior experience working with students from special populations necessary; knowledge of PARCC Fairness Guidelines preferred.
Editorial Review (Virtual)	Prior to each editorial review meeting Pearson will work with the Partnership Manager to select up to 10 percent of the items and tasks for this review. The PARCC editorial review committee participants will do their review in Pearson’s item bank system. As with the other reviews, the committee members will view the items as the student would, and be able to vote and record their comments in the system. However, this is not a content but a copy edit review.	Prior editorial experience necessary.
Rangefinding (In-Person)	Rangefinding sessions will be held for mathematics and ELA/Literacy. Committees will review and consensus score student responses to the constructed response field-test items. Committees will be organized by grade/course and content.	Content expertise necessary; prior rangefinding experience preferred.
Rangefinder Review (In-Person)	The purpose for Rangefinder Review is to review Operational training sets. Committees will consensus-approve scores from Rangefinding and	Content expertise necessary; prior PARCC

	field test scoring. At the conclusion of Rangefinder Review, ELA/L committees will have reviewed and approved anchor and practice responses for ELA prototype sets, selected prototype qualifying sets and selected abbreviated sets. During Rangefinder Review, math committees will review and approve anchor and practice responses for prototype training sets and selected abbreviated sets.	rangefinding experience preferred.
Data Review (Tentative in-person)	The purpose of data review is to evaluate item-performance data for PARCC field-tested items. Items are approved or rejected for operational forms construction.	Content expertise necessary; prior PARCC item review experience preferred.
Test Construction (Tentative in-person)	The purpose of test construction is to approve the placement of operational items on core forms as well as place previously approved field-test sets on forms	Content expertise necessary; prior PARCC data review experience preferred.
Forms Validation (Virtual)	The purpose of forms validation is to verify items were placed correctly on forms.	Content expertise necessary; prior PARCC test construction experience preferred.

6. How are typical face-to-face item review sessions conducted?

SERs will meet in small groups by grade level (ELA/literacy) and grade band (mathematics) to review sets of items. A staff member of PARCC’s item development contractors will facilitate each group. In the case of ELA/literacy items, the associated passages will have been reviewed and approved for use through a separate PARCC review process. During content item review meetings, SERs review items independently first. Independent review is followed by group discussion to determine whether revisions should be made to items prior to field testing.

7. How is the virtual item review process different than a face-to-face meeting?

Virtual item reviews maximize flexibility by providing SERs the opportunity to participate in the item review process while reducing the amount of time reviewers spend away from their homes/classrooms. The virtual review process will mimic the processes of independent review and group discussion that occur during the in-person meeting.

As in the face-to-face meetings, the item review period begins with independent review of items. For virtual reviews, participants are given approximately 5 business days to read, review, and make independent comments on items to be reviewed. Reviewers will use PARCC’s item development contractors’ online item banking systems to provide comments and feedback. After the independent virtual review period closes, SERs will participate in a series of group meetings to discuss revisions and edits via conference call and webinar with other SER team members and with facilitators from PARCC’s item development contractors.

As noted in the schedule listed above, the discussions are held for about four days per review period, though times may vary depending on the group of reviewers and the number of items to be reviewed. **During the discussion days for virtual item review, SERs must be available for approximately 5-6 hours per day during normal business hours.**

8. What technology is required to participate in virtual meetings?

PARCC's item development contractors will notify virtual reviewers of the system requirements necessary to access their item banking systems and participate in the group discussions. PARCC item reviews may be accessed using a PC or Mac.

9. Is there a limit to the number of meetings in which reviewers can participate?

PARCC's goal is to involve a wide pool of educators in the item review process.

10. Will I be eligible for professional development credits for PARCC item reviews?

Participation in PARCC item reviews can be a valuable learning opportunity for reviewers who are also current educators. Determinations about whether participation may count as professional development are at the discretion of reviewers' employers.

Additional questions concerning participation in state educator reviews may be directed to Aaron Fettgather (afettgather@parcconline.org).