



State Educator Item Reviewer Recruitment Process and Expectations: An 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. Items reviewed by SERs have advanced past an initial round of review by state K-12 and postsecondary content experts.

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:

- Complete an online survey to confirm interest, provide basic contact information, and indicate the subject and grade band they would prefer to review.
- All educators who complete the survey will be entered into a bank of potential item reviewers who are available to receive item review training.
- 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.
- 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.
- 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 who have participated in one training session and one item review period will have their names added to PARCC's list of trained item reviewers. Trained item reviewers will be notified 4-6 weeks in advance of additional item review opportunities on an as-needed basis.

As PARCC continues to develop summative and non-summative assessment items, the consortium will expand its pool of item reviewers and will likely add item review sessions beyond those listed on the current schedule.

Educators may remove their names from the pool at any time by contacting Stephanie Snyder (ssnyder@parcconline.org).

3. What is the time commitment for SER participation?

In-Person and Virtual 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.
- Virtual trainings use the same process for training as face to face trainings, with the training provided via webinar/conference call.
- Prior to the virtual training, 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 item review sessions?

All travel and hotel costs for participants in the in-person meetings will be paid up-front by PARCC’s item development contractors. 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

- Scheduled group discussions of items will occur for a number of days after the close of the independent review windows. Stipends for participation in the group discussions will be paid at a rate of \$150 per day. Substitute reimbursements will be available at a rate of \$100 per day. In order to receive stipends or substitute reimbursement, participants’ presence on the phone line and participation must be confirmed by the group’s facilitator each day.

Currently scheduled dates for State Educator Reviewer meetings are:

Method	Content	Meeting Length (days)	5-Day Pre-Review Window Opens/Closes	Meeting Start/Finish
Face-to-Face	ELA/literacy	4	N/A	3/18-3/21/14
Face-to-Face	Mathematics	4	N/A	3/18-3/21/14
Virtual	ELA/literacy	4	7/28-8/1/14	8/5-8/8/14
Virtual	Mathematics	4	7/28-8/1/14	8-5-8/8/14
Virtual	ELA/literacy	4	10/27-10/31/14	11/4-11/5/14
Virtual	Mathematics	4	10/27-10/31/14	11/4-11/5/14
Virtual	ELA/literacy	4	1/16-1/23/15	1/27-1/28/15
Virtual	Mathematics	4	1/16-1/23/15	1/27-1/28/15

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. Each group is facilitated by a staff member of PARCC’s item development contractors. The items SERs review will have been reviewed at least once by PARCC state content experts who serve on the Core Leadership Review Committees. 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 State Educator 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 7-8 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. While there is no upper limit to the number of meetings an individual can attend, it is unlikely that any one reviewer will participate in all PARCC item review meetings.

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.

Further information about PARCC item review can be accessed on the PARCC website, here: <http://parcconline.org/assessment-development>. Additional questions may be directed to Stephanie Snyder (ssnyder@parcconline.org).