

## DRAFT Third Party Review Scope of Work For Panel Discussion

The following is being provided as potential items that could be covered in the scope of work.

A. Program Background.

The Department awarded a contract to develop, administer, score, and report English language arts (ELA) and mathematics assessments aligned to the Florida Standards to American Institutes for Research (AIR) in March 2014. The first statewide administration of the assessments was in spring 2015.

B. Scope of Work

**Florida Standards Assessments**

The contractor shall conduct a review and analysis of the development, production, administration, scoring and reporting of results of the grades 3-10 English language arts, grades 3-8 Mathematics, and Algebra 1, Algebra 2, and Geometry end-of-course assessments administered in 2014-15 by AIR. When the required services are performed, the contractor shall also use the Standards for Educational and Psychological Testing (AERA, APA, and NCME, 2014) as a guideline to evaluate the appropriateness of assessment operations.

a. Project Plan: Within fifteen (15) days of the Contract award, the Contractor shall provide a project plan and project schedule that shows the work tasks necessary to complete all required deliverables within the term of the contract. The plan shall be detailed enough that the Department can use the plan to monitor work by the Contractor and shall include milestones and corresponding implementation tasks associated with each milestone. As a minimum, each required deliverable shall be a milestone within the project plan.

b. Evaluations

- i. Evaluation of Test Items: The Contractor shall conduct evaluations of the development of test materials that will include analyses of the specifications for these processes and fidelity of the development process. The Contractor shall deliver findings and recommendations as to whether the test items were:
  - 1) error free,
  - 2) written to support research-based instructional methodology,
  - 3) unbiased,
  - 4) use student-appropriate language and content standards-based vocabulary, and
  - 5) assess the applicable content standard.

The Contractor shall anticipate the need to make visits and/or host conference calls with AIR and/or department staff as part of this review. This review will result in a report to the Department that must conclusively state whether or not the processes in place result in the development of test items which meet industry standards for being high quality and include any recommendations for changes to the state's processes (if needed).

As part of this work, the Contractor shall plan to review a representative sample of items from each assessment. The review shall include a sample of at least 200 items.

- ii. Evaluation of Field Testing: The Contractor shall conduct an evaluation of the field test process, including the rationale, procedure and representativeness of sampling. The analysis shall address whether the sample size was sufficient and if the item-level data obtained as a result are adequate to support test construction, scoring, and reporting for the purposes intended for these assessments. This review will result in a report to the Department that includes findings and recommendations with respect to the validity of field test results.
- iii. Evaluation of Test Blueprint and Construction: The Contractor shall conduct an evaluation of the test blueprint. This review will result in a report to the Department that shall include analyses and recommendations as to the test blueprint needed to provide valid and reliable results for the intended purposes of the assessments.
- iv. Evaluation of Test Administration: The Contractor shall conduct an evaluation of the test administration procedures necessary to deliver the assessments properly and with fidelity. The analysis shall include a review of test administration procedures, instructions provided to those administering the assessments, instructions provided for students, ease of navigation of the test delivery engine, accommodations, and test security. The Contractor shall coordinate with the Department to obtain access to the test delivery system for this evaluation. The review will result in a report to the Department that includes analyses and recommendations regarding test administration procedures. This evaluation shall include any recommendations for changes to the test administration processes should these errors occur again.
- v. Evaluation of Scaling, Equating, and Scoring: The Contractor shall conduct an evaluation of the scaling, equating, and scoring processes. The evaluation shall include an analysis of the rationales used, measurement model, scale scores, equating, scoring model, and quality control. The evaluation shall address reliability and validity, including: reliability estimates; standard error of measurement; classification accuracy and consistency; reliability for subgroups; criterion validity; content validity; construct validity; and consequential validity. This evaluation will result in a report to the Department that must conclusively state whether or not the processes in place result in obtaining appropriate, valid and reliable scores, and include any recommendations for changes to the processes.
- vi. Specific Evaluation of Psychometric Validity: The Contractor shall conduct an evaluation of a sample of items from each grade and subject to determine the following: do the items align to the Florida standards as described in the course description; is the difficulty level of the item appropriate; are the item discrimination statistics acceptable; do the item characteristics support that the items were written in such a way as to reduce the likelihood that a student

could get the item correct by guessing; and are the items free from bias. This evaluation will result in a report to the Department that must conclusively state whether or not the assessments are valid and reliable for assessing student performance.

2. Project Reporting: The Contractor shall conduct project reporting during the contract term and after approval of the project plan, the Contractor will provide monthly status reports which document the activities of the Contractor, reference supporting documents, summarize weekly conference calls and other communications, and summarize the status of work relative to the project plan. The Contractor will also provide a Final Report due by the end of the Contract which includes each of the evaluations listed above, to include any commendations, recommendations, and validations associated with the project.

**Deliverables Table**

Deliverables	Due Date
1. Project Plan	6/19/15
2. Preliminary Evaluations	
a. Test Development	7/31/15
b. Field Testing	7/31/15
c. Test Blueprint & Construction	7/31/15
d. Test Administration	7/31/15
e. Scaling, Equating & Scoring	7/31/15
f. Specific Evaluation of Psychometric Validity	7/31/15
3. Final Evaluation	8/28/15
4. Project Reporting	6/30/15;7/31/15;9/1/2015