NEW MEXICO PUBLIC EDUCATION DEPARTMENT

2018 Instructional Material Review & Adoption
Grades K-12
Science

Form F: Citation Alignment and Scoring Rubrics
Informational Workshop for Publishers
January 25, 2018

Who we are: Instructional Material Bureau

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NMPED
Public Education Department

HOME STUDENTS EDUCATORS PARENTS ADMINISTRATORS DATA

INSTRUCTIONAL MATERIALS

Home / Bureaus / Instructional Materials

OUR VISION

The Instructional Material Bureau works to ensure High Quality Instructional Material is in the hands of every educator and learner in New Mexico and used to its fullest extent.

OUR MISSION

The mission of the Instructional Material Bureau, in support of educators and learners, is to vet instructional materials through a rigorous review process, conducted by New Mexico educators, to determine alignment with New Mexico Content Standards and Benchmarks and to inform local educational agencies of the efficacy of the process and provide them access to high quality instructional material.

2018 New Mexico Social Studies Dream Team

Deadline to apply for the 2018 New Mexico Social Studies Dream Team is near! See our **Current Events** page for information!

Click here for Adoption Cycle Information

Instructional Materials

- Adoption Information
- Allocation & Budget Information
- Current Projects
- Instructional Materials Staff
- New Mexico Content Standards
- Publishers
- Resources and Information

AGENDA

- Form Submission Deadlines
- Instructional Material Review/Definitions
- Overview of Review Process
- **Form F** –Citation Alignment and Scoring Rubrics: Section 1 & 2
- **Form F**-Citation Presentation
- **Form F**- Fill in the Blanks

Form Submission Deadlines

Be sure to submit the proper forms for core/basal (CB) and supplemental (SU) material.

Figure 1: Form Submission Deadlines

Form	Form Title	Submission Date	Applies To	Submit
A	Publisher Contact Information	02/26/2018	CB and SU	1—addresses both CB & SU
B	Certification of Standards Print and Digital Material	02/26/2018	CB and SU	1—addresses both CB & SU
C	Official Sample Label	06/03/2018	CB	1—each CB TE*, SE**, WB# title
D	Research-Based Effectiveness Study	02/26/2018	CB	1—include all CB titles
E	List of Instructional Material	02/26/2018	CB and SU	1—combined CB & SU
F	Citations and Scoring Rubric (initial) Citations and Scoring Rubric (final)	04/09/2018 05/14/2018	CB	1—CB digital 1—CB digital
G	Summer Institute: Citation Presentation and Representative Contact Information	02/26/2018	CB	1

TE* = teacher edition SE** = student edition WB# = workbook

Submissions and Scoring

Submissions

Grades K-12 Science

Scoring

- Titles submitted for adoption as **core/basal** are **reviewed at Review Institute in June**.
- Titles submitted for adoption as **supplementary** will **not be reviewed**.

Instructional Material Definition

- School textbooks
- Educational digital media
- Online **direct instructional** programs
- Electronic books, and
- Other technologies, media and formats that are used as the basis for instruction, including:
  - combinations of textbooks
  - learning kits
  - supplementary material
  - other educational programs

Instructional Material Definition

- **Core**—those subjects for which the department has developed content standards and benchmarks

  Basal—the materials that constitute the necessary instructional components of a course of study, generally including a student edition, a teacher edition, and student workbooks
- **Supplementary Material**—refers to (a) material used to reinforce, enrich, and/ or extend the basic program of instruction, including ancillary items referenced as bundles, packages, kits, classroom kits, sets, libraries, and collections, and (b) instructional material such as student editions and teacher editions that are submitted for inclusion on the multiple list as supplementary as opposed to core/basal

Instructional Material Review Set:

- The review set is the instructional material (SE, TE, SW) submitted for review at the summer institute for inclusion as **core/basal**

- The review set consists of three exact copies of the **student edition**, **teacher edition** and **student workbook** for a title w/Form C's affixed

New Mexico Stem Ready Science Standards

- Core/basal review is to determine alignment with NM standards and other relevant criteria (See link to NM standards in RfA p.16)

Overview of review process

- Reviewed by three teachers (Level II and Level III)
- Publisher submissions scored against rubrics
- 90 percent or higher = adopted as core/basal
- 80 – 89 percent = receive second review by different panel of three teachers
- 79 or less on first review = supplementary
- Below 90 percent (after second review) = supplementary

FORM F: Citation Alignment and Scoring Rubrics – Initial

- General RfA Information (RfA p.44-46)
- Submit your **Form F (initial)** by **04/09/2018** via email to imb.contact@state.nm.us.
- IMB will review your initial **Form F** citations for possible issues. IMB will notify you on or before **April 22** whether or not the Reviewers will understand your citations and your initial **Form F's** are acceptable as your final version

FORM F: Citation Alignment and Scoring Rubrics - Final

- You will then submit final Forms F as Excel Spreadsheets on thumb drives or CD-ROM postmarked by May 14
  - These will be the rubrics used to review your submitted material at the Summer Review Institute
- Include citations for each standard and criterion, do no leave any blank.
- If a cell is blackened it is not required.

FORM F: Citation Alignment and Scoring Rubrics : Format

- Forms F are formatted based on the Science Domains Model
- Conceptual Progression Model rubrics will be available – please email imb.contact@state.nm.us if you know you will need this type of formatting
- Select the appropriate rubrics to enter your citations based upon the material you are submitting and your Form E

FORM F: Citation Alignment and Scoring Rubrics

Where to find Form F's on web page :

NMPED
Public Education Department

HOME STUDENTS EDUCATORS PARENTS ADMINISTRATORS DATA

PUBLISHERS

Home / Bureaus / Instructional Materials / Publishers

This page provides publishers with current New Mexico Instructional Material Information. Our goal is to make information easily accessible and available to view and download.

REQUEST FOR APPLICATIONS (RFA):

- *2018_RFA_SCIENCE Instructional Material*

RFA FORMS:

- *FORM A_Publisher Contact_2018*
- *FORM B_Certification_2018*
- *FORM C_Official Sample Label_2018*
- *FORM D_Research-Based Measures_2018*
- *FORM E_Instructional Material List_2018*
- *FORM G_Summer Institute Contact Information_2018*

INSTRUCTIONAL MATERIAL ADOPTION INFORMATION:

- *Instructional Material Adoption Cycle*
- *Overview of Instructional Material Adoption Process_Dec_2017*
- *Publisher Contact Form*

Page last updated January 4, 2018

Instructional Materials

- Adoption Information
- Allocation & Budget Information
- Current Projects
- Instructional Materials Staff
- New Mexico Content Standards
- Publishers
- Resources and Information

FORM F: The Reviewer's Point of View

1. Forms are reviewed by qualified and experienced teachers
2. Make it easy for the reviewer – they will not have time to search so point them to a specific paragraph, graphic, etc.
3. Chief complaints from past reviewers:
   - Text cited did not support standards
   - Other parts of text were better suited
   - Citations did not point them to material
4. Please provide citations most on point

Form F Documents – deadlines

- **April 9, 2018**– This initial submission is to help us identify any potential problems with your Form F citations. We will notify you if there are or are not items you should correct by April 22nd. We'll need only one copy of Form F(initial) emailed to imb.contact@state.nm.us with Form F(initial) in subject line

- **April 22 – May 14**, publishers will have an opportunity to modify and correct citations to ensure clarity for teacher review at the Summer Institute. All **Forms F** in their (final) version will be postmarked by May 14, 2018 by thumb drive or CD-ROM to the Instructional Material Bureau

- **June 3, 2018**– This is the first day of the Summer Institute, when all core/basal materials are due for review w/Form C labels affixed to all materials. 6 printed copies of your final Forms F must accompany materials being submitted for review.

OVERVIEW OF FORM F DOCUMENTS

New Mexico Administrative Code

J. The review form shall be divided into two sections.

K. Section I shall consist of citations showing alignment with New Mexico standards and benchmarks and shall include scorable performance indicators for all relevant standards and benchmarks consistent with Bloom's taxonomy or other generally accepted taxonomies

L. Section II shall consist of citations showing that the material under review meets other relevant criteria (effective pedagogy, instructional design, culturally responsive, differentiated instruction, etc.)

Overview of Form F Documents

- Section 1: New Mexico STEM Ready Science Standards and the NM Companion
- Section 2: Other relevant criteria
- Do not modify, edit, or change any Form F's or any forms. Simply fill in the requested info on the cover and enter your citations. Modified Forms may result in being completely disqualified from the adoption

FORM F INITIAL DUE DATE

- **Submit** to IMB your Form F (initial) **by 04/09/2018** Excel spreadsheet format
- **Email them to imb.contact@state.nm.us**
- IMB will review
- IMB will **notify you** on or **before April 22 if your Forms F (initial) are acceptable for review at summer institute or need corrections**

Citation Presentation at Summer Institute

- Tentatively **Sunday, 06/03/18**– Instructional Material Check In -
  - Review Set: Three (3) exact copies of your material (student edition (SE), teacher edition (TE) and student workbook (SW), and **Form C** (official sample label) attached to all material

- Tentatively **Sunday, 06/03/18** – Publisher Citation Presentation to Reviewers

- Present a concise PowerPoint relevant to Form F citations

- Presentation should be informational, so Reviewers will know how to read your citations

Citation Presentation – Page 2

- IMB will provide equipment (laptop, projector etc.) for citation presentation
- Please bring your presentation on thumb drive
- Please provide links, passwords, I.D.'s for digital material
- If firewall is in place, please test to ensure Reviewer access
- IMB will make effort to have "digital-only" material reviewed **Monday, June 04, 2018**
- If submitting digital only material, please be on site to answer questions **June 04, 2018**

FORM F: Fill in the Blanks – Cover Page

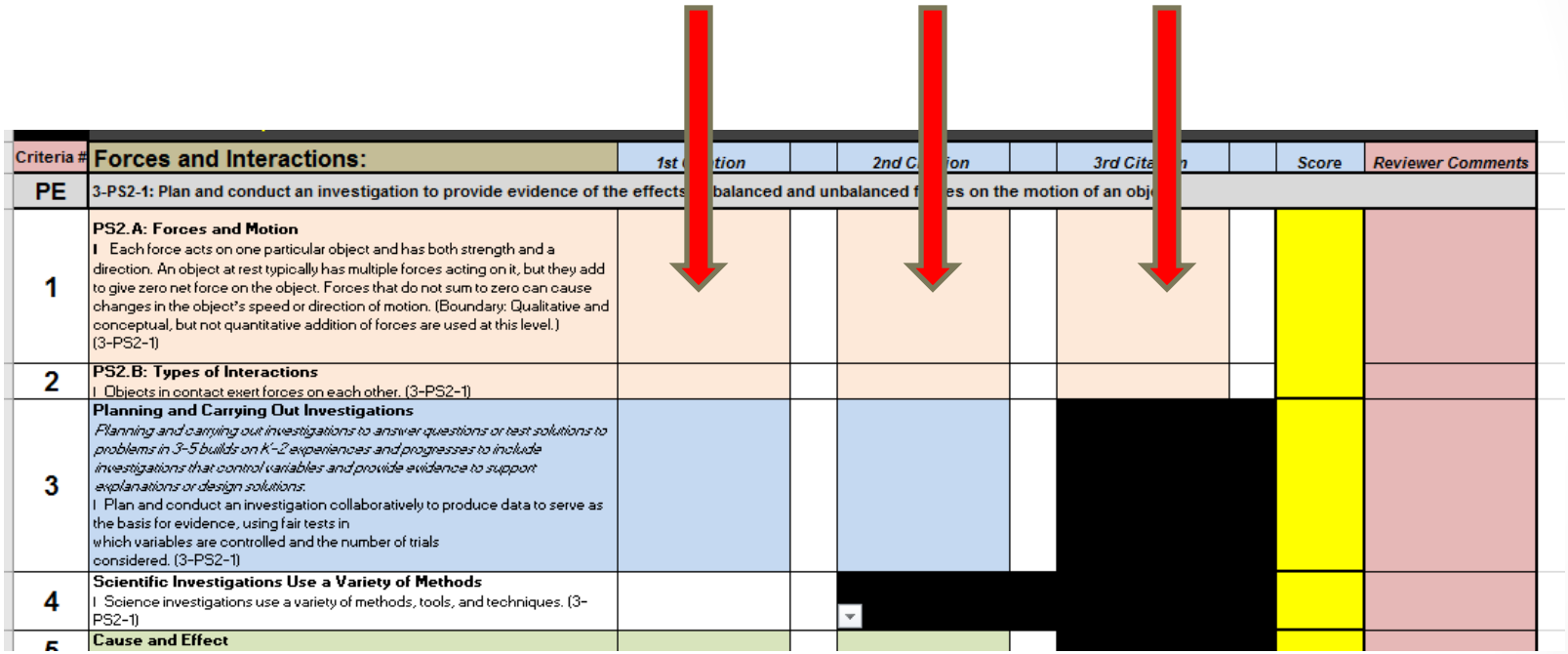
NMPED Public Education Department	FORM F.3 Citation Alignment and Scoring Rubric - 2017 Science Education Grade 3		
PUBLISHER / MATERIAL INFORMATION (TO BE COMPLETED BY PUBLISHER)			
Publisher / Imprint:		Grade(s):	
Title of Student Edition:		Student Edition ISBN:	
Title of Teacher Edition:		Teacher Edition ISBN:	
Title of SE Workbook:		SE Workbook ISBN:	
SCORING (TO BE COMPLETED BY REVIEWER AND FACILITATOR)			
Reviewer Number:		Date:	

- Publisher/Imprint
- Title of Student Edition
- Title of Teacher Edition
- Title of Student Edition Workbook
- Grade(s) covered in material
- Student Edition ISBN
- Teacher Edition ISBN
- Student Edition Workbook ISBN

FORM F: Fill in the Blanks Section 1

1. Disciplinary Core Ideas – DCI's
   - **Enter three citations** (DCI) criteria – highlighted orange
   - These criteria will be scored on occurrences – All citations must be found satisfactory by the Review Team to meet the requirements and receive full points available

FORM F: Fill in the Blanks Section 1



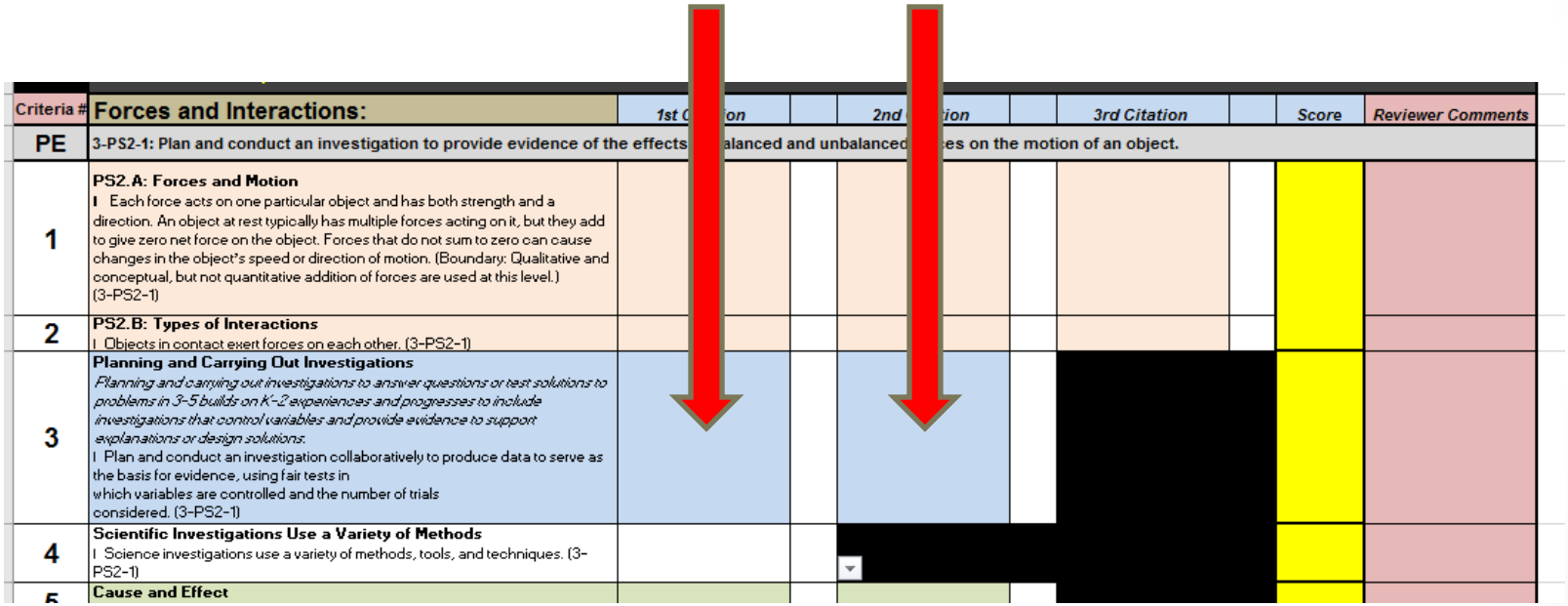
Criteria #	Forces and Interactions:	1st Citation		2nd Citation		3rd Citation		Score	Reviewer Comments
PE	3-PS2-1: Plan and conduct an investigation to provide evidence of the effects of balanced and unbalanced forces on the motion of an object								
1	**PS2.A: Forces and Motion** I Each force acts on one particular object and has both strength and a direction. An object at rest typically has multiple forces acting on it, but they add to give zero net force on the object. Forces that do not sum to zero can cause changes in the object's speed or direction of motion. (Boundary: Qualitative and conceptual, but not quantitative addition of forces are used at this level.) (3-PS2-1)								
2	**PS2.B: Types of Interactions** I Objects in contact exert forces on each other. (3-PS2-1)								
3	**Planning and Carrying Out Investigations** *Planning and carrying out investigations to answer questions or test solutions to problems in 3-5 builds on K-2 experiences and progresses to include investigations that control variables and provide evidence to support explanations or design solutions.* I Plan and conduct an investigation collaboratively to produce data to serve as the basis for evidence, using fair tests in which variables are controlled and the number of trials considered. (3-PS2-1)								
4	**Scientific Investigations Use a Variety of Methods** I Science investigations use a variety of methods, tools, and techniques. (3-PS2-1)								
5	**Cause and Effect**								

FORM F: Fill in the Blanks Section 1

2. Science & Engineering Practices (SEP's) and Crosscutting Concepts (CCC's)

- **Enter two citations** per SEP and/or CCC criteria
- Use Bloom's Taxonomy (RfA page 18) to guide citation choices
- Cite to the highest level the cited text supports
- Reviewers look for "Citation Level 3" first
- Citations are scored at the highest level of Bloom's

FORM F: Fill in the Blanks Section 1



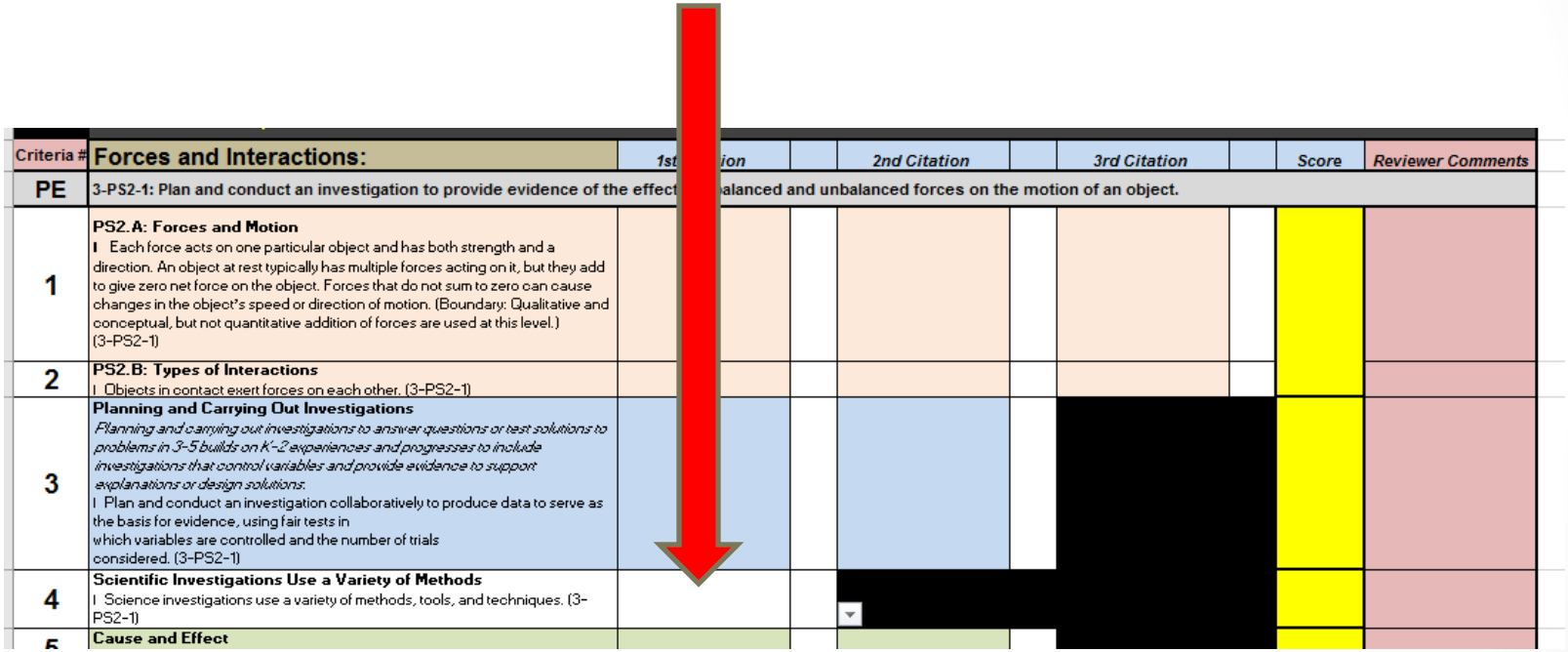
Criteria #	Forces and Interactions:	1st Citation	2nd Citation	3rd Citation	Score	Reviewer Comments
PE	3-PS2-1: Plan and conduct an investigation to provide evidence of the effects of balanced and unbalanced forces on the motion of an object.					
1	**PS2.A: Forces and Motion** I Each force acts on one particular object and has both strength and a direction. An object at rest typically has multiple forces acting on it, but they add to give zero net force on the object. Forces that do not sum to zero can cause changes in the object's speed or direction of motion. (Boundary: Qualitative and conceptual, but not quantitative addition of forces are used at this level.) (3-PS2-1)					
2	**PS2.B: Types of Interactions** I Objects in contact exert forces on each other. (3-PS2-1)					
3	**Planning and Carrying Out Investigations** *Planning and carrying out investigations to answer questions or test solutions to problems in 3-5 builds on K-2 experiences and progresses to include investigations that control variables and provide evidence to support explanations or design solutions.* I Plan and conduct an investigation collaboratively to produce data to serve as the basis for evidence, using fair tests in which variables are controlled and the number of trials considered. (3-PS2-1)					
4	**Scientific Investigations Use a Variety of Methods** I Science investigations use a variety of methods, tools, and techniques. (3-PS2-1)					
5	**Cause and Effect**					

FORM F: Fill in the Blanks Section 1

3. Connections to Nature of Science and Connections to Engineering, Technology and Applications of Science (Connections)

- **Enter one citation** per Connection criteria
- These criteria will be scored on occurrences – All citations must be found satisfactory by the Review Team to meet the requirements and receive full points available

FORM F: Fill in the Blanks Section 1

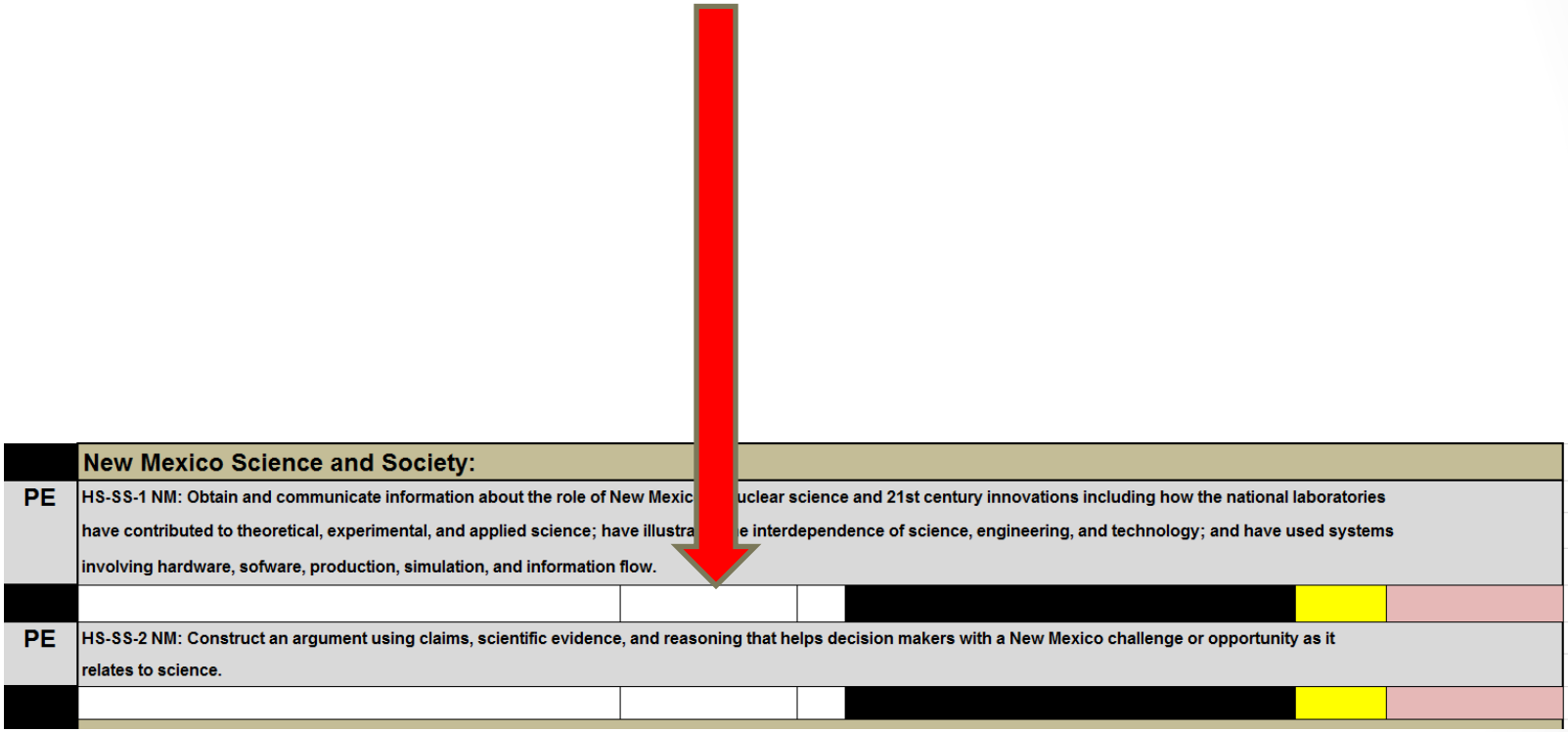


Criteria #	Forces and Interactions:	1st ion		2nd Citation		3rd Citation		Score	Reviewer Comments
PE	3-PS2-1: Plan and conduct an investigation to provide evidence of the effect			alanced and unbalanced forces on the motion of an object.					
1	**PS2.A: Forces and Motion** I Each force acts on one particular object and has both strength and a direction. An object at rest typically has multiple forces acting on it, but they add to give zero net force on the object. Forces that do not sum to zero can cause changes in the object's speed or direction of motion. (Boundary: Qualitative and conceptual, but not quantitative addition of forces are used at this level.) (3-PS2-1)								
2	**PS2.B: Types of Interactions** I Objects in contact exert forces on each other. (3-PS2-1)								
3	**Planning and Carrying Out Investigations** *Planning and carrying out investigations to answer questions or test solutions to problems in 3-5 builds on K-2 experiences and progresses to include investigations that control variables and provide evidence to support explanations or design solutions.* I Plan and conduct an investigation collaboratively to produce data to serve as the basis for evidence, using fair tests in which variables are controlled and the number of trials considered. (3-PS2-1)					[redacted]			
4	**Scientific Investigations Use a Variety of Methods** I Science investigations use a variety of methods, tools, and techniques. (3-PS2-1)			[redacted]					
5	**Cause and Effect**								

FORM F: Fill in the Blanks Section 1

4. NM Companion standards
   - These criteria will be scored on occurrences – All citations must be found satisfactory by the Review Team to meet the requirements and receive full points available

FORM F: Fill in the Blanks Section 1



	New Mexico Science and Society:
PE	HS-SS-1 NM: Obtain and communicate information about the role of New Mexic uclear science and 21st century innovations including how the national laboratories have contributed to theoretical, experimental, and applied science; have illustra e interdependence of science, engineering, and technology; and have used systems involving hardware, sofware, production, simulation, and information flow.
PE	HS-SS-2 NM: Construct an argument using claims, scientific evidence, and reasoning that helps decision makers with a New Mexico challenge or opportunity as it relates to science.

FORM F: Avoid Common Errors

When using Bloom's Taxonomy

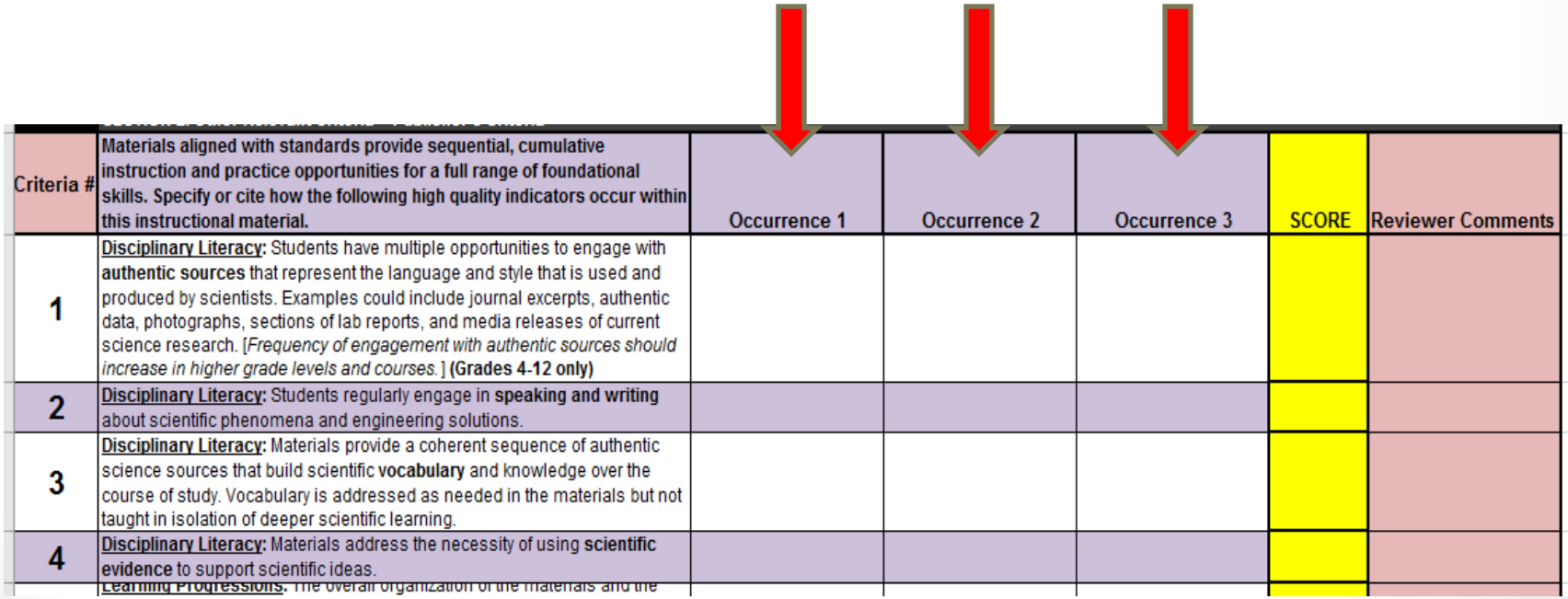
- Cite to the concept not the question cue
- Please do not use citations in the text/instructional material multiple times to demonstrate compliance with different criteria
- Citations should give broad exposure to the text/material
- "Repeat citations" may be scored as zero
- Citations should be targeted (do not cite an entire chapter or cite multiple pages)
- Enter short, concise citations

FORM F: Section 2 Other Relevant Criteria

- **Section 2 Instructions**
- Section 2 criteria are scored as to whether the evidence occurs in the instructional material; they are NOT scored using Bloom's.
- Citations for Section 2 "Other Relevant Criteria" will usually refer to the Teacher Edition, but may refer to the Student Edition.
- All three citations must be found satisfactory by the Review Team to meet the requirements of the standard and receive all points available

FORM F: Section 2 - Fill in the Blanks – Occurrences

- **All three citations show compliance = All points**
- **One or more citations did not comply = 0 pts**



Criteria #	Materials aligned with standards provide sequential, cumulative instruction and practice opportunities for a full range of foundational skills. Specify or cite how the following high quality indicators occur within this instructional material.	Occurrence 1	Occurrence 2	Occurrence 3	SCORE	Reviewer Comments
1	**Disciplinary Literacy:** Students have multiple opportunities to engage with **authentic sources** that represent the language and style that is used and produced by scientists. Examples could include journal excerpts, authentic data, photographs, sections of lab reports, and media releases of current science research. [*Frequency of engagement with authentic sources should increase in higher grade levels and courses.*] **(Grades 4-12 only)**					
2	**Disciplinary Literacy:** Students regularly engage in **speaking and writing** about scientific phenomena and engineering solutions.					
3	**Disciplinary Literacy:** Materials provide a coherent sequence of authentic science sources that build scientific **vocabulary** and knowledge over the course of study. Vocabulary is addressed as needed in the materials but not taught in isolation of deeper scientific learning.					
4	**Disciplinary Literacy:** Materials address the necessity of using **scientific evidence** to support scientific ideas.					
	Learning Progressions: The overall organization of the materials and the					

FORM F: Scoring

- 90 percent or higher = adopted as core/basal
- 80 – 89 percent = receive second review by different review team
- 79 or less on first review = supplementary
- Below 90 percent (after second review) = supplementary
- Materials will be ranked based upon results of review

Instructional Material Bureau Contact

Question pertaining this webinar are due by January 30th

imb.contact@state.nm.us

Thank you for attending the Form F Citation and Scoring Rubric Workshop

New Mexico Public Education Department