

FAQs: Form F-Citation Alignment and Scoring Rubric

- Can publishers change their citations in Forms F in the Google Drive after the initial submission is complete?
 - Yes. If you choose to make any changes, please be sure to add a comment to the cell that was changed with the date of the change.
- If we have digital materials, do we need to create a separate site or access with just the review materials? Or can we provide access to the entire site?
 - We will need to decide this on a case by case basis. We will discuss this issue during the Form F publisher/IMB video conferences.
- Is an initial Form F required for each program being bid, or is only one needed to ensure citations are being properly inserted?
 - An initial Form F is required for each program being bid.
- Does the entire initial Form F have to be completed or just part of each tab to show adherence to the required format?
 - We require the entire form be completed by the initial Form F submission deadline (2/28/20). This allows us to address any issues with all of the citations rather than a sampling of it. It also allows us to determine if citations are being used multiple times instead of only once.
- Do we need to provide printed copies of the Forms F for the Summer Review Institute?
 - We will give you an answer to this question closer to the actual Review. If we decide the answer is yes, they will need to be submitted with your review sets.
- If a program includes more than one workbook to be reviewed, how should they be entered on the Cover Page? Can we add cells to accommodate more than one workbook?
 - You may only enter ONE ISBN in each cell on the cover page. If you have multiple volumes for any part of the review set, they need to be bundled under a single ISBN or unique 13-digit identifier.
 - Please DO NOT try to add more cells to any section of the rubric.
- If all materials can or will be reviewed in the print review set, do we need to provide online/digital access instructions?
 - No. You only need to provide online access if digital materials are submitted as part of the review set.
- During the Form F training there were instructions about including a Form C label on any boxed or shrink-wrapped Summer Institute samples. I'm expecting my samples to consist of a box with the print Student Edition, print Teacher Edition, and online flyer with access to the online Student and Teacher Editions. Each of

these items will have a Form C label attached to it with the Student Edition ISBN and the individual component title and price. My question is what information should the Form C label on the box include? Should it just be the Student Edition label with the SE ISBN, title, price, etc.?

- The Form C label that goes on the outside of the review set packages you will provide at the Summer Review Institute should be the Student Edition label. It should include the SE title and the SE ISBN. We use this label--and the SE ISBN--to track the materials at the review institute and to assure the review teams get the correct materials for their review.