



# Instructional Material Bureau Staff



**Anthony Burns**

Instructional Material  
Bureau Chief

**Charlotte McLeod**

Education  
Administrator  
Instructional Material  
Bureau

**Robbi Berry**

Education  
Administrator  
Instructional Material  
Bureau

# Agenda

- Review Sets
- Overview of Review Process
- Form Deadlines
- Form F: Citation Alignment and Scoring Rubric - Overview
- Form F—Fill in the Blanks
- Form F Demonstration
- Material and Form F Citation Video

# Review Sets

- Review Set(s):
  - are the core instructional material submitted for review at the summer institute;
  - consist of the student edition, teacher edition, and student workbook, if available, or the equivalent if digital; and
  - must be made available for purchase by districts exactly as they are submitted for review and listed as such on the Form E List of Instructional Materials.

# Core Submissions

- Grades K-12 Science
- Titles submitted for consideration for adoption as **core**, will be **reviewed at the Review Institute in June.**
- Print instructional materials submitted to the Review Institute must be in review sets. Each review set should be bound together as a package and should contain **ONLY** the following:
  - 1 teacher edition
  - 1 student edition
  - 1 student workbook, if applicable (**\*\*If it is not cited, do not include it in the review set.**)
  - 1 Form C Official Sample Label, attached to the backside of the package and covering any ISBN printed on the book or material.
    - If review sets have multiple cartons, the cartons should be identified as part of a set. (For example, if a grade 4 science submission is shipped in two cartons, they should be identified as “Grade 4 Box 1 of 2” and “Grade 4 Box 2 of 2”.)

# Preparing review sets for delivery



Publisher check-in to ensure the correct materials have been delivered for review.



Review sets prepared for each reviewer.

Reviewer's materials are delivered to them across the state before the Institute begins.





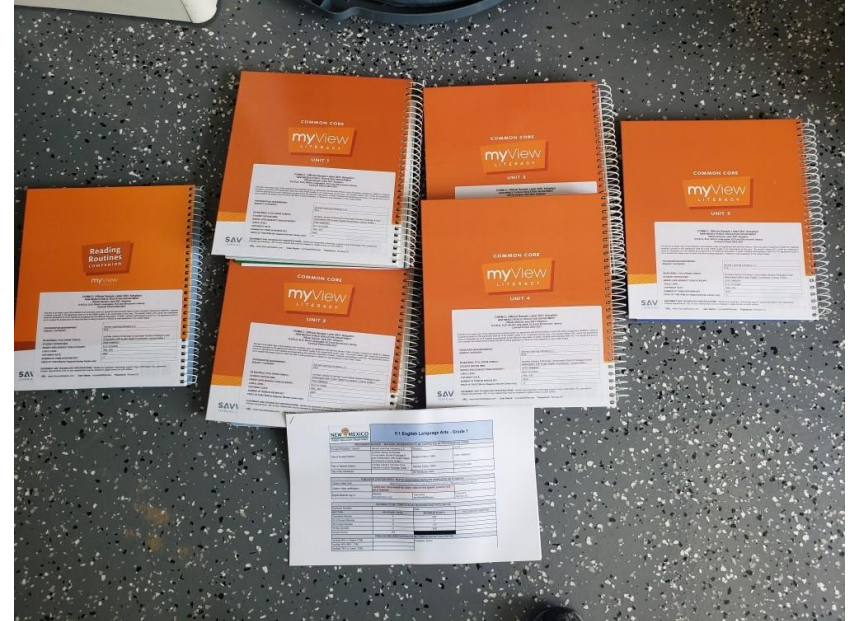
# Form C



1 Form C attached to each box or a shrink wrapped review set is allowable. If review sets have multiple cartons, the cartons should be identified as part of a set.

(For example, if a grade 4 science submission is shipped in two cartons, they should be identified as “Grade 4 Box 1 of 2” and “Grade 4 Box 2 of 2”.)

If items in the review set are not bound together (shrink wrapped), each item must have a Form C attached to the back, covering the printed or embossed ISBN on each item.



# Core Submissions - cont'd

- You will provide a total of (6) separate review sets for each title submitted for the Review Institute.
- Three prepaid shipping labels must be provided so unused review sets can be shipped back to publishers. (If there are two cartons per grade level then two prepaid shipping labels should be provided for each grade.)
- Publishers submitting fully digital materials as their review set (in lieu of print materials) will need to provide reviewers with a one-page document with login information, a citation abbreviation key and the Form C attached to the back.
- A printed copy of the Form F should be included with each review set.
- Titles submitted as supplementary will not be reviewed and will not be accepted at the Review Institute.



# Form Submission Deadlines

## Required Forms and Submission Dates

**\*\*All dates are subject to change. It is the responsibility of the publisher/provider to check the [website](#) regularly. The IMB will make every effort to inform submitting publishers/providers of changes; however, it is the responsibility of those submitting instructional materials to be aware of timelines and deadlines.**

Forms A, B, and E can be downloaded from the PED website: [NMPED IMB](#). Forms C and F will be made available in the publisher/provider Google drive when available for publisher use.

Here, and throughout this document, CIM = core instructional material and SIM = supplementary instructional material.

**Figure 1: Form Submission Deadlines**

Form	Form Title	Submission Date**	Applies To	Submit
A	Publisher/Provider Contact Information & Intent to Submit	09/06/2023	CIM and SIM	1—addresses both CIM & SIM
B	Certification of Instructional Materials	10/06/2023	CIM and SIM	1—addresses both CIM & SIM
C	Official Sample Label	To be placed in publisher drive after final Form Fs are due.	CIM	1—each item CIM TE*, SE**, WB# title
D	Research-Based Effectiveness Determination	10/06/2023	CIM	1—for each CIM title submitted
E	List of Instructional Material	10/06/2023	CIM and SIM	1—combined CIM & SIM
F	Citation Alignment and Scoring Rubric (initial) Citation Alignment and Scoring Rubric (final)	11/22/2023 01/10/2024	CIM	1—CIM digital 1—CIM digital
	Citation Video link CIM overview/organization Video (See pages 23-24 for details for each video)	11/22/2023 01/10/2024	CIM	

TE\* = teacher edition

SE\*\* = student edition

WB# = workbook

# Form Submission Deadlines

Figure 2: Addition and Withdrawal Deadlines

Form	Form Title	Submission Date**	Applies To	Submit
E	Additions to Form E deadline (supplementary only)	01/10/2024	SIM	1— addresses SIM
E	Withdrawal of titles deadline	11/08/2023	CIM and SIM	1— addresses both CIM and SIM
E	Addition of free material deadline	01/10/2024	CIM and SIM	1— addresses both CIM and SIM

# Overview of the Review Process

- Core materials are reviewed by 3 educators: one review team leader and two reviewers (all licensed Level II and Level III teachers).
- Provider/Publisher submissions are scored against rubrics for alignment with the following:
  - adopted New Mexico State Standards for each content area under review (see page 20 of the RfA or Publishers' page of the IMB webpage for standards);
  - content specific high-quality criteria; and
  - general high-quality criteria.
- Adoption determination:
  - 90 percent or higher = adopted as Recommended
  - 80 – 89 percent = adopted as Recommended with Reservations
  - 79 percent or less = not adopted, not on multiple list

# Form F: Citation Alignment and Scoring Rubric - Initial Submission


- General RfA Information (RfA p. 55-56)
- Form Fs will be placed in publisher's/provider's Google drive beginning September 22, based on the requested Form Fs on the [2024 Form F Rubric Request - Grades K-12 Science](#).
- Each Form F must remain in your assigned Google drive throughout the process; do not download it or transfer it to another format and then transfer it back.
- Initial Form Fs must be **completed** in the publisher drive by 11/22/2023.
- You may not use a citation more than once across all sections of the rubric.
- IMB will review initial Form F citations for possible issues. IMB will address any issues using the comment function in the Form Fs. Comments will appear in the rubric on or before 12/13/23 as to any changes or modifications that need to be made in the citations before submitting final Form Fs.

# Form F: Citation Alignment and Scoring Rubric - Final Submission

- Final Form Fs must be finished by 1/10/2024. We will remove access to your Google Drive at this point to prepare the Form Fs for the Review Institute.
- All work on the Form F **MUST** be completed within the Google drive.
- The Form F will be the rubric used to review your submitted material at the Summer Review Institute.
- Citations must be included for each standard and criterion with the exception of the All Content Review tab.
- Do not enter N/A or not applicable as a response.



# Form F: Cover Page

	A	B	C	D
1		<b>F.5 Science - Grade 5</b>		
2	<b>PROVIDER/PUBLISHER / MATERIAL INFORMATION (TO BE COMPLETED BY PROVIDER/PUBLISHER)</b>			
3	Provider/Publisher / Imprint: →			Grade(s): →
4	Title of Student Edition: →			Student Edition ISBN: →
5	Title of Teacher Edition: →			Teacher Edition ISBN: →
6	Title of SE Workbook: →			SE Workbook ISBN: →
7				
8	<b>PUBLISHER CITATION VIDEO: Must be viewed before starting the review of this set of materials.</b>			
9	Citation Video Link: →			
10	Citation video certification:	I certify that I have viewed the citation video for this specific publisher and set of materials.		
11	Digital Material Log In (if applicable): →	Website: →	Username: →	Password: →
12				
13	<b>SCORING (TO BE COMPLETED BY REVIEWER AND FACILITATOR)</b>			
14	Reviewer Number: →		Date: →	

Insert material information in the empty cells for the provider/publisher section.

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# Form F: Standards Review

The Standards Review section includes the following:

- Science:
  - NGSS STEM Ready Standards, including the CCSS for literacy and math identified in the NGSS
  - New Mexico Specific STEM Ready Standards

# Form F: Standards Review Instructions

## Publishers Do:

- Insert **one** citation for each standard using *the Teacher Edition (Teacher-facing core materials)* from within the review set. One citation in the first citation column.
- **Each** citation should direct the reviewer to a specific location in the materials that best meets the standard.
- You may not use a citation more than once across all sections of the rubric.
- The citations should be concise and should allow the reviewer to easily determine that **all** components of the standard have been met.

# Form F: Standards Review Instructions

## Reviewers Do:

- Reviewers will score the materials based on the citation as:
  - Meets the standard
  - Partially meets the standard
  - Does not meet the standard
- Reviewers then provide evidence from the materials that supports their score.
- NOTE: Reviewers will be using the **student materials** to cite the standard, score it, and provide evidence on the standards section of rubric.
- **Remember: You may not use a citation more than once across all sections of the rubric.**

# Form F: Content Specific Review Instructions

## Publishers Do:

- Insert **one** citation for each criterion using *the Student Edition (Student-facing materials)* AND/OR *the Teacher Edition (Teacher-facing materials)*.
- **Each** citation should direct the reviewer to a specific location in the materials that best meets the criterion.
- The citations should be concise and should allow the reviewer to easily determine that **all** components of the criterion have been met.



# Form F: Content Specific Review Instructions

## Reviewers Do:

- Reviewers will score the materials based on the citation as:
  - Meets expectations of the criterion
  - Partially meets expectations of the criterion
  - Does not meet expectations of the criterion
- Reviewers then provide evidence from the materials that supports their score.
- NOTE: Reviewers will be using the **any of the materials from the review set** to cite the criterion, score it, and provide evidence on this section of rubric.

# Form F: All Content Review

The All Content Review section includes criteria for determining high quality in the materials such as:

- Lesson structure and pacing
- Teacher planning/student learning
- Assessment
- Technology
- Cultural relevance and responsiveness
- The All Content Review tab will be completed by reviewers based on their overall review of the materials.
- **Publishers will not be providing citations on the All Content Review tab.**

# Form F: All Content Review Instructions

## Reviewers Do:

- Reviewers will score the materials based on their overall review of the materials as:
  - Meets expectations of the criterion
  - Partially meets expectations of the criterion
  - Does not meet expectations of the criterion
- Reviewers then provide evidence from the materials that supports their score.

# Instruction Reminders for All Tabs

- Publishers/Providers are supplying one accurate and targeted citation for each standard or criterion on the standards and content specific review tabs:
  - Standards Tab - from TE within review set
  - Content Tab - from SE, TE and/or SW within review set
  - All Content Tab - NONE
- Citations should direct reviewers to the material where they will find alignment to the standard or criterion.
- Each citation should cover NO MORE than 3 consecutive pages.
- Any cells that are grayed out do not need a citation.

# Sample Citations for score “Does Not Meet”

Reviewers are coached to look for evidence that does meet the standard “if time permits.”

RL6	Analyze a particular point of view or cultural experience reflected in a work of literature from outside the United States, drawing on a wide reading of world literature.	TE: pg. 122, Analyze Literature: Memoir	D	The sample memoir uses the first person point of view and shows a cultural experience. However, it is not from outside the United States.
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L1A	Use parallel structure.*	TE: eSelection pg. E345, Rubrics for Writing Options, see Writing Option #2	D	Wrong page number
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RL4	Determine the meaning of words and phrases as they are used in the text, including figurative and connotative meanings; analyze the cumulative impact of specific word choices on meaning and tone (e.g., how the language evokes a sense of time and place; how it sets a formal or informal tone).	TE: pg. 152 Critical Thinking, Discussion Guide	D	The piece is informational text, not literary.
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RI10	By the end of <b>grade 9</b> , read and comprehend literary nonfiction in the <b>grades 9-10</b> text complexity band proficiently, with scaffolding as needed at the high end of the range.	TE: pg. 113, Refer to Text/Reason with Text, questions 1a–5b	D	The citation page number is inaccurate.
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# Publisher Form F Rubric Demonstration

- IMB plans to upload the pertinent Form Fs to each publisher drive starting Friday, September 22, barring any unforeseen difficulties, based on the requested Form Fs on the [2024 Form F Rubric Request - Grades K-12 Science](#).
- Be sure to share your Google drive access information with your correlations teams.
- If you have problems with any of the cells in the rubric, please place a comment in the cell and we will address it ASAP.

# Form F: Dos and Don'ts

**Remember: You may not use a citation more than once across all sections of the rubric.**

- **Do:** Build your Form F citations within your publisher Google drive.
- **Do:** Enter the best citation that addresses each standard or criterion.
- **Do:** Provide citations that are targeted.
- **Do:** Enter short, concise citations.
- **Do:** Provide citations that give broad exposure to the material.
- **Do:** Provide access to your Google drive to your correlations team.
- **Do not:** Remove Form Fs from your publisher drive.
- **Do not:** Convert Form Fs from Google Sheets to Excel or any other format.
- **Do not:** Make copies of the Form Fs.
- **Do not:** Cite an entire chapter or more than three pages or the online equivalent.
- **Do not:** Attempt to unlock cells.
- **Do not:** Change the Form F formatting in any way.

# Material and Form F Citation Video

- Provider/Publishers submitting Core material are required to create a short video presentation (no more than 20 minutes) for each Core review set submitted. The video must include:
  - an explanation of the structure of the material;
  - detailed explanation of the citation strategies used in completing the **Form F Citation Alignment and Scoring Rubric** (Provider/Publisher's notations, acronyms, abbreviations, headings, and features); and
  - instructions on how to access online or digital material necessary for the review.
- The video may not include:
  - any sales or contact information or
  - pricing, free material, pilot programs, professional development, or ranking by nationally recognized reviewers.
- A link to each video is due no later than November 22, 2023, on the cover page of the Form F.
- See pages 23-24 of the RfA for complete instructions and guidelines.

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# Video for HQIM Website

- Provider/Publishers submitting Core material are required to create a short video presentation (no more than 20 minutes) for each Core review set submitted. This video will be used to inform LEAs, schools and teachers about your core instructional materials.
- The video:
  - should be similar to the citation video minus reference to citations;
  - should show the structure of the materials in the review set;
  - may include a brief overview of the provider/publisher and the materials they provide; and
  - must be accessible by the public for the entirety of the adoption cycle.
- The video may not include:
  - any sales or contact information; and
  - pricing, free material, pilot programs, professional development, or ranking by nationally recognized reviewers.
- A link to each video is due no later than January 10, 2024, on the Form E.
- See page 24 of the RfA for complete instructions and guidelines.

# Form F Publisher Conferences

- Please begin citations for each tab on the Form Fs you will be submitting as soon as you receive them in your Google publisher drive.
- Make note of questions you have about the rubric or how your materials are cited.
- We will send a calendar invitation to the contact person and they will forward it to all necessary participants.
- All video conferences will be held in Google Meet October 16-20.
- **PUBLISHER RESPONSIBILITY: Come to the Form F conference with your prepared questions.**

# After the Summer Review Institute

- Subsequent to the review, results will be presented to Secretary of Education:
  - core materials that are designated as recommended;
  - core materials recommended with reservations; and
  - supplementary materials.
- Once items are adopted on the multiple list, agreements will be sent to Publishers/Providers for signatures.

# Publisher Next Steps

- Review the Form F rubric PDFs posted on [Publishers' webpage](#) to determine which Form Fs you will need and to begin your correlations and citations.
- Fill out the Form F Request form to indicate which Form Fs we will place in your Google drive.
  - [2024 Form F Rubric Request - Grades K-12 Science](#)
- We will begin uploading the requested Form Fs on Friday, September 22.

# Thank You

- Please submit your questions by adding them to the Form F Questions tab on the [2024 Q & A for Publishers/Providers sheet](#). Questions that are unanswered during the webinars or submitted after the webinars will be answered on this sheet. The sheet will be accessible to publishers/providers for the duration of the review and adoption process.