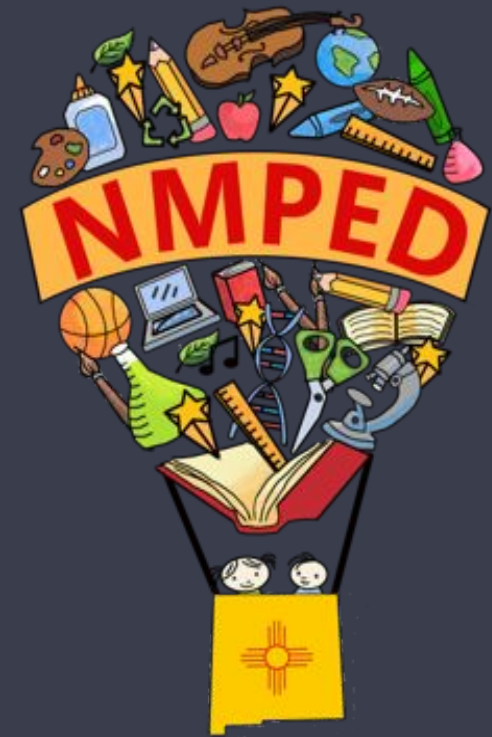


# 2025 Instructional Material Review Grades K-12 Math

FORM F ALIGNMENT AND SCORING RUBRIC  
INFORMATIONAL WEBINAR FOR  
PUBLISHERS/PROVIDERS

*Investing for tomorrow, delivering today.*



**NMPED**  
**Curriculum &  
Instruction  
Division**

# Instructional Material Bureau Staff



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# Agenda

- 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

# 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	09/04/2024	CIM and SIM	1—addresses both CIM & SIM
B	Certification of Instructional Materials	09/27/2024	CIM and SIM	1—addresses both CIM & SIM
C	Official Sample Label <i>(Will be placed in publisher Google drive and downloaded by publisher before final Form Fs are due January 8.)</i>	TBD—prior to Summer Review Institute	CIM	1—each item CIM TE*, SE**, WB# title
D	Research-Based Effectiveness Determination	09/27/2024	CIM	1—for each CIM title submitted
E	List of Instructional Material	09/27/2024	CIM and SIM	1—combined CIM & SIM
F	Citation Alignment and Scoring Rubric (initial) Citation Alignment and Scoring Rubric (final)	11/19/2024 01/08/2025	CIM	1—CIM digital 1—CIM digital
	Citation Video link CIM overview/organization Video <i>(See pages 23-24 for details for each video)</i>	11/19/2024 01/08/2025	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)	01/08/2025	SIM	1— addresses SIM
E	Withdrawal of titles deadline	11/06/2024	CIM and SIM	1— addresses both CIM and SIM
E	Addition of free material deadline	01/08/2025	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).
- Publisher/Provider submissions are scored against rubrics for alignment with the following:
  - adopted New Mexico State Standards for each content area under review (see page 21 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. 56-57)
- Form Fs will be placed in publisher's/provider's Google drive beginning September 20, based on the requested Form Fs on the 2025 Form F Rubric Request - Grades K-12 Math.
- 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 11/19/2024.
- 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 12/13/24 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 1/08/2025. 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 on the standards review tab only.
- Do not enter N/A or not applicable as a response.



# Form F: Cover Page

 <p><b>NEW MEXICO</b> Public Education Department</p>	<h2>F.0 - Grade K Math</h2>		
<b>PUBLISHER/PROVIDER MATERIAL INFORMATION (TO BE COMPLETED BY PUBLISHER/PROVIDER)</b>			
Publisher/Provider Name/Imprint: <span style="color: red;">→</span>			Grade(s): <span style="color: red;">→</span>
Title of Student Edition: <span style="color: red;">→</span>			Student Edition ISBN: <span style="color: red;">→</span>
Title of Teacher Edition: <span style="color: red;">→</span>			Teacher Edition ISBN: <span style="color: red;">→</span>
Title of SE Workbook: <span style="color: red;">→</span>			SE Workbook ISBN: <span style="color: red;">→</span>
<b>PUBLISHER/PROVIDER CITATION VIDEO: Reviewer must view video before starting the review of this set of materials.</b>			
Citation Video Link: <span style="color: red;">→</span>			
Citation video certification:	I certify that I have viewed the citation video for this specific publisher and set of materials.		
Digital Material Log In: <small>(Include ONLY if submitting digital materials as part of the review set listed above.)</small>	Website: <span style="color: red;">→</span>	Username:	Password:
<b>SCORING (TO BE COMPLETED BY REVIEWER AND FACILITATOR)</b>			
Reviewer Number:		Date:	

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

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# Form F: Standards Review

The Standards Review section includes the review of the CCSS Math Content standards.

# Form F: Standards Review Instructions

## Publishers Do:

- Insert **one** citation for each content 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.
- If necessary, you may enter multiple targeted citations in order to address standards with multiple components. Use as few citations as needed to meet the full intent of the standard.
- All citations should be concise and should allow the reviewer to easily determine that **all** components of the standard have been met.
- You may not use a citation more than once across all sections of the rubric.

# 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: K-12 Math Content Review

The K-12 Math Content Review section includes criteria for determining high quality in the materials specifically related to math, such as:

- alignment with the Standards for Mathematical Practice
- evidence of rigor and balance within the materials
- student centered instruction
- instructional supports for all stakeholders
- The K-12 Math Content Review tab will be completed by reviewers based on their overall review of the materials.
- **Publishers will not be providing citations on the K-12 Math Content Review tab.**

# Form F: K-12 Math Content Review Instructions

## Reviewers Do:

- Reviewers will score the materials against each math criterion 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 and where in the materials they found the evidence.

# 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 against each criterion on the All Content tab 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 and where in the materials they found the evidence.



# Instruction Reminders for All Tabs

- Publishers/Providers are supplying one accurate and targeted citation for each standard or criterion on the standards tab:
  - Standards Tab - from TE within review set
  - Math Content Tab - NONE
  - 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.”

<b>5.NBT.1</b>	Recognize that in a multi-digit number, a digit in one place represents 10 times as much as it represents in the place to its right and 1/10 of what it represents in the place to its left.	TE: Unit 1; Lesson 2, pp. 32-33	<b>D</b>	Cited material is unrelated to the standard.
<b>5.NF.B.3</b>	Interpret a fraction as division of the numerator by the denominator ( $a/b = a \div b$ ). Solve word problems involving division of whole numbers leading to answers in the form of fractions or mixed numbers, e.g., by using visual fraction models or equations to represent the problem. For example, interpret $3/4$ as the result of dividing 3 by 4, noting that $3/4$ multiplied by 4 equals 3, and that when 3 wholes are shared equally among 4 people each person has a share of size $3/4$ . If 9 people want to share a 50-pound sack of rice equally by weight, how many pounds of rice should each person get? Between what two whole numbers does your answer lie?	TE: Unit 5; Lesson 3, pp.450-451	<b>D</b>	Wrong page numbers

# Sample Citations for score “Does Not Meet”

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

<p><b>5.NBT.4</b></p>	<p>Use place value understanding to round decimals to any place.</p>	<p>TE: Unit 2; Lesson 7, pp.124- 125</p>	<p><b>D</b></p>	<p>Cited material is related to the math domain or standards cluster but does not address the standard specifically.</p>
<p><b>5.OA.1</b></p>	<p>Use parentheses, brackets, or braces in numerical expressions, and evaluate expressions with these symbols.</p>	<p><a href="#">Teacher Edition (Small Group Lessons): Mission 2, Lesson 4, pp 16-19</a></p>	<p><b>D</b></p>	<p>Link is broken</p>

# Publisher Form F Rubric Demonstration

- IMB plans to upload the pertinent Form Fs to each publisher drive starting Friday, September 20, barring any unforeseen difficulties, based on the requested Form Fs on the 2025 Form F Rubric Request - Grades K-12 Math.
- 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 (or citations) that addresses each standard.
- **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:** Provide any narrative within the citations.
- **Do not:** Attempt to unlock cells.
- **Do not:** Change the Form F formatting in any way.

# Material and Form F Citation Video

- Providers/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's/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 19, 2024, on the cover page of the Form F.
- See pages 23-24 of the RfA for complete instructions and guidelines.

# Video for HQIM Reviews Website

- Publishers/Providers 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 publisher/provider 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; or
  - pricing, free material, pilot programs, professional development, or ranking by nationally recognized reviewers.
- A link to each video is due no later than January 08, 2025, on the Form E.
- See page 24 of the RfA for complete instructions and guidelines.

# Form F Publisher Meetings

- Please begin citations on the standards review tab on the Form Fs you will be submitting as soon as you receive them in your publisher Google 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 15-21.
- **PUBLISHER RESPONSIBILITY: Come to the Form F conference with your prepared questions.**



# 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 Math
- 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.



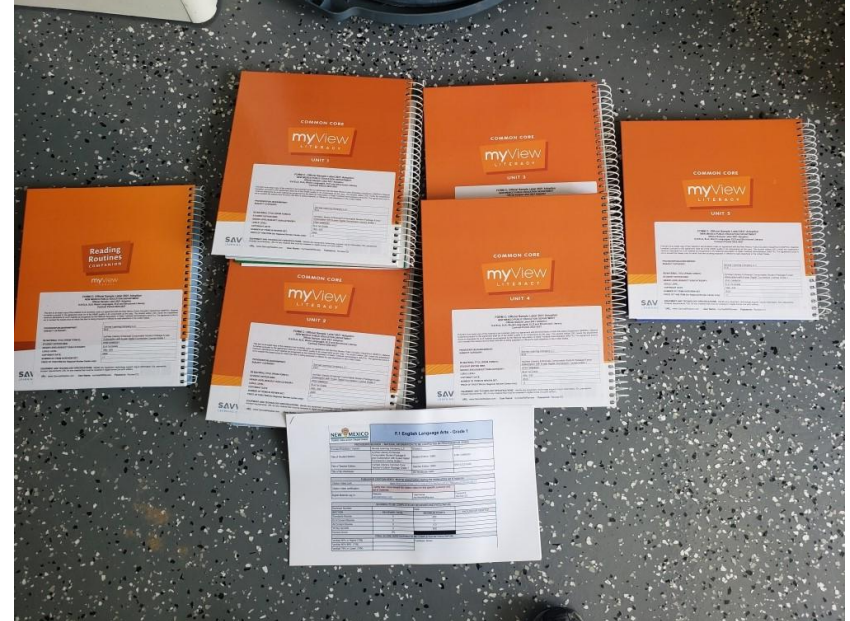
# Form C



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.

# After the Summer Review Institute

- Subsequent to the review, results will be presented to the 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.
  - [2025 Form F Rubric Request - Grades K-12 Math](#)
- We will begin uploading the requested Form Fs on Friday, September 20.

# Thank You

- Please submit your questions by adding them to the Form F Questions tab on the [2025 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.