

Appendix E.

Notification Materials and Follow-up Emails

Contents

Appendix E. Notification Materials and Follow-up Emails	E-1
Section E.1. Notification and Survey Invitation Letters	E-3
E.1.1. IADA Assessment Director	E-4
E.1.2. IADA TAC Member	E-10
E.1.3. IADA Assessment Vendor	E-12
E.1.4. CGSA Project Director	E-14
E.1.5. Letter of Support from U.S. Department of Education to IADA Assessment Director, TAC Member, and Assessment Vendor Representative	E-16
E.1.6. Letter of Support from U.S. Department of Education to CGSA Project Director	E-17
Section E.2. Survey Reminders	E-18
E.2.1. Reminder for IADA Assessment Director, TAC Member, and Assessment Vendor Representative	E-19
E.2.2. Reminder for CGSA Project Director	E-20
Section E.3. Interview Invitation Letters	E-21
E.3.1. Interview Invitation Letter for IADA Assessment Director, TAC Member, and Assessment Vendor Representative	E-22
E.3.2. Interview Invitation Letter for CGSA Project Director	E-23

Section E.1.

Notification and Survey Invitation Letters

E.1.1. IADA Assessment Director

Dear [NAME OF IADA ASSESSMENT DIRECTOR],

I am writing to request your participation in a Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) program. The U.S. Department of Education has contracted with Westat, an independent research organization, to conduct the evaluation. I have enclosed a letter of support from the Department of Education.

As the [FOR LA, MA, and NC DISPLAY: current/FOR GA NAVVY, GMAP, AND NH DISPLAY: former] director of an IADA system, we request your help in completing a survey and follow-up interview to learn more about [IADA SYSTEM NAME]'s experience developing and implementing its IADA assessment system. [FOR GA NAVVY, GMAP, AND NH PACE DISPLAY: Although your system is no longer participating in IADA, you offer a unique and especially valuable perspective as a former participant for policy makers and other states considering applying to the IADA program].

What do I need to do? We request your participation in the following evaluation activities:

- First, in a few days we will ask you to complete an online survey about the extent to which your [STATE/SYSTEM] experienced challenges developing and implementing its IADA assessment system. The survey is estimated to take 20 minutes to complete.
- After you complete the survey, the evaluation team will request a follow-up interview with you. The interview questions will be tailored based on your survey responses. The interview will include a discussion of the IADA assessment development or implementation activity that was most challenging for you and the strategies you used to address those challenges. We will also ask what practices worked well, those that did not work well or as planned, and practices that you thought might work well but were unable to try and why. The follow-up interview is estimated to take 60 minutes.
- Finally, we request your help in identifying and encouraging IADA technical advisory committee (TAC) members and assessment vendor representatives to participate in a similar survey and interview (see “Who else is being asked to participate?” below).

Why should I participate? Under the *Every Student Succeeds Act*, Congress mandated a Best Practices report to share lessons learned from key stakeholders on the development and implementation of IADA assessments. Although your participation is voluntary, we strongly encourage you to participate so that your IADA system's experiences will be represented in the report. [FOR LA, MA, AND NC DISPLAY: Participating (or not participating) in evaluation activities will not affect your demonstration authority.]

What will happen to the information provided? The Best Practices report will summarize study findings and may include quotes from system assessment directors without naming individual respondents. The report also may present detailed findings by assessment system. Survey responses and coded interview responses will be available to authorized researchers through a restricted-use file maintained by the Institute of Education Sciences (IES). Information collected comes under the confidentiality and data protection requirements of the IES (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). That information may be used only for research purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

Who else from the IADA assessment system is being asked to participate?

To provide additional insight on development and implementation challenges, the evaluation is also seeking input from IADA system TAC members and assessment vendor representatives. We've enclosed a list of TAC members from your system's most recent Annual Performance Report or other public materials where available. Please review the list and update as needed. In addition, please identify the assessment vendor that has primary responsibility for each listed assessment development and implementation activity that the system [FOR LA, MA, and NC DISPLAY: has engaged in to at least some extent so far/FOR GA NAVVY, GMAP, AND NH DISPLAY: engaged in to at least some extent]. Please return the information to the email address below by [DATE]. The evaluation team will coordinate with TAC members and vendors regarding their surveys and interviews. If you are willing, we would greatly appreciate you encouraging these groups to participate in the evaluation. We have enclosed, for your consideration, some sample text that you could share.

Thank you for your help. If you have questions about the evaluation, please contact me by email at InnovativeAssessEval@westat.com or by telephone at 301-294-3924.

Sincerely,

Patty Troppe, Ph.D.
Evaluation of IADA Program Project Director
Vice President-Education Studies-Westat

**Evaluation of the Innovative Assessment Demonstration Authority
Program
Technical Advisory Committee and Assessment Vendor Lists**

Instructions

- Review and update as needed the names and contact information for [NAME OF IADA SYSTEM] technical advisory committee (TAC) members in Table 1. Include TAC members who were participating in your IADA system's TAC as of [FOR CURRENT SYSTEMS DISPLAY: THE SCHOOL YEAR IN WHICH THE SYSTEM MOST RECENTLY PARTICIPATED IN IADA; FOR FORMER SYSTEMS DISPLAY: THE FINAL SCHOOL YEAR IN WHICH THE SYSTEM PARTICIPATED IN IADA]..
- Identify the assessment vendor that has primary responsibility for each assessment development and implementation activity listed in Table 2 that the system [FOR LA, MA, and NC DISPLAY: has engaged in to at least some extent so far/FOR GA NAVY, GMAP, AND NH DISPLAY: engaged in to at least some extent]. Do not list vendors with a more limited role for the activity.
- Return the completed Tables 1 and 2 to Sylvia Segovia (the evaluation's data collection manager) by email at InnovativeAssessEval@westat.com by [DATE].

Table 1. TAC Members

TAC Member Name	Email address	Telephone
1. TAC MEMBER 1		
2. TAC MEMBER 2		
3. TAC MEMBER 3		
Use the space below to list missing TAC members		
4.		
5.		
6.		
7.		

Table 2. Contact information for the assessment vendor with primary responsibility for assessment development or implementation activities

Major assessment development or implementation activity	[FOR LA, MA, and NC DISPLAY: Has the system engaged in the activity to at least some extent so far?/FOR GA NAVY, GMAP, AND NH DISPLAY: Did the system engage in this activity to at least some extent?]	If yes, please provide the contact name, email address, and phone number for the assessment vendor with primary responsibility for the activity
<p>Developing the initial plan for the IADA assessment. Example sub-activities include establishing test and item requirements, creating an implementation timeline, providing information to parents and students, and providing training to staff on the system's purpose and major features.</p>		
<p>Preparing for the first operational assessment. An operational IADA assessment requires that students in a participating school or district are assessed using all IADA testing components (such as all interims and the summative) within a given grade and subject and that IADA results can be used to determine whether students are proficient against the state's academic standards. Example sub-activities include developing initial items, piloting items, ensuring appropriate testing accommodations, developing assessment administration procedures, and conducting professional development for educators.</p>		
<p>Administering an operational assessment. Example sub-activities include administering full assessments and calculating annual determinations of student proficiency.</p>		
<p>Conducting post-administration activities. Example sub-activities include ensuring the technical quality of scores, producing student score reports, generating data reports for educators (such as classroom- or school-level results to inform</p>		

instruction), and identifying schools for additional support in the accountability system.		
Conducting continuous improvement activities. Example sub-activities include getting feedback from participating teachers, school leaders, or local education agency staff; and conducting annual evaluations.		
Scaling up the system. Example sub-activities include increasing the number of districts or schools participating in the IADA assessment system over time.		

Evaluation of the Innovative Assessment Demonstration Authority Program

Sample Assessment Director Notification Letter to TAC Members and Vendors

Dear Colleague,

I am writing to notify you about an upcoming request to participate in an evaluation of the Innovative Assessment Demonstration Authority Program (IADA). The evaluation is being conducted on behalf of the U.S. Department of Education to learn about the development and implementation of IADA assessment systems. The evaluation is seeking input from [TECHNICAL ADVISORY COMMITTEE (TAC) MEMBERS/VENDORS THAT SUPPORT IADA SYSTEMS] to identify challenging IADA activities and practices that worked (or did not work) well.

The evaluation team will reach out soon to request your participation in a 20-minute survey and 60-minute follow-up interview. I encourage you to participate so that the evaluation includes the experiences of [IADA STATE/SYSTEM NAME]. If you have questions about the evaluation, please contact the Project Director, Patty Troppe, by email at InnovativeAssessEval@westat.com or by telephone at 301-294-3924.

Sincerely,

[IADA ASSESSMENT DIRECTOR NAME]

Dear [NAME OF IADA ASSESSMENT DIRECTOR],

I am writing as part of the Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) program. As mentioned in the previous communication on [DATE OF INITIAL NOTIFICATION], the U.S. Department of Education has contracted with Westat, an independent research organization, to conduct the evaluation. The purpose of this communication is to invite you to complete the survey about the extent to which your [STATE/SYSTEM] experienced challenges developing and implementing its IADA assessment system. As a reminder, the survey is estimated to take 20 minutes to complete. **We request that you complete the survey within two weeks (by [DATE]).**

Survey link: [LINK TO SURVEY].

After we receive your survey responses, the evaluation team will request a follow-up interview to learn more about the major implementation activity identified in the survey as the most challenging. We will also ask what practices worked well, those that did not work well or as planned, and practices that you thought might work well but were unable to try and why.

Thank you for your help. If you have questions about the evaluation or survey, please contact me or Sylvia Segovia (the evaluation's data collection manager) by email at InnovativeAssessEval@westat.com or by telephone at 301-294-3924.

Sincerely,
Patty Troppe, Ph.D.
Evaluation of IADA Program Project Director
Vice President-Education Studies-Westat

E.1.2. IADA TAC Member

Dear [NAME OF IADA TAC MEMBER],

I am writing to request your participation in a Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) program. The U.S. Department of Education has contracted with Westat, an independent research organization, to conduct the evaluation. I have enclosed a letter of support from the Department of Education.

As a member of the [FOR LA, MA, and NC DISPLAY: current/FOR GA NAVY, GMAP, AND NH DISPLAY: former] technical advisory committee (TAC) for [IADA SYSTEM NAME], we request your help in completing a survey and follow-up interview to learn more about [IADA SYSTEM NAME]'s experience developing and implementing its IADA assessment system. [FOR GA NAVY, GMAP, AND NH PACE DISPLAY: Although the [IADA SYSTEM NAME] is no longer participating in IADA, you offer a unique and especially valuable perspective as a TAC member of a former participant for policy makers and other states considering applying to the IADA program].

What do I need to do? We request your participation in the following two evaluation activities:

- An online survey about the extent to which the [STATE/SYSTEM] experienced challenges developing and implementing its IADA assessment system. The survey is estimated to take 20 minutes to complete. **We request that you complete the survey within two weeks (by [DATE]).**

Survey Link: [LINK TO SURVEY]

- A follow-up interview requested after you complete the survey with you and the other members of the TAC for [IADA SYSTEM NAME]. The interview questions will be tailored based on your survey responses and those from other TAC members. The interview will include a discussion of the IADA assessment development or implementation activity that was the most challenging for the [STATE/SYSTEM] and the strategies used to address those challenges. We will also ask what practices worked well, those that did not work well or as planned, and practices that the [STATE/SYSTEM] thought might work well but were unable to try and why. The follow-up interview is estimated to take 60 minutes.

Why should I participate? Under the *Every Student Succeeds Act*, Congress mandated a Best Practices report to share lessons learned from key stakeholders on the development and implementation of IADA assessments. Although your participation is voluntary, we strongly encourage you to participate so that the [STATE/SYSTEM] experiences will be represented in the report. [FOR LA, MA, AND NC DISPLAY: Participating (or not participating) in evaluation activities will not affect the [IADA SYSTEM]'s IADA demonstration authority.]

What will happen to the information provided? The Best Practices report will summarize study findings and may include quotes from TAC members without naming individual respondents. The report also may present detailed findings by assessment system. Survey responses and coded interview responses will be available to authorized researchers through a restricted-use file maintained by the Institute of Education Sciences (IES). Information collected comes under the confidentiality and data protection requirements of the IES (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). That information may be used only for research purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

Who else from the IADA assessment system is being asked to participate?

In addition to TAC members, the evaluation is separately seeking input from [IADA SYSTEM NAME'S] assessment director and representatives from assessment vendors to provide additional insight on development and implementation challenges.

Thank you for your help. If you have questions about the evaluation or survey, please contact me or Sylvia Segovia (the evaluation's data collection manager) by email at InnovativeAssessEval@westat.com or by telephone at 301-294-3924.

Sincerely,
Patty Troppe, Ph.D.
Evaluation of IADA Program Project Director
Vice President-Education Studies-Westat

E.1.3. IADA Assessment Vendor

Dear [NAME OF IADA VENDOR REPRESENTATIVE],

I am writing to request your participation in a Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) program. The U.S. Department of Education has contracted with Westat, an independent research organization, to conduct the evaluation. I have enclosed a letter of support from the Department of Education.

The director of [IADA SYSTEM NAME] identified your organization as having primary responsibility for one or more major development or implementation activities for the system. We request your help in completing a survey and follow-up interview to learn more about your organization's experience developing and/or implementing [IADA SYSTEM NAME]. [FOR GA NAVVY, GMAP, AND NH PACE DISPLAY: Although the [IADA SYSTEM NAME] is no longer participating in IADA, you offer a unique and especially valuable perspective as a former participant for policy makers and other states considering applying to the IADA program].

What do I need to do? We request your participation in the following two evaluation activities:

- An online survey about the extent to which your organization experienced challenges developing and implementing the IADA assessment system. The survey is estimated to take 20 minutes to complete. **We request that you complete the survey within two weeks (by [DATE]).**

Survey Link: [LINK TO SURVEY]

- A follow-up interview requested after you complete the survey. The interview will be tailored based on your survey responses. The interview will include a discussion of the IADA assessment development or implementation activity your organization found most challenging and the strategies used to address those challenges. We will also ask what practices worked well, those that did not work well or as planned, and practices that your organization thought might work well but were unable to try and why. The follow-up interview is estimated to take 60 minutes.

Why should I participate? Under the *Every Student Succeeds Act*, Congress mandated a Best Practices report to share lessons learned from key stakeholders on the administration and use of IADA assessments. Although your participation is voluntary, we strongly encourage you to participate so that your organization's experiences with [IADA SYSTEM NAME] will be represented in the report. [FOR LA, MA, AND NC DISPLAY: Participating (or not participating) in evaluation activities will not affect the state's demonstration authority.]

What will happen to the information provided? The Best Practices report will summarize study findings and may include quotes from system vendors without naming individual respondents. The report also may present detailed findings by

assessment system. Survey responses and coded interview responses will be available to authorized researchers through a restricted-use file maintained by the Institute of Education Sciences (IES). Information collected comes under the confidentiality and data protection requirements of the IES (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). That information may be used only for research purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

Who else from the IADA assessment system is being asked to participate?

In addition to representatives assessment vendors for [IADA SYSTEM NAME], the evaluation is separately seeking input from the system's assessment director and technical advisory committee to provide additional insight on development and implementation challenges.

Thank you for your help. If you have questions about the evaluation or survey, please contact me or Sylvia Segovia (the evaluation's data collection manager) by email at InnovativeAssessEval@westat.com or by telephone at 301-294-3924.

Sincerely,
Patty Troppe, Ph.D.
Evaluation of IADA Program Project Director
Vice President-Education Studies-Westat

E.1.4. CGSA Project Director

Dear [NAME OF CGSA PROJECT DIRECTOR],

I am writing to request your participation in a Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) program. The U.S. Department of Education has contracted with Westat, an independent research organization, to conduct the evaluation. I have enclosed a letter of support from the Department of Education.

The evaluation is seeking to broaden its learning about innovative assessments more generally. Although you do not currently direct an IADA assessment system, you are being contacted because you are the project director for one of the U.S. Department of Education's Competitive Grants for Student Assessments (CGSA). The evaluation team selected your grant because it shares similarities with the types of assessment systems awarded under IADA. Your perspective and experiences developing such an assessment are thus very valuable to the evaluation.

What do I need to do? We request your participation in the following two evaluation activities:

- An online survey about the extent to which your [STATE/SYSTEM] experienced challenges developing and implementing its CGSA assessment system. The survey is estimated to take 20 minutes to complete. **We request that you complete the survey within two weeks (by [DATE]).**

Survey link: [LINK TO SURVEY]

- A follow-up interview requested after you complete the survey. The interview will be tailored based on your survey responses. The interview will include a discussion of the assessment development or implementation activity that was most challenging for you and the strategies you used to address those challenges. We will also ask what practices worked well, those that did not work well or as planned, and practices that you thought might work well but were unable to try and why. The follow-up interview is estimated to take 60 minutes.

Why should I participate? Under the *Every Student Succeeds Act*, Congress mandated a Best Practices report to share lessons learned from key stakeholders on the administration and use of IADA assessments. Although your participation is voluntary, we strongly encourage you to participate so that the IADA evaluation will include your state's experiences creating innovative assessments. Participating (or not participating) in evaluation activities will not affect your CGSA grant award.

What will happen to the information provided? The Best Practices report will summarize study findings and may include quotes from project directors without naming individual respondents. The report also may present detailed findings by assessment system. Survey responses and coded interview responses will be

available to authorized researchers through a restricted-use file maintained by the Institute of Education Sciences (IES). Information collected comes under the confidentiality and data protection requirements of the IES (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). That information may be used only for research purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

Who else is being asked to participate? To provide insight on development and implementation challenges of assessment systems, the evaluation is also seeking input from IADA system assessment directors, IADA technical advisory committees, and IADA assessment vendor representatives.

Thank you for your help. If you have questions about the evaluation or survey, please contact me or Sylvia Segovia (the evaluation's data collection manager) by email at InnovativeAssessEval@westat.com or by telephone at 301-294-3924.

Sincerely,

Patty Troppe, Ph.D.

Evaluation of IADA Program Project Director

Vice President-Education Studies-Westat

E.1.5. Letter of Support from U.S. Department of Education to IADA Assessment Director, TAC Member, and Assessment Vendor Representative

Dear [IADA ASSESSMENT DIRECTOR/TAC MEMBER/ASSESSMENT VENDOR REPRESENTATIVE],

I am writing to encourage you to participate in a survey and follow-up interview as part of an evaluation of the Innovative Assessment Demonstration Authority (IADA) program. These activities will inform the evaluation's Best Practices report, a Congressionally mandated report that will share lessons learned from key stakeholders on the administration and use of IADA assessments.

Although the survey and follow-up interview are voluntary, I hope that you will participate so that the experiences of [IADA SYSTEM NAME] can be represented in the report. [FOR LA, MA, AND NC DISPLAY: Participating (or not participating) in these evaluation activities will not affect your state's demonstration authority./FOR GA NAVVY, GMAP, AND NH PACE DISPLAY: Although [IADA SYSTEM NAME] is no longer participating in IADA, your participation in the evaluation is very important; as a former IADA assessment system, you offer a unique and especially informative perspective for policy makers and other states considering applying to the IADA program].

The Institute of Education Sciences within the U.S. Department of Education has contracted with Westat, an independent research organization, to do the evaluation. If you have questions about the evaluation, please contact the Project Director, Patty Troppe, by email at InnovativeAssessEval@westat.com or by telephone at 301-294-3924.

Sincerely,

Donald Peasley
Assessment Team Lead
Office of Elementary and Secondary Education
U.S. Department of Education

E.1.6. Letter of Support from U.S. Department of Education to CGSA Project Director

Dear [SAMPLED CGSA PROJECT DIRECTOR],

I am writing to encourage you to participate in a survey and follow-up interview as part of an evaluation of the Innovative Assessment Demonstration Authority (IADA) program. The evaluation is seeking to broaden its learning about innovative assessments more generally. Although you do not currently direct an IADA assessment system, you are being contacted because you are the project director for one of the U.S. Department of Education's Competitive Grants for Student Assessments (CGSA). The evaluation team selected your grant because it shares similarities with the types of assessment systems awarded under IADA. Your perspective and experiences developing such an assessment are thus very valuable to the evaluation. Although voluntary, I hope that you will participate in the survey and follow-up interview so that the IADA evaluation will include your state's experiences creating innovative assessments. Participating (or not participating) in evaluation activities will not affect your CGSA grant award. Your contributions will inform the evaluation's Best Practices report, a Congressionally mandated report that will share lessons learned from key stakeholders on the administration and use of IADA and other innovative assessments.

The Institute of Education Sciences within the U.S. Department of Education has contracted with Westat, an independent research organization, to carry out the evaluation. If you have questions about the evaluation, please contact the Project Director, Patty Troppe, by email at InnovativeAssessEval@westat.com or by telephone at 301-294-3924.

Sincerely,

Donald Peasley
Assessment Team Lead
Office of Elementary and Secondary Education
U.S. Department of Education

Section E.2. Survey Reminders

E.2.1. Reminder for IADA Assessment Director, TAC Member, and Assessment Vendor Representative

Dear [NAME OF IADA ASSESSMENT DIRECTOR, IADA TECHNICAL ADVISORY COMMITTEE MEMBER, OR IADA ASSESSMENT VENDOR REPRESENTATIVE],

The purpose of this communication is to encourage you to complete the survey for the Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) pilot program. If you have recently submitted your survey, please accept our sincere thanks! If not, **please submit your survey by [DATE]**. The link to the survey is also provided below for your convenience.

Survey link: [LINK TO SURVEY]

Although your participation is voluntary, we strongly encourage you to participate so that the experiences of the [IADA SYSTEM NAME] will be represented in the Congressionally mandated Best Practices report.

Your survey responses will shape the evaluation's follow-up interview and provide you with an opportunity to discuss your challenges and solutions in detail. This information is critical for informing lessons learned from key stakeholders on the development and implementation of IADA assessments.

Thank you for your help. If you have questions about the evaluation or survey, please contact me or Sylvia Segovia (the evaluation's data collection manager) by email at InnovativeAssessEval@westat.com or by telephone at 301-294-3924.

Sincerely,

Patty Troppe, Ph.D.
Evaluation of IADA Program Project Director
Vice President-Education Studies-Westat

E.2.2. Reminder for CGSA Project Director

Dear [NAME OF CGSA PROJECT DIRECTOR],

The purpose of this communication is to encourage you to complete the survey for the Congressionally mandated evaluation of the Innovative Assessment Demonstration Authority (IADA) pilot program.

Although you do not currently direct an IADA assessment system, you are being contacted because you are the project director for one of the U.S. Department of Education's Competitive Grants for Student Assessments (CGSA). The evaluation team selected your grant because it shares similarities with the types of assessment systems awarded under IADA. Your perspective and experiences developing such an assessment are very valuable to the evaluation.

If you have recently submitted your survey, please accept our sincere thanks! If not, **please submit your survey by [DATE]**. The link to the survey is also provided below for your convenience.

Survey link: [LINK TO SURVEY]

Although your participation is voluntary, we strongly encourage you to participate so that the experiences of the [CGSA SYSTEM NAME] will be represented in the Congressionally mandated Best Practices report.

Your survey responses will guide the questions for the evaluation's follow-up interview, where you will have an opportunity to discuss challenges and solutions in detail. This information is critical for informing lessons learned from key stakeholders on the development and implementation of innovative assessments.

Thank you for your help. If you have questions about the evaluation or survey, please contact me or Sylvia Segovia (the evaluation's data collection manager) by email at InnovativeAssessEval@westat.com or by telephone at 301-294-3924.

Sincerely,

Patty Troppe, Ph.D.
Evaluation of IADA Program Project Director
Vice President-Education Studies-Westat

Section E.3. Interview Invitation Letters

E.3.1. Interview Invitation Letter for IADA Assessment Director, TAC Member, and Assessment Vendor Representative

Dear [IADA ASSESSMENT DIRECTOR, IADA TECHNICAL ADVISORY COMMITTEE MEMBER, OR IADA ASSESSMENT VENDOR REPRESENTATIVE],

As you know [IADA SYSTEM] has been selected to participate in the U.S. Department of Education's evaluation of the Innovative Assessment Demonstration Authority (IADA) pilot program. Thank you for completing the survey portion of the evaluation activities.

The purpose of this communication is to request your participation in a 60-minute follow-up interview. As previously mentioned, this interview will gather more information about the assessment development or implementation activity that was [FOR IADA ASSESSMENT DIRECTORS DISPLAY: most challenging for your state/FOR IADA VENDORS DISPLAY: most challenging for your organization/FOR TAC MEMBERS DISPLAY: most commonly identified as most challenging across TAC members] and the strategies used to address those challenges. We will also ask what practices worked well, those that did not work well or as planned, and what practices you thought might work well, but were unable to try and why.

While participation in the interview is voluntary, **your perspective and experiences developing such an assessment are very valuable to the evaluation and will inform the Congressionally mandated Best Practices report.** [FOR GA NAVVY, GMAP, AND NH PACE DISPLAY: Although your system is no longer participating in IADA, you offer a unique and especially valuable perspective as a former participant for policy makers and other states considering applying to the IADA program.]

If you are willing to participate, please email three dates and times between [INTERVIEW WINDOW START DATE] and [INTERVIEW WINDOW END DATE] when you would be available for a 60-minute virtual interview to Sylvia Segovia (the evaluation's data collection manager) at InnovativeAssessEval@westat.com. Sylvia will confirm the interview time and date and provide a link to the interview.

Thank you for your help. Please let me or Sylvia know if you have any questions. We can be reached by email at InnovativeAssessEval@westat.com, or by telephone at 301-294-3924.

Sincerely,

Patty Troppe, Ph.D.
Evaluation of IADA Program Project Director
Vice President-Education Studies-Westat

E.3.2. Interview Invitation Letter for CGSA Project Director

Dear [CGSA PROJECT DIRECTOR],

As you know [CGSA ASSESSMENT SYSTEM] has been selected to participate in the U.S. Department of Education's evaluation of the Innovative Assessment Demonstration Authority (IADA) pilot program because your grant shares similarities with the types of assessment systems awarded grants under IADA. Thank you for completing the survey portion of the evaluation activities.

The purpose of this communication is to request your participation in a 60-minute follow-up interview. As previously mentioned, this second step in the evaluation will gather more information about the most challenging assessment development or implementation activity and the strategies used to address those challenges. We will also ask what practices worked well, those that did not work well or as planned, and what practices you thought might work, but that you were unable to try and why.

While participation in the interview is voluntary, **your perspective and experiences developing new assessments are very valuable to the evaluation and will inform the Congressionally mandated Best Practices report.**

If you are willing to participate, please email three dates and times between [INTERVIEW WINDOW START DATE] and [INTERVIEW WINDOW END DATE] when you would be available for a 60-minute virtual interview to Sylvia Segovia (the evaluation's data collection manager) at InnovativeAssessEval@westat.com. Sylvia will confirm the interview time and date and provide a link.

Thank you for your help. Please let me or Sylvia know if you have any questions. We can be reached by email at InnovativeAssessEval@westat.com, or by telephone at 301-294-3924.

Sincerely,

Patty Troppe, Ph.D.
Evaluation of IADA Program Project Director
Vice President-Education Studies-Westat