Process & Guidelines for Submissions to the EQuIP Jury

Achieve is pleased to launch and facilitate the EQuIP Jury – a group of expert reviewers charged with evaluating the quality and alignment of lessons and units to the Common Core State Standards (CCSS). Lessons and units that are identified as “Exemplars” and “Exemplars if Improved” will be posted on Achieve’s website and shared with Achieve’s network of state educators, policy leaders and partners in order to provide educators access to a shared set of high-quality instructional materials. If your state, district, school or organization has developed exemplary lessons or units aligned to the CCSS, please consider submitting these instructional materials for review by the EQuIP Jury. Submission procedures are as follows:

1. **For evaluation by the EQuIP Jury, a lesson or unit must first be reviewed thoroughly by the submitting organization; the lesson/unit must have received an overall rating of an E (Exemplar) or E/I (Exemplar if Improved) on the EQuIP Rubric.**

   We recognize that states, districts, schools and partner organizations will determine their own structures for completing this initial review; however, we expect for materials submitted to the EQuIP Jury to have been reviewed thoroughly by the submitting organization. To be considered, the lesson/unit must have received a self-evaluation overall rating of an E or E/I on the EQuIP Rubric. In addition, your organization is required to submit the completed electronic rubric feedback forms used to evaluate the lesson or unit. (Achieve has made available training materials and e-Learning modules to support states, districts, schools and partner organizations interested in establishing an EQuIP quality review process. These resources can be found [http://www.achieve.org/EQuIP](http://www.achieve.org/EQuIP))

2. **The submitting entity must complete the EQuIP Jury Submission Cover Sheet for the lesson or unit.**

   The submission cover sheet provides detailed guidelines regarding the materials and information that should be included in all submissions for both ELA/literacy and math.

3. **A lesson or unit must be submitted to Cristina Marks at cmarks@achieve.org:**

   - Achieve staff will confirm that all the necessary materials concerning the lesson or unit have been submitted before assigning the lesson(s)/unit(s) to a panel of jurors.
   - Submissions will be accepted on a rolling basis and evaluated on a first come, first serve basis.
     - The goal is to ensure that all individuals and organizations have equal access to a review. Depending on the submission queue, we may only accept a single lesson or unit at a time from a single entity. Additional lessons or units that are submitted will be placed at the end of the queue only after lessons or units from other requesting organizations have been reviewed.
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4. Achieve will assign the lesson or unit to at least three EQuIP jurors for review using the following guidelines:
   - Jurors will review material in their grade band and content area.
   - Jurors will share the responsibility for the review of lessons and units.
   - Jurors will individually review each lesson/unit and submit their reviews to Achieve using a secure electronic data collection process.
   - Achieve staff will synthesize the reviews and convene jurors if there is a need to gain greater accord among the three jurors on a final overall rating.

5. Achieve will notify the submitting organization of the final rating.

   Achieve will return the lesson or unit to the submitting organization along with the feedback from the EQuIP Jury.

6. Achieve will post only those lessons or units that earn an E or E/I from the EQuIP Jury process along with the feedback from the EQuIP Jury.

   For lessons/units not determined to be ready for posting, the organization will have the opportunity to revise the instructional materials based on the feedback from the EQuIP Jury. The materials can then be resubmitted to the EQuIP Jury for a second review once the feedback has been incorporated and the submitting entity has conducted the quality review process on the revised materials. Achieve cannot guarantee that materials will be identified as an Exemplar after they are reviewed a second time.