

Texas Education Agency

December 2020 Texas Resource Review Publisher Manual



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Overview

This manual includes an overview of the [Texas Resource Review](#) (TRR), instructions for publishers, and links to important electronic documents, forms, and additional online information.

TRR provides objective reviews of instructional materials used in Texas classrooms. Our review process is fully transparent, and we encourage participating publishers to learn more about [our process](#), [our rubrics](#), and how we uphold [our commitments](#) to Texas students and teachers.

The Legislation Behind TRR

In 2017, the State of Texas passed [HB 3526](#), which directed the Texas Education Agency (TEA) to create and maintain a web portal to assist local education agencies (LEAs) in selecting high-quality instructional materials. As part of the legislation, TEA facilitates the TRR to ensure LEAs have vital information needed for purchasing decisions. The review process is managed by a third party, Safal Partners, as required by the law. For more details, review Texas Education Code (TEC), [§31.081–31.084](#).

Reviewed products are featured on the TRR website, which is freely accessible to all districts. Participating in a quality review does not mean a product will be included on the State Board of Education adopted list.

Only those materials submitted for adoption by the State Board of Education (SBOE) in response to a proclamation can be considered for/included on the SBOE adopted list, placed under state contract, and listed in the EMAT ordering system. For more information about the SBOE’s review and adoption of instructional materials process, visit the TEA [Review and Adoption Process webpage](#).

Materials Selection

Instructional materials are selected for the review process in one of the following ways ([19 Texas Administrative Code \(TAC\) §66.1403](#)):

- The publisher submits an application to be considered for an upcoming review cycle.
- The product is on the existing state adopted list or is being considered for state adoption in response to [an upcoming proclamation](#).
- More than 10% of Texas school districts make a request.

Instructional materials can only be reviewed in subject areas and grade bands where a finalized quality rubric has been developed.

Rubric Development

Custom rubrics are developed for each subject area and grade band being reviewed with some sections common across all rubrics. Rubrics are developed with input from

Texas educators, educator organizations, publishers, the public, and TEA content experts.

Rubrics remain static through the entire review cycle so publishers always know what indicators of quality will be assessed.

The [rubrics for cycle 4](#) include:

- [Spanish language arts and reading, grades K–2](#)
- [Spanish language arts and reading, grades 3–6](#)
- [Spanish, foundational literacy, grades K–2](#)
- [Spanish, prekindergarten systems](#)

Previously developed rubrics include:

- [English language arts and reading, grades K–2](#)
- [English language arts and reading, grades 3–8](#)
- [English I–English IV, grades 9–12](#)
- [English, prekindergarten systems](#)
- [English, foundational literacy, grades K–2](#)
- [Mathematics, grades K–8](#)

The Application Process

Publishers may apply for TRR by submitting a Quality Review Application. This binding agreement constitutes a publisher’s intent to submit materials. To determine which materials to review, TEA considers all applications, requests from school districts, the list of eligible materials under consideration for adoption by the SBOE, district need, and review team capacity. Publishers who have been selected because they have materials adopted or under consideration for adoption by the SBOE or who have been nominated by 10% of Texas school districts are not required to submit an application.

TEA notifies publishers whether they have been selected for the next review cycle or placed on a waitlist for future consideration. Publishers on the waitlist may be notified of openings any time before the quality review cycle officially begins.

The Quality Review Process

The quality review process starts the next business day after the withdrawal deadline. At this point, publishers can no longer withdraw a product from the process. Throughout the review process, publishers must continue to provide additional documentation and assets on or before the deadlines indicated in the next section of this manual.

Quality reviewers undergo extensive training sessions. Once trained, they serve on committees to evaluate the materials for quality using the approved rubric, collect evidence, and participate in meetings to reach consensus. They produce comprehensive reports that are shared with the publisher before they are made public. After reviewing the report, a publisher may appeal the results, provide comments, and request minor revisions.

As part of the quality review process, instructional materials are reviewed for standards-alignment, if the materials are not already adopted by the SBOE.

Education service centers review and validate the reviews to support the committee's findings. Once validated, the final reports are published on the TRR website.



December 2020 Review Cycle 4 Timeline

TRR will provide additional instructions for submitting all required deliverables and forms listed on this schedule.

Application Schedule

October 30, 2020

Quality Review Application and [Component List](#) due

[Electronic access to materials](#) (username, password, etc.) due

November 6, 2020

TEA begins notifying publishers selected for review

Quality Review Schedule

November 16, 2020

Webinar: Required Documents and Optional Items

November 30, 2020

Last day a publisher can [withdraw](#)

Deadline to submit the following:

- [Certification of Editorial Review](#) form*
- [Component Navigation Guide](#) (optional)
- [Orientation video](#) (optional)
- Program description
- [Quality Rubric Correlation](#) form (optional)

December 5, 2020

[Quality review](#) begins

January 25, 2021

Deadline to submit the following:

- [Affidavit of Authorship or Contribution](#) form*
- [Disclosure of Campaign Contributions and Gifts](#) form*
- [Preliminary TEKS/ELPS correlations](#)*

February 16, 2021

[Final TEKS/ELPS correlations](#) due*

Quality Review Schedule (continued)

March 2021

TEA conducts [standards-alignment review](#)*

March 22–28, 2021

Embargoed reports sent to publishers by Safal Partners for English language arts and reading, grades 6–8

April 2021

TEA provides final TEKS/ELPS percentages*

April 5–11, 2021

Embargoed reports sent to publishers by Safal Partners for English and Spanish language arts and reading, grades 3–5

April 11, 2021

[Publisher appeals](#) for English language arts and reading, grades 6–8, due

April 19, 2021

Deadline to submit the following:

- [Accessibility compliance report](#)*
- Additional Language Supports form (English language arts and reading only)
- [Company logo files and product images](#)
- [Publisher and product website and social media URLs](#) (optional)
- [Professional Learning](#) form
- [Technical Specifications](#) form
- [Price Information](#) form

April 19–25, 2021

Embargoed reports for English and Spanish language arts and reading, grades K–2, and Spanish, foundational literacy, grades K–2, sent to publishers by Safal Partners

April 25, 2021

Reports for English language arts and reading, grades 6–8, finalized by Safal Partners

[Publisher appeals](#) for English and Spanish language arts and reading, grades 3–5, due

May 9, 2021

Reports for English and Spanish language arts and reading, grades 3–5, finalized by Safal Partners

[Publisher appeals](#) for English and Spanish language arts and reading, grades K–2, and Spanish, foundational literacy, grades K–2, due

Final reports for English language arts and reading, grades 6–8, published by TEA

May 16, 2021

Final reports for English and Spanish language arts and reading, grades 3–5, published by TEA

[Final publisher comments](#) for English language arts and reading, grades 6–8, due

May 23, 2021

Reports for English and Spanish language arts and reading, grades K–2, and Spanish, foundational literacy, grades K–2, finalized by Safal Partners

[Final publisher comments](#) for English and Spanish language arts and reading, grades 3–5 due

June 1, 2021

Final reports for English and Spanish language arts and reading, grades K–2, and Spanish, foundational literacy, grades K–2, published by TEA

June 8, 2021

[Final publisher comments](#) for English and Spanish language arts and reading, grades K–2, and Spanish, foundational literacy, grades K–2, due

* Publishers with adopted materials are not required to resubmit this form or participate in the standards-alignment review.

Publisher Requirements

This manual includes information about the deadlines that are applicable to publishers participating in the December 2020 TRR Cycle. Publishers must submit all forms and other deliverables by the deadline regardless of how they are selected for participation. The information below is presented in the order in which it is due.

Component List

Reviewers must have access to every component and resource that is included with any purchase of the program, regardless of the bundle or package selected by the customer. The component list is a comprehensive list of these components and a list of resources included in each component. You may not add any components or resources once the reviews begin (19 TAC [§66.1405\(a\)\(4\)](#)).

The component list should include:

- Student edition or materials (e.g., student book, additional books that come with purchase)
- Teacher edition of materials (e.g., Teacher Guide)
- Assessments and progress monitoring tools
- Research lists
- Comprehensive book list

Electronic Access to Materials

Quality and standards-alignment reviews will be conducted virtually, and reviewers must have electronic access to full and complete versions of the materials. You must provide all information necessary to access the materials including URLs, usernames, and passwords (19 TAC [§66.1405\(a\)\(5\)–\(7\)](#)).

You must ensure the following:

- Reviewers have access to every component and resource offered to districts who purchase the base package.
- Login credentials allow access for multiple, simultaneous users (minimum of five).
- The material includes word search capability.
- The content in the electronic version remains unchanged from the time the review begins until the final reports are published.
- The materials are complete, final, and fully functional.
- The materials include all components intended for student and teacher use and access to all components and resources linked or referenced on the *Component List*.

- The material complies with all accessibility requirements listed in 19 TAC [§66.28\(2\)](#) for electronic and print materials.
- Common core state standards is not used to satisfy TEKS alignment, according to TEC, [§28.002\(b\)](#).

It is not necessary for reviewers to have access to every manipulative or decodable book. You may provide a list of those items and access to a representative sample of decodable books.

You may be asked to provide TEA and education service centers with electronic access for public review. It is permissible to add a “draft” watermark to protect copyrighted information (19 TAC [§66.1405\(a\)\(10\)](#)).

Electronic access must remain active until final reviews are posted.

If reviewers experience challenges accessing digital content, you may be asked to provide print copies of some or all components. TEA does not guarantee return of print instructional materials (19 TAC [§66.1405\(a\)\(11\)](#)).

Publisher Withdrawals and Waitlist

Any publisher who voluntarily submits an application to participate in the quality review may withdraw the application if the request to withdraw is received by November 30, 2020 (19 TAC [§66.1405\(c\)](#)).

Publishers who are selected because they are on the SBOE adopted list, have materials under consideration for adoption, or who have been nominated by at least 10% of districts may not withdraw.

The final product submission deadline is also the last day a publisher can withdraw from the review process.

To officially withdraw, you must email texasresourcereview@tea.texas.gov with the subject line “Withdrawal.”

When a publisher withdraws from the process, a publisher on the waitlist may be notified of an opening and will have two business days to accept the invitation.

Certification of Editorial Review

All publishers who sell instructional materials in Texas must guarantee that each copy of instructional material sold is free from factual error (TEC, [§31.151\(a\)\(4\)](#)).

You must submit a *Certification of Editorial Review* affirming that instructional materials have been edited for accuracy and are free from factual errors. One form must be submitted for each grade-level program.

Component Navigation Guide (Optional Item)

You may provide information intended to guide reviewers through each component and resource included on the component list. The information should highlight specific

pages that help users gain a full understanding of the program’s components, purpose, and use.

The information may not include any sales or marketing materials and will be reviewed by TEA prior to sharing with reviewers.

Orientation Video (Optional Item)

You may record and submit a video that includes the following information:

- Research-based reasoning for how the information is organized
- Brief description of each component
- Navigation instructions

The video may not include any sales or marketing information and will be reviewed by TEA prior to sharing it with reviewers.

Program Description

You must provide information about the instructional approach, target population(s), media format(s), and other details regarding your program using the form provided by TEA.

Quality Rubric Correlations (Optional Item)

You will be provided with a correlation template that contains each of the scored quality indicators. You may supply detailed information about where in the instructional materials reviewers can find evidence to support each indicator. If you choose to supply correlations to the quality rubric, it is important that you are clear and direct (e.g., page numbers, lesson and/or module numbers, resource titles, quotes from the materials, etc.).

Unlike the correlations provided during the standards-alignment review, reviewers use quality rubric correlations as a secondary resource. For example, reviewers may use the quality rubric correlations if they were unable to find evidence on their own to support a specific indicator. Reviewers do not verify the publisher-supplied quality rubric correlations if they find evidence on their own.

Quality Review

TEA has contracted with Safal Partners to conduct an independent review to assess the quality of instructional materials (TEC, [§31.082\(a\)](#)). Safal recruits and trains reviewers, facilitates the quality review using the appropriate quality rubric, and prepares the final quality reports. The reviews for this cycle will begin on December 5, 2020, and will continue through April 2021.

It is crucial that you provide all information needed for the review and that the materials under review are not changed in any way during the review period (19 TAC [§66.1045\(a\)\(4\)–\(7\)](#)).

All publishers participating in the review process are required to acknowledge TEA and Safal have final authority for determining all evidence of quality.

Affidavit of Authorship or Contribution

You must complete this form to name the specific contributions of each individual listed as an author or contributor in the materials being reviewed and to confirm that a current TEA employee or employee of the quality review management company has not authored or contributed to the instructional material (19 TAC [§66.1405\(b\)](#)).

Publishers with adopted materials or materials under consideration for adoption are not required to submit this form as part of the TRR process.

Disclosure of Campaign Contributions and Gifts

You must disclose any political contributions made in the preceding four years to a candidate for or current member of the Texas SBOE, in accordance with SBOE Operating Rule [4.3](#).

Publishers with adopted materials or materials under consideration for adoption are not required to submit this form as part of the TRR process.

TEKS/ELPS Correlations

You are required to provide TEKS/ELPS correlations for each grade-level program under review for use in the standards-alignment review.

Since the standards-alignment reviewers use the correlations as their primary reference as they review the materials, it is crucial that you supply carefully chosen, detailed, and accurate correlations. Poorly chosen or incomplete correlations can negatively impact the score in category one of the quality rubric.

You must submit preliminary correlations for one grade-level program with citations for at least five percent of the total number of breakouts by January 25, 2021. Your assigned TEA liaison will review the submission and provide feedback and suggestions for improvement.

You must complete all remaining correlations by February 16, 2021.

Publishers with adopted materials or materials under consideration for adoption are not required to submit additional correlations as part of the TRR process.

Standards-Alignment Review

TEA will facilitate the standards-alignment review in March 2021 to determine the following (TEC, [§31.082\(2\)](#)):

- Each of the essential knowledge and skills covered in the instructional materials
- The percentage of TEKS and ELPS covered in the materials.

The reviewers will use your TEKS/ELPS correlations as their primary resource when conducting this review.

An instructional material's TEKS percentage is calculated by dividing the number of student expectations (SEs) that are addressed by the total number of SEs. An SE is addressed only if every associated breakout is addressed. A breakout is addressed only if the reviewers accept a citation that provides an opportunity for the student to learn or the teacher to teach the knowledge or skill (narrative citation) and a citation that provides an opportunity for the student to demonstrate the knowledge or practice the skill (activity citation).

You will receive two TEKS percentages and two ELPS percentages—one for student materials and another for teacher materials.

You may not contact reviewers without written permission from TEA and must assume responsibility for all expenses incurred by participation in the review process.

TEA will provide additional details regarding the standards-alignment review process.

Publishers with adopted materials or materials under consideration for adoption will not participate in the standards-alignment review as part of the TRR process.

Accessibility Compliance Report

You must provide evidence that each electronic student and teacher component is compliant with Web Content Accessibility (WCAG) 2.0 AA standards and the technical standards required by the Federal Rehabilitation Act, Section 508.

You may meet this requirement by completing a [Voluntary Product Accessibility Template](#) (VPAT), or you may contract with a third party to conduct an accessibility audit.

Vendors typically take several weeks to produce an accessibility report. So, you should begin searching for a vendor two to three months before the deadline. Once selected, you should supply the vendor with the *Accessibility Compliance Report Cover Sheet*. The cover sheet outlines the specific elements that must be tested and should accompany the final report submitted to TEA. You can find the cover sheet on the Required Forms list on the [Publisher Portal](#)

A list of website accessibility consultants can be found on the [AEM Center website](#); however, you are not limited to these consultants.

You can determine the total number of pages to be included in the audit.

When testing the accessibility of the materials, the third-party tester must do the following:

- Use automated web accessibility evaluation tools to analyze the selection of pages and note any problems indicated by the tools
- Manually check a percentage of the pages to determine that form labels and alternative text on images and graphs is appropriate
- Manually check all pages with dynamic content, forms, or other applications
- Determine whether all page content and controls can be accessed, operated, and reset when necessary using only a keyboard

- Examine pages with graphical user interface (GUI) browsers (e.g., Internet Explorer or Microsoft Edge, Firefox, Chrome, and others) while listening to the page with screen-reader software
- Report all findings to TEA electronically
- Employ and include documentation of the experience of real users with disabilities for manual testing
- Test a random sample of each different type of electronic component

The report must be based on an audit testing the accessibility of the materials and must include, at a minimum, the following:

- The *Accessibility Compliance Report Cover Sheet* that includes the third-party vendor name, publisher name, proclamation year, program title, program ISBN, component title(s), and component ISBN(s)
- Third-party vendor contact information
- The date the report was started and completed
- The total number of pages tested, including the home page people use to enter the site, one randomly selected page with at least one table or form, one randomly selected page with a least one informative image, such as a diagram, map, or graph, one page from each component within the program, and one page with interactive content
- The list of issues identified (if any), how the publisher is working to correct them, and when they will be corrected
- Confirmation from the publisher that the third-party vendor conducted the activities outlined above

Publishers with adopted materials or materials under consideration for adoption do not have to submit this report as part of the TRR process.

Additional Language Supports

You must provide information about materials provided in languages other than English using a form supplied by TEA. This information will be posted alongside the results of your quality review and is intended to assist districts in making local adoption decisions. You should submit one form for each grade-band product. The information is part of the *Additional Information* section of the quality rubric and is not scored.

Company Logo and Product Images

The TRR website includes a page for each publisher with links to the company website, social media, and other company information. To help promote company identity, you are encouraged to provide a company logo and product images. There are two types of product images, one for an entire grade-band product and one for each grade-level program. Because not all grade-band products are promoted as such, the grade-band product image is optional. If you do not have a grade-band product image, your company logo will be used instead.

Company logos should meet the following requirements:

- Be close to square as possible.
- Display optimally between 330 x 330–440 x 440 pixels.
- Be in .jpg or .png format.

Product images should meet the following requirements:

- Be a single “book cover” type image.
- Be vertically orientated rectangles.
- Display optimally between 550–600 pixels wide.
- Be in .jpg or .png format.

Examples of the [company logo](#) and [product images](#) are available on the [TRR website](#).

Website and Social Media (Optional Items)

You can provide links to your company website, a product-specific webpage, and social media sites (i.e., Twitter, Facebook, Instagram, YouTube, and/or LinkedIn) to be included on the publisher page of the TRR website.

Professional Learning

You must provide information about the professional development you recommend and provide to districts that adopt your materials. This information will be posted alongside the results of your quality review and is intended to assist districts in making local adoption decisions. You should submit one form for each grade-band product. The information is part of the *Additional Information* section of the quality rubric and is not scored.

Technical Specifications

You must provide information about your product’s technical features, system requirements, and compatibility with operating systems. You should submit one form per grade-band product; however, if you have multiple grade-band products under review and the information is identical for each, you may submit one form. Please indicate all grade levels to which the information applies in the space provided on the form. This information is part of the *Additional Information* section of the quality rubric and is not scored.

Price Information

You must provide pricing information and should submit one form per grade-band. Publishers of prekindergarten materials must provide pricing information for 15 students and one teacher. Publishers of any other materials must provide pricing information for 25 students and one teacher. The information in this form relates to the *Additional Information* section of the quality rubric and is not scored.

Publisher Response Opportunities

The TRR welcomes your feedback. You will have an opportunity to respond to reviews before they are published on the TRR website.

Once a review is complete, the publisher is granted access to an electronic version of the embargoed report.

The report includes the completed quality review, TEKS/ELPS alignment percentage, and a list of any errors found during the review process.

You are invited to respond to the embargoed report in any of the following ways:

Appeals

You may file an appeal with Safal Partners if you feel that the information in the report is factually incorrect or if you feel the review team omitted evidence of alignment to the quality rubric. To file an appeal, you must comment directly in the embargoed report.

All questions and communications regarding appeals must be directed to Safal Partners.

A factual error is a word, phrase, reference, or sentence with information that can indisputably be disproven (e.g., mistitled text, incorrect references to page, unit, or grade level). In order for factual errors to be corrected, you must provide factually correct text to replace the error.

An omission is specific text that, if included as evidence in the quality report, could serve as appropriate supporting evidence of alignment to a specific indicator. If you wish to appeal an omission, you must provide the location of the omission, the omitted text, and your rationale for including the text.

Review teams will consider your appeals when preparing the final report.

Limited Content Edits

In the event proper evidence does not exist in your materials to demonstrate alignment to one or more of the quality indicators, you may propose minor edits and request a re-review of up to three quality indicators; however, you may not propose changes to content used to demonstrate alignment to the TEKS and ELPS for materials adopted or under consideration for adoption by the SBOE ([19 TAC §§66.75 and 66.76](#)).

You will have three weeks to provide the proposed edits to your material. TEA staff will review the proposed edits to ensure the TEKS and ELPS percentage will not be impacted before sending them to the quality review teams for re-review. Any changes to content used to demonstrate alignment to the TEKS and ELPS will not be considered by quality reviewers.

If you wish to make more substantial edits to your product, you can resubmit it to a future quality review cycle.

Final Comments

Once appeals or minor edits have been completed and the review is finalized, you may write a final response that will be made public on the TRR website after TEA approval.