Process & Guidelines for Submissions to the EQuIP Peer Review Panel

In an effort to identify and shine a spotlight on emerging exemplary CCSS-aligned lesson and unit plans, Achieve launched and is facilitating the EQuIP Peer Review Panel – a group of expert reviewers who will evaluate the quality and alignment of lessons and units to the 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 you or 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 Peer Review Panel in order to provide educators across the country with various models and templates of high quality and CCSS-aligned lesson and unit plans. The objective is not to endorse a particular curriculum, product, or template, but rather to identify lessons and units that best illustrate the cognitive demands of the CCSS. Submission procedures are as follows:

1. **For evaluation by the EQuIP Peer Review Panel, a lesson or unit must first be reviewed using the EQuIP Rubrics; 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, teachers and partner organizations will determine their own structures for completing this initial review; however, we hope that the materials submitted to the EQuIP Peer Review Panel to have been reviewed by the submitting teacher, school or 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. (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 individual or organization must register and submit the materials via the online submission system at [http://lessons.achieve.org](http://lessons.achieve.org).**

   - The online submission system provides detailed guidelines regarding the materials and information that should be included in all submissions for both ELA/literacy and mathematics.
   - 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.

3. **Achieve will assign the lesson or unit to at least three EQuIP peer reviewers for review using the following guidelines:**

   - Peer reviewers will review material in their grade band and content area.
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- Peer reviewers will share the responsibility for the review of lessons and units.
- Peer reviewers 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 peer reviewers if there is a need to gain greater accord among the three peer reviewers on a final overall rating.

4. Achieve will notify the submitting individual or organization of the final rating.

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

5. Achieve will post lessons or units that are identified as an E or E/I from the EQuIP Peer Review Panel process along with the feedback from the EQuIP Peer Review Panel.

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 Peer Review Panel. The materials can then be resubmitted to the EQuIP Peer Review Panel for a second review once the feedback has been incorporated and the submitting entity has conducted the quality review process on the revised materials.

If you have any questions about the EQuIP Peer Review Panel submission process, please email Cristina Marks at cmarks@achieve.org.