**EL Civics Instructional Materials Evaluation Criteria**

When instructional materials are submitted to the EL Civics Exchange, the CASAS EL Civics team reviews them and provides notes and feedback via email to the submitter. These are the criteria set by the team for fair review of the materials. Please familiarize yourself with these criteria in order to have a smooth submission. Thank you for your contribution to the EL Civics Exchange.

**EL Civics Instructional Materials Evaluation Criteria**

## Content

**Do the instructional materials teach content relevant to all the language and literacy objectives related to the Civic Objective and Additional Assessment Plan (COAAP) task(s)?**

## Instruction: Presentation

**Does the instruction present all content necessary to complete the COAAP task(s)?**

1. match the task type - e.g., oral, written, role play, etc.
2. include level appropriate instruction
3. model the instruction
4. include vocabulary instruction relevant to the COAAP
5. appropriate level
6. appropriate number of new words
7. appropriate word choice

## Instruction: Practice

**Does the instruction provide appropriate performance-based practice related to the task(s)**?

1. match the task type - e.g., oral, written, role play, etc.
2. include level appropriate practices
3. include appropriate and sufficient number of practice activities for the learner to complete the task(s)
4. include all vocabulary relevant to the COAAP
   1. appropriate level
   2. appropriate number of new words
   3. appropriate word choice

## Organization

**Are the materials organized?**

* 1. clear objectives and matching instruction
  2. effective introduction of the topics and information needed for completing an assessment
  3. clear development of the presentation and practice of the content (e.g., model, breakdown of each section of the model, practice with each segment etc.)
  4. transitions between sections
  5. adequate directions for completing practice elements

## Design/Format

**Are the materials organized in a logical way (including table of contents, index, etc.)?**

**Do the materials offer students:**

1. appropriate font size?
2. adequate white space?
3. adequate writing space?

**\*Do the materials:**

1. credit the agency?
2. include Creative Commons Licensing?

*\*No materials can be accepted without agency attribution and Creative Commons Licensing.*

## Teacher Materials

**If teachers’ guide/instructions are present, are they appropriate/helpful?**

**If no teacher’s guide/instructions are present, are materials self-explanatory?**

Overall

**Do the instructional materials:**

1. include all the language skills needed to complete the task? (for lesson instruction)?
2. include all 4 language skills: listening, speaking, reading and writing? (for unit instruction)?
3. Inform/provide practice for the learners in the format and method of the assessment process without revealing the actual test questions, prompts, etc.?
4. include appropriate word choice, grammar and spelling, etc.?