# Superintendent’s Memo #013-19


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: January 17, 2019

TO: Division Superintendents

FROM: James F. Lane, Superintendent of Public Instruction

## SUBJECT: Nominations for the 2019 Standards of Learning Special Test Forms Review Committee

The Virginia Department of Education is accepting nominations through March 8, 2019, for participation in the 2019 Standards of Learning (SOL) Special Test Forms Review Committee.

You are invited to identify educators in your school division for this committee. Approximately twelve members will be selected. All nominees, including those who have previously served, must submit an online application found on the [SOL Assessment Committee web page](http://www.doe.virginia.gov/testing/assessment_committees/index.shtml). The application will require a professional reference and school division approval. All committee meetings will be held in Richmond, Virginia, as scheduled below.

**Descriptions of the Committee**

The Special Test Forms Review Committeewill be responsible for reviewing SOL test items on the braille and large-print test forms for students who are visually impaired. Committee nominees should be educators with expertise in the instruction of students with visual impairments and experience with the administration of braille and large-print test forms. This committee will convene twice during 2019 as follows:

 Session 1: July 22-24, 2019

 Session 2: October 7-10, 2019

Interested applicants must be available to serve during Session 1 and Session 2 for this committee.

**Committee Members’ Responsibilities**

All members selected for this committee will be expected to:

* serve a one-year term;
* sign a Non-Disclosure/Conflict of Interest Agreement; and
* participate in the committee meetings as scheduled by the Virginia Department of Education.

**Provisions for Committee Members**

Committee members will be provided the following:

* reimbursement for meals and travel expenses in accordance with state travel policy and guidelines;
* lodging;
* incentive of $125 per meeting day for committee members not under contract with a school division at the time of the meeting; and
* certificate for recertification points (pending local approval).

School divisions will be reimbursed for substitute teacher pay at a rate of $75 per day for committee meetings held when classes are in session.

If you have questions, please contact the student assessment staff at Student\_Assessment@doe.virginia.gov or (804) 225-2102.

Your continued support of this effort is greatly appreciated.

JFL/SLR/sw