# Superintendent’s Memo #016-20

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: January 24, 2020

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Nominations for the 2020 Standards of Learning Item and Test Review Committees

The Office of Student Assessment is seeking nominations for the 2020 Standards of Learning (SOL) Item and Test Review Committees. Approximately 15 members are needed for each of the committees, and school divisions may nominate one or more representatives for each committee. The committee meetings will be held in Richmond, Virginia as follows:

* Grade 3 Reading July 20-24, 2020
* Grade 3 Mathematics July 20-23, 2020
* Grade 4 Reading July 27-31, 2020
* Grade 4 Mathematics July 27-30, 2020
* Grade 5 Reading July 20-24, 2020
* Grade 5 Mathematics July 20-23, 2020
* Grade 6 Reading July 27-31, 2020
* Grade 6 Mathematics July 27-30, 2020
* Grade 7 Reading July 27-31, 2020
* Grade 7 Mathematics July 20-23, 2020
* Grade 8 Reading July 20-24, 2020
* Grade 8 Mathematics July 27-30, 2020
* End-of Course (EOC) Reading July 13-16, 2020
* EOC Algebra I July 13-16, 2020
* EOC Geometry July 13-16, 2020
* Grade 5 Science July 20-21, 2020
* Grade 8 Science July 22-23, 2020
* EOC Biology July 13-14, 2020
* Virginia Studies July 13-14, 2020
* Civics & Economics July 13-14, 2020
* EOC Virginia and U.S. History July 15-16, 2020

Committee members will be chosen based on the following criteria:

* grade-level experience and content area expertise;
* in-depth knowledge of the SOL;
* instructional/supervisory experience with students of varied learning styles, abilities, and aptitudes, including students with disabilities and students with limited English proficiency; and
* balanced regional representation.

Committee members selected for these committees will be expected to:

* serve a one-year term and attend all daily scheduled meetings in their entirety (committee members may not be excused for other events unless there is a personal emergency; failure to remain for the entirety of a meeting may result in a committee member not being allowed to return to a current meeting or serve in subsequent meetings);
* use technology provided, such as a laptop computer;
* sign a Non-Disclosure/Conflict of Interest Agreement;
* examine test items to confirm a match with the SOL;
* review test items for appropriateness and fairness;
* examine test items for equity, bias and sensitivity issues, and stereotyping regarding gender, ethnic, religious, political, age, or socio-economic group;
* examine field test data for potential test items; and
* recommend whether items are to be included in the test item bank.

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 meetings; and
* certificate for recertification points (pending local approval).

All individuals who wish to serve on these committees, 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 requires a professional reference and division approval. Completed applications are due to the Virginia Department of Education by March 6, 2020. Applicants are responsible for ensuring all required parts of the application are complete by this date. Committee members may not use membership on a committee or information gained through the review process to write test items, author or co-author textbooks or professional journals, or any such publications related to the Virginia Standards of Learning for personal financial gain or for the financial gain of any organization.

If you have questions, please contact the student assessment staff at [Student\_Assessment@doe.virginia.gov](mailto:Student_Assessment@doe.virginia.gov) or by phone at (804) 225-2102.

JFL/SLR/as