# Superintendent’s Memo # 017-20

[](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 Range Finding Committee for Grade 5 Writing Local Alternative Performance Assessments

The Office of Humanities and the Office of Student Assessment are collaborating to accept nominations for the 2020 Range Finding Committee for Grade 5 Writing Local Alternative Performance Assessments. The committee meeting will be held at the Omni Hotel in Charlottesville, Virginia, on April 21-22, 2020.

The range finding committee will review student work samples and recommend exemplars which demonstrate student performance at each score point of the rubric used to score student work. These exemplars will be used by teachers when scoring performance assessments based on the 2017 *English Standards of Learning*. Approximately 8 to 10 teachers will be selected to serve on the range finding committee, and school divisions are encouraged to nominate one or more representatives to participate in this work.

Committee members will be chosen based on the following criteria:

* instructional training and experience in the 5th grade English content area;
* in-depth knowledge of the 2017 *English Standards of Learning*;
* instructional 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 will be provided the following:

* reimbursement for meals and travel expenses in accordance with state travel policy and guidelines;
* lodging; and
* an attendance certificate for recertification points (pending local approval).

School divisions will be reimbursed for substitute teacher pay at a rate of $75 per day.

All nominees who wish to serve on this committee must complete 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-level approval to be considered complete. Completed applications are due to the Virginia Department of Education through the Assessment Committee Application Processing System (ACAPS) by February 14, 2020. Applicants are responsible for ensuring all required parts of the application are complete by this date.

Committee members selected for the range finding committee will be expected to sign a Non-Disclosure/Conflict of Interest Agreement and be present for the two days of meetings.

If you have questions about the range finding process, please contact Jill Nogueras, English Coordinator at [Jill.Nogueras@doe.virginia.gov](mailto:Jill.Nogueras@doe.virginia.gov) or (804) 225-2227 or student assessment staff at [Student\_Assessment@doe.virginia.gov](mailto:Student_Assessment@doe.virginia.gov) or (804) 225-2102.

JFL/SLR/as