The Seal of Biliteracy Advisory Board will review assessments for inclusion in the Virginia Seal of Biliteracy Acceptable Evidence list at least twice per year. Any stakeholder may submit a pre-made assessment for review.

In accordance with Virginia Board of Education regulations, school divisions may also submit locally developed assessments for consideration as evidence of proficiency in languages other than English. Upon approval, school divisions may use the locally developed assessment results for the purpose of awarding the Virginia Seal of Biliteracy.

Submissions should be received by January 31st in order to be considered for inclusion in the current school year list. The list of approved assessments is posted on the Department of Education Website and will be updated annually.

**Directions for Submission:**

* Complete this form in its entirety, including requested contact information and signatures.
* Return the completed form along with the required attachments to:

 Dr. Lisa A. Harris

 Specialist for World Languages and International Education

 Office of Humanities and Early Childhood

 Virginia Department of Education

 P.O. Box 2120

 Richmond, VA 23218-2120

* Requests may also be submitted as a pdf attachment by email to: Lisa.Harris@doe.virginia.gov
* Deadline for submission is January 31st of the school year for which the request is being made.

School Division or Company Submitting Request: *Click here to enter text.*

Name and title of the person making or authorizing the request: *Click here to enter text.*

Signature of Superintendent, Test Vendor, or Designee authorized to make the request

 **X**

 Superintendent (or authorized Designee) Signature

Contact person (name, title, and email) responsible for answering questions about the assessment: *Click here to enter text.*

**Please provide the following information about the assessment:**

* Title of the assessment: *Click here to enter text.*
* Languages for which the assessment is available: *Click here to enter text.*
* When the assessment is given (end of a specific course, end of a language level, when requested by student, etc.): *Click here to enter text.*
* Description of how the scoring rubrics equate to the American Council on the Teaching of Foreign Languages (ACTFL) proficiency sub-levels and the method used to equate the scores: *Click here to enter text.*
* Minimum score used to equate to ACTFL **intermediate-mid proficiency:** *Click here to enter text.*
* Description of the scoring process, including:
* Who scores the assessments
* What training is provided
* What checks and balances are used to ensure inter-rater reliability

*Click here to enter text.*

**Required Attachments: (please blackout all student names or any other personal information)**

* Locally Developed:
	+ Copy of the assessment and all scoring rubrics
	+ Samples of the responses that have been scored using the rubric  and the rating assigned (at least 3)
* Vendor Developed:
	+ Sample of the test or website where sample test is located
	+ Sample of student score report