



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

DATE: March 3, 2023

TO: Division Superintendents

FROM: Jillian Balow, Superintendent of Public Instruction

SUBJECT: **Nominations for the 2023 Standards of Learning Item Review Committees**

The Office of Student Assessment is seeking nominations for the 2023 Standards of Learning (SOL) Item Review Committees. Approximately 10-15 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:

Committee	Meeting Dates
Grade 3 Reading	July 10-13, 2023
Grade 3 Mathematics	July 17-19, 2023
Grade 4 Reading	July 10-13, 2023
Grade 4 Mathematics	July 24-26, 2023
Grade 5 Reading	July 17-21, 2023
Grade 5 Mathematics	July 17-19, 2023
Grade 6 Reading	July 24-28, 2023
Grade 6 Mathematics	July 24-26, 2023
Grade 7 Reading	July 17-20, 2023
Grade 7 Mathematics	July 17-19, 2023
Grade 8 Reading	July 24-28, 2023
Grade 8 Mathematics	July 24-26, 2023
End-of-Course (EOC) Reading	July 10-14, 2023
EOC Algebra I	July 12-13, 2023
EOC Geometry	July 10-11, 2023
Grade 5 Science	July 10-14, 2023

Committee	Meeting Dates
Grade 8 Science	July 24-28, 2023
EOC Biology	July 10-14, 2023

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 bias, sensitivity, and stereotyping;
- 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 apply online using the link found on the [SOL Assessment Committee webpage](#). An application requires the completion of the following three-step process by **Friday, April 14, 2023**, for consideration by the Virginia Department of Education (VDOE).

Description of Submission Process	Suggested Timeline to meet the Application Deadline
<p>1 Application submitted online in the Assessment Committee Application Processing System (ACAPS). Upon submission, the application is forwarded to the applicant's professional reference and to the VDOE.</p>	<p>No later than Friday, March 17, 2023.</p>
<p>2 Professional reference receives an email indicating the applicant is requesting a reference. This is to be completed online in ACAPS. Upon submission of the reference, the application is forwarded to the division superintendent or designee(s).</p>	<p>No later than Friday, March 31, 2023.</p>
<p>3 Division superintendent or designee(s) receives an email requesting a review of the application and potential division-level approval.</p>	<p>No later than Friday, April 14, 2023.</p>

Applicants are responsible for helping to ensure the three steps above are completed by these dates.

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 or need technical assistance with the application process, please contact the student assessment staff at (804) 225-2102 or Student_Assessment@doe.virginia.gov.

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