



COMMONWEALTH of VIRGINIA
Department of Education

January 23, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Nominations for the 2015 Standards of Learning Assessments Review Committee for Special Test Forms

The Virginia Department of Education is accepting nominations through April 17, 2015, for participation in the 2015 Standards of Learning (SOL) Assessments Special Test Forms Review Committee. The committee meeting will be held in Richmond, Virginia, on July 27-29, 2015.

You are invited to identify educators in your school division for this committee. Approximately twelve members will be selected for the Special Test Forms Review committee. All nominees, including those who have previously served, must submit a Web-based application through the Assessment Committee Application Processing System (ACAPS) at <https://plpe.doe.virginia.gov/acaps/>. The application will require a professional reference and school division approval.

Descriptions of the Committee

The Special Test Forms Review Committee will 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.

Committee members will be chosen based on the following criteria:

- instructional training and experience in special education and with students with visual impairments;
- in-depth knowledge of the Standards of Learning; and
- balanced regional representation.

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 meeting(s) 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;
- honorarium of \$125 per meeting day for committee members not being compensated by a school division at the time of the meeting; and
- certificate for recertification points (pending local approval).

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.

SRS/SLR/cd