



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

March 28, 2014

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: Nominations for the Virginia Alternate Assessment Program Range Finding Committee**

The Office of Test Administration, Scoring, and Reporting is accepting nominations for the Virginia Alternate Assessment Program (VAAP) range finding committee. The purpose of this committee is to review student work samples that will be used for training scorers in 2014-2015. Approximately 12 educators will be selected to serve on the range finding committee that will meet July 15-17, 2014, in Richmond, Virginia. School divisions are encouraged to nominate representatives for the committee. The VAAP range finding committee members will be chosen based on the following criteria:

- instructional/supervisory training and experience in general and special education;
- expertise in teaching/supervising students with significant cognitive disabilities who participate in the VAAP; 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;
- honorarium of \$125 per meeting day for committee members not under contract with a school division at the time of the meeting; and
- attendance certificate for recertification points (pending local approval).

All nominees who wish to serve on the VAAP range finding committee, including those who have previously served, must complete the Web-based application using the Assessment Committee Application Processing System (ACAPS). The Web-based application process requires a professional reference and division-level approval. Procedures for submitting the Web-based application are available at <https://p1pe.doe.virginia.gov/acaps/>. Completed applications should be submitted to the Virginia Department of Education using ACAPS by June 13, 2014.

If you have questions, please contact the student assessment staff by e-mail at [student\\_assessment@doe.virginia.gov](mailto:student_assessment@doe.virginia.gov) or call (804) 225-2102.

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