



COMMONWEALTH of VIRGINIA
Department of Education

February 1, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Nominations for the 2013 Standards of Learning Assessments Review Committees for Special Test Forms and Plain English Mathematics Test Forms

The Office of Assessment Development is accepting nominations through March 15, 2013, for participation in the following Standards of Learning (SOL) assessment committees:

- 2013 SOL Assessments Special Test Forms Review Committee, and
- 2013 SOL Assessments Plain English Mathematics Test Forms Review Committees for Grades 3-5, Grades 6-7, and Grade 8 and Algebra I.

You are invited to identify educators in your school division for each of these four committees. Approximately twelve members will be selected for each 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. All committee meetings will be held in Richmond, Virginia as scheduled below.

Descriptions of the Committees

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. This committee will convene twice during 2013 as follows:

- Session 1: July 22-25, 2013
- Session 2: November 5-7, 2013

Interested applicants must be available to serve during Session 1 and Session 2 for this committee.

The Plain English Mathematics Test Forms Review Committees will be responsible for reviewing SOL test items on Plain English mathematics test forms. The Plain English mathematics tests incorporate the same content as the regular SOL mathematics tests, but items have been modified to reduce the language load. Committee nominees should be educators with expertise in teaching students with limited English proficiency, experience in the instruction of mathematics (at one or more grade levels in grades 3 through 8 or Algebra I) and in-depth knowledge of the *Mathematics Standards of Learning* adopted in 2009 by the Virginia Board of Education. The schedule for these assessment committees is as follows:

Grades 3, 4, and 5:	October 1-2, 2013
Grades 6 and 7:	October 3, 2013
Grade 8 and Algebra I:	October 4, 2013

Committee Members' Responsibilities

All members selected for these committees 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).

School divisions will be reimbursed for substitute teacher pay at a rate of \$75 per day for committee meetings held when classes are in session.

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.

PIW/SLR/cb