



COMMONWEALTH of VIRGINIA
Department of Education

May 10, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Nominations for Range Finding Committees for the Virginia Substitute Evaluation Program (VSEP)

The Office of Test Administration, Scoring, and Reporting is accepting nominations for the Virginia Substitute Evaluation Program (VSEP) range finding committees. The purpose of these committees is to review student work samples that will be used for training scorers in 2013-2014. Approximately 12 educators will be selected for each of the four committees. The range finding committee meetings will be held August 7-8, in Virginia Beach, Virginia, as follows:

- Algebra I, Geometry, Algebra II, and Grade 8 Numeracy for the Modified Standard Diploma
- EOC Reading, EOC Writing, and Grade 8 Literacy for the Modified Standard Diploma
- Earth Science, Biology, and Chemistry
- Virginia and United States History, World History I, World History II, and World Geography

Committee members will be chosen based on the following criteria:

- instructional training and experience in general and special education;
- in-depth knowledge of the Standards of Learning;
- instructional experience with students with disabilities who participate in the VSEP; and
- balanced regional representation.

Committee members will be provided the following:

- reimbursement for meals and travel expenses in accordance with state travel regulations and guidelines;
- lodging;
- honorarium of \$125 per meeting day for committee members not under contract with a school division at the time of the meetings; and
- attendance certificate for recertification points (pending local approval).

All nominees 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://plpe.doe.virginia.gov/acaps/>. Completed applications should be submitted to the Virginia Department of Education using ACAPS by July 5, 2013.

School divisions will be reimbursed for substitute teacher pay for teachers under contract at a rate of \$75 per day.

If you have questions, please contact the student assessment staff by e-mail at Student_Assessment@doe.virginia.gov or by phone at (804) 225-2102.

PIW/SLR/cd