



COMMONWEALTH of VIRGINIA
Department of Education

July 26, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Substitute Test Review Committee for Mathematics Rescheduled

Superintendent's Memorandum No. 138-13, May 24, 2013, solicited nominations for review committees for tests previously identified as substitute tests for verified credit. Substitute tests for verified credit are described in the *Regulations Establishing Standards for Accrediting Public Schools in Virginia*, Section 8 VAC 20-131-110C, Standard and Verified Units of Credit at <http://www.doe.virginia.gov/boe/accreditation/index.shtml>.

The committee reviewing the substitute tests for the end-of-course mathematics tests was originally scheduled to meet August 12-14, 2013. Because the department has received insufficient nominations for this committee, the mathematics committee meeting has been rescheduled to September 30 – October 2, 2013, in Richmond, Virginia. All other committees will meet as originally scheduled.

Please be advised that the Virginia Department of Education is continuing to accept nominations for the substitute test committees for mathematics, science and history/social science scheduled to meet in Richmond, Virginia on the dates indicated below.

- EOC Mathematics: September 30 – October 2, 2013
- EOC Earth Science: September 30, 2013
- EOC Virginia and U. S. History: September 30, 2013
- EOC Biology: October 1, 2013
- EOC World History I and II: October 1, 2013
- EOC Chemistry: October 2, 2013
- EOC World Geography: October 2, 2013

The review committees will be responsible for:

- verifying that the previously approved SOL Substitute Tests for Verified Credit are still appropriate;
- verifying that the existing cut scores for “proficient” and “advanced” for the approved SOL Substitute Tests for Verified Credit are still appropriate; or
- recommending new cut scores for “proficient” and “advanced” for the previously approved SOL Substitute Tests for Verified Credit that will be submitted to the Virginia Board of Education for approval.

Approximately six teachers will be selected to serve on each committee. School divisions are encouraged to nominate a high school representative for each committee. Committee members will be chosen based on the following criteria:

- instructional training and experience in the high school content areas of reading, writing, mathematics, science, history and social science;

- in-depth knowledge of the *Reading, Writing, Mathematics, Science, History and Social Science Standards of Learning*;
- experience with one or more of the tests identified as substitute tests for verified credits; 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).

School divisions will be reimbursed for substitute teacher pay at a rate of \$75 per day during the school year. All nominees who wish to serve on the substitute test review committees 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 September 13, 2013.

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/cb