



**COMMONWEALTH of VIRGINIA**  
DEPARTMENT OF EDUCATION

**Nominations for the 2024 Virginia Alternate Assessment Program Item Review Committees**

The Office of Assessment is seeking nominations for the 2024 Virginia Alternate Assessment Program (VAAP) Item Review Committees. Approximately 15-30 nominees are needed and will be organized by elementary and secondary levels. School divisions may nominate a representative for each committee. Meetings will be held November 12-15 in Richmond, Virginia as follows:

Elementary and Secondary Committees	
Grades 3-5 VAAP Item Review Committee	November 12-14
Grades 6-8/High School VAAP Item Review Committee	November 12-15

The 2024 VAAP Item Review Committees will be responsible for reviewing field test items in Mathematics, Reading, and Science for elementary and secondary VAAP test forms for the 2024-2025 test administration. Additionally, committee members will review test blueprints in Mathematics. Committee nominees should be educators with expertise in the instruction of students with the most significant cognitive disabilities and experience with administration of the VAAP test in online and paper formats.

Committee members will be chosen based on the following criteria:

- grade-level experience and content area expertise;
- in-depth knowledge of the Virginia Essentialized Standards of Learning (VESOL);
- instructional/supervisory experience for students with the most significant cognitive disabilities; and
- balanced regional representation.

Committee members selected for these committees will be expected to:

- attend all daily scheduled meetings in their entirety (committee members may not be excused for other events unless there is a personal emergency; failure to remain for the entirety of a meeting may result in a committee member not being allowed to return to a current meeting or serve in subsequent meetings);
- use technology provided, such as a laptop computer;
- sign a Non-Disclosure/Conflict of Interest Agreement; and
- recommend whether items are to be field tested.

Committee members will be provided the following:

- reimbursement for meals and travel expenses in accordance with state travel policy and guidelines;
- lodging;

- incentive of \$125 per meeting day for committee members not under contract with a school division at the time of meetings; and
- confirmation of 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.

All individuals who wish to serve on this committee must apply online using the Assessment Committee Application Processing System (ACAPS). An application requires the completion of the following three-step process by Monday, September 30, 2024, for consideration by the Virginia Department of Education (VDOE).

	<b>Description of Submission Process</b>	<b>Suggested Timeline to meet the Application Deadline</b>
<b>1</b>	Application submitted online in the Assessment Committee Application Processing System (ACAPS). Upon submission, the application is forwarded to the applicant’s professional reference and to the VDOE.	No later than Monday, September 16, 2024.
<b>2</b>	Professional reference receives an email indicating the applicant is requesting a reference. This is to be completed online in ACAPS. Upon submission of the reference, the application is forwarded to the division superintendent or designee(s).	No later than Monday, September 23, 2024.
<b>3</b>	Division superintendent or designee(s) receives an email requesting a review of the application and potential division-level approval.	No later than Monday, September 30, 2024.

Applicants are responsible for helping to ensure the three steps above are completed by these dates.

Committee members may not use membership on a committee or information gained through the review process to write test items, author or co-author textbooks or professional journals, or any such publications related to the Virginia Essentialized Standards of Learning or Virginia Alternate Assessment Program for personal financial gain or for the financial gain of any organization.

Your continued support of this effort is greatly appreciated. If you have questions or need technical assistance with the application process, please contact the Office of Assessment at (804) 225-2102 or [Student\\_Assessment@doe.virginia.gov](mailto:Student_Assessment@doe.virginia.gov).