



COMMONWEALTH of VIRGINIA
Department of Education

October 30, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Nominations for Substitute Test Standard Setting Committee

The Division of Student Assessment and School Improvement is seeking nominations for a standard setting committee for the *ACT WorkKeys Reading for Information Test* which has been nominated as a substitute test for the *Standards of Learning (SOL) End-of-Course Reading Test*. Substitute tests for verified credit are described as follows 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 Board of Education may from time to time approve additional tests for the purpose of awarding verified credit. Such additional tests, which enable students to earn verified units of credit must, at a minimum, meet the following criteria:

1. The test must be standardized and graded independently of the school or school division in which the test is given;
2. The test must be knowledge based;
3. The test must be administered on a multistate or international basis, or administered as part of another state's accountability assessment program; and
4. To be counted in a specific academic area, the test must measure content that incorporates or exceeds the Standards of Learning (SOL) content in the course for which verified credit is given.

The standard setting committee meeting will be held in Richmond, Virginia on Thursday, December 3, 2015. The standard setting committee will be responsible for:

1. verifying that the nominated test is appropriate as a SOL Substitute Test for Verified Credit; and
2. recommending cut scores for "proficient" and "advanced" for the nominated test as a SOL Substitute Test for Verified Credit that will be submitted to the Virginia Board of Education for approval.

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

- instructional training and experience in the high school content areas of reading;
- in-depth knowledge of the *Reading Standards of Learning for grades 9-11*;
- experience with the test that has been nominated as a substitute test for verified credit; 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; 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.

All nominees who wish to serve on the standard setting committee 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 November 13, 2015.

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.

SRS/SLR/cd