



COMMONWEALTH of VIRGINIA
Department of Education

May 31, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Nominations for Range Finding Committees for the Virginia Grade Level Alternative (VGLA)

The Office of Test Administration, Scoring, and Reporting is accepting nominations for the VGLA 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 to serve on each committee. School divisions are encouraged to nominate representatives for each committee. The VGLA range finding committee meetings will be held in Richmond as follows:

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| October 1-2, 2013 | <ol style="list-style-type: none">1. VGLA Reading Grades 3, 4, and 52. VGLA Writing Grade 53. VGLA Science Grades 3 and 5 |
| October 22-23, 2013 | <ol style="list-style-type: none">1. VGLA Reading Grades 6, 7, and 82. VGLA Writing Grade 83. VGLA U.S. History to 1865 (U.S. History I), U.S. History 1865 to the Present (U.S. History II), and Civics & Economics4. VGLA Science Grade 8 |

Committee members will be chosen based on the following criteria:

- instructional training and experience in general education and special education for writing, history/social science, and science;
- instructional training and experience in general education and English as a second language education for reading;
- in-depth knowledge of the Standards of Learning; 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 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/cd