



#041-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #041-22**

DATE: February 18, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Nominations for the 2022 Standards of Learning Item and Test Review Committees**

The Office of Student Assessment is seeking nominations for the 2022 Standards of Learning (SOL) Item and Test Review Committees. Approximately 10 members are needed for each of the committees, and school divisions may nominate one or more representatives for each committee. The committee meetings will be held in Richmond, Virginia as follows:

- Grade 3 Reading July 18-22, 2022
- Grade 3 Mathematics July 18-20, 2022
- Grade 4 Reading July 18-22, 2022
- Grade 4 Mathematics July 25-27, 2022
- Grade 5 Reading July 11-15, 2022
- Grade 5 Mathematics July 18-20, 2022
- Grade 6 Reading July 18-22, 2022
- Grade 6 Mathematics July 25-28, 2022
- Grade 7 Reading July 18-22, 2022
- Grade 7 Mathematics July 18-21, 2022
- Grade 8 Reading July 11-15, 2022
- Grade 8 Mathematics July 25-28, 2022
- End-of-Course (EOC) Reading July 11-15, 2022
- EOC Algebra I July 13-14, 2022
- EOC Geometry July 11-12, 2022
- Grade 5 Science July 11-14, 2022
- Grade 8 Science July 18-22, 2022

- EOC Biology July 11-15, 2022
- Specials July 27-28, 2022

Committee members will be chosen based on the following criteria:

- grade-level experience and content area expertise;
- in-depth knowledge of the SOL;
- instructional/supervisory experience with students of varied learning styles, abilities, and aptitudes, including students with disabilities and students with limited English proficiency; and
- balanced regional representation.

Committee members selected for these committees will be expected to:

- serve a one-year term and 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;
- examine test items to confirm a match with the SOL;
- review test items for appropriateness and fairness;
- examine test items for equity, bias and sensitivity issues, and stereotyping regarding gender, ethnic, religious, political, age, or socio-economic group;
- examine field test data for potential test items; and
- recommend whether items are to be included in the test item bank.

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
- certificate for recertification points (pending local approval).

All individuals who wish to serve on these committees, including those who have previously served, must submit an online application found on the [SOL Assessment Committee webpage](#). The application requires a professional reference and division approval. **Completed applications are due to the Virginia Department of Education by Wednesday, March 23, 2022.** Applicants are responsible for ensuring all required parts of the application are complete by this date. 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 Standards of Learning* for personal financial gain or for the financial gain of any organization.

For more information

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

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