



**#223-21**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #223-21**

DATE: August 13, 2021  
TO: Division Superintendents  
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction  
SUBJECT: **Nominations for the 2021 Standards of Learning Special Test Forms Review Committee**

The Virginia Department of Education is accepting nominations through **Friday, September 17, 2021**, for participation in the 2021 Standards of Learning (SOL) Special Test Forms Review Committee.

All individuals who wish to serve on this committee, including those who have previously served, must submit an online application found on the [Assessment Committee Application Processing System \(ACAPS\)](#). Approximately twelve members will be selected. The application will require a professional reference and school division approval. Completed applications are due to the Virginia Department of Education by **Friday, September 17, 2021**. Applicants are responsible for ensuring all required parts of the application are complete by this date.

### **Descriptions of the Committee**

The Special Test Forms Review Committee will be responsible for reviewing SOL test items on the Braille and large-print test forms for students who are visually impaired. Committee nominees should be educators with expertise in the instruction of students with visual impairments and experience with the administration of Braille and large-print test forms. This meeting will be held in-person in Richmond, Virginia on **October 18-21, 2021**.

## Committee Members' Responsibilities

Committee members will be chosen based on the following criteria:

- Grade-level experience and content area expertise;
- Instructional/supervisory experience with students of visual impairments; and
- Balanced regional representation.

Committee members selected for these committees will be expected to:

- sign a Non-Disclosure/Conflict of Interest Agreement;
- review test items for appropriateness and fairness for students with visual impairments; and
- participate in the committee meeting as scheduled by the Virginia Department of Education.

## Provisions for Committee Members

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 the meeting; and
- a certificate for 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.

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

Your continued support of this effort is greatly appreciated.

If you have questions, please contact the student assessment staff at [Student\\_Assessment@doe.virginia.gov](mailto:Student_Assessment@doe.virginia.gov) or (804) 225-2102.

JFL/LMM/as