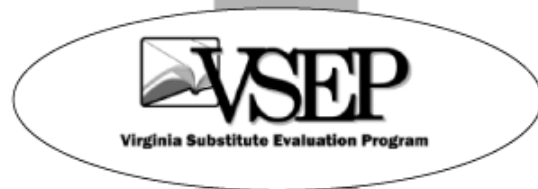


Frequently Asked Questions

Virginia Substitute Evaluation Program



Virginia Substitute Evaluation Program

Frequently Asked Questions by Teachers

Q1. What kind of student would take the VSEP?

The VSEP is an appropriate assessment for a student with a disability who has a current IEP or 504 Plan. The impact of the student's disability demonstrates to the IEP team or 504 committee that he or she will not be able to access the Standards of Learning (SOL) assessments even with accommodations. The student is unable to access the SOL multiple-choice assessments.

Q2. In which grade level and content areas can the VSEP be used as an alternative to the SOL assessments?

The VSEP is available for students with disabilities for any course for which there is an end-of-course SOL assessment. It is also available for students in grades 9-12 who need the grade 8 numeracy and/or literacy certification required to earn a Modified Standard Diploma.

Q3. What forms should be submitted before we can begin collecting evidence for a VSEP?

The *Intent to Submit a Substitute Evaluation Form* and the *Evaluation Plan Submission Form* must be submitted to the Virginia Department of Education (VDOE), Division of Student Assessment and School Improvement. The *Evaluation Plan Approval/Denial Form* will be marked approved, denied, or pending receipt of additional information and returned to the school division. Once the plan has been approved, evidence may be collected for the student's Course Work Compilation (CWC).

Q4. Can students use accommodations on VSEP evidence?

Yes. A student may submit evidence using accommodations as specified within the student's current IEP or 504 Plan. Those accommodations should be noted in Section III of the *Intent to Submit a Substitute Evaluation Form*. Allowable accommodations must be those listed in Section III of the *Intent to Submit a Substitute Evaluation Form* or approved by VDOE.

Q5. Collecting samples of work for students submitting a VSEP takes a great deal of effort. Why do teachers have to prepare a Course Work Compilation for this assessment?

Collecting work samples and student products is a routine part of the ongoing instructional process. Although additional work is required to plan, organize, and prepare the CWC for submission, the VSEP provides students with disabilities a method of demonstrating their knowledge of SOL content through non-traditional means. Given the broad range of methods available to students participating in the VSEP, a CWC is the most flexible and efficient method for examining student performance.

Q6. What supporting documentation must be submitted with the Course Work Compilation?

The *Evaluation Plan Approval/Denial Form* and a completed and signed *Course Work Compilation Submission Cover Sheet and Affidavit* must be included in each CWC. Also, each item of evidence should have a completed SEI Tag.

Q7. Can the VSEP Course Work Compilation be reviewed by parents and other school personnel?

Yes. The CWC is available for review and feedback by the student, parents, and other school personnel as needed; however, the CWC must not be changed or altered in anyway. In addition, the CWC must be reviewed in the presence of school personnel according to the method established by the local school division. The CWC should never be sent home for review prior to submission for scoring.

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Q8. Can the VSEP evidence be collected across more than one school year?

Yes. It is acceptable to collect evidence across more than one school year or term in cases where the course covers more than one year or includes standards from multiple grade levels. In these cases, the IEP or 504 team must determine VSEP participation during the year or school term that the student is initially enrolled in the course, and the *Intent to Submit a Substitute Evaluation Form* and the *Evaluation Plan Submission Form* should also be submitted during this year. Evidence may be collected over multiple years or school terms; however, the local school division must ensure that all staff involved have adequate training and guidance on the VSEP and sign affidavits indicating that the work is solely that of the student. Additionally, the school division must ensure that the CWC is kept secured and is appropriately transferred from staff person to staff person until the time of submission.

Q9. How is the VSEP scored?

The testing contractor will select and train scorers to review the submitted CWC. Scorers will consist of individuals who are familiar with the course content area being assessed and the characteristics of the submitting students. Scorers will focus on the content area being assessed and the evidence presented within the CWC. Evidence in the CWC **MUST** demonstrate the required SOL content identified in the test blueprint for the area being assessed and the level of the student's individual achievement.

Q10. What are VSEP appeals and resubmissions?

The purpose of the appeals process is to provide an additional step to ensure that the score assigned to the student's CWC is an accurate representation of the student's achievement. A school division may request that a student's CWC score be appealed if the student received a failing score **AND** there is evidence that the CWC should have received a higher score. Evidence requires that at least two division staff members who are familiar with the VSEP rubric review the CWC and agree that it should have received a higher score.

The purpose of resubmissions is to allow a student who failed a course evaluation submission using the VSEP to resubmit another VSEP CWC. Students are required to resubmit the entire CWC and to include additional evidence for standards where the scores were not successful.