



Frequently Asked
Questions
2016–2017

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 multiple-choice/technology-enhanced item format of the Standards of Learning (SOL) assessments even with accommodations.

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 who need the grade 8 numeracy and/or literacy certification required to earn a Modified Standard Diploma. The Modified Standard Diploma is available only to students who entered the 9th grade for the first time prior to the 2013–2014 school year.

A small number of students with disabilities in grades 3–8 may also be eligible to participate in VSEP for *Grades 3–8 Mathematics and/or Reading*, *Grade 5 Science*, *Grade 8 Science*, *Grade 8 Writing*, and/or *Content Specific History (Virginia Studies and Civics & Economics)*. The *VSEP Special Permission Request* form must be submitted to the Virginia Department of Education for review and approval prior to participation.

Q3. What forms should be submitted to the Virginia Department of Education before evidence is collected for a VSEP?

The following forms must be submitted and approved by the Virginia Department of Education student assessment staff before evidence collection begins: For students in grades 9–12, the *2016–2017 VSEP Intent to Participate* form; for students in grades 9–12 resubmitting a CWC, the *2016–2017 VSEP Resubmission* form; for students in grades 3–8, the *2016–2017 Special Permission Request for Submission of a VSEP Course Work Compilation (CWC) for Students in Grades 3–8* form. Any conditions noted by VDOE must be addressed before evidence collection begins.

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. A list of allowable accommodations as listed in the *Students with Disabilities: Guidelines for Special Test Accommodations* is available on the Virginia Department of Education's Web site at:

www.doe.virginia.gov/testing/participation/index.shtml

Q5. Can the VSEP CWC be reviewed by parents and other school personnel?

Yes. While the CWC is being developed, but prior to scoring, it is available for review and feedback by the student, parents, and other school personnel as needed; however, the collection must not be changed or altered in any way. The Virginia Department of Education recommends that the CWC be reviewed in the presence of an administrator or designee. Additionally, a security agreement or affidavit may be signed in conjunction with the review process. The CWC should never be sent home for review.

After the CWC has been scored, it is regarded as a scholastic record. For more information regarding the Transfer and Management of the Student's Scholastic Record in the Public Schools of Virginia 8VAC 20-150-10, visit this Web site:

leg1.state.va.us/cgi-bin/legp504.exe?000+reg+8VAC20-150

Upon request, the results and the CWC must be accessible to the student's teacher(s), parents, and the participating student. However, in accordance with requirements under the Individuals with Disabilities Education Act (IDEA), if the student is 18, unless his/her parents have retained rights to the student's scholastic records, the student will need to give permission/agree for the parents to view the record.

NOTE: For retention and disposition of VSEP CWC after administration, refer to the *Records Retention and Disposition Schedule General Schedule 21* series 000239 and 000240. General Schedule 21 is available on the Library of Virginia Web site at:

www.lva.virginia.gov/agencies/records/sched_local/GS-21.pdf

Q6. 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 Team or 504 Committee must determine VSEP participation during the year or school term that the student is initially enrolled in the course and the *VSEP Intent to Participate* form is submitted. The *VSEP Evaluation Plan/Worksheet* form should be maintained locally. 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 that they sign affidavits indicating that the work is solely that of the student and was completed in the presence of a teacher or other school personnel and under testing conditions. 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.

Q7. How is the VSEP scored?

The testing contractor, Pearson, will select and train scorers to review the submitted CWC. During training, scorers review Virginia Department of Education-approved Anchor and Practice Sets. All VSEP scorers are required to pass Qualification Sets before they are allowed to score. Scorers will be selected from a pool 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 and depth of knowledge identified in the test blueprint for the area being assessed and the level of the student's individual achievement.

Q8. What are VSEP resubmissions?

A resubmission allows a student, who has passed the course for which a verified credit is offered, but has a failed CWC, to resubmit the CWC with additional evidence for standards that were previously scored as failing (scores of 2, 1, or 0) or SOL assigned a condition code. The revised CWC is then submitted to Pearson for scoring. CWC for students seeking a Modified Standard Diploma may also be resubmitted.

Q9. What is a VSEP request to rescore?

The purpose of the request to rescore 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 rescored 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 and have expertise in the content area must review the CWC and agree that it should have received a higher score.

