



Implementation Forms
2016–2017

Virginia Substitute Evaluation Program

2016–2017 VSEP Evaluation Plan/Worksheet Local Review Form

Directions: The course content and special education teachers should work together to develop the student’s *Evaluation Plan/Worksheet*. *Evaluation Plan/Worksheets* for each course are available on the Virginia Department of Education Web site at: www.doe.virginia.gov/testing/alternative_assessments/vsep_va_substitute_eval_prog/index.shtml. The course content and special education teachers complete Section I and attach it as a cover sheet to the completed *Evaluation Plan/Worksheet* and submit it to the Building Administrator/Designee.

Section I: Student Information

Student Name: _____ Date of Birth: _____

State Testing Identifier (STI): _____

Current Grade of Enrollment: ____ Diploma Program(s): _____ Administration: Fall Spring

Submission Subject/Course: _____

Is this a re-submission? ____ Yes ____ No

Evaluation Plan/Worksheet Prepared By:

Course Content Teacher _____ Date _____

Special Education Teacher _____ Date _____

Section II: Building Administrator/Designee Review

The Building Administrator/Designee is responsible for ensuring the information in Section I of this form is correct and that the appropriate *Evaluation Plan/Worksheet* is attached and sent to the DDOT.

Building Administrator/Designee _____ Date _____

.....
Section III: Panel of Reviewers’ Findings

Directions: The DDOT is responsible for convening a panel of reviewers who should include persons who are familiar with the course content and the VSEP scoring rules.

This *Evaluation Plan/Worksheet* was reviewed to ensure that products and methods listed in the *Evaluation Plan/Worksheet* address the Standards of Learning for the subject/course and adhere to VSEP scoring rules.

Evaluation Plan/Worksheet Status is: **Approved** **Approved with Conditions*** **Denied**

Reviewed by:

Print Name	Signature	Title/Position	Date

***NOTE:** If “Approved with Conditions” is indicated, the *Evaluation Plan/Worksheet* must be corrected and all conditions addressed as indicated on the attachment, *VSEP Evaluation Plan/Worksheet Review Conditions*, before student work is collected for the VSEP CWC. Provide a copy of this review to the course content and special education teachers listed in Section I.

Virginia Substitute Evaluation Program

2016–2017 VSEP Evaluation Plan/Worksheet Review Conditions

During the review of the student's *VSEP Evaluation Plan/Worksheet*, the panel of reviewers noted the conditions listed below which may adversely impact the student's score. These conditions must be corrected on the *VSEP Evaluation Plan/Worksheet* before student work is collected for the VSEP Course Work Compilation.

School Name:	State Testing Identifier (STI):
School:	Submission Subject/Course:
<p>Products and methods provided in the <i>Evaluation Plan/Worksheet</i> do not address the stem and bullets of each Standards of Learning (SOL) as required in the <i>VSEP Implementation Manual</i>. Specific examples of standards in which the products and methods do not address the complete SOL include:</p> <p><i>Please note that student work submitted which does not defend the entire SOL will not receive full credit.</i></p>	
<p>Products and methods provided in the <i>Evaluation Plan/Worksheet</i> suggest that multiple-choice evidence may be produced. Specific examples of SOL in which multiple-choice evidence was noted or suggested include:</p> <p><i>Please note that student work submitted in a multiple-choice format will not receive credit, unless written approval has been received from the Virginia Department of Education for the Grade 8 or EOC Writing test.</i></p>	
<p>The <i>Evaluation Plan/Worksheet</i> suggests student evidence that violates one or more of these scoring rules. Evidence must be: 1) student-generated, 2) clearly demonstrate student performance at or above that required for the level of the SOL being defended, 3) clearly demonstrate the depth of knowledge referenced in the test blueprint. Specific examples are provided below:</p> <p><i>Please note that submitted student work which violates VSEP scoring rules will not receive credit.</i></p>	

Virginia Substitute Evaluation Program

**2016–2017 VSEP Course Work Compilation Submission
Cover Sheet and Affidavit**

Section I: Student Information

Complete one cover sheet for each content area submission.

Student Name: _____ Date of Birth: _____

State Testing Identifier (STI): _____ Grade: _____

School Division Name: _____ School Name: _____

Subject/Course Submission: _____

- Is this a resubmission? Yes No
- Administration: Fall Spring
- Diploma Option: Advanced Studies Diploma
- (check all that apply) Standard Diploma
- Modified Standard Diploma (available only to students who entered the 9th grade for the first time prior to the 2013–2014 school year)

Section II: Affidavit of Student Performance

I, the undersigned, do attest that all work contained in this Course Work Compilation was performed, to the best of my knowledge, by the student using allowed accommodations as stated in his/her current IEP or 504 Plan and in the presence of a teacher or other school personnel. In compiling this evidence with the student and/or on his/her behalf,

I have:

- included only work samples completed under testing conditions in which the student did not have access to hints, clueing, or prompts that would provide answers.
- included only work completed solely by the student in the presence of the content teacher or other school personnel.
- provided the accommodations required by the student as documented in his/her IEP/504 Plan.

I have not:

- fabricated, altered, or modified student work samples, products or data.
- provided inappropriate assistance and have no knowledge of inappropriate assistance provided by others.
- described behaviors that provide a negative image of the student.
- provided any accommodations/assistive devices that are not documented in the student’s IEP/504 Plan and are not a regular part of the student’s daily instruction.

I understand that the Virginia Substitute Evaluation Program is a part of the Virginia Accountability System and inappropriate administration of this assessment is subject to the same consequences and repercussions as violations of test security for the Standards of Learning assessments.*

Further, I attest that the student will not participate in an SOL test for this course/content during this administration of state assessments.

Signatures:

Print Name	Signature	Title/Position	Date

I have reviewed the contents of this Course Work Compilation and I understand that the Virginia Substitute Evaluation Program is a part of the Virginia Accountability System and inappropriate administration of this assessment is subject to the same consequences and repercussions as violations of test security for the Standards of Learning assessments.*

Print Name	Signature	Title/Position	Date
		Building Administrator or Designee	

*Refer to Appendix P for legislation passed by the Virginia General Assembly § 22.1-19.1 and § 22.1-292.1

Virginia Substitute Evaluation Program

2016–2017 VSEP Teacher Checklist for Course Work Compilation

Teacher Name: _____ Student Name: _____

Division Deadline for VSEP CWC: _____

1. Course Work Compilation Submission Form Cover Sheet and Affidavit, VSEP Approval/Denial Form, and Interpreter's Affidavit (if applicable)

<input type="checkbox"/>	Course Work Compilation Submission Form Cover Sheet and Affidavit, Approval/Denial Form, and Interpreter's Affidavit (if applicable)
<input type="checkbox"/>	Each staff person involved in supervising the student during the creation of evidence has signed the affidavit. Building Principal or designee has also reviewed the CWC and signed the affidavit.
<input type="checkbox"/>	I have included a copy of the <i>Intent to Participate Approval/Denial</i> form received from the Virginia Department of Education.
<input type="checkbox"/>	If an Interpreter was used, the signed <i>Interpreter's Affidavit</i> is included in the CWC.

2. Student Evidence Identification (SEI) Tag

<input type="checkbox"/>	SEI Tags have been placed on every piece of evidence to be scored.
<input type="checkbox"/>	Each SEI Tag has been checked to make sure it is identified with the correct SOL and bullet(s), as appropriate.

3. Division Required Forms

<input type="checkbox"/>	I have included all division required forms in the CWC.
--------------------------	---

4. Evidence

<input type="checkbox"/>	Student's skill and proficiency are clearly identified in the evidence.
<input type="checkbox"/>	All student work has been graded (% , letter grade, number correct, etc.) so that correct and incorrect work is clearly identified or a statement of accuracy describing the student's performance has been included.
<input type="checkbox"/>	Evidence to be submitted represents the student's work completed under testing conditions without access to hints, clueing, or prompts that would provide answers.
<input type="checkbox"/>	Evidence to be submitted addresses each SOL <u>stem</u> and <u>bullet</u> , as appropriate, listed in the test blueprint.
<input type="checkbox"/>	Evidence to be submitted addresses the expected depth of knowledge for each SOL <u>stem</u> and <u>bullet</u> , as appropriate.

5. Media (Audio, Video)

<input type="checkbox"/>	I have placed a completed SEI Tag on all the media evidence.
<input type="checkbox"/>	I have placed a Pre-ID student label on all non-paper evidence.
<input type="checkbox"/>	I have checked to ensure that there is a signed media release on file for this student.
Video	
<input type="checkbox"/>	All video clips are short and only focus on the skill the student needs to demonstrate for the SOL.
<input type="checkbox"/>	I have verified with the School Coordinator that all video clips are recorded in the division's required format – (QuickTime, WMV, MJPG, AVI, MPEG4, ASF, DivX, etc.).
<input type="checkbox"/>	All video clips are saved on the division's required outputs (CD-R, CD-RW, DVD-R, DVD-RW, VHS tapes, DV tapes, etc.).
<input type="checkbox"/>	Videos have been checked to make sure they have been recorded correctly and work on multiple sources.
<input type="checkbox"/>	Transcriptions of video evidence have been written and are included in the CWC. I have placed a completed SEI Tag on each transcription.
Audio	
<input type="checkbox"/>	All audio clips are short and only focus on the skill the student needs to demonstrate for the SOL.
<input type="checkbox"/>	I have verified with the School Coordinator that all audio clips are recorded in the division's required format – (cassette tapes, MP3, WAV, etc.).
<input type="checkbox"/>	Transcriptions of audio evidence have been written and are included in the CWC. I have placed a completed SEI Tag on each transcription.

6. Other Recommended Steps

<input type="checkbox"/>	I have shared the students' CWCs with fellow teachers for input.
<input type="checkbox"/>	Division or School Administrator has reviewed the students' CWCs for accuracy and completion.

Virginia Substitute Evaluation Program

2016–2017 VSEP Administrator Checklist for Course Work Compilation

Teacher: _____ Reviewer: _____ Date: _____

Directions: Review each Course Work Compilation (CWC) for the information in the chart below. Place a (+) if the item is satisfactory and a (–) if the item is unsatisfactory, or (NA) if not applicable.

Items to Review:	Name _____ Content Area: _____				
Cover Sheet/Affidavit is signed, dated, and inserted at the front of the CWC.					
VSEP <i>Intent to Participate Approval/Denial</i> form is included.					
If an Interpreter was used, the signed <i>Interpreter's Affidavit</i> is included in the CWC.					
Evidence is provided for each SOL stem and bullet, as appropriate, on the test blueprint.					
Each piece of evidence to be scored has an SEI Tag attached.					
SEI Tags match content areas and reporting categories for all pieces of evidence.					
Each SEI Tag contains an SOL number and bullet(s), as appropriate.					
Each SEI Tag has <i>Demonstrated</i> or <i>Inferred</i> checked, as appropriate.					
All student work submitted has been graded and clearly indicates correct and incorrect work or a statement of accuracy has been included to show the student's level of achievement.					
All non-paper media have Pre-ID student labels.					

2016–2017 VSEP Administrator Checklist for Course Work Compilation

Teacher: _____ Reviewer: _____ Date: _____

Directions: Review each Course Work Compilation (CWC) for the information in the chart below. Place a (+) if the item is satisfactory and a (-) if the item is unsatisfactory, or (NA) if not applicable.

Items to Review:	Name _____ Content Area: _____				
All electronic media have written transcriptions with completed SEI Tags.					
Submitted evidence addresses the SOL stem and bullets and the required depth of knowledge.					
All division required forms have been included: 1. 2. 3.					
List critical issues to be resolved before CWCs are submitted to the DDOT:					

2016–2017 VSEP Completed Course Work Compilation Submission Checklist

Please verify each component of the VSEP CWC before submission for scoring. This verification will ensure that each CWC is ready to be scored and will not be delayed in the scoring process. If documentation forms and materials listed below are incomplete or not provided, the CWC **CANNOT** be scored. However, if time allows, an attempt will be made to return incomplete materials to school divisions for completion and resubmission.

- A *Course Work Compilation Submission Form Cover Sheet and Affidavit*. (Include one Cover Sheet and Affidavit for each content area submission.) **If cover sheet and affidavit are incomplete or not included, the CWC CANNOT be scored.**
- A copy of the *VSEP Intent to Participate* form is included. **If this form is not included, the CWC CANNOT be scored.**
- If an Interpreter was used, the signed *Interpreter's Affidavit* is included in the CWC.
- A CWC that supports the content area Standards of Learning (SOL) for which the student is seeking an end-of-course verified credit for the Standard or Advanced Studies Diploma, or certification for having met the literacy and/or numeracy requirements for the Modified Standard Diploma.
- All SOL addressed in the test blueprint have evidence in the CWC.
- Accommodations are documented in the student's IEP/504 Plan.
- No evidence in multiple-choice format is included, except with written approval from the Virginia Department of Education for the Grade 8 or EOC *Writing* assessment.
- All evidence complies with the VSEP scoring rules.
- Work samples are graded and correct and incorrect answers are clearly identified. Evidence such as audios, videos, and interviews include a statement of accuracy describing the student's achievement on the SOL being defended. **Work samples that are not graded CANNOT be scored.**
- Each piece of evidence includes a completed SEI Tag identifying the SOL stem, the bullet, and whether the evidence is "Demonstrated" or "Inferred."
- The outside spine of the binder and each piece of non-paper media has a Pre-ID student label.

Virginia Substitute Evaluation Program

**2016–2017 Virginia Assessment Program
Interpreter's Affidavit**

Directions: The interpreter should complete a separate form and read and sign an affidavit for each student who received interpretation services. All signed affidavits for the SOL and/or VMAST assessments must be securely maintained in the Office of the Division Director of Testing. **Signed affidavits for the VAAP, VGLA, and VSEP must be included in the student's collection of work.**

Student Receiving Interpretation Services

Student Name	State Testing Identifier	Grade Level
School Name		Division Name

Test(s) Interpreted:

Test Administration (check one only): Fall 2016 Spring 2017 Summer 2017

Test Type (check all that apply): SOL VMAST VAAP VGLA VSEP

Content Area(s) (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> History/Social Science | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Reading | <input type="checkbox"/> Science <input type="checkbox"/> Writing |

Interpreter's Affidavit

My signature below affirms:

I have:

- provided interpretation services for the student on the assessment (noted above) in an appropriate and professional manner according to the *School Division Personnel Test Security Agreement*.
- maintained confidentiality of the student's responses.

I have not:

- provided hints, clueing, prompting or any other type of inappropriate assistance that would give the student answers to assessment items or provide an unfair advantage.
- fabricated, altered, or modified student responses or evidence in any way.

Signed:	Print Name:
Position:	Date:
School:	Division:

