



**#044-21**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #044-21**

**DATE:** February 19, 2021  
**TO:** Division Superintendents  
**FROM:** James F. Lane, Ed.D., Superintendent of Public Instruction  
**SUBJECT:** **Nominations for the 2021 Standards of Learning Item and Test Review Committees**

The Office of Student Assessment is seeking nominations for the 2021 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. As a result of the COVID-19 pandemic, these committee meetings will be held virtually via webinar rather than in-person. The schedule for the virtual meetings is as follows:

- Grade 3 Reading July 20-23, 2021
- Grade 3 Mathematics July 12-14, 2021
- Grade 4 Reading July 27-30, 2021
- Grade 4 Mathematics July 19-21, 2021
- Grade 5 Reading July 19-22, 2021
- Grade 5 Mathematics July 20-22, 2021
- Grade 6 Reading July 26-30, 2021
- Grade 6 Mathematics July 27-30, 2021
- Grade 7 Reading July 19-23, 2021
- Grade 7 Mathematics July 20-23, 2021
- Grade 8 Reading July 26-30, 2021
- Grade 8 Mathematics July 26-29, 2021
- End-of-Course (EOC) Reading July 12-15, 2021

- EOC Algebra I July 14-16, 2021
- EOC Geometry June 29-July 1, 2021
- Grade 5 Science July 14-16, 2021
- Grade 8 Science July 28-30, 2021
- EOC Biology July 12-15, 2021

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 a quiet, private location (e.g., home, office, classroom) to serve as the secure room from which to join the virtual meeting by computer. No individuals other than the committee member shall be in the room while the secure virtual meeting is occurring;
- have access to a computer (laptop or desktop, Win7 or higher or Mac OS 10.7 or higher) with a webcam for video, speakers and microphone or phone for meeting audio, and a high-speed Internet connection;
- 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:

- 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 Tuesday, March 23, 2021. 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](mailto:Student_Assessment@doe.virginia.gov) or by phone at (804) 225-2102.

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