

## Procedure for Approving Tests Nominated as Substitutes for SOL Tests

8 VAC 20-131-110B. Standard and verified units of credit. ... The Board may from time to time approve additional tests for the purpose of awarding verified credit. Such additional tests, which enable students to earn verified units of credit, must, at a minimum, meet the following criteria:

1. The test must be standardized and graded independently of the school or school division in which the test is given;
2. The test must be knowledge-based;
3. The test must be administered on a multistate or international basis; and
4. To be counted in a specific academic area, the test must measure content that incorporates or exceeds the SOL content in the course for which verified credit is given.

The Board will set the score that must be achieved to earn a verified unit of credit on the additional test options.

**Nomination of Tests:** The Department of Education will accept nominations from school divisions of tests to substitute for the SOL tests. Such nominations will be made by the division superintendent to the Superintendent of Public Instruction. A school division may nominate a test for this purpose only after having used the test within the school division for at least one school year.

**Timelines for Approval:** The Department will review and recommend substitute tests on an annual basis. School divisions may submit tests for approval outside the cycle if extenuating circumstances so demand.

February 15	Nominations due to DOE for tests to be used in the following school year
April	Accountability Advisory Committee Review
May	Board of Education Action

**Process for Approval:** The process of approving tests nominated as substitutes shall be as follows:

1. **Review by the Division of Instruction.** The purpose of this review is to determine the degree to which the content basis of the nominated test matches the SOL test for which it is nominated as a substitute. The criteria outlined in the Standards of Accreditation will also be applied. Substitute tests determined to have a moderate or high correlation will continue through the approval process.

2. Review by the Division of Assessment Related to Technical Qualities. The Division of Assessment will review the tests forwarded from the Division of Instruction with regard to the technical aspects of the test's construction. Typical guidelines for test development will be used in this review. Tests deemed to have sufficient technical merit will move forward in the approval process.
3. Establishing Score Points for Proficient and Advanced Proficient. The Division of Assessment and Reporting will convene teacher committees that will be tasked with the responsibility of reviewing the proposed substitute tests and recommending the score points that will be used to establish the Proficient and Advanced Proficient ratings.
4. Recommendations to the Accountability Advisory Committee. A complete package to include the results of the instructional review, results of the technical review and the recommended Proficient and Advanced Proficient score points will be forwarded to the Accountability Advisory Committee for consideration.
5. Recommendations to the Board of Education. The Accountability Advisory Committee will forward its recommendations with accompanying background materials to the Board of Education for approval.
6. Communications to the School Divisions. Upon the action of the Board of Education, the Department of Education will convey, via a Superintendent's Memo, to the local school divisions, the availability of additional substitute tests.

**Test to Be Considered as a Substitute Assessment for Verified Credit  
Nomination Form**

School Division: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Division Superintendent: \_\_\_\_\_

Name of Person Completing the Nomination Form: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Certification:** To the best of my knowledge, information contained in this nomination is accurate and documented.

Superintendent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Name of Nominated Test:** \_\_\_\_\_

**Name of Test Publisher and Contact Information** \_\_\_\_\_

**A. Is this test nominated as an assessment to substitute for a Standards of Learning test(s)?**

- Yes: Standards of Learning test(s) for which nominated test may substitute: \_\_\_\_\_  
 No

**B. Is this test nominated as an assessment to be considered as a student-selected test for verified credit?**

- Yes: Category approved by Board of Education \_\_\_\_\_  
 No

**Criteria for Tests Considered in English, Mathematics, Science, or History and Social Science**

Tests to be considered as a substitute assessment in English, mathematics, science, or history and social science must satisfy *all* of the following criteria as described in *Regulations Establishing Standards for Accrediting Public Schools in Virginia*. (8 VAC 20-131-110.B) Please check each criterion that applies to the nominated test.

- The test must be standardized and graded independently of the school or school division in which the test is given.
- The test must be knowledge-based.
- The test must be administered on a multi-state or international basis.
- To be counted in a specific academic area, the test must measure content that incorporates or exceeds the SOL content in the course for which verified credit is given.

Additionally, the procedure adopted by the Board of Education to approve such nominated tests requires that . . .

- The test has been used within the nominating school division for at least one school year.

**Criteria for Tests Considered as a Student-Selected Test**

Tests to be considered as a student-selected test for verified credit must meet criteria prescribed by the Board of Education in 8 VAC 20-131-110.B. In addition, *A student may utilize additional assessments for earning verified credit in computer science, technology, or other areas as prescribed by the Board in 8 VAC 20-131-110.B.* (8 VAC 20-131-50.B.4, Footnote 5 and C.2, Footnote 5) Please check each criterion that applies to the nominated test.

- The test must be standardized and graded independently of the school or school division in which the test is given.
- The test must be knowledge-based.
- The test must be administered on a multi-state or international basis.

Additionally, the procedure adopted by the Board of Education to approve such nominated tests requires that . . .

- The test has been used within the nominating school division for at least one school year.

**Time Line for Consideration and Approval**

The Department of Education will review substitute assessment nominations on an annual basis using the following timeline. School divisions may submit tests for approval outside the cycle if extenuating circumstances so demand.

- February 15 - Nominations due to the Department of Education to be considered for use as a substitute assessment beginning the following school year
- April - Accountability Advisory Committee (AAC) reviews recommendations made by the Department of Education
- May - Recommendations of AAC made to the Board of Education
- Following Board Action - Information conveyed to school divisions via a superintendent's memorandum

Please send this form with any additional documentation by February 15 to: Dr. Patricia I. Wright, assistant superintendent for instruction, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120; Fax: 804-786-5828