

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF EDUCATION  
P.O. BOX 2120  
RICHMOND, VIRGINIA 23218-2120

TESTING MEMO NO. 1584

January 8, 2024

TO: Division Directors of Testing

FROM: Dr. Sarah Susbury, Director  
Office of Student Assessment

SUBJECT: Virginia Assessment Program Test Monitoring

In 2022-2023, the Virginia Department of Education (VDOE) introduced a state assessment monitoring plan as a part of the peer review process required by the Every Student Succeeds Act (ESSA). Under this requirement each state must submit evidence that it "...adequately monitors the administration of its State assessments to ensure that standardized test administration procedures are implemented with fidelity across districts and schools. Monitoring of test administration should be demonstrated for all assessments in the State system...." In compliance with the federal requirements under ESSA, Virginia implemented monitoring of test administration for the Standards of Learning (SOL), Virginia Alternate Assessment Program (VAAP), ACCESS for ELLs, and WIDA Alternate ACCESS tests. The monitoring plan included test administration observations conducted by school division staff and onsite test administration observations conducted by VDOE staff, using checklists aligned to Virginia Assessment Program policies and procedures.

Beginning with the 2023-2024 school year, the Virginia Assessment Program Test Monitoring Plan will build upon these introductory efforts and continue to require divisions to complete the following monitoring activities during the administration of the spring SOL tests, VAAP tests, ACCESS for ELLs tests, and WIDA Alternate ACCESS tests.

1. Select one elementary school, one middle school, and one high school to be monitored. Multi-division Online Providers (MOPs) and special situation (Quad 8) providers may be selected.
2. Ensure that a minimum of three monitoring sessions occur. Sessions must include at least one student's VAAP test administration, one SOL Spring test administration, and one ACCESS test administration using the checklists provided by the Office of Student Assessment. Blank checklists for each program are attached to this correspondence.
3. Select monitors trained in test administration and test security. As a best practice, monitors should not monitor schools where they have direct involvement with test administration.
4. Ensure that completed monitoring checklists and other related documents are maintained locally according to the Library of Virginia's retention schedule.

5. Submit completed monitoring checklists and supporting documents to the Office of Student Assessment if requested. Checklists should be submitted as soon as the test administration observations are completed if requested.
6. Work closely with VDOE staff to coordinate monitoring visits if contacted.

VDOE staff will notify divisions requested to submit monitoring checklists to the Office of Student Assessment for review. These divisions will be provided with submission instructions and additional information. Staff will also work closely with Division Directors of Testing to coordinate onsite monitoring visits.

Questions regarding this information should be addressed to student assessment staff at [Student\\_Assessment@doe.virginia.gov](mailto:Student_Assessment@doe.virginia.gov) or (804) 225-2102.

SS/tm

Attachments:

- A. English Language Proficiency (ELP) Test Administration Monitoring Checklist (.docx)
- B. Virginia Alternate Assessment Program (VAAP) Test Administration Monitoring Checklist (.docx)
- C. Virginia Standards of Learning (SOL) Test Administration Monitoring Checklist (.docx)