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

<u>TESTING MEMO NO. 1567</u>

February 23, 2023

TO: Division Directors of Testing

FROM: Shelley Loving-Ryder, Assistant Superintendent
                  Department of Student Assessment, Accountability, and ESEA Programs

SUBJECT: Test Monitoring for Spring 2023 Test Administrations

As part of the peer review process that states must participate in as a requirement of the Every Student Succeeds Act, 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…." For Virginia the state assessment system includes the Standards of Learning (SOL) tests, the Virginia Alternate Assessment Program (VAAP) tests, the ACCESS for ELLs test, and the Alternate ACCESS for ELLs test. Accordingly, Virginia's 2022-2023 monitoring plan includes each of these assessment programs and is composed of division responsibilities and activities and Virginia Department of Education (VDOE) responsibilities and activities.

As announced previously, a webinar will be held on **Tuesday, February 28, 2023, from 2:00 p.m. to 3:30 p.m.** Information will be provided regarding the spring 2023 monitoring plan. Registration in advance of the webinar is required using the information below. The session will be recorded and made available on the Division Director of Testing (DDOT) Page application in SSWS for DDOTs.

Webinar Date and Time	Webinar Registration
Tuesday, February 28, 2023 2:00 p.m. – 3:30 p.m.	Select to Register

To prepare for this webinar, DDOTs are invited to review the monitoring responsibilities and activities described in this memo and the three monitoring checklists included as attachments. Questions can be submitted in advance of the webinar to student assessment staff at Student_Assessment@doe.virginia.gov. Student assessment staff will make every attempt to include answers to the questions in the webinar presentation on **Tuesday, February 28, 2023**.

VDOE Monitoring Responsibilities and Activities

Office of Student Assessment will:

1. provide a webinar on the monitoring requirements and post the recording on the DDOT page.
2. provide divisions with monitoring checklists for VAAP, SOL, and ACCESS test administrations that are aligned to test administration policies and procedures.
3. provide information to divisions on retention of completed checklists.
4. request submission of a sample of monitoring checklists and supporting documents completed by selected divisions for internal review.
5. conduct onsite monitoring visits in selected divisions using monitoring checklists.
6. coordinate onsite monitoring visits with the DDOT.
7. submit monitoring plan to the United States Department of Education as a component of Assessment Peer Review.

Division Monitoring Responsibilities and Activities

DDOT or designee will:

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 consisting of at least one student's VAAP test administration, one SOL test administration, and one ACCESS test administration (if the division has not completed its ACCESS testing) using the checklists provided by the Office of Student Assessment.
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.
6. work closely with VDOE staff to coordinate monitoring visits if contacted.

Questions regarding this information should be addressed to student assessment staff at Student_Assessment@doe.virginia.gov or (804) 225-2102.

SLR/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)