

April 3, 2008

**MEMORANDUM**

**TO:** System Testing Directors  
System Curriculum Directors

**FROM:** Jeff Barker, Ph.D.  
Director, Assessment Administration Division

**SUBJECT:** 2008 CRCT Item Review

The Georgia Department of Education (GaDOE) is seeking recommendations for participants in the upcoming CRCT Item Review. The Item Review includes two major tasks:

1. Participants will review items for content, bias, sensitivity, depth of knowledge, and alignment to Georgia Performance Standards. Items may be approved, rejected or edited. Approved items may be field tested during the Spring 2009 CRCT administration.
2. Participants will review the performance data for items field-tested during the Spring 2008 CRCT administration. Items may be approved, rejected or edited. Edited items will be field-tested again. Approved items may be used as operational items in future administrations.

This workshop will be held July 7 – 11, 2008. The actual dates will vary by content area and grade level. Please refer to the chart below.

Content Area	Grade	Dates
English/Language Arts	1- 8	July 7 – 10
Mathematics	1, 2, 3, 4, 6, 7	July 7 – 10
	5 & 8	July 7 – 11
Reading	1, 2, 4, 6, 7	July 7 – 9
	3, 5, & 8	July 7 – 10
Science	3 - 8	July 7 – 10
Social Studies	3, 4, & 5	July 7 – 11
	6, 7, & 8	July 7 – 10

Nominees should be teachers from your system who:

- are experienced in teaching the subject areas listed on the nomination forms,
- represent the ethnic and regional diversity of your system,
- teach diverse and/or exceptional student populations, and
- would benefit from the experience.

Nominations must be submitted no later than **Friday, April 25**. A maximum of 15 participants will be required for each content area. It is imperative that participants selected for these sessions be committed to attending the entire time. Due to the overwhelming response to these events, nomination does not guarantee participation. Only those who receive a final confirmation letter may attend the workshop.

## NOMINATION PROCESS

All nominees should be approved by a school administrator and the system testing director. If selected, nominees will be notified via email. **Please be sure to include two valid e-mail addresses on each nomination form.** Inability to contact nominees will disqualify them from participation.

1. Go to [www.CTB.com/GaCRCT](http://www.CTB.com/GaCRCT) and click on the “CRCT Item Review” link. A PDF file will be posted to view the form before you begin. Complete one online nomination form for each nominee. All nominations must be received through this online system no later than **Friday, April 25, 2008**.
2. An e-mail confirming receipt of the nomination form will be sent to the nominee at the e-mail addresses provided. **This notice only confirms that the nomination was received, and does not guarantee participation in this event.**
3. Nomination information will be submitted by CTB/McGraw-Hill to the Georgia Department of Education. Approved nominees will receive an invitation to the workshop, and will be required to send a response. Nominees not selected to participate will be notified, as well.

**For questions about the nomination process, please contact Stacey McCallon at CTB McGraw-Hill by e-mail at [stacey\\_mccallon@ctb.com](mailto:stacey_mccallon@ctb.com) or by phone at 1-800-538-9547 extension 6191.**

## MEETING DETAILS

### Hotel:

For those whose home and school are both more than 30 miles from the meeting site, hotel accommodations can be arranged for nights preceding review sessions, if requested in advance on the invitation response form.

### Meals:

Breakfast, lunch and refreshments will be provided to all participants during their session. Participants who qualify for hotel accommodations and choose to stay at the hotel are also eligible for a reimbursement of up to \$15 per night for dinner. Itemized receipts are required.

Travel:

- Mileage will be reimbursed at the state rate of \$0.485 per mile.
- Parking will be reimbursed at a maximum of \$14.00 per day.

Honorarium and Substitute Reimbursement:

Participants can request either a daily honorarium or substitute reimbursement, but not both.

- For qualified participants, an honorarium will be paid for each day of participation for teachers whose schools are not in session during the workshop and who will not be paid wages or salary for the days of their participation. The appropriate form will be provided at the event, and this form must be completed and returned to CTB/McGraw-Hill in order to receive the honorarium.
- Systems or schools will be reimbursed for the cost of a substitute teacher during the days of participation for those teachers whose schools are in session, who will be paid their regular salary or wages for the days of participation. A reimbursement form will be provided at the event. This form must be completed and returned to CTB/McGraw-Hill in order to receive this reimbursement.

**For questions about reimbursements or hotel accommodations, please contact Stacey McCallon at CTB McGraw-Hill by e-mail at [stacey\\_mccallon@ctb.com](mailto:stacey_mccallon@ctb.com) or by phone at 1-800-538-9547 extension 6191.**

If you have questions about the CRCT, please contact Shirley Millicans at (404)656-2589 or [shmillic@doe.k12.ga.us](mailto:shmillic@doe.k12.ga.us). Thank you for your contribution to the CRCT program.

cc: System Superintendents  
Kathy Cox, State Superintendent of Schools  
Martha Reichrath, Ph.D., Deputy Superintendent for Standards, Instruction, and Assessment  
Christopher Domaleski, Ph.D., Associate Superintendent for Assessment and Accountability  
GNET Testing Directors  
RESA Directors