

October 16, 2007

**MEMORANDUM**

**TO:** System Test Coordinators

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

**SUBJECT:** Nominations of Teachers for the End-of-Course Tests (EOCT) Item Review

The Georgia Department of Education (GaDOE) is seeking recommendations for highly qualified educators to participate in the upcoming Georgia EOCT Item Review Workshop. This meeting is scheduled for Tuesday - Thursday, December 11 – December 13, 2007. Each day of the workshop will be held from 8:30 a.m. to 4:00 p.m., at the Doubletree Hotel Atlanta NW/Marietta. The sessions will consist of reviewing items that have been written for possible inclusion on future EOCT assessments. This is a vitally important process to ensure the validity and reliability of Georgia's End-Of-Course Tests. We need your best educators.

To ensure that an adequate representation of educators from around Georgia is selected, System Test Coordinators and/or System Curriculum Coordinators should submit the names of qualified teachers in Ninth Grade Literature and Composition, American Literature and Composition, Biology, Physical Science, Algebra I, Geometry, Economics/Business/Free Enterprise, and U.S. History. We are also seeking highly qualified educators in Special Education, and ESOL. You may submit up to 3 nominations per system. Please consider educators from your system who:

- 1) Demonstrate depth of knowledge in their content area
- 2) Demonstrate instructional expertise
- 3) Increase student achievement through the use of proven research-based practices
- 4) Participate in ongoing professional learning including GPS training
- 5) Provide leadership among their colleagues
- 6) Represent the ethnic and regional diversity of your system
- 7) Teach diverse and/or exceptional student populations, including vision and hearing impaired students
- 8) Receive recognition for their contributions to teaching and learning
- 9) Bring a fresh perspective to the EOCT development process

To ensure a balanced, representative committee, not all nominees will be selected. Those nominees not selected for the December meeting could be included in a pool from which the Assessment Administration Division staff may select individuals for participation in future events related to the EOCT.

Please submit nominations no later than November 1, 2007. To nominate teachers, please go to the online registration site [www.cvent.com](http://www.cvent.com). Click on "RSVP to an event" in the top right hand corner and enter the event code: **6MN8TZYA8H8**. Click on the tab, Register. Please RSVP once per person recommended. Participants will be notified by November 5th if they are selected to participate in this event. Once selected, participants will be contacted with hotel registration information. Nominees not selected to participate will also be notified at this time.

Reimbursements for mileage at the rate of \$.485 per mile, accommodations, and per diem expenses will be provided for qualifying participants. Breakfast and lunch will be provided to participants. The dinner reimbursement cost is capped at \$15.00.

Thank you for your help with this important part of the EOCT program.

If you have any questions regarding nominations or the meetings, please contact Dr. Paula Rufus at [prufus@doe.k12.ga.us](mailto:prufus@doe.k12.ga.us) or (404) 656-5975.

If you have questions regarding the use of the registration site, CVENT, please contact Robin Jindrich-Cecil at [robin.jindrich-cecil@pearson.com](mailto:robin.jindrich-cecil@pearson.com) or (800) 627-7990 ext. 6973.

cc: Curriculum Directors  
GNETS Directors  
Special Education Directors  
ESOL Coordinators  
Dr. Cynthia Ashby, Atlanta Area School for the Deaf  
Dr. Dorothy Arensman, Georgia Academy for the Blind  
Dr. Lee Shiver, Georgia School for the Deaf  
Ms. Kathy Cox, State Superintendent of Schools  
Dr. Martha Reichrath, Deputy Superintendent for Standards, Instruction and Assessment