

**MEMORANDUM**

**TO:** System Test Coordinators  
System Curriculum Coordinators

**FROM:** John Wight  
Director of Assessment Administration

**SUBJECT:** End-of-Course Tests (EOCT) Nominations of Educators for Content Review

**DATE:** August 17, 2009

The Georgia Department of Education (GaDOE) is seeking recommendations for highly qualified educators to participate in the upcoming Georgia End-of-Course Tests (EOCT) Content Review Workshop. This meeting is scheduled for **October 20 - 22, 2009**. The sessions will be held from 8:30 a.m. to 4:00 p.m., at a hotel in the Atlanta area. The sessions will consist of reviewing content from items that have been field tested 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, Economics/Business/Free Enterprise, US History, Mathematics I and Mathematics II. 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

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To ensure a balanced, representative committee, not all nominees will be selected. Those nominees not selected for the October meeting could be included in a pool from which the Assessment Division staff may select individuals for participation in future events related to the EOCT. Systems are encouraged to nominate first time participants. All nominees should be approved by a school administrator and the system testing director.

Please submit nominations between August 20 - 28, 2009. To nominate teachers, go to the on-line registration site, Metron, by following this link:

[EOCT Content Review Nominations](#)

Please click on Instructions to begin. Participants will be notified on September 2, 2009, 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 substitute teachers (where appropriate), mileage at the rate of \$.55 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 M. 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, Metron, please contact Robin Jindrich-Cecil at [robin.jindrich-cecil@pearson.com](mailto:robin.jindrich-cecil@pearson.com) or (800) 627-7990 ext 216973.

cc: System Superintendents  
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