

August 18, 2008

MEMORANDUM

TO: System Test Coordinators
System Curriculum Coordinators

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

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

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 event. This meeting is scheduled for Tuesday - Thursday, October 21-23, 2008. Each day of the workshop will be held from 8:30 a.m. to 4:00 p.m., at The Westin Atlanta Perimeter North. The sessions will consist of reviewing newly written items that will be 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, Mathematics I: Algebra/Geometry/Statistics, Mathematics II: Geometry/Algebra II/Statistics, 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 October 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. Systems are encouraged to nominate first time participants. Participants will be expected to participate in all 3 days of the event. All nominees should be approved by a school administrator and the system testing coordinator before registering for the workshop.

Please submit nominations no later than September 5, 2008. To nominate teachers, go to the on-line registration site www.cvent.com. Click on “RSVP to an event” in the top right hand corner and enter the event code: 6FNNVGTSKC8. Please RSVP once per person recommended. Registration does not indicate acceptance as a participant. Participants will be notified by September 10th 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 \$.585 per mile, accommodations, and substitute pay 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 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 or (800) 627-7990 ext 6973.

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