

October 18, 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) Standards Setting

The Georgia Department of Education (GaDOE) is seeking recommendations for judges in the upcoming Georgia EOCT Standards Setting event. This meeting is scheduled for **December 17 – 18, 2007**, 8:30 a.m. to 4:00 p.m., at the Doubletree Hotel Atlanta NW/Marietta. This is a vitally important process to ensure the validity and reliability of Georgia's End-Of-Course Tests.

The sessions will be conducted to determine performance standards in two content areas that have transitioned to the Georgia Performance Standards (GPS): Economics/Business/Free Enterprise and US History. We are soliciting nominations from school districts for teachers (including special education and ESOL teachers) to participate as judges in these sessions. A minimum of 15 to 20 judges will be required for each content area. It is imperative that participants selected for these sessions be committed to attending for the duration of the process.

To ensure that an adequate representation of educators from around Georgia is selected, System Test Coordinators and/or System Curriculum Directors should submit the names of qualified teachers in Economics/Business/Free Enterprise and/or US History.

In an effort to recruit a balanced, representative committee, not all nominees will be selected. Those nominees not selected for the standards setting event 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, go to the on-line 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: **74NS3NECTMY**. Click on the tab, Register. Please RSVP once per person recommended. Participants will be notified by November 5<sup>th</sup> 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.

Substitute reimbursements as well as 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 standards setting meeting, 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