

February 8, 2011

**MEMORANDUM**

**TO:** Assessment Directors  
Curriculum Directors  
Special Education Directors

**FROM:** Melissa Fincher  
Associate Superintendent of Assessment and Accountability

Melodee Davis, Ph.D.  
Director, Assessment Research and Development

**SUBJECT:** Nominations of Teachers for the 2011 Georgia Criterion-Referenced Competency Tests-Modified (CRCT-M) Standard Setting

The Georgia Department of Education (GaDOE) is seeking recommendations for judges in the upcoming CRCT-M Standard Setting. This event will be held March 23 – April 1, 2011, at a hotel in the Atlanta area. Each content area will have its own session, which will continue for two and a half days. Please refer to the chart below for the dates and times of each session.

<b>Content Groups</b>	<b>Dates and Times</b>
Math Grades 3-8	March 23 and 24 from 8:30 AM to 5:00 PM March 25 from 8:30 AM to 12:00 NOON
ELA Grades 3-8	March 28 and 29 from 8:30 AM to 5:00 PM March 30 from 8:30 AM to 12:00 NOON
Reading Grades 3-8	March 30 from 12:00 NOON to 5:00 PM March 31 and April 1 from 8:30 AM to 5:00 PM

These meetings will be conducted to determine performance standards for the CRCT-M in Reading, English/Language Arts, and Mathematics in grades 3-8. Participants will be required to attend the full two and a half days of the event. This is a vitally important process to ensure the validity and reliability of the CRCT-M program. We need your best educators.

To ensure that an adequate representation of educators from Georgia is selected, Assessment Directors, Special Education Directors, and/or Curriculum Directors should submit the names of qualified teachers in Reading, English/Language Arts, and Mathematics in grades 3-8. We are seeking highly qualified educators with experience teaching students with disabilities, including regular classroom teachers, special education teachers who instruct grade level content in an inclusion model, and special education teachers who instruct grade-level content in a self-contained environment. We are not setting any limit on the number of nominees from a single district, but we encourage districts to try to parse their nominees across the 18 subject/grade combinations.

Please consider educators from your system who:

- 1) Demonstrate depth of knowledge in their content area;
- 2) Demonstrate instructional expertise with the targeted population;
- 3) Participate in ongoing professional learning including GPS training;

- 4) Provide leadership among their colleagues;
- 5) Represent the ethnic and regional diversity of your system;
- 6) Receive recognition for their contributions to teaching and learning; and
- 7) Bring a fresh perspective to the CRCT-M development process.

Nominations must be submitted no later than February 23, 2011. A maximum of 20 judges will be required for each content area and grade band. Again, it is imperative that participants selected for these sessions are committed to attending the entire two-and-a-half-day meeting.

To ensure a balanced, representative committee, not all nominees will be selected. Those nominees not selected for the meeting will be included in a pool from which the Assessment staff may select individuals for participation in other future events related to the CRCT-M. All nominees should be approved by a school administrator and the Assessment Director before registering for the workshop.

### **Nomination Process**

1. Go to <http://www.jotform.com/form/10312701613?> and fill out one online nomination form for each nominee. All nominations must be received through this online system no later than **February 23, 2011**.

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. Participants will be notified by March 7th if they are selected to participate in this event. Once selected, participants will be contacted and must confirm that they can attend the full event. Nominees not selected to participate will also be notified once the participant list is finalized. Until such time they are alternates for participation. Only those who receive a final confirmation letter may attend the workshop.**

Selected teachers will be notified via email. **Please be sure to include two valid e-mail addresses on each nomination form.** Inability to contact nominees may prevent them from participation.

Reimbursements for substitute teachers (when appropriate), mileage at the rate of \$0.51 per mile, accommodations, and per diem expenses will be provided for qualifying participants. Breakfast and lunch will be provided to participants. For those who live more than 50 miles from the meeting site, hotel accommodations can be arranged. For those requiring overnight accommodations, the dinner reimbursement cost is capped at \$20.00.

For questions about the nomination process, reimbursements or hotel accommodations, please contact Amber Jarrard at Georgia Center for Assessment by e-mail at [ajrod@uga.edu](mailto:ajrod@uga.edu) or by phone at 1-888-392-8977.

If you have any questions or need additional information related to the standard setting event, please contact Hayley Rowland at (404) 657-0311 or [harowland@doe.k12.ga.us](mailto:harowland@doe.k12.ga.us).

Thank you for your help with this important part of the CRCT-M program.

cc: System Superintendents  
Dr. John D. Barge, State School Superintendent  
Martha Reichrath, Ph.D., Deputy Superintendent for Curriculum, Instruction, and Assessment  
GNETS Testing Coordinators  
RESA Directors