



Dr. John D. Barge, State School Superintendent

**November 7, 2013****MEMORANDUM**

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

**FROM:** Melodee Davis, Ph.D.  
Director, Assessment Research and Development

**SUBJECT:** Nomination of Educators for Benchmark Assessment Pilot Data Review

The Georgia Department of Education (GaDOE) is seeking recommendations for highly qualified educators to participate in the upcoming Benchmark Assessment Pilot Data Review Workshop. This meeting is scheduled for **January 14 – January 16, 2014**. The sessions will be held from **8:00 a.m. to 4:30 p.m.**, at a hotel in the Atlanta area.

Participants will review performance data for items field-tested during the Fall 2013 Benchmark Assessment Pilot. The benchmark assessment items include both multiple-choice items with distractor strategies and open-ended items with scoring rubrics and student exemplars. Participants will also review these items for content, bias, sensitivity, depth of knowledge, and alignment to the state mandated content standards. Items may be approved, edited, or rejected. Approved items will either be selected for placement on a benchmark assessment or included in an item bank to be made available for district use.

Teachers will be grouped by subject and grade level. We are looking for qualified teachers in the following areas:

Content Area	Grade/Course	Dates
<b>ELA</b>	Grade 1 Grade 2 Grade 3 Grade 6 Grade 7 Grade 8 Grade 10	January 14 - 16, 2014
<b>Mathematics</b>	Grade 1 Grade 2 Grade 3 Coordinate Algebra	January 14 - 16, 2014
<b>Social Studies</b>	U.S. History	January 14 - 16, 2014

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 the subjects/grade levels listed above. We are also seeking highly qualified educators in ESOL and special education. **You may submit up to 7 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 CCGPS 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 instructional formative assessment practices.

To ensure a balanced, representative committee, not all nominees will be selected. Systems are encouraged to nominate first time participants. All nominees should be approved by a school administrator and the system testing director.

Participants are assigned to groups based on the information submitted in the nomination form including teaching position and experience, reported demographics, and review group preferences.

**Please submit nominations no later than November 22, 2013.** It is imperative that participants selected for these sessions be committed to attending the entire time. Due to the overwhelming response to these events, **nomination does not guarantee participation.** Only those who receive a final confirmation letter may attend the workshop.

Participants will be notified the week of **December 9, 2013** 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 once the participant list is finalized. Until such time they are alternates for participation.

## NOMINATION PROCESS

1. To nominate educators, go to the online registration site CVENT by following the link below:

[Benchmark Assessment Data Review Nominations](#)

Fill out one online nomination form for each nominee. **All nominations must be received through this online system no later than Friday, November 22, 2013.**

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2. Nomination information will be submitted by Pearson to the Georgia Department of Education. Approved nominees will receive an invitation to the data review, and will be required to send a response. Only those who receive a final confirmation letter may attend the data review. Nominees not selected to participate will be notified, as well.

For questions about the nomination process, reimbursements, or hotel accommodations, please contact Nancy Milder at Pearson by e-mail at [nancy.milder@pearson.com](mailto:nancy.milder@pearson.com) or by phone at 1-888-705-9414 extension 216476.

If you have any questions regarding nominations or the meetings, please contact Dr. Jan Reyes at [jreyes@doe.k12.ga.us](mailto:jreyes@doe.k12.ga.us) or (404) 463-6665.

Thank you for your help with this important step in the development of these benchmark assessment items.

cc: System Superintendents  
Dr. John D. Barge, State School Superintendent  
Dr. Mike Buck, Chief Academic Officer  
Martha Reichrath, Ph.D., Deputy Superintendent for Curriculum, Instruction, and Assessment  
Melissa Fincher, Ph.D., Associate Superintendent for Assessment and Accountability

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