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Dr. John D. Barge, State School Superintendent

August 6, 2013

**MEMORANDUM**

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

**FROM:** Tony Eitel  
Director for Assessment Administration

**SUBJECT:** CRCT-M Nomination of Educators for Item and Data Review

The Georgia Department of Education (GaDOE) is seeking recommendations for highly qualified educators to participate in the upcoming Georgia Criterion-Referenced Competency Tests-Modified (CRCT-M) Item and Data Review Workshop. This meeting is scheduled for **October 1 – 2, 2013**. The sessions will be held from **8:30 am to 5:00 pm**, at a hotel in the Atlanta area. This event includes two major tasks:

1. Participants will review items for content, bias, sensitivity, depth of knowledge, and alignment to state-mandated content standards for Mathematics, Reading and English/Language Arts (ELA). Items may be approved, rejected or edited. Approved items may be field tested during the Spring 2014 CRCT-M administration.
2. Participants will review the performance data for items field-tested during the Spring 2013 CRCT-M administration. Items may be approved, rejected or edited. Edited items will be field-tested again during a future administration. Approved items may be used as operational items in future administrations.

To ensure that an adequate representation of educators from around Georgia is selected, we are seeking nominations from System Test Coordinators and/or System Curriculum Coordinators in the areas of ELA, Reading, and Mathematics. We are also seeking highly qualified educators in special education. **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 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; and
- 9) bring a thoughtful perspective to the CRCT-M development process.

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*"Making Education Work for All Georgians"*

To ensure a balanced, representative committee, not all nominees will be selected. Systems are encouraged to nominate first-time participants. All nominees **must** 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 by August 21, 2013.** It is **required** 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 August 26, 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, those not selected are alternates for participation.

#### **NOMINATION PROCESS**

1. Click on [CRCT-M Nomination Form](#). Fill out one online nomination form for each nominee. All nominations must be received through this online system **no later than Wednesday, August 21, 2013.**
2. An e-mail confirming receipt of the nomination form will be sent to the nominee at the school e-mail address. This notice only confirms that the nomination was received, and does not guarantee participation in this event.
3. Approved nominees will receive an invitation to the workshop, and will be required to send a response confirming their plans to attend. Only those who receive a final confirmation letter may attend the workshop. Nominees not selected to participate will also be notified of their status and their names placed in a pool from which participants for future events may be selected.

Reimbursements for substitute teachers (where appropriate), mileage at the rate stipulated by state travel regulations, accommodations, and per diem expenses will be provided for qualifying participants. Breakfast and lunch will be provided to participants. Dinner reimbursement will be provided in keeping with state travel regulations.

If you have any questions regarding nominations or the meetings, please contact August Ogletree, Ph.D. at the Georgia Department of Education at [aogletree@doe.k12.ga.us](mailto:aogletree@doe.k12.ga.us) or (404) 463-6675. If you have questions regarding the use of the registration site, reimbursements, or hotel accommodations please contact Stephanie Lai at Georgia Center for Assessment at [slai823@uga.edu](mailto:slai823@uga.edu) or (706) 542-6606.

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

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