

January 10, 2022

MEMORANDUM

To: System Test Coordinators
System Curriculum Coordinators
System Special Education Directors

From: Jan Blose, Ed.D., Director of Assessment Development

Subject: Georgia Milestones Nomination of Educators for Test Development Activities

The Georgia Department of Education (GaDOE) is seeking nominations for highly-qualified educators to participate in several upcoming **Georgia Milestones** test development meetings. These meetings will be held for the End of Grade (EOG) and End of Course (EOC) measures for all four content areas: English language arts (ELA), mathematics, science, and social studies. There will be several meetings throughout the year and GaDOE is seeking to create a pool of potential participants.

At this time, the meetings listed below are anticipated. Date ranges for each meeting are provided; however, actual dates will vary based on grade level and content area/course. **All meetings will be conducted in person in the Atlanta area.**

- **Rangefinding – ELA only: June 6-9, 2022**
 - Participants will review sets of student responses from recently field tested extended constructed-response items (narrative writing prompt), assess rubric effectiveness, and recommend anchor papers to be used in handscoring.
- **Item & Data Review – All Content Areas: July 11-15, 2022**
 - Item Review participants will review newly developed test items to be field tested for content, bias, sensitivity, depth of knowledge, and alignment to Georgia's state-adopted content standards. Once Item Review is complete, these committees will continue to participate in Data Review. During Data Review, select items that have been previously field tested are reviewed and a decision is made regarding acceptance for continued use. Items selected for this review have met specific statistical criteria for performance, thus requiring further review.
- **Braille Item Review – All Content Areas: November 2022, December 2022, February 2023**
 - Participants will review test items to ensure appropriateness for inclusion on braille versions of test forms. Specific dates will be determined at a later time.
- **Video Sign Language (VSL) Review – All Content Areas: December 2022 and February 2023**
 - Participants will review videos to ensure test items are presented correctly for students who require American Sign Language as an accommodation. Specific dates will be determined at a later time.



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System Test Coordinators, System Curriculum Coordinators, and/or System Special Education Directors should collaborate and submit the names of highly-qualified educators in the identified content areas/courses. Districts may submit up to 28 nominations.

Nominees are requested for possible participation on test development committees for the following End-of-Grade (EOG) and End-of-Course (EOC) Assessments:

Content Area	EOG Assessment	EOC Assessment
English language arts	Grades 3 - 8	American Literature and Composition
Mathematics	Grades 3 - 8	Algebra I/Coordinate Algebra
Science	Grade 5, Grade 8, High School Physical Science*	Biology
Social Studies	Grade 8	United States History

*May nominate either Grade 8 or high school teachers.

To ensure that an adequate representation of educators from across Georgia is selected, we ask that you submit nominees across a range of grade levels and content areas/courses, and include educators who:

- represent the gender, ethnic, and regional diversity of your system; and
- teach diverse and/or exceptional student populations (e.g., students with disabilities, English learners, students with vision impairments, students with hearing impairments, gifted learners).

In addition, please consider educators from your system who:

- demonstrate depth of knowledge in their content area;
- demonstrate instructional expertise;
- increase student achievement through the use of proven, research-based practices;
- participate in ongoing professional learning;
- provide leadership among their colleagues;
- receive recognition for their contributions to teaching and learning; and/or
- bring a fresh perspective to the Georgia Milestones Assessment System development process.

In preparation for each meeting, the GaDOE will select participants to ensure a representative sample across the state based on grade level and content area or course. To help ensure a balanced, representative committee, districts are encouraged to nominate both first-time participants as well as educators who have participated in the past. Please note that **not all nominees will be selected**.

Nomination Process

1. Establish a nominee pool; the nominee's direct supervisor(s) should approve participation.
2. Collect information needed to complete a nomination survey. An optional template is provided on page 4 of this memo.
3. Provide each nominee a copy of the Frequently Asked Questions (FAQs) included on page 5 of this memo.
4. Fill out one online nomination form for each nominee **no later than January 28, 2022**, using the following link:

<https://cvent.me/VyG5BQ>

Please Note: Only System Test Coordinators, System Curriculum Coordinators, and/or System Special Education Directors may submit nominees using the survey link provided. We respectfully request that you work collaboratively to submit up to 28 nominations per district.

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A few days after the nomination window has closed, all nominees will receive an email request to submit an application for participation. At this time, nominees will provide more information regarding teaching experience and availability to participate in the upcoming meetings. **Please note** this email will be sent from the Data Recognition Corporation (DRC) meeting planning platform (CVENT). Nominees may need to check their Clutter, Junk, and/or Spam folders, as these emails will occasionally be received in those folders.

Specific meeting details will be provided when the event invitation is sent. Invited educators must confirm acceptance of the invitation and will be provided instructions to do so.

Certain expenses are covered for meeting participants:

- Mileage will be reimbursed at the rate stipulated in current state travel regulations (<https://sao.georgia.gov/travel/state-travel-policy>).
- Breakfast and lunch are provided as part of the meeting.
- If a participant meets the criteria provided in state travel regulations for hotel accommodations, lodging will be covered as well.
 - If eligible for lodging, dinner reimbursement will be for the amount stipulated in current state travel regulations.
- An honorarium is offered for educators not under contract on the dates of the meeting (e.g., summer break, fall break).
- If applicable, substitute reimbursements to the local school/system will be made for the actual cost of providing the classroom substitute. Unfortunately, we are unable to reimburse expenses for any additional fees incurred by the system (such as to a vendor) to procure substitutes.

For questions about the nomination process, please contact DRC by email at GeorgiaMilestonesMeetings@DataRecognitionCorp.com or by phone at 763-268-2143.

Should you have questions about the Georgia Milestones Assessment System, please feel free to contact me at jblose@doe.k12.ga.us.

Thank you for your help with this important aspect of the Georgia Milestones Assessment System.

cc: System Superintendents
Richard Woods, State School Superintendent
Matt Jones, Chief of Staff
Allison Timberlake, Ph.D., Deputy Superintendent for Assessment and Accountability
Sandy Greene, Ed.D., Director of Assessment Administration
Adrienne Simmons, Ed.D., Test Development Program Manager

**2022 Georgia Milestones Test Development Activities
Nominee Information**

- This form is for local school district use only. It is intended to help the person nominating gather all the relevant information about the nominee that the Department needs.
- **Do not forward this form to the GaDOE or DRC.**
- All information must be provided through the survey link that appears in the memo.
- System Test Coordinator, System Curriculum Coordinator, System Special Education Director, or designee will use the information on this form to complete nomination survey.

Nominee's First Name:	
Nominee's Last Name:	
Nominee's School Email Address:	
Nominee's Certificate Number (PSC Account Number)*	
School Administrator's First Name:	
School Administrator's Last Name:	
School Administrator's Email Address:	

*To be used only as a unique identifier for each nominee

Content area nominee currently teaches (select all that apply)
<input type="checkbox"/> English Language Arts <input type="checkbox"/> Mathematics <input type="checkbox"/> Science <input type="checkbox"/> Social Studies

Grade level or course nominee currently teaches (select all that apply)	
<input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 6 <input type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 8 <input type="checkbox"/> Physical Science	<input type="checkbox"/> American Literature and Composition <input type="checkbox"/> Algebra I or Coordinate Algebra <input type="checkbox"/> Biology <input type="checkbox"/> United States History <input type="checkbox"/> Not Currently Teaching (please specify grade level & role)



2022 Georgia Milestones Workshops Frequently Asked Questions (FAQs)

How was I nominated?

Each year, usually in early January, a call for nominations is emailed to System Test Coordinators, System Curriculum Coordinators, and System Special Education Directors for all public K-12 school districts and state charter schools. Districts are encouraged to nominate educators to participate in these assessment development meetings. It is requested that each district ensure their nominees are aware that they have been nominated.

Now that I have been nominated, what are the next steps?

In early February, an email is sent to all nominated educators requesting they complete a survey to indicate their interest and availability to participate in these meetings. Nominated educators are encouraged to check their Clutter, Junk, and/or Spam email folders as these emails occasionally are received in these folders. We also ask that educators tentatively hold dates for which they have indicated availability.

When will I know if I've been selected to participate?

- Initial invitations for Rangefinding will be sent mid-March.
- Initial invitations for Item & Data Review will be sent mid-April.
*Please note that all nominees are considered alternates until the date of the meeting and may receive an invitation at a later time. If for any reason an invited educator declines the invitation or cancels, another educator will be invited to fill that spot. This cycle could continue up until the first day of the committee meeting. Once the invitation for a meeting has been sent, educators have two weeks to either accept or decline the meeting.

How are participants selected to serve on test development committees?

A representative group of educators from across the state will be identified. Some factors that are considered to ensure a balanced representation include region, gender, race/ethnicity, years of experience, and experience with special populations.

If I am selected to participate, will my travel expenses be reimbursed?

Certain expenses are covered per State of Georgia travel regulations (<https://sao.georgia.gov/travel/state-travel-policy>)

- Participants who live 50 miles or more from the meeting location are eligible for overnight accommodations. Your guestroom, basic wi-fi, and tax will be billed directly to Data Recognition Corporation (DRC). When you check into the hotel, you will be asked to present a credit card for any incidentals you incur during your stay.
 - Participants who qualify for lodging are also eligible for reimbursement of up to \$20.00 per night for dinner. Itemized receipts are required.
- Parking at the meeting location will be paid by DRC for all participants.
- Participants will be reimbursed for mileage at the rate stipulated in state travel regulations (currently \$0.585/mile).
- Breakfast, lunch, and refreshment snacks will be provided each day during the meetings.
- An honorarium of \$125 per day will be paid for each day of participation for teachers whose schools are not in session during the workshop and those who will not receive wages or salary for the days of their participation.
- Districts/schools will be reimbursed for the cost of a substitute teacher, if applicable.

