

January 10, 2020

MEMORANDUM

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

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

SUBJECT: Georgia Alternate Assessment (GAA) 2.0 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 Alternate Assessment 2.0 (GAA 2.0)** meetings that are critical to the continued development of the restructured assessment. There will be several meetings throughout the spring and summer and GaDOE is seeking to create a pool of potential participants.

At this time, the meetings described below are anticipated. Actual dates may vary based on grade level and content area.

- **Data Review/Content & Bias Review: June 22-23, 2020**
 - During Data Review, participants will review select tasks that were field tested on the Spring 2020 assessment. Tasks are selected for review based on specific statistical criteria for performance and require further review to determine acceptance for continued use. Once Data Review is complete, committees will review newly developed tasks to be field tested on the Spring 2021 assessment. These tasks are reviewed for content, depth of knowledge, bias, and sensitivity.
- **Blueprint and Extended Content Standards Review: July 20-24, 2020**
 - For mathematics only, educators will review the test blueprints and Extended Content Standards for alignment to the newly adopted mathematics standards.

System Test Coordinators, System Curriculum Coordinators, and System Special Education Directors are asked to collaborate and submit the names of highly-qualified teachers in the identified grade levels and content areas. Districts may submit up to **fourteen (14) nominations**. Districts are encouraged to nominate first-time as well as veteran participants. Please note that **not all nominees will be selected**.

To ensure that an adequate representation of educators from around the state is selected, we ask that you submit nominees across a range of grade levels and content areas, as shown in the table on page 2. **Please note that we are seeking Special Education and General Education nominees. General Education participants serve as content area experts and need not hold any certifications in Special Education.**



Content Area	Grade Levels/ Courses	# of Special Education Nominees Requested	# of General Education Nominees Requested	Total Nominees Requested
English Language Arts	3, 4	3	1	4
	5, 6			
	7, 8, High School			
Mathematics	3, 4	3	1	4
	5, 6			
	7, 8, High School			
Science	5, 8, High School	2	1	3
Social Studies	5, 8, High School	2	1	3
Total		10	4	14

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. 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**.

Please submit nominations, using the link provided below, during the period of Friday, January 10 – Friday, January 31, 2020. Nomination does not guarantee invitation to an event. Only those who receive an official email invitation for an event may attend.

Please consider educators from your district 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;
- represent the gender, ethnic, and regional diversity of your system;
- teach diverse and/or exceptional student populations, including vision/hearing impaired students;
- receive recognition for their contributions to teaching and learning; and/or
- bring a fresh perspective to the GAA 2.0 development process.

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. **NEW: 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 31, 2020** using the following link:

<https://www.cvent.com/d/vhqgt5>

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 14 nominations per district.

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 Questar 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. 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. Mileage will be reimbursed at the rate stipulated in current state travel regulations. If a participant meets the criteria provided in state travel regulations for hotel accommodations, lodging will be covered as well. Breakfast and lunch are provided as part of the meeting. For those who are eligible, dinner reimbursement will be for the amount stipulated in current state travel regulations. During the summer months, an honorarium is offered for educators not under contract.

For questions about the nomination process, please contact Questar by email at lamoako@questarai.com or by phone at 866-997-0698.

Should you have questions about the Georgia Alternate Assessment, please contact Dr. Mary Nesbit-McBride, Assessment Specialist (mnesbit@doe.k12.ga.us; 404-232-1207) at the GaDOE.

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

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

Mary Nesbit-McBride, Ph.D., Assessment Specialist

2020 Georgia Alternate Assessment (GAA) 2.0 Workshop 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 Questar.**
- **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 the *2020 Georgia Alternate Assessment 2.0 Nominee Survey*.

Nominee's First Name	
Nominee's Last Name	
Nominee's School Email Address	
School Administrator's First Name	
School Administrator's Last Name	
School Administrator's Email Address	

Does this nominee teach Special Education or General Education?	
<input type="checkbox"/>	Special Education
<input type="checkbox"/>	General Education

Grade level nominee currently teaches (only select one)	
<input type="checkbox"/>	Grades 3-5
<input type="checkbox"/>	Grades 6-8
<input type="checkbox"/>	High School
<input type="checkbox"/>	Not Currently Teaching (please specify grade level & role)

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



2020 Georgia Alternate Assessment (GAA) 2.0 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 up to 14 educators to participate in GAA 2.0 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 the meetings. Nominated educators are encouraged to check their Clutter, Junk, and/or Spam email folders as these emails occasionally are received in those 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 Data Review/Content & Bias Review will be sent mid-March.
- Initial invitations for the Mathematics Blueprint & Item 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 participate in committee meetings?

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 different student populations.

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

Certain expenses are covered.

- Per state of Georgia travel regulations, 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 Questar Assessment Inc. (QAI). 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 \$28.00 per night for dinner. Itemized receipts are required.
- Parking at the meeting location will be paid by QAI for all participants.
- Participants will be reimbursed for mileage at the rate stipulated in state travel regulations (currently \$0.58/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.

