



Dr. John D. Barge, State School Superintendent

March 19, 2013

MEMORANDUM

TO: System Test Coordinators
System Curriculum Coordinators

FROM: Tony Eitel
Director, Assessment Administration

SUBJECT: 2013 CRCT 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 (CRCT) Item and Data Review Workshop. This meeting is scheduled for **July 22–25, 2013**. The sessions will be held from **8:30 am to 4:30 pm**, at a hotel in the Atlanta area. The Item Review includes two major tasks:

1. Participants will review items for content, bias, sensitivity, depth of knowledge, and alignment to the Common Core Georgia Performance Standards (CCGPS) for Mathematics, Reading and English/Language Arts, and the Georgia Performance Standards (GPS) for Science and Social Studies. Items may be approved, rejected or edited. Approved items may be field tested during the Spring 2014 CRCT administration.
2. Participants will review the performance data for items field-tested during the Spring 2013 CRCT administration. Items may be approved, rejected or edited. Edited items will be field-tested again. Approved items may be used as operational items in future administrations.

The actual dates will vary by content area and grade level. Please refer to the chart below.

Content Area	Grade	Dates
Reading/ELA	3 – 8	July 22 – 25
Mathematics	3, 4, 6, 7	July 22 – 24
	5 & 8	July 22 – 25
Science	3 – 8	July 22 – 24
Social Studies	3 – 8	July 22 – 24

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 ELA, Reading, Mathematics, Science, and Social Studies. We are also seeking highly qualified educators in special education. **You may submit up to 3 nominations per system.**

“Making Education Work for All Georgians”

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 or GPS 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 fresh perspective to the CRCT development process.

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 coordinator.

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 March 19–April 26, 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 May 13, 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. Establish a nominee pool; the nominee's direct supervisor should approve participation.
2. Collect information needed to complete a nomination survey. A PDF file is posted at the link below that is a sample of the survey and it itemizes the information about the nominees needed to complete the survey.
3. The last page of this memorandum is a template that can be emailed between the school system and nominees to collect information needed for the survey
4. After collecting the necessary information, go to www.CTB.com/GaCRCT and click on the "CRCT Item Review" link. Fill out one online nomination form for each nominee. **All nominations must be received through this online system no later than Friday, April 26, 2013.**
5. Nomination information will be submitted by the CRCT vendor CTB/McGraw-Hill to the Georgia Department of Education. Approved nominees will receive an email invitation to the workshop the week of May 13, 2013, and will be required to send a response. Only those who receive a final confirmation letter may attend the workshop. Nominees not selected will be notified the week of May 13, 2013 as well.

As you recruit nominees, please inform them that participants will receive honoraria if they are teachers and are off-contract during the dates of the event. Mileage will be reimbursed at the rate of \$0.565 per mile per state travel regulations, Accommodations plus breakfast and lunch will be provided to participants. The dinner reimbursement is for an amount up to \$20.00

For questions about the nomination process, reimbursements or hotel accommodations, please contact Nadia Greer at CTB/McGraw-Hill by email at nadia_greer@ctb.com or by phone at (800) 538-9547, extension 7049.

If you have any questions regarding nominations or the meetings, please contact Robert McLeod at robert.mcleod@doe.k12.ga.us or (404) 656-2589.

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

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

Georgia CRCT 2013 Item Review

Nominee Information

- This form is for local school district use only; **do not forward to GaDOE or CTB/ McGraw-Hill**
- Please delete the contents of the above memo before forwarding this form to a nominee
- Districts can forward this form to nominees. Nominees can complete the information and email completed form to the System Testing Coordinator or System Curriculum Coordinator
- If this form is copied and pasted into Microsoft Outlook it becomes a “fillable form” that can be completed in the body of the email; be sure the *Format Text* option is set to *HTML*
- System Test Coordinator, Curriculum Coordinator, or designee will use the information on this form to complete the *Georgia CRCT 2013 Item Review Survey*

Last Name	
First Name	
School Name	
School Email Address	
Home Email Address	
School Phone Number	
Home Phone Number	
Cell Phone Number	

Teaching experience or position. Please choose the one that best describes the Nominee's experience		Content areas (please select all that apply)	
	Classroom Teacher		English/Language Arts
	Teacher/Chair or Lead		Mathematics
	Teacher/Academic Coach		Reading
	Teacher/Assessment Coordinator		Science
Other, please specify			Social Studies

Grade Level (please select all that apply)		Special Populations (please select all that apply)	
	3		EL
	4		Special Education
	5		Gifted
	6		
	7	Gender	
	8		Male
			Female

Ethnicity (choose only one)		Please specify the content area/grade group preferred		
	Asian/Pacific Islander		Grade	Content
	Black/Non-Hispanic			
	Hispanic	First Choice		
	American Indian/Alaskan Native	Second Choice		
	White/Non-Hispanic	Third Choice		
	Multi-racial			
	Decline to State			