

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 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 assessment. 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.**

- **Data Review/Content & Bias Review: June 14-17, 2022**
  - During Data Review, participants will review select tasks that were field tested on the Spring 2022 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 2023 assessment. These tasks are reviewed for content, depth of knowledge, bias, and sensitivity.
- **Standard Setting: July 18-19, 2022**
  - For high school assessments only, participants will follow an iterative standard setting process to recommend cut scores for each of the achievement levels on GAA 2.0.
- **Braille Task Review: November 2022**
  - Participants will review assessment tasks to ensure appropriateness for inclusion on braille versions of test forms. Specific dates will be determined at a later time.

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 **21 nominations**.

Nominees are requested for possible participation on test development committees 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, 5	4	2	6
	6, 7			
	8, High School			
Mathematics	3, 4, 5	4	2	6
	6, 7			
	8, High School			
Science	5, 8, High School	3	2	5
Social Studies	8, High School	2	2	4
<b>Total</b>		<b>13</b>	<b>8</b>	<b>21*</b>

\* It is requested that approximately 2 nominees be certified to teach visually impaired or deaf/hard of hearing students.

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:

- 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.

In preparation for each meeting, the GaDOE will select participants to ensure balanced, representative committees. 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://www.cvent.com/d/r8qzqd>

**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 21 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:

- 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 Questar by email at [rfoust@questarai.com](mailto:rfoust@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](mailto: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

Adrienne Simmons, Ed.D., Test Development Program Manager

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

### 2022 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 *2022 Georgia Alternate Assessment 2.0 Nominee Survey*.

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

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

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

<b>Grade level nominee currently teaches (only select one)</b>	
<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)

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



## 2022 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 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.

\*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 educators 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 (<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 Questar. 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 Questar 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.

