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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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TO: New Hampshire Educators
FROM: Tim Kurtz, Assessment Director
SUBJECT: NECAP Recruitment for:
• Test Item Review Committees
• Bias/Sensitivity Committee

January 7, 2010

Panelists Are Needed

Once again we are requesting your help and expertise in support of the New England Common Assessment Program. We are recruiting NH educators to assist in the test item development process for the NECAP assessments in reading (grades 3-8 and 11), mathematics (grades 3-8 and 11), and writing (grade 11). Experienced educators with knowledge of the GLEs/GSEs and teaching experience in grades 2-11 are eligible to apply. During the first week of March, we will convene panels of teachers from New Hampshire, Vermont, Rhode Island & Maine to review proposed test items. For reading and mathematics, we will work in four grade level groupings: 3/4, 5/6, 7/8, and grade 11 with a total of 4 committee members per each grouping. For writing, we will work on grade 11 only with 4 committee members involved in this review. Test Item Review Panels will review each proposed new test item for correctness, language, alignment to standards, and grade level appropriateness. In addition, the Bias/Sensitivity Committee will review these same items for traces of bias for all subject areas and grade groupings with a total of 5 committee members involved.

Dates and Location:

The location for these 2010 meetings will be at the Courtyard Marriott in Nashua, NH. The TIRC and Bias Committee meetings will be held on March 3-5, 2010. Measured Progress covers room and tax for guest rooms. Costs for teaching substitutes, hotel rooms, meals, and mileage will be covered. The District is entitled to the \$100 reimbursement for paying a substitute. You MUST be available for each of the 3 day sessions.

Who should apply?

Experienced school leaders who have taught reading, English, or mathematics at grades 2 through 11 are invited to apply. Applicants should have familiarity with the grade level and grade span expectations for their content area and grade level or span. We would like some teachers to represent the grade level(s) tested and others to represent the grade level at which the GLEs or GSEs were taught. For example, the grade 3/4 mathematics panel should have teachers representing grades 2, 3, and 4. We would like to send full committees to the four-state effort and encourage NH educators with experience in working with diverse populations to consider volunteering to join our work.

When are applications due?

Applications must be received by February 5, 2010. Applications and additional information can be found at <http://www.ed.state.nh.us/education/doe/organization/curriculum/NECAP/NECAP.htm>

Please fill out the application and return it to: Gail Taylor via email: Gail.J.Taylor@ed.state.nh.us, Fax: (603) 271-7381 or mail to Department of Education, 101 Pleasant St., Concord, NH 03301 Attn: Gail Taylor

Questions regarding Test Item Review Committees contact:

Deb Wiswell (Reading and Writing) at DWiswell@ed.state.nh.us OR
Tim Kurtz (Mathematics) at TKurtz@ed.state.nh.us

Questions regarding the Bias/Sensitivity Committee contact:

Deb Fleurant at dfleurant@ed.state.nh.us

2010 Test Item Review Committee Meeting information
Wednesday March 3 - Friday March 5, 2010
Courtyard Marriott – Nashua NH

The Item Review Committee will be hosted at the Courtyard Marriott in Nashua, NH on March 3-5, 2010 for committee members.

- ✍ The meeting begins March 3rd with an 8:00 - 9:00am breakfast and 9:00am opening session. *Registration will take place outside of the meeting room during breakfast and before the opening session.*
- ✍ Committee members and DOE may travel and stay the night before, March 2nd.
- ✍ March 4th and 5th, committees will work 8:30am to 4:30 or 5:00pm each day. Depending on the pace, the group may end early in the afternoon on the 5th.
- ✍ Measured Progress covers the cost of the room and applicable taxes for DOE and committee member guest rooms.
- ✍ Internet access is included in the guest rooms. *All other incidentals associated with the overnight rooms are at the committee members own expense.*
- ✍ Breakfast and lunch will be provided on meeting days.
- ✍ A reimbursement form will be provided in committee members' folders. This for is for:
 - A. travel costs to and from the hotel
 - B. a \$25 dinner stipend for each overnight stay in the hotel.
 - C. a \$100 per day work stipend, if it is not a paid workday. *Otherwise committee members will have the opportunity to submit a substitute reimbursement form.*

The Bias Committee will also be hosted at the Courtyard Marriott in Nashua, NH on March 3-5, 2010 for committee members.

- ✍ The meeting begins March 3rd with registration and lunch buffet, 12:00 - 1:00pm.
- ✍ The Opening Session will begin at 1:00pm and end between 4:00 - 5:00pm.
- ✍ Committee members are encouraged to travel on the morning of March 3rd. However, for those traveling long distances, we will provide accommodations the evening of the 2nd.
- ✍ March 4th and 5th, committees will work 8:30am to 4:30 or 5:00pm each day. Depending on the pace, the group may end early in the afternoon on the 5th.
- ✍ Measured Progress covers the cost of the room and applicable taxes for DOE and committee member guest rooms.
- ✍ Internet access is included in the guest rooms. *All other incidentals associated with the overnight rooms are at the committee members own expense.*
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All committee members should communicate hotel needs, dietary needs, or any additional needs through:

Mellicent Friddell
NECAP Program Assistant
Measured Progress
100 Education Way, Dover, NH 03820
Phone: 603-749-9102 x2355

Please, do not be contacting the Courtyard Marriott directly.

For hotel information only, here is the website for the hotel:

<http://www.marriott.com/hotels/hotel-information/travel/mhtnc-courtyard-nashua/>