



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

July 3, 2008

RESPOND BY: July 14, 2008

MEMORANDUM

TO: Chief GED Examiners
Basic Skills Directors

FROM: Lou Ann Parker, Coordinator of GED/AHS Programs

SUBJECT: Chief GED Examiner Training

We are offering our annual GED training as a part of the Basic Skills Pre-Conference this year in Winston Salem, North Carolina. The North Carolina Community College System must comply with GED Testing Service's policy of providing training for Chief GED Examiners each contract year. All Chief GED Examiners are required to attend the training. In addition to the Chief GED Examiner, colleges may send one other examiner. Topics to be covered include test security, test administration, confidentiality of information, accommodation requests, and scanning and scoring of the GED tests. Please plan to bring one "best practice" that you implemented at your college to enhance GED Testing. We will share these ideas in our sessions.

The sessions will be held in the Winston-Salem Marriott (Twin City Quarters). We will rotate from session to session. As soon as we get room assignments, I will let you know where we will meet. We will have a registration table in the hallway near the rooms for registration on Tuesday morning, August 5, 2008 from 8:00 a.m. – 9:00 a.m. Our sessions will begin on Tuesday morning, August 5, 2008 at 9:00 a.m.

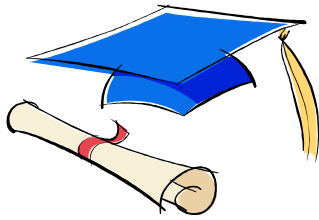
A registration form is attached for the training. There is no registration fee, but please return the registration form to Karen O'Neal by July 14, 2008. Attached is an agenda, registration form, and directions to the Winston-Salem Marriott (Twin City Quarters) in Winston Salem, NC is located on our website at www.nccommunitycolleges.edu.

Should you have any questions, please contact me at (919) 807-7214 or Karen O'Neal at (919) 807-7138.

Attachments

C: Presidents
Senior Continuing Education Administrators
Dr. Delores Parker
Dr. Randy Whitfield

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GED® Examiner Training Agenda
Basic Skills/Family Literacy
Pre-Conference August 5 – 6, 2008
Winston-Salem, NC

Tuesday, August 5th

Registration – Winston – Salem Marriott
(Twin City Quarters)

8:00 a.m. – 9:00 a.m.

Karen O’Neal

9:00 a.m. – 12:00 noon

All Three Sessions

GED Security and Test Administration

Amanda Carter, GED Testing Service

Accommodations

Mario Payne, GED Testing Service

Scanning and Scoring and Other GED Topics

Karen O’Neal and Lou Ann Parker, NCCCS
and Kathy Crooks, Oklahoma Scoring, Inc.

12:00 a.m. – 1:30 p.m.

Lunch (on your own)

1:30 p.m. – 4:30 p.m.

All Three Sessions

GED Security and Test Administration

Accommodations

Scanning and Scoring and Other GED Topics

4:30 - 5:00 p.m.

Questions for the Experts

5:00 p.m.

Dinner (on your own)

Wednesday, August 6th

8:30 a.m. – 11:30 a.m.

All Three Sessions

GED Security and Test Administration

Accommodations

Scanning and Scoring and Other GED Topics

11:30 a.m. – 12:00 noon

Closing Questions

REGISTRATION FOR Chief GED EXAMINER TRAINING

Basic Skills Pre-Conference, Winston Salem, North Carolina

August 5 - 6, 2008

Please return form to: Karen O'Neal (***Due by July 14, 2008***)
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
Fax: (919) 807-7172 or (919) 807-7164

College Name: _____

Contact Person: _____

Phone #: _____

Please write legibly or type the name of the examiner that will be attending as well as the Chief GED Examiner for name tag purposes. (Limit 2 per college!)

1. _____

2. _____