



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 14, 2002

MEMORANDUM

TO: Basic Skills Directors
Chief GED Examiners

FROM: Delane F. Boyer, State GED Administrator
Patrick K. Pittman, ABE/ESL Coordinator

SUBJECT: Software and Training for Electronic Scoring of GED Tests

On January 30 and February 1, 2002, training will be provided on scanning GED answer sheets and obtaining scores for the new tests. This training is required for the Chief GED Examiner at each community college. During the session, each participant will be provided with a demonstration of the scanning process along with being given the software required for the Scantron scanners. In addition, access and use of the screens that display student test scores will be explained. User names and passwords for the screens will be distributed to Chief GED Examiners at the time of the training session.

Attached is the registration form for the training. A session will be conducted each morning from 9-12 and each afternoon from 1-4 at the System Office in the State Boardroom. You need to attend only one session. Please choose a session for your first and second preference and return the registration form as soon as possible. If too many participants choose a particular session, then you will be notified to attend your second preference. If you have any questions, please contact Patrick K. Pittman at (919) 733-7051 Ext. 720 or pittmanp@ncccs.cc.nc.us.

PKP

Attachments

C: Senior Continuing Education Administrators
System Administrators
Dr. Delores Parker
Dr. Randy Whitfield
Mr. Arthur Hohnsbehn
Mr. Mickey Bishop

CC02-005
Paper Copy
E-mail

TRAINING FOR SCORING OF GED TESTS

Location: *North Carolina Community College System Office
State Boardroom*

Please return form to: Ashley Poole

North Carolina Community College System

5024 Mail Service Center

Raleigh, NC 27699-5024

Fax: (919) 733-0680

Email: *poolea@ncccs.cc.nc.us*

College Name: _____

Person Attending: _____

Phone # _____

Please indicate with a **one** and a **two** your first and second choice for the training.

January 30 9-12

January 30 1-4

February 1 9-12

February 1 1-4

DIRECTIONS

The Caswell Building is a six-story red brick building on the northwest corner of West Jones Street and North McDowell Street in the state government complex in downtown Raleigh. It is one full block west of the Legislative Building, adjacent to the Administration Building. Please park in the Visitors' Area of the State Government Parking Lot on McDowell Street. **Do NOT park in the parking lots directly across Jones Street from the Caswell Building.** That is paid parking for employees, and there are no visitors' spaces. The parking deck at McDowell and Lane is open from 8 a.m. until 5 p.m. Monday through Friday. There is a small hourly charge.

Directions from the east, driving Interstate 40:

Take I-40 West to the Person Street exit.

Follow Person Street north into downtown.

Turn left onto Edenton Street and drive past the historic Capitol.

Turn right onto McDowell Street.

The Caswell Building is on the left at the corner of McDowell Street and West Jones Street. To reach the visitors' parking deck, continue north on McDowell Street through the intersection with Lane Street, then turn right into the deck.

Directions from the east, driving US 64:

US 64 becomes Edenton Street heading into downtown.

Past the historic Capitol, turn right onto McDowell Street.

The Caswell Building is on the left at the corner of McDowell Street and West Jones Street. To reach the visitors' parking deck, continue north on McDowell Street through the intersection with Lane Street, then turn right into the deck.

Directions from RDU and points west, driving Interstate 40:

Take I-40 East through the Research Triangle Park.

Take Exit 289 onto Wade Avenue. Stay on Wade Avenue six miles.

Take the Civic Center/70 East/50 South exit to Capital Boulevard.

Get in the far left lane on Capital Boulevard as you head to downtown.

Turn left at the second light onto West Jones Street.

The Caswell Building is the third building on the left, at the corner of West Jones and McDowell. Park in metered spaces on the street or in the State Visitors lot one block north, at the corner of Lane and McDowell. To reach the lot, turn left onto McDowell Street from Jones, get in the far right lane, cross Lane Street and turn right into the deck.

Directions from the west, driving US 70/Crabtree Valley Mall/Glenwood Avenue:

US 70 becomes Glenwood Avenue coming into Raleigh.

Follow Glenwood into downtown Raleigh.

Turn left onto West Jones Street; there's a flashing light at the intersection.

The Caswell Building is several blocks down on the left, at the corner of Jones and McDowell.

Park in metered spaces on the street or in the State Visitors lot one block north, at the corner of Lane and McDowell. To reach the lot, turn left onto McDowell Street from Jones, get in the far right lane, cross Lane Street and turn right into the deck.

Directions from the south, driving US 1:

Take US 1 north past Cary to Raleigh.

Exit onto Wade Avenue going into town.

Stay on Wade Avenue six miles.

Take the Civic Center/70 East/50 South exit to Capital Boulevard.

Get in the far left lane on Capital Boulevard as you head to downtown.

Turn left at the light onto West Jones Street. The Caswell Building is the third building on the left, at the corner of West Jones and McDowell.

Park in metered spaces on the street or in the State Visitors lot one block north, at the corner of Lane and McDowell. To reach the lot, turn left onto McDowell Street from Jones, get in the far right lane, cross Lane Street and turn right into the deck.