



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 29, 2005

TO: Chief GED Examiners
Basic Skills Directors

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

SUBJECT: GED Examiner Training

To comply with GED Testing Service's policy of providing training to Chief GED Examiners, we will be offering regional GED training in April and May.

All Chief GED Examiners are required to attend the training. In addition to the Chief GED Examiner, colleges may send up to two more examiners. Topics to be covered include test administration, scanning and scoring, confidentiality of information, and handling accommodation requests.

The sessions will be held from 9:00 a.m. – 1:00 p.m. at the following locations.

? ? April 19	Fayetteville TCC	Continuing Education Center, Room 118
? ? April 21	Davidson CCC	Reich Building, Room 100
? ? April 22	Asheville-Buncombe TCC	Simpson Building, Simpson Lecture Room
? ? May 17	Martin CC	Building 1, Room 14

A registration form is attached for the sessions. There is no registration fee, but please return the forms to Dara Mills by April 11, 2005.

Should you have any questions, please contact me (919) 807-7214 or Joy Matthews at (919) 807-7137.

Attachment

C: Presidents

Senior Continuing Education Administrators

Dr. Delores Parker

Dr. Randy Whitfield

CC05-068

Paper Copy & E-mail

AGENDA

9:00 – 9:15	Welcome and refreshments	Host College
9:15 – 11:30	Overview on GED testing policies and procedures	Lou Ann Parker
	Procedures for Special Accommodation Requests	
11:30 – 12:30	Scanning and scoring problems	Joy Matthews
12:30 – 1:00	Questions and Answers	