



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 19, 2007

TO: Chief GED Examiners
Basic Skills Directors

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

SUBJECT: *New Chief GED Examiner Training*

All *New Chief GED Examiners* are required to attend training by the North Carolina GED Administrator. I will be offering the following regional GED training sessions in order to comply with GED Testing Service's policy.

All *New Chief GED Examiners* must register with me via e-mail or telephone. **If there are no *New Chief Examiners* registered two days prior to the training date, the training will be canceled.** Topics to be covered include test security, test administration, scanning and scoring, confidentiality of information, and handling accommodation requests.

If you are aware of any immediate changes in staff, please let me know as soon as possible.

The sessions will be held at the following locations:

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| May 8, 2007 | McDowell Technical Community College, Room – TBA 9:00 a.m. – 12:00 noon |
| June 29, 2007 | Beaufort Community College, Room – TBA 10:00 a.m. – 1:00 p.m. |

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

Attachment

C: Presidents

Senior Continuing Education Administrators

Dr. Delores Parker

Dr. Randy Whitfield

CC07-067

Paper Copy & E-mail