



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

September 24, 2001

TO: Competency Test Coordinators
Basic Skills Directors

FROM: Delane F. Boyer, Coordinator GED/AHS Programs

SUBJECT: North Carolina Competency Test School Year 2001-2002

Technical Outreach for Public Schools (TOPS) will continue to provide Competency Test distribution and scoring services for the community colleges offering the Adult High School (AHS) Diploma Program.

Please submit your orders to TOPS for the old and new tests as indicated on the dates shown on the attached Competency Test Schedule. Also attached is the Community College Testing Services manual, which includes order forms.

Be reminded that those individuals who were in the ninth grade during 1994-95 school year and thereafter are to be administered the new Competency Tests. Individuals who were in the ninth grade prior to 1994-95 are to be administered the old Competency Tests.

We are required by the Department of Public Instruction to train Competency Test Coordinators each year prior to administering the Competency Tests. All Competency Test Coordinators must be trained even though they were trained the past school year. I also will conduct training on the same training dates for GED Examiners on the GED 2002 Tests. These regional training dates and locations are announced in a separate memorandum.

Please send to this office a copy of your **TOPS Order Form** and the **Packing List** after each test administration. The Packing List is to be verified by the Test Coordinator by writing "**Verified as Shown**" and signing it with the date. The State Office again will pay for the costs.

Should you have any questions, please contact me at 919 733-7051, ext. 722, or Mrs. Joy Matthews, ext. 746.

Attachments
C: Presidents

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