



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 30, 2003

TO: Competency Test Coordinators
Basic Skills Directors

FROM: Patrick K. Pittman, Coordinator GED/AHS Programs

SUBJECT: North Carolina Competency Tests

Technical Outreach for Public Schools (TOPS) unintentionally omitted the dates and order forms for the second Spring 2003 administration of the North Carolina Competency Tests. Please note the following schedule for test administration:

March 7 Last day to order competency tests for April testing.

March 31- Community colleges administer the competency tests.
April 11 TOPS delivers tests ten to two days prior to first test date.

April 18 Last day to return tests for scoring.
Scores will be shipped within one week of receipt of tests.

You may use the original Spring order form located in your ordering information booklet or use the Summer order form by marking out the word Summer and replacing it with Spring. You may also contact TOPS directly to request order forms by calling (919) 515-4625. Please remember to 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 System Office will again pay for the costs of the tests and the scoring services.

Should you have any questions, please contact me at pittmanp@ncccs.cc.nc.us or (919) 733-7051, ext. 465. You may also contact Mrs. Joy Matthews at matthewsj@ncccs.cc.nc.us or (919) 733-7051, ext. 746.

Attachment

C: Dr. Randy Whitfield
Senior Continuing Education Administrators
Joy Matthews

S03-001
Paper Copy
E-Mail