



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

October 14, 2004

TO: Competency Test Coordinators
Adult High School Coordinators
Basic Skills Directors

FROM: Randy Whitfield, Associate Vice President of
Academic and Student Services, Basic Skills Department

SUBJECT: North Carolina Competency Test School Year 2004-2005

Technical Outreach for Public Schools (TOPS) will continue to provide competency test distribution and scoring services for community colleges that offer the Adult High School (AHS) diploma program.

In the past we have followed a calendar for ordering and administering the competency testing, but now TOPS has decided not to follow a specific timeline. Enclosed is the ordering catalog from TOPS that will explain the new procedures.

Be reminded that those individuals who were in the ninth grade during the 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 may be administered the old competency tests. Also, please refer to numbered memo CC04-191 concerning the ruling that students who would have graduated prior to 1980 do not have to take the competency test.

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 System Office will again pay for the costs of the tests and the scoring services.

We are required each year by the Department of Public Instruction to train Competency Test Coordinators prior to their administration of the competency tests. **All** Competency Test Coordinators must be trained even though they were trained this past school year. The training will be held at the following locations from 9:00 – 12:00 except on October 22 the time will be from 10:00 – 1:00. Please bring your ordering catalog to use in the training.

/// October 22	A/B TCC	Simpson Lecture Hall
/// October 27	Davidson CC	Reich Building, Room 143
/// October 28	Robeson CC	Building 9, Room 901
/// October 29	Pitt CC	Leslie Building, Room 146

A registration form is attached for the sessions. There is no registration fee, but please return the forms to Judy Howell by October 20, 2004. Also, please fill out the attached form for the Competency Test Coordinator information and send to Joy Matthews. TOPS requires a contact for each college.

Should you have any questions, please contact Joy Matthews at matthewsj@ncccs.cc.nc.us or (919) 807-7137.

Attachments

C: Presidents

Senior Continuing Education Administrators

S04-028

Paper Copy & Email

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Competency Test Coordinator _____

Community College _____

Physical Address _____

Mailing Address _____

Telephone Number _____