



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

September 27, 2005

RESPOND BY: OCTOBER 3

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

FROM: Lou Ann Parker, Coordinator of Adult High School Program

SUBJECT: North Carolina Competency Test School Year 2005-2006

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.

We will follow the same procedures in ordering and testing as last year. Enclosed is the ordering catalog from TOPS that will explain the new procedures.

Students who were administered any of the old competency tests may complete those tests by Summer Semester 2006. Effective Fall Semester 2006, all AHS students will be administered the most current competency test. 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 academic year. The training will be held at the following locations from 10:00 a.m. – 1:00 p.m. Please bring your ordering catalog to use in the training. Directions to each college are enclosed.

- October 7 Pitt CC Leslie Building, Room 146
- October 7 Forysth TCC West Campus, Room 36
- October 21 Western Piedmont CC East Campus, New Continuing Education Building
- October 28 Sandhills CC Van Dusen Building, Room 116

A registration form is attached for the sessions. There is no registration fee, but please return the forms to Joy Matthews by September 30, 2005. 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 me at parkerl@ncccommunitycolleges.edu , (919) 807-7214 or Joy Matthews at matthewsj@ncccommunitycolleges.edu , (919) 807-7137.

Attachments

C: Presidents
Senior Continuing Education Administrators

S05-027
Paper Copy & E-Mail

REGISTRATION FOR COMPETENCY TEST TRAINING

Please return form to: Joy Matthews
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
Fax: (919) 807-7164

College Name: _____

Contact Person: _____

Phone # _____

Please check the location that you are planning to attend and the number of participants. The maximum number of participants is two with the Competency Test Coordinator being one of the participants.

- | | | | |
|--------------------------|------------|---------------------|-------|
| <input type="checkbox"/> | October 7 | Pitt CC | _____ |
| <input type="checkbox"/> | October 7 | Forsyth TCC | _____ |
| <input type="checkbox"/> | October 21 | Western Piedmont CC | _____ |
| <input type="checkbox"/> | October 28 | Sandhills CC | _____ |

Competency Test Coordinator _____

Community College _____

Physical Address _____

Mailing Address _____

Telephone Number _____