



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

September 5, 2008

RESPOND BY: SEPTEMBER 10th

MEMORANDUM

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 2008-2009
AHS Coordinators Training

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.

Please send to this office a copy of the **TOPS order forms** and the **packing lists** 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. We will follow the same procedures in ordering and testing as last year. The ordering catalog from TOPS will be distributed at each regional training session. The System Office will again pay for the costs of the tests and the scoring services. **Please do not over order as the system office is charged for each test whether administered or not.**

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. You will be required to sign the Verification Form and the Security Agreement at the training.

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Also, please fill out the attached form for the NC Competency Test and AHS Coordinator information and fax to Karen O'Neal. TOPS requires a contact for each college.

The NC Competency Test Training will be held from 10:00 a.m. – 11:00 a.m. We will also follow up this session with an update on the Adult High School Program. All AHS Coordinators must attend the second session from 11:15 a.m. – 1:00 p.m. Please send me via e-mail any questions you would like answered about the AHS Program. Please attend the session in your region. If you have a schedule conflict, please call me.

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|-----------------------|----------------------------|---|
| ▪ September 16 | Forsyth TCC | West Campus, Auditorium |
| ▪ September 17 | Western Piedmont CC | Jim A. Richardson Building (East Campus), Room 115-B |
| ▪ September 18 | Fayetteville TCC | Continuing Education Center, Room 118 |
| ▪ September 19 | Coastal Carolina CC | Hurst Continuing Education Bldg., Room 203 |
| ▪ September 23 | Wayne CC | Walnut Bldg. Room 101 |

Should you have any questions, please contact me at parkerl@nccomunitycolleges.edu , (919) 807-7214 or Karen O'Neal at onealk@nccomunitycolleges.edu, (919) 807-7138.

Attachments

C: Presidents

Senior Continuing Education Administrators

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**REGISTRATION FOR
NC COMPETENCY TEST and AHS Program Training**

Please return form to: Karen O'Neal
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5024
Fax: (919) 807-7172

College Name: _____

NC Competency Test Coordinator: _____
Phone # _____

AHS Coordinator: _____
Phone # _____

Please check the location that you are planning to attend.

The maximum number of participants is two including the NC Competency Test and AHS Coordinator.

- | | | | |
|--------------------------|--------------|---------------------|-------|
| <input type="checkbox"/> | September 16 | Forsyth TCC | _____ |
| <input type="checkbox"/> | September 17 | Western Piedmont CC | _____ |
| <input type="checkbox"/> | September 18 | Fayetteville TCC | _____ |
| <input type="checkbox"/> | September 19 | Coastal Carolina CC | _____ |
| <input type="checkbox"/> | September 23 | Wayne CC | _____ |

NC Competency Test Coordinator _____

Community College _____

Physical Address _____

E-mail address _____

Mailing Address _____

Telephone Number _____

AHS Coordinator

Community College

Physical Address

Mailing Address

E-mail address

Telephone Number
