



**Education, Citizenship and Youth**

Instruction, Curriculum and Assessment Branch  
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April 2009

To: Superintendents of School Divisions  
Principals of Funded Independent Schools (Grade 12)  
Principals of First Nations Schools (Grade 12)  
Directors of Adult Learning Centres

Dear Colleagues:

**Re: Recruitment of English language arts and mathematics teachers to serve as members of Test Development Committees**

Manitoba Education, Citizenship and Youth is recruiting teachers for the 2009/2010 test development committees for the following subjects:

- Grade 12 English Language Arts
- Grade 12 Applied Mathematics
- Grade 12 Consumer Mathematics
- Grade 12 Pre-Calculus Mathematics

Committee members who worked on test development activities find their participation to be a rewarding professional development experience. We trust that new members will find their participation equally rewarding.

We are seeking your recommendations for teachers from English, French Immersion, and Français programs from across the province to serve on these committees. For mathematics, we are also seeking teachers familiar with the new Grade 12 mathematics curricula or intending to implement the new curricula in 2010/2011 to assist in developing new provincial tests.

Teachers on a committee will be required to be away from their school approximately ten days during the school year. The Department will cover the cost of substitutes and personal costs related to travel, meals, and accommodation where applicable.

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Please find enclosed two nomination forms, one for English language arts teachers and the other for mathematics teachers. A separate form is required for each teacher nominated (including a teacher being renominated); therefore, please duplicate the forms as necessary. Copies of this letter and the nomination forms are being sent to principals of schools for informational purposes. We request a coordinated response from each school division.

Please return the completed forms to the Instruction, Curriculum and Assessment Branch, no later than **May 5, 2009**. The provision of the detailed information requested will assist the Department in its selection of committee members. Teachers selected will be contacted to confirm their interest and availability and to share specific information regarding the meeting dates. If you have any questions regarding the nomination of teachers, or require details about the test development process, please contact the appropriate assessment consultant listed below.

<b>Standards Test</b>	<b>Assessment Consultant</b>	<b>Telephone Number</b>	<b>Toll-Free 1-800-282-8069</b>
Grade 12 English Language Arts	Heather Lytwyn	945-6044	ext. 6044
Grade 12 Applied Mathematics	Barbara Riou	945-4035	ext. 4035
Grade 12 Consumer Mathematics	Chris Carman	945-3411	ext. 3411
Grade 12 Pre-Calculus Mathematics	Allison Potter	945-7590	ext. 7590

Thank you for your co-operation.

Yours sincerely,

[original signed by]

Darryl Gervais  
Acting Director  
Instruction, Curriculum and Assessment Branch

GM/cf

Enclosures

- c. Directors of First Nations Education Authorities  
Principals of Public Schools (Grade 12)  
Manitoba First Nations Education Resource Centre  
Lynette Plett, Adult Learning and Literacy