



Education

Instruction, Curriculum and Assessment Branch
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April 2012

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 is recruiting teachers for the 2012/2013 test development committees for the following tests:

- Grade 12 English Language Arts Standards Test
- Grade 12 Mathematics Achievement Tests (new curricula)
 - Applied Mathematics
 - Essential Mathematics
 - Pre-Calculus Mathematics

Committee members who worked on test development activities in the past found 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.

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

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 4, 2012**. 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.

Standards Test/ Achievement Test	Assessment Consultant	Telephone Number	Toll-Free 1-800-282-8069
Grade 12 English Language Arts	Heather Lytwyn	204-945-6044	ext. 6044
Grade 12 Applied Mathematics	Barbara Riou	204-945-4035	ext. 4035
Grade 12 Essential Mathematics	Chris Carman	204-945-3411	ext. 3411
Grade 12 Pre-Calculus Mathematics	Allison Potter	204-945-7590	ext. 7590

Thank you for your cooperation.

Yours sincerely,

Original signed by

Darryl Gervais
Director
Instruction, Curriculum and Assessment Branch

LB/cf

Enclosures

- c. Lynette Plett, Executive Director, Advanced Education and Literacy
Directors of First Nations Education Authorities and Tribal Councils
Principals of Schools (Grade 12)
Manitoba First Nations Education Resource Centre