

**ACTION REQUESTED**

September 19, 2003

TO THE SUPERINTENDENT ADDRESSED:

SUBJECT: Recommendations for Student Assessment Review Committees

To ensure a student assessment program of high quality, the Texas Education Agency involves Texas educators in all phases of the test development process. Committees of educators are convened throughout the year to assist with the review of newly developed test items and their associated field-test data for possible inclusion in the item banks for the Texas Assessment of Knowledge and Skills (TAKS), Reading Proficiency Tests in English (RPTE), and the State Developed Alternative Assessment (SDAA). It is through this process that the item banks from which the test forms are built are renewed each year.

We are seeking your assistance by asking you to provide recommendations of educators in your district who would be willing to serve on one of these committees. We would like to build a large, diverse pool of educators from which to form committees; therefore, we need educators representative of Texas by ethnicity and gender in various types and sizes of school districts. Special education and bilingual/ESL teachers at all grade levels are especially needed. In addition, educators recommended for participation on Spanish TAKS review committees should be proficient in both spoken and written academic Spanish. Finally, recommended individuals must hold valid Texas education credentials (e.g., a Texas teacher certificate or permit authorized by the State Board for Educator Certification).

Meetings are held in Austin and typically last two to three days. Committee members may expect to attend one or two meetings during the year. Each committee member will be reimbursed for meals, lodging, and travel expenses; however, districts cannot be reimbursed for the cost of substitutes.

You may use the enclosed form to nominate individuals to serve on one or more of these committees. The form may be duplicated as needed for distribution to your district's campuses. Use a separate form for each educator you would like to recommend. Completed forms should be returned to the address or fax listed at the bottom of the form.

The continued success of Texas' student assessment program is dependent on the vital work performed by educator committees. We would appreciate your timely response to this request to help us build the best committees possible. If you have any questions, please call the Student Assessment Division at (512) 463-9536.

Sincerely,

Victoria Young  
Director, Instructional Coordination  
Student Assessment Division

Enclosure