



Director
Office of State Assessment

September 2016

Dear Colleagues:

The New York State Education Department (NYSED) is seeking nominations for individuals to serve on New York State Teacher Certification Examinations (NYSTCE) Standard Setting Committees for Content Specialty Tests (CSTs) in the following fields on these dates:

<u>2016 Standard Setting Meeting Dates</u>	<u>NYSTCE CST Field</u>
Wednesday and Thursday November 2-3	American Sign Language, Cantonese, Mandarin
Wednesday and Thursday November 9-10	Greek, Hebrew, Latin
Monday and Tuesday November 14-15	Italian, Japanese, Russian
Wednesday and Thursday December 7-8	French, German, Spanish
Friday December 9	English to Speakers of Other Languages, Social Studies

The purpose of NYSTCE Standard Setting Committees is to discuss the performance standards and to provide recommendations for passing scores (cut scores) for each CST. Selected nominees will serve in an advisory capacity to the Department. The final decision regarding performance standards for each CST will be determined by the Commissioner of Education, taking into consideration the recommendations from the Standard Setting Committees.

Each NYSTCE Standard Setting Committee will meet to review materials connected to the content assessment required for subject matter teachers in these fields. These exams are designed to measure candidates' understanding of the knowledge, skills, and abilities necessary to teach in each content area. Full descriptions of each exam can be found online by visiting: http://www.nystce.nesinc.com/NY_prepare_opener.asp .

We are seeking qualified nominees from the following areas: higher education faculty, higher education deans and directors of education programs, BOCES staff, Teacher Center directors, school administrators, curriculum specialists, and P-12 teachers. Nominees must have a deep knowledge of the New York State Learning Standards and the content area for which they are nominated. We need your assistance in identifying nominees who represent the diversity of the population of New York State, and include the ethnic and racial diversity that exist in your community, as well as urban, rural, and suburban schools, and the various geographic areas of the State.

Not all nominees will be selected to participate in the NYSTCE Standard Setting meetings; however, nominees who were not selected to participate will be included in a pool from which NYSED staff may select individuals for participation in future events related to the NYSTCE program. Selected nominees who accept an invitation to participate in Standard Setting meetings **must** attend the entire meeting. To ensure security and confidentiality of any discussions and exam-related materials shared at these meetings, members must sign non-disclosure agreements.

Please submit the names of up to three nominees per field at <http://research.net/s/NYSTPNominate> as soon as possible, but no later than October 4, 2016. Please write **NYSTCE Standard Setting – [insert field]** in the “Additional Information” box on the online Nomination form. If you have any questions about the nomination process, please contact Anne Hartjen, NYSTCE Test Development Supervisor, at (518) 474-1087 or by e-mail at anne.hartjen@nysed.gov.

In addition, once nominated, the nominees **must** fill out a recruitment form at <https://www.research.net/s/NYSTPRecruit>. If at all possible, please forward this link to your nominees. Nominees will be notified by October 12, 2016, if they are selected to participate in a Standard Setting meeting. All meetings will begin at 7:30 am and end at 5:00 pm. All participants will be paid an honorarium of \$200 per day. If necessary, substitute reimbursement is available. For individuals who live more than 50 miles from Albany, participants will be reimbursed for travel and lodging. Breakfast, lunch, and snacks are provided during the meetings, and dinner will be reimbursed at a rate of \$29.00 per day.

If you have any questions regarding the NYSTCE Standard Setting meetings or the test development process, please contact Anne Hartjen at (518) 474-1087 or by e-mail at anne.hartjen@nysed.gov. Thank you for your help with this important effort on behalf of New York State’s students.

Sincerely,



Steven Katz