

Intradistrict Communication

DATE: Thursday, September 28, 2023

TO: Elementary School Administrators

FROM: Carolyn Gough, Administrator of Teaching and Learning
Ben Jameson, Director of Evaluation, Research and Accountability
Rebecca Smith, Consultant, Gifted & Talented

SUBJECT: 6th Grade CogAT Test Administration Training

The test administration window for the 6th grade CogAT opens October 23rd and closes December 1st. 6th grade teachers, in collaboration with school test coordinators, can administer this assessment to their classes.

A test administration training is being offered to school test coordinators as well as 6th grade teachers. School administrators may attend a training session, but it is not required. Testing pool hours may be used for ESPs who are attending a training session outside of their usual hours. There is no funding for substitutes; thus, schools will need to cover the cost of a substitute if a classroom teacher is attending a training session. Attendees should bring a device to the training.

Below are the training session dates, times, and locations. Those who are planning to attend a training session should sign up [here](#).

Date	Time	Location
Tuesday, October 17	9:00 – 10:30 am	Presentation Room 7905 South Redwood Rd., West Jordan
	12:30 – 2:00 pm	
Wednesday, October 18	9:00 – 10:30 am	Entrance C
	12:30 – 2:00 pm	

Please contact Ben Jameson in Evaluation, Research & Accountability or Rebecca Smith and Taryn Cox in Gifted & Talented with questions.