

# Intradistrict Communication

DATE: Thursday, September 11, 2025

TO: Elementary School Administrators

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

SUBJECT: 6<sup>th</sup> Grade CogAT Test Administration Training

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The test administration window for the 6<sup>th</sup> grade CogAT opens October 27<sup>th</sup> and closes December 4<sup>th</sup>. 6<sup>th</sup> 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 6<sup>th</sup> 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
Wednesday, October 1, 2025	9:00 – 10:30 am	PDC 112 7905 South Redwood Rd., West Jordan Entrance D
	1:00 – 2:30 pm	
Thursday, October 2, 2025	9:00 – 10:30 am	PDC 112 7905 South Redwood Rd., West Jordan Entrance D
	11:00 – 2:30 pm	

Please contact Ben Jameson in Assessment, Research & Accountability or Rebecca Smith and Frankie Walton in Gifted & Talented with questions.