

**July 16, 2010**

**MEMORANDUM**

**TO:** System Test Coordinators

**FROM:** Melissa Fincher, Associate Superintendent

**SUBJECT:** 2010 System Testing Coordinator Conferences

In preparation for the 2010-2011 school year, the Assessment Division of the Georgia Department of Education (GaDOE) will be conducting System Test Coordinator Conferences during the month of August.

The purpose of these conferences is to provide important information necessary for the successful administration of the 2010-2011 Georgia Student Assessment Program. Given budget constraints, all sessions will be held via webinar, using the Elluminate online platform. The Elluminate website can be accessed using the link provided; no password is needed.

<http://elluminate.gavirtualschool.org/testing>

This year, in order to better meet your needs, we are changing the format slightly. All System Test Coordinators are required to attend one of the five half-day general sessions scheduled. The general session will focus on test administration topics common to all programs. Also, we will discuss the top 3 – 5 things you need to be aware of for each program.

In addition to attending one of the general sessions, new System Test Coordinators are required to attend one of the two overview sessions. This session is designed to provide support for system staff new to overseeing the administration of the state assessment program. During this session, more detailed information about each testing program will be provided along with an review of resources available to support System Test Coordinators. Although this session is developed with new staff in mind, everyone is welcome to attend. Please note, however, that everyone must attend the general session.

All System Test Coordinators should register for the conference at the following website, no later than July 30, 2010.

<http://www.zoomerang.com/Survey/WEB22AXC65XDXS>

System Test Coordinators should feel free to invite other interested colleagues, (e.g., Special Education or Title III Coordinators). We ask that all attendees register.

The five repeating general session dates and times are listed below, as are the two repeating overview sessions for new System Test Coordinators.

2010 System Test Coordinator Conferences

Date	Session / Time
August 4, 2010	General Session: 1:00pm – 4:00pm
August 5, 2010	General Session: 9:00am – 12:00pm
August 10, 2010	General Session: 9:00am – 12:00pm New System Test Coordinator Overview: 1:00pm – 4:00pm
August 11, 2010	General Session: 1:00pm – 4:00pm
August 19, 2009	General Session: 9:00am – 12:00pm New System Test Coordinator Overview: 1:00pm – 4:00pm

Thank you in advance for making plans to attend one of these important conferences. If you have any questions or need additional information related to these conferences, please contact Ms. Connie Caldwell at (404) 656-2668 or [ccaldwel@doe.k12.ga.us](mailto:ccaldwel@doe.k12.ga.us).

cc: Brad Bryant, State Superintendent of Schools  
Martha Reichrath, Ph.D., Deputy Superintendent for Standards, Instruction, and Assessment  
GNETS Directors