

Brad Bryant, Superintendent of Schools

November 29, 2010

MEMORANDUM

TO: System Test Coordinators

FROM: Tony Eitel
Director, Assessment Administration

SUBJECT: Criterion-Referenced Competency Tests (CRCT) Enrollment System and Online Retest

The purpose of this memorandum is to introduce the use of Enrollment System for Georgia’s Criterion-Referenced Competency Tests (CRCT) as well as for the CRCT Online Retest. Systems will use the Enrollment System to:

- verify shipping addresses and contact information
- provide CRCT and Retest testing dates, spring break dates and materials pick-up dates
- request Braille and Large Print format materials
- link to enrollment for the summer online retest

For the Spring 2011 administration of the CRCT, enrollment numbers for each system will be based on the Fall 2010 Full-Time Enrollment (FTE) counts provided to CTB by the Georgia Department of Education (GaDOE).

Important Dates

Date	Event
December 6, 2010	Receive your Enrollment System username and password.
December 8, 2010, 10:00 – 11:00 am and December 9, 2010, 1:00 – 2:00 pm	<ul style="list-style-type: none"> • Training on the Enrollment System via Elluminate. • Information about the Online Retest Program <i>(Recorded sessions will be available throughout the enrollment window.)</i> The User’s Guide will be available for download at http://www.ctb.com/gacrct/ .
December 8, 2010 – January 14, 2011	<p>ENROLLMENT WINDOW The Enrollment System can be accessed through http://www.ctb.com/gacrct/.</p> <p>The Enrollment window closes at 8:00 pm (EST) on January 14, 2011.</p> <p><i>Please note that completion of the enrollment process by the 1/14/11 deadline is imperative to ensure the accuracy of your district’s CRCT shipment</i></p>
December 8, 2010 – February 4, 2011	<p>ONLINE RETEST REGISTRATION WINDOW The Online Retest Registration can be accessed through http://www.ctb.com/gacrct/.</p> <p>The registration window closes at 8:00 pm (EST) on February 4, 2011.</p>

For additional information about the Enrollment System, contact the CTB Customer Service team at (866) 282-2249 or by e-mail at GeorgiaHelpDesk@ctb.com

Online testing will be offered again for the retest administration of the Criterion-Referenced Competency Tests. The tests will be administered using the CTB Online Retest System.

The system supports Windows, Mac and Linux operating systems running on desktop and laptop student workstations. Network connections via hard-wire or wireless are both supported as well.

Systems are encouraged to participate in this year's CRCT Online Retest. Interested systems should complete the registration during the enrollment period. Registration for Online Retest will be open from **December 8, 2010 to February 4, 2011.**

To register for the 2011 CRCT Online Retest option, each System Test Coordinator (or designee) must:

1. Go to the GA CRCT website hosted by CTB at <<http://www.ctb.com/gacrct/>>. (A link to this site is also provided from within the Enrollment System)
2. Click on "2011 CRCT Retest Online".
3. Click on "2011 CRCT Retest Online Registration" to download the "2011 CRCT Online Retest Registration and Tech Survey" document.
4. Please follow the instructions in the document to provide the required information.
5. Once all schools are listed, the System Tech Coordinator (or designee) must complete the Tech Survey tab.
6. Once all tabs are complete, save the file with your System name in the filename. Then send the completed file to the CTB Customer Service team at <CTBTechnicalSupport@ctb.com>.

Concurrent with the Enrollment System training noted above, details about expectations for conducting an online administration of the CRCT Re-Test will also be discussed.

In addition, CTB is offering assistance through their Technical Support Group to address any questions. A fully operational demonstration site will also be available to interested Systems that want to test drive the experience. Access to the demonstration site, user guides, technical documentation and live technical support are available to assist you with any questions you might have regarding CRCT Online Retest.

For questions about participation in the 2011 CRCT Online Retest, to get access to the demonstration site or technical information related to participation in the Online Retest, please contact CTB/McGraw-Hill Customer Service and Technical Support at (866) 282-2249, Option 2 or CTBTechnicalSupport@ctb.com.

If you have questions about the CRCT program or state policies, please contact Joe Blessing at (404) 656-2589 or jblessin@doe.k12.ga.us.

Thank you for your contribution to the CRCT program.