

June 27, 2023

MEMORANDUM

TO: System Test Coordinators

FROM: Sandy Greene, Ed.D.  
Director of Assessment Administration

SUBJECT: 2023-2024 Assessment Training Schedule

The Office of Assessment and Accountability hosts a series of virtual trainings for System Test Coordinators (STCs) over the course of the 2023-2024 school year. STCs are required to participate in all designated trainings. All training sessions are posted to the [Georgia Assessment and Training Calendar](#) and announcements of those sessions are found in the monthly *Assessment Update* newsletters posted on the [For System Test Coordinators](#) link.

STCs, School Test Coordinators, Test Examiners, and Proctors are required to attend the mandatory trainings noted in the tables below. Attendance will be recorded and collected for all sessions. It is strongly recommended that Technology Directors participate in the *Fall and Spring Technology Directors Training*. Special Education Directors and Title III/ESOL Coordinators should participate in the *State Assessment Training for System Test Coordinators – Parts 1 and 2*, the *Test Coordinator Training Course*, the *Accessibility and Accommodations for State Assessments Training Course*, *Georgia Milestones Test Examiner Training Course*, and *GAA 2.0 Test Examiner Training Course* to ensure all personnel have a strong understanding of assessment purposes, policies, and protocols.

Note: the WIDA ACCESS and WIDA Alternate ACCESS virtual trainings will take place through the WIDA 2023-2024 training schedule posted at <https://wida.wisc.edu/>. These WIDA training sessions will be included and announced to STCs through the monthly *Assessment Updates* and are also considered required.

System Test Coordinator Required Training	
<b>GaDOE Hosted Virtual Trainings</b>	<ul style="list-style-type: none"> <li>• State Assessment Training for System Test Coordinators - Part 1</li> <li>• State Assessment Training for System Test Coordinators - Part 2</li> <li>• Pre-Administration Trainings - Georgia Milestones, GAA 2.0, GKIDS 2.0, WIDA ACCESS, NAEP (selected schools)</li> <li>• 6-12 Districts/Charters - Tech Directors Training - Fall</li> <li>• K-12 Districts/Charters - Tech Directors Training - Spring</li> </ul>
<b>Georgia Learns Courses (asynchronous courses in SLDS)</b>	<ul style="list-style-type: none"> <li>• Test Coordinator Training Course</li> <li>• Accessibility and Accommodations for State Assessments Training Course</li> <li>• Georgia Milestones Test Examiner Training Course</li> </ul>

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	<ul style="list-style-type: none"> <li>• GAA 2.0 Test Examiner Training Course</li> </ul>
<b>WIDA Hosted</b>	<ul style="list-style-type: none"> <li>• Per WIDA site (<a href="http://wida.wisc.edu">http://wida.wisc.edu</a>)</li> </ul>

SchTCs, Test Examiners, and Proctors are required to participate in the following training sessions designated in the table below.

<b>School Test Coordinators, Test Examiners, and Proctors Required Training</b>	
<b>School Test Coordinators</b>	<ul style="list-style-type: none"> <li>• Georgia Learns (asynchronous courses in SLDS)               <ul style="list-style-type: none"> <li>○ Test Coordinator Training Course</li> <li>○ Accessibility and Accommodations for State Assessments Training Course</li> <li>○ Georgia Milestones Test Examiner Course</li> <li>○ GAA 2.0 Test Examiner Course</li> </ul> </li> <li>• Specific District and/or School Training</li> <li>• WIDA hosted trainings (<a href="https://wida.wisc.edu/">https://wida.wisc.edu/</a>)</li> </ul>
<b>Test Examiners and Proctors</b>	<ul style="list-style-type: none"> <li>• Georgia Learns (asynchronous)               <ul style="list-style-type: none"> <li>○ Georgia Milestones Test Examiner Course (as assigned)</li> <li>○ GAA 2.0 Test Examiner Course (as assigned)</li> <li>○ GKIDS 2.0 Course (as assigned)</li> </ul> </li> <li>• WIDA assessment-specific certification training (as assigned)</li> <li>• Specific District and/or School Training</li> </ul>

Asynchronous courses provided through Georgia Learns must be completed annually by STCs, SchTCs, Test Examiners, and Proctors. Staff will receive a completion badge and certificate once they have completed the course successfully. STCs and SchTCs are responsible for collecting documentation of all Georgia Learns course completion certificates from staff and educators prior to any test administration windows and beginning any test sessions.

STCs and SchTCs must document attendance at all local training sessions and include agendas and supporting presentations and/or handouts with specific guidance and policy related to test security and assessment administration protocols. Training must include a review of Examiner’s Manuals and define and clarify test security breaches and incidents of irregularities and invalidations. Local training must clearly articulate the process and procedure for reporting irregularities for review by the STC and subsequent reporting to the Office of Assessment and Accountability for review. *Test Security Information for School Test Coordinators/Examiners/Proctors* and *Assessment Security Compliance Forms* may be used to provide documentation of personnel attestation of understanding test security obligations ([Student Assessment Handbook](#), Appendix B).

<b>Required Virtual Training links provided in <a href="#">GaDOE Professional Learning Events Catalog</a></b>		
7/13/2023	1 - 3 pm	GKIDS 2.0/Readiness Check Pre-Administration
7/18/2023	9 am - 12 pm	State Assessment Training for System Test Coordinators - Part 1 - Assessment Planning and Test Security Training
7/20/2023	10 am - 12 pm	Fall 2023 Technology Directors/Coordinators Training
7/25/2023	10 am - 12 pm	Georgia Milestones Fall 2023 EOC Test Set-up

9/12/2023	10 am - 12 pm	State Assessment Training for System Test Coordinators - Part 2 - Special Populations
10/5/2023	10 am - 12 pm	GKIDS 2.0 Reporting
10/17/2023	10 am - 12 pm	Georgia Milestones Test Setup & Pre-Administration Winter 2023
11/2/2023	10 am - 12 pm	WIDA ACCESS Pre-Administration
1/9/2024	10 am - 12 pm	Spring 2024 Technology Directors Training
1/23/2024	10 am - 12 pm	GAA 2.0 Pre-Administration and Test Setup
2/1/2024	10 am - 12 pm	GKIDS 2.0 Mid-year Training and Reports
2/20/2024	10 am - 12 pm	Georgia Milestones Test Setup & Pre-Administration Spring/Summer 2024
3/15/2024	10 - 10:30 am	March 2024 Assessment Office Hours
4/25/2024	10 am - 12 pm	GKIDS 2.0 End-of-Year Reporting
5/23/2024	10 am - 12 pm	WIDA/GaDOE ACCESS Post-Assessment Training
<b>Optional Assessment Office Hours and Assessment Lunch and Learn session links are provided in the monthly Assessment Update email notifications.</b>		
8/18/2023	10-10:30 am	August 2023 Assessment Office Hours
9/8/2023	12 - 1 pm	September 2023 Assessment Lunch and Learn
10/20/2023	12 - 1 pm	October 2023 Assessment Lunch and Learn
10/27/2023	10 - 10:30 am	October 2023 Assessment Office Hours
11/17/2023	12 - 1 pm	November 2023 Assessment Lunch and Learn
12/1/2023	10 - 10:30 am	December 2023 Assessment Office Hours
1/12/2024	12 - 1 pm	January 2024 Assessment Lunch and Learn
1/26/2024	10 - 10:30 am	January 2024 Assessment Office Hours
2/9/2024	12 - 1 pm	February 2024 Assessment Lunch and Learn
3/8/2024	12 - 1 pm	March 2024 Assessment Lunch and Learn
3/15/2024	10 - 10:30 am	March 2024 Assessment Office Hours
<b>Optional Training Event links provided in the <a href="#">GaDOE Professional Learning Events Catalog</a>.</b>		
7/27/2023	10 am - 12 pm	Keenville Pre-Admin
8/1/2023	10 am - 12 pm	DRC BEACON Pre-Administration
8/23/2023	10 - 11 am	FIP #1 Do Better by Students: FIP Professional Learning
10/18/2023	10 - 11 am	FIP #2 Using FIP for Instructional Improvement Planning

11/9/2023	10 am - 12 pm	DRC BEACON - Using BEACON to Inform Instruction
11/29/2023	10 - 11 am	FIP #3 Design Formative Assessment for Lessons with FIP
1/24/2024	10 - 11 am	FIP #4 Leading FIP Professional Learning
2/15/2024	10 am - 12 pm	DRC BEACON Mid-Year Guidance and Reports
2/21/2024	10 - 11 am	FIP #5 Teaching Students to Rethink their Work
3/20/2024	10 - 11 am	FIP #6 The Road to Student Ownership of Learning
4/17/2024	10 - 11 am	FIP #7 More on Student Ownership of Learning
<b>Optional Assessment Training available for Professional Learning. Sessions links are provided in the GaDOE Professional Learning Events Catalog</b>		
Understanding Georgia Milestones Virtual Training Series		Intended Audience
<a href="#">Introduction to Reading and Evidence-Based Writing, Gr 3-12</a>		Grades 3-12 ELA Teachers, Instructional Coaches, Assistant Principals, Principals, Literacy Coordinators
<a href="#">Examining the Opinion Essay, Gr 3-5</a>		
<a href="#">Examining the Argumentative Essay, Gr 6-HS</a>		
<a href="#">Examining the Informative/Explanatory Essay, Gr 3-HS</a>		
<a href="#">Best Practices for Narrative Writing, Gr 3-12</a>		
<a href="#">Narrative Writing on Georgia Milestone, Gr 3-12</a>		
<a href="#">Using Description in Narrative Writing, Gr 3-5</a>		
<a href="#">Using Description in Narrative Writing, Gr 6-8</a>		
<a href="#">Using Description in Narrative Writing, American Literature</a>		
<b>Understanding Assessment Virtual Training Series</b>		Intended Audience
Day 1 – <a href="#">Assessment Foundations for Teachers &amp; Leaders</a>		Grades K-12 Teachers, Instructional Coaches, Teacher Leaders, School Leaders
Day 2 – <a href="#">Formative Assessment Processes, Part 1</a>		
Day 3 – <a href="#">Formative Assessment Processes, Part 2</a>		
Day 4 – <a href="#">Formative Assessment Processes, Part 3</a>		
Day 5 – <a href="#">Summative Classroom Assessment, Part 1</a>		
Day 6 – <a href="#">Summative Classroom Assessment, Part 2</a>		
Day 7 – <a href="#">Summative Classroom Assessment, Part 3</a>		
Day 8 – <a href="#">Standardized Assessments</a>		
Day 9 – <a href="#">Balanced Assessment Systems for Teachers</a>		

Please contact your assessment specialist with any questions.

cc: Allison Timberlake, Ph.D., Deputy Superintendent for Assessment & Accountability