



Dr. John D. Barge, State School Superintendent

**November 18, 2013****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 CTB/McGraw-Hill's Enrollment System for Georgia's Criterion-Referenced Competency Tests (CRCT) as well as for the CRCT Online Retest.

Georgia Systems will use CTB's 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, and
- link to enrollment for the summer online retest

For the Spring 2014 administration of the CRCT, enrollment numbers for each system will be based on the Fall 2013 Full-Time Enrollment (FTE) counts provided to CTB by the Georgia Department of Education (GaDOE).

**Important Dates:**

Date	Event
December 2, 2013	Receive your Enrollment System username and password.
December 11, 2013, 10:00 AM and December 12, 2013, 1:00 PM  <i>Please note that these webinar sessions will be divided into two parts – one for the CRCT and one for the CRCT-M.</i>	<b>Webinar Training on the Enrollment System &amp; Online Retest</b> <b>December 11 Live Session:</b> <a href="#">Click Here - Webinar URL Link</a> <b>December 12 Live Session:</b> <a href="#">Click Here - Webinar URL Link</a> <b>December 11 Recording Link:</b> <a href="#">Click Here - Recorded Webinar URL Link</a> <b>December 12 Recording Link:</b> <a href="#">Click Here - Recorded Webinar URL Link</a>  <i>(Recorded sessions will be available throughout the enrollment window.)</i> The User Guide will be available for download at <a href="http://www.ctb.com/gacrct/">http://www.ctb.com/gacrct/</a> .
December 11, 2013 – January 10, 2014	<b>ENROLLMENT WINDOW</b> The Enrollment System can be accessed through <a href="http://www.ctb.com/gacrct/">http://www.ctb.com/gacrct/</a> . The Enrollment window closes at 8:00 pm (EST) on January 10, 2014.
December 13, 2013 – February 6, 2014	<b>ONLINE RETEST REGISTRATION WINDOW</b> The Online Retest Registration can be accessed through <a href="http://www.ctb.com/login/">http://www.ctb.com/login/</a> . The registration window closes at 8:00 pm (EST) on February 6, 2014.

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Online testing will be offered again for the retest administration of the Criterion-Referenced Competency Tests. The tests will be administered using the CTB/McGraw-Hill Summative Online Retest System, a scalable platform that has been used to administer millions of tests annually to CTB customers.

Fully secured and fault tolerant, online testing is made easy with CTB's Online Retest System. The high-stakes summative application operates effectively with minimal technical requirements. 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 13, 2013 to February 6, 2014**.

To register for the 2014 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/login/>. (A link to this site is also provided from within the Enrollment System)
2. Login using your Enrollment System username and password.
3. From the *My Programs* web page, click the link *Online Retest Registration and Technology Survey* to enter the online registration system.
4. Provide contact information for your System Test Coordinator and System Technology Coordinator and fill in the information about your system's network. You may use the *Copy* button to copy this same information for all schools.
5. Check the box indicating that your system will be participating in the CRCT Online Retest
6. Check a box for each school in your system that will be setup to take the CRCT Online Retest.
7. Provide workstation, network and technology readiness information for each school in the system.
8. A progress bar for each school and summary for the system will track your Online Retest Registration progress.
9. Additional information will be provided in the Enrollment System training sessions.

Concurrent with the Enrollment System training noted above, details about expectations for conducting an online administration of the CRCT will be 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, a student experience video, 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 2014 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](mailto:CTBTechnicalSupport@ctb.com).

If you have questions about the CRCT program or state policies, please contact Robert McLeod at (404) 656-2589 or [robert.mcleod@doe.k12.ga.us](mailto:robert.mcleod@doe.k12.ga.us).

Thank you for your contribution to the CRCT program.

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