



Dr. John D. Barge, State School Superintendent

November 21, 2014

MEMORANDUM

TO: System Test Coordinators
FROM: Tony Eitel
Director for Assessment Administration
SUBJECT: Georgia Milestones Statewide Online Site Readiness Test (**January 13th 2015**)

The purpose of this memorandum is to provide information regarding the Georgia Milestones Statewide Online Site Readiness Test that will be conducted Tuesday, January 13, 2015 in preparation for the Spring 2015 End of Grade (EOG) and Spring 2015 End of Course (EOC) administrations.

Note that further details regarding this event will be provided in two live, repeating webinar trainings on December 11, 2014 and December 18, 2014 as noted at the end of this memorandum.

1. The Georgia Milestones Statewide Online Site Readiness Test will be conducted on Tuesday, **January 13th, 2015** beginning at 10:00 AM ET through 11:00 AM ET (1 hour).
2. Should inclement weather delay this event, a make-up date of Tuesday, **February 3rd, 2015** has been designated.
3. **The purpose of the site readiness test is to exercise online testing workstations that will be used for spring administrations, concurrently, to confirm readiness for spring testing.**
4. In order to prepare for this event, local systems will be able to download the Spring 2015 EOG and EOC Test Delivery Client (TDC) beginning December 10th 2014.
5. This new TDC will be used to administer the Statewide Online Site Readiness Test.
6. Importantly, note that this TDC will be different from the one that will be used to administer the Winter EOC and Spring Mid-Month administrations. The new TDC can be installed on computers that have the Winter EOC TDC installed. There are no conflicts between the two TDCs and no risk in having both installed.
7. **This event will require the participation of students, as simulated test takers, for approximately 30 minutes. We ask that systems/schools attempt to maximize participation and technology – in keeping with their plans for Spring 2015 – for this event.**
8. Approximately 1,000 simulated student profiles will be created for each school. Up to 1,000 students may participate from each school in this event. However, it is not required to use all profiles.

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9. Student Login credentials, Test Access Codes and Test Tickets will be generated by CTB and provided for each school.
10. Schools, teachers, and students are encouraged to participate in this online readiness test.
11. Student responses during the readiness test will not be scored. The test items in the Statewide Online Site Readiness Test will not appear on any operational tests.
12. Systems should record and report any significant technical issues that occur during the Statewide Online Site Readiness Test to CTB using the Customer Service contact information below.
13. CTB will analyze the data from the Statewide Site Online Readiness Test and work with systems, as needed, to resolve issues prior to the beginning of the Spring EOG and EOC Administrations

Training Webinars

Thurs. December 11, 2014 (1:00-3:00 PM ET) and December 18, 2014 (10:00-12:00 PM ET)
Georgia Milestones **Spring EOG and EOC** Checkpoint 1 - Technical Set-up Training Sessions

- **You may Pre-Register now for this webinar at:**
<https://attendee.gotowebinar.com/rt/8884196151742338305>
- Two repeating webinar sessions providing technical training relative to Spring 2015 for System Test Coordinators and System Technology Coordinators
- Detailed instructions will be provided regarding:
 - minimum system requirements,
 - client installation processes,
 - content package for online site readiness event on January 13, 2015 (as referenced in this memo),
 - overall workstation readiness for Spring 2015.

For technical questions about this event, please contact CTB/McGraw-Hill Customer Service and Technical Support at (866) 282-2249; GeorgiaHelpDesk@ctb.com.

If you have other questions about Georgia Milestones, please contact:

Michael Huneke at (404) 232-1208; mhuneke@doe.k12.ga.us

Robert McLeod at (404) 656-2589; RMcLeod@doe.k12.ga.us

Mary Nesbit-McBride at (404) 232-1207; mmcbride@doe.k12.ga.us.

The office's toll-free phone is (800) 634-4106.

Thank you.

cc: Melissa Fincher, Ph.D., Deputy Superintendent for Assessment and Accountability
Melodee Davis, Ph.D., Director for Assessment Research and Development
Michael Huneke, Assessment Specialist
Robert McLeod, Ed.D., Assessment Specialist
Mary Nesbit-McBride, Ph.D., Assessment Specialist