



Dr. John D. Barge, State School Superintendent

July 1, 2014

MEMORANDUM

TO: System Test Coordinators

FROM: Tony Eitel
Director for Assessment Administration

SUBJECT: EOCT Fall Mid-Month Administration (August-November 2014) Registration for CTB/McGraw-Hill Online Assessment System

The purpose of this memorandum is to provide Georgia school systems instructions regarding the registration process for the EOCT Fall Mid-Month Administration (August-November 2014). **Registration for the EOCT Fall Mid-Month Administration will be available from July 9, 2014 to November 7, 2014.** Please note that this registration process must be completed in order for your system and schools to administer the Fall 2014 Mid-Month Administration.

To register for the 2014 EOCT Fall Mid-Month Administration, each System Test Coordinator must:

1. Go to the CTB website <<http://www.ctb.com/login/>>.
2. Login using your System username and password.
 - a. If you do not have a username and password, please contact the CTB Georgia Customer Service team at 866-282-2249.
 - b. Note that your CTB website log-in for the 2014 CRCT will work for this purpose.
3. From the *My Programs* web page, click the link *Online 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 EOCT Fall Mid-Month.
6. Check a box for each school in your system that will be setup to take the EOCT Fall Mid-Month. (To enter new schools, please contact the CTB Georgia Customer Service team at 866-282-2249, Option 2.)
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 the EOCT Fall Mid-Month Registration progress.

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Training Dates:

Date	Attendee	Training Name	Webinar
July 17, 2014 1:00-3:30 P.M., EST	System Technology Coordinator and System Test Coordinator	Technical Set-up Training Training will focus on the technical set-up for the administrations.	Session: Technical Setup Training Session 1 Link
July 24, 2014 1:00-3:30 P.M., EST	System Test Coordinator	Test Administration Training – Session 1 Training will focus on test administration.	Session: Test Administration Training Session 1 Link
July 29, 2014 1:00-3:30 P.M., EST	System Test Coordinator	Test Administration Training – Session 2 Training will focus on test administration.	Session: Test Administration Training Session 2 Link

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. Access to the demonstration site, a student experience video, user guides, technical documentation and live technical support are available as well to assist you with any questions you might have regarding the EOCT Fall Mid-Month Administration.

For questions about these online test administrations, to gain access to the demonstration site, or to obtain technical information, 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 EOCT program, please contact Mary Nesbit-McBride at (404) 232-1207 or mmcbride@doe.k12.ga.us.

cc: Melissa Fincher, Ph.D., Deputy Superintendent for Assessment and Accountability
Melodee Davis, Ph.D., Director for Assessment Research and Development

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