



---

*Richard Woods, Georgia's School Superintendent*  
*"Educating Georgia's Future"*

**June 3, 2016**

**MEMORANDUM**

**TO:** System Test Coordinators

**FROM:** Tony Eitel  
Director for Assessment

**SUBJECT:** 2016 System Test Coordinator (STC) Fall Conference

In preparation for the 2016-2017 school year, the Assessment Division of the Georgia Department of Education (GaDOE) will again be conducting our annual System Test Coordinator Fall Conference during the months of August and September 2016.

The purpose of these sessions is to provide important information necessary for the successful administration of the 2016-2017 Georgia Student Assessment Program. All sessions will be held via webinar. The links for each session can be found below in this memorandum; no password is needed. We encourage all participants to join the live sessions as noted below.

**All System Test Coordinators are required to attend each of the following live sessions (two dates to choose from for each session):**

- Session: *Test Administration/General Session* (Select Aug. 10 or Aug. 12, 2016)
  - Important information regarding planning/preparations for secure and successful test administrations will be discussed during this session. Among the topics will be scheduling, materials management, test security, ethics, the MyGaDOE Portal, and other related topics. Also, we will provide reminders and updates for the 2016-2017 school year.
- Session: *Assessment Program Updates for 2016-2017* (Select Sep. 1 or Sep. 8, 2016)
  - This session will address important changes and updates to the Georgia Student Assessment Program beginning in the 2016-2017 school year, including updates relative to Georgia Milestones.

**We encourage all System Test Coordinators to attend the live session noted below if schedules permit. If not, a recording link will be sent to all who pre-register.**

- Session: *Student Assessment Handbook (SAH) Overview for 2016-2017* (Sep. 15, 2016)
  - This session returns again this fall to provide STCs an overview of the important changes to the SAH for 2016-2017 and ways in which the Handbook can serve as a valuable resource and training tool for local systems.

System Test Coordinators are welcome to invite other interested colleagues (e.g., Curriculum, Special Education, or Title III Coordinators).

Our webinar platform requires that all attendees pre-register. After pre-registering, you will receive a unique link to use to enter the actual webinar session on its scheduled date/time. You will be able to share the invitation link (see below) with others in your office/system that may need to attend the session. They too will be required to pre-register – and upon doing so will receive their own unique link to enter the session.

Please check with your local technology team to ensure that your local email service allows for the following email addresses to pass through your local filters:

[customercare@gotowebinar.com](mailto:customercare@gotowebinar.com)  
[customercare@gototraining.com](mailto:customercare@gototraining.com)  
[customercare@gotomeeting.com](mailto:customercare@gotomeeting.com)

**Fall 2016 System Test Coordinator Conferences**

<b>Date</b>	<b>Session/Topic/Time</b>	<b>Pre-Registration Links</b>
August 10, 2016	General Session/Test Administration 9:00 am – 12:00 pm	<a href="https://attendee.gotowebinar.com/register/5454292731183268356">https://attendee.gotowebinar.com/register/5454292731183268356</a>
August 12, 2016	General Session/Test Administration 9:00 am – 12:00 pm (Live repeat of August 10)	<a href="https://attendee.gotowebinar.com/register/1540707535951819524">https://attendee.gotowebinar.com/register/1540707535951819524</a>
September 1, 2016	Assessment Program Updates 2016-2017 1:00 pm – 4:00 pm	<a href="https://attendee.gotowebinar.com/register/7451569896689582596">https://attendee.gotowebinar.com/register/7451569896689582596</a>
September 8, 2016	Assessment Program Updates 2016-2017 1:00 pm – 4:00 pm (Live repeat of September 1)	<a href="https://attendee.gotowebinar.com/register/335010572723381508">https://attendee.gotowebinar.com/register/335010572723381508</a>
September 15, 2016	Student Assessment Handbook Overview 9:00 am – 12:00 pm	<a href="https://attendee.gotowebinar.com/register/1754500974903153412">https://attendee.gotowebinar.com/register/1754500974903153412</a>

Thank you in advance for making plans to attend these important sessions. If you have any questions or need additional information related to these events, please contact Connie Caldwell at (404) 656-2668 or (800) 634-4106; [ccaldwel@doe.k12.ga.us](mailto:ccaldwel@doe.k12.ga.us).

cc: System Superintendents  
Richard Woods, State School Superintendent  
Matt Jones, Chief of Staff  
Melissa Fincher, Ph.D., Deputy Superintendent for Assessment and Accountability