



Dr. John D. Barge, State School Superintendent

December 2, 2014

MEMORANDUM

TO: System Test Coordinators

FROM: Tony Eitel
Director for Assessment Administration

SUBJECT: Georgia Milestones Spring 2015 Online Registration & Technology Survey (RTS) for End of Grade (EOG) and End of Course (EOC)

The purpose of this memorandum is to provide instructions regarding the technology registration process for the Spring 2015 End of Grade (EOG) and End of Course (EOC) Administrations. Registration for sites that will be administering the EOG and/or EOC measures online will open **December 8, 2014**. The window will remain open until **January 30, 2015**.

To register for the Georgia Milestones EOG and/or EOC Spring Administrations, each System Test Coordinator must:

1. Go to the CTB website <<http://www.ctb.com/login/>>.
2. Login using your System username and password.
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. On the system information page, check the "*Participating in Online Testing*" box indicating that your system will be participating in the EOG and/or EOC Spring Administration.
6. On the school information page, provide contact, workstation, network and technology readiness information for each school in the system.
7. Check the "*Participating in Online Testing*" box indicating that your school will be participating in the EOG and/or EOC Spring Administration.
8. A progress bar for each school and summary for the system will track your spring administration registration progress.

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For general questions about Georgia Milestones, how to access/complete the RTS through the www.ctb.com site, or to gain other technical information, please contact CTB/McGraw-Hill Customer Service and Technical Support at (866) 282-2249 or GeorgiaHelpDesk@ctb.com.

If you have other questions about the Georgia Milestones EOG or EOC Spring Administrations, please contact Mary Nesbit-McBride at (404) 232-1207; mmcbride@doe.k12.ga.us, Robert McLeod at (404) 656-2589; RMcLeod@doe.k12.ga.us, or Michael Huneke at (404) 232-1208; mhuneke@doe.k12.ga.us. The office's toll-free phone number 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
Robert McLeod, Ed.D., Assessment Specialist
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