

August 1, 2019

MEMORANDUM

TO: System Test Coordinators

FROM: Sandy Greene, Ed.D.  
Director of Assessment Administration

SUBJECT: 2019 System Test Coordinator (STC) Fall Conferences

In preparation for the 2019-2020 school year, the Assessment Division of the Georgia Department of Education (GaDOE) will again be conducting our annual System Test Coordinator (STC) Fall Conferences during the months of August and September 2019.

The purpose of these sessions is to provide important information necessary for the successful administration of the 2019-2020 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: Fall Conference Part 1/General Session**
  - Important information regarding updates, program outlines, and the *Student Assessment Handbook*.
- **Session: Fall Conference Part 2/Chief planning considerations for assessments across the school year**
  - Important information regarding planning/preparations for secure and successful test administrations will be discussed during this session.
- **Session: Fall Conference Part 3/Accessibility and Accommodations**
  - This session will focus on issues of accessibility and accommodations for special populations.

We encourage all STCs to attend the live session noted on the following page if your schedule permits. If not, a recording link will be sent to all who pre-register.



STCs 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)

### 2019 System Test Coordinator Fall Conferences

Date	Title	Time	Meeting Link
8/6/2019	Fall Assessment Conference Part 1	9 – 11 a.m.	<a href="https://attendee.gotowebinar.com/register/6459895095400454403">https://attendee.gotowebinar.com/register/6459895095400454403</a>
8/8/2019	Fall Assessment Conference Part 1 – Live Repeat	1 – 3 p.m.	<a href="https://attendee.gotowebinar.com/register/1593028920840745987">https://attendee.gotowebinar.com/register/1593028920840745987</a>
9/3/2019	Fall Assessment Conference Part 2	9 – 10:30 a.m.	<a href="https://attendee.gotowebinar.com/register/4222066775969450755">https://attendee.gotowebinar.com/register/4222066775969450755</a>
9/5/2019	Fall Assessment Conference Part 2 – Live Repeat	1 – 2:30 p.m.	<a href="https://attendee.gotowebinar.com/register/3566821617489376259">https://attendee.gotowebinar.com/register/3566821617489376259</a>
9/10/2019	Fall Assessment Conference Part 3	9 – 10:30 a.m.	<a href="https://attendee.gotowebinar.com/register/6737573458460519683">https://attendee.gotowebinar.com/register/6737573458460519683</a>
9/12/2019	Fall Assessment Conference Part 3 – Live Repeat	1 – 2:30 p.m.	<a href="https://attendee.gotowebinar.com/register/5907254163001308163">https://attendee.gotowebinar.com/register/5907254163001308163</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 your assessment specialist at 404-656-2668 or 800-634-4106.

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