



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

July 12, 2017

MEMORANDUM

TO: System Test Coordinators

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

SUBJECT: 2017 System Test Coordinator (STC) Fall Conference

In preparation for the 2017-2018 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 2017.

The purpose of these sessions is to provide important information necessary for the successful administration of the 2017-2018 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* (Select Aug. 8 or Aug. 10, 2017)
 - Important information regarding updates, program outlines, and the *Student Assessment Handbook*.
- Session: *Fall Conference Part 2/Chief planning considerations for the assessment district and school year* (Select Aug. 31 or Sep. 7, 2017)
 - 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* (Select Sept. 14, 2017)
 - This session will focus on issues of accessibility and accommodations for special populations.

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.

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

customercare@gototraining.com

customercare@gotomeeting.com

Fall 2017 System Test Coordinator Conferences

Date	Session/Topic/Time	Pre-Registration Links
August 8, 2017	Fall Assessment Conference – Part 1 General Session` 9:00 am – 12:00 pm	https://attendee.gotowebinar.com/register/7531726502182823937
August 10, 2017	Fall Assessment Conference – Part 1 General Session – Programs and Student Assessment Handbook 1:00 pm – 4:00 pm (Live repeat of August 8)	https://attendee.gotowebinar.com/register/1837635057884409601
August 31, 2017	Fall Assessment Conference – Part 2 Chief Planning Considerations 9:00 am – 12:00 pm	https://attendee.gotowebinar.com/register/5161409230628022273
September 7, 2017	Fall Assessment Conference – Part 2 Chief Planning Considerations 1:00 pm – 4:00 pm (Live repeat of August 31)	https://attendee.gotowebinar.com/register/868662948116146689
September 14, 2017	Fall Assessment Conference – Part 3 Accessibility and Accommodations 9:00 am – 12:00 pm	https://attendee.gotowebinar.com/register/6100399857330158337

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
Melissa Fincher, Ph.D., Deputy Superintendent for Assessment and Accountability