



Dr. John D. Barge, State School Superintendent

November 18, 2013**MEMORANDUM**

TO: System Test Coordinators
FROM: Tony Eitel
Director, Assessment Administration
SUBJECT: Criterion-Referenced Competency Tests – Modified (CRCT-M) Online Ordering System (TestTime)

The purpose of this memorandum is to introduce the use of TestTime, the online ordering system for Georgia's Criterion-Referenced Competency Tests – Modified (CRCT-M). Systems will use TestTime to:

- verify shipping addresses and contact information,
- provide CRCT-M spring administration testing dates, spring break dates, and retest dates,
- request CRCT-M test booklets, and
- request Braille and Large Print format materials.

Important Dates:

Date	Event
<p>December 11, 2013, 10:00 AM and December 12, 2013, 1:00 PM</p> <p><i>Please note that these webinar sessions will be divided into two parts – one for the CRCT and one for the CRCT-M.</i></p>	<p>Webinar Training on the Enrollment System</p> <p>December 11 Live Session: Click Here</p> <p>December 12 Live Session: Click Here</p> <p>December 11 Recording Link: Click Here</p> <p>December 12 Recording Link: Click Here</p> <p><i>(Recorded sessions will be available throughout the enrollment window.)</i></p> <p>The User's Guide will be available by December 13 at: https://gcap.tsars.uga.edu/testtime/users_guide.pdf</p>
<p>December 13, 2013</p>	<p>Retrieve your TestTime username and password from the GaDOE Portal from the "CRCT-M" folder under "District Assessments" by close of business on Friday, December 13th.</p>

"Making Education Work for All Georgians"



Dr. John D. Barge, State School Superintendent

Date	Event
December 13, 2013 – January 10, 2014	<p>ENROLLMENT WINDOW</p> <p>TestTime Login information can be accessed through the GaDOE Portal by the close of business on Friday, December 13th.</p> <p>TestTime can be accessed at: https://gcap.tsars.uga.edu/testtime/</p> <p>The User's Guide will be available for download at https://gcap.tsars.uga.edu/testtime/users_guide.pdf</p> <p>The Enrollment window closes at 5:00 pm (ET) on January 10, 2014.</p> <p><i>Please note that completion of the enrollment process by the 1/10/14 deadline is imperative to ensure the accuracy of your district's CRCT-M shipment.</i></p>

For additional information about TestTime, contact the Georgia Center for Assessment at (888) 392-8977 or by e-mail at crct-m@gcap.tsars.uga.edu.

For other questions regarding the CRCT-M program, please contact the GaDOE Assessment Administration Division at (404) 656-2668 or (800) 634-4106.

Thank you for your contributions to the CRCT-M program.

"Making Education Work for All Georgians"