

July 10, 2009

MEMORANDUM

TO: System Testing Coordinators

FROM: Melissa Fincher, Associate Superintendent

SUBJECT: 2009 System Testing Coordinator Conference

In preparation for the 2009-2010 school year, the Assessment Division of the Georgia Department of Education (GaDOE) will be conducting System Testing Coordinator Conferences during the month of August.

The purpose of these conferences is to provide important information necessary for the successful administration of the 2009-2010 Georgia assessment programs. Four of the sessions will be held via the Elluminate online platform. Representatives from GaDOE will be conducting the conferences, which are scheduled to begin at 8:30 am and conclude at approximately 4:30 pm.

This year we will be hosting two sessions specifically designed for new System Testing Coordinators, a face to face session on August 5, 2009, and an online session, via Elluminate, on August 6, 2009. These sessions will provide more in-depth information on each assessment program as well as provide an opportunity for new testing coordinators to meet. New System Testing Coordinators should plan to attend one of the in-depth sessions but may also attend another session that will be offered via Elluminate. The Elluminate website can accessed through the following link: <http://elluminate.gavirtualschool.org/testing>.

All System Testing Coordinators are expected to attend one of the conferences and should complete a registration form. **You may register for a conference at the following website, <http://www.zoomerang.com/Survey/survey-intro.zgi?p=WEB229CF5SUS7P>, no later than July 31, 2009.** Please limit attendance for the face to face session to two people. Attendees are responsible for travel, meals, and lodging, if necessary.

The dates and locations for the conferences are listed on page two.

Date	Location
August 05, 2009	Houston County BOE 1100 Main Street Herman Ragin Center Bldg D Perry, Ga. 31069 478-988-6200
August 06, 2009	Elluminate http://illuminate.gavirtualschool.org/testing
August 11, 2009	Elluminate http://illuminate.gavirtualschool.org/testing
August 12, 2009	Elluminate http://illuminate.gavirtualschool.org/testing
August 20, 2009	Elluminate http://illuminate.gavirtualschool.org/testing

Thank you in advance for making plans to attend one of these important conferences. If you have any questions or need additional information related to these conferences, please contact Ms. Connie Caldwell at (404) 656-2668 or ccaldwel@doe.k12.ga.us.

cc: Kathy Cox, State Superintendent of Schools
Martha Reichrath, Ph.D., Deputy Superintendent for Standards, Instruction, and Assessment
GNETS Testing Coordinators
State School Testing Coordinators