

October 16, 2007

**MEMORANDUM**

**TO:** System Test Coordinators

**FROM:** Jeff Barker, Ph.D.  
Director, Assessment Administration Division

**SUBJECT:** Pre-Administration Workshops for the End-of-Course Tests (EOCT)

In preparation for the winter 2007 administrations of the Georgia End-of-Course Tests (EOCT), the Georgia Department of Education (GaDOE) will be hosting three on-line pre-administration workshops October 23-25, 2007.

The workshops will be held on the following dates and times:

<b>Date</b>	<b>Time</b>
October 23, 2007	10:00 – 12:00
October 24, 2007	1:00 – 3:00
October 25, 2007	10:00 – 12:00

The purpose of these workshops is to update test coordinators on any changes or additions that are necessary for the successful administration of the EOCT. This information will also include EOCT's transition to the Georgia Performance Standards. Representatives from the Georgia Department of Education and Pearson Educational Measurement will be conducting the workshops.

The on-line workshops will be conducted using Elluminate Live. Elluminate Live is a real-time training and collaboration environment that is flexible and easy to use. It allows participants the ability to talk over the Internet, view presentations and much more. Many of you are already familiar with Elluminate as it was used for the pre-administration workshops during 2006-2007 school year.

For first-time users of the Elluminate Live program, instructions for set-up, log-in and use of the system are provided in the attachment included with this memo.

All System Test Coordinators are expected to attend one of these sessions. In addition, you may also invite other staff if you so desire. Each Elluminate session will be recorded and available on the Elluminate web site for participants who are unable to attend.

Thank you for your help with this important part of the Georgia testing program. If you have any questions, please contact Dr. Paula Rufus at [prufus@doe.k12.ga.us](mailto:prufus@doe.k12.ga.us) or (404) 656-5975.

cc: Curriculum Directors  
GNETS Directors  
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Dr. Cynthia Ashby, Atlanta Area School for the Deaf  
Dr. Dorothy Arensman, Georgia Academy for the Blind  
Dr. Lee Shiver, Georgia School for the Deaf  
Ms. Kathy Cox, State Superintendent of Schools  
Dr. Martha Reichrath, Deputy Superintendent of Schools