

December 20, 2007

MEMORANDUM

TO: System Test Coordinators

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

SUBJECT: Pre-Administration Workshops for the Grade 8 Writing Assessment

In preparation for the winter 2007 administration of the Grade 8 Writing Assessment, the Georgia Department of Education (GaDOE) will be hosting three on-line pre-administration workshops January 8-10, 2008.

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

Date	Time
January 8, 2008	10:00 – 11:00
January 9, 2008	1:00 – 2:00
January 10, 2008	10:00 – 11:00

The purpose of the workshops is to update test coordinators on any changes or additions that are necessary for the successful administration of the Grade 8 Writing Assessment. Representatives from the Georgia Department of Education and the Georgia Center for Assessment 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 has been used for previous pre-administration workshops.

All System Test Coordinators are expected to attend one of these sessions. In addition, you may also invite school test coordinators or 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.

The power point presentation for the Grade 8 Writing Assessment Pre-Administration Workshops will be posted to the web on January 3, 2008. The presentation may be located on the main Testing page of the GaDOE web site under Writing Assessments, Grade 8 Writing assessment or at the following link:

http://www.gadoe.org/ci_testing.aspx?PageReq=CITestingWA8

Thank you for your help with this important part of the Georgia writing program. If you have any questions, please contact Dr. Kay Ellen Rutledge at krutledg@doe.k12.ga.us or 404-463-5047.

cc: Ms. Kathy Cox, State Superintendent of Schools
Dr. Martha Reichrath, Deputy Superintendent of Schools
GNETS Directors
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