

February 14, 2008

**MEMORANDUM**

**TO:** System Test Coordinators

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

**SUBJECT:** Pre-Administration Workshops for the Grades 3 & 5 Writing Assessments

In preparation for the 2008 administration of the Grades 3 and 5 Writing Assessments, the Georgia Department of Education (GaDOE) will be hosting three on-line pre-administration workshops February 19-21, 2008.

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

<b>Date</b>	<b>Time</b>
February 19, 2008	10:00 – 11:00
February 20, 2008	1:00 – 2:00
February 21, 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 Grades 3 and 5 Writing Assessments. 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 presentations for the Grades 3 and 5 Writing Assessments Pre-Administration Workshops will be posted to the web on February 15, 2008. The presentations may be located on the main Testing page of the GaDOE web site under Writing Assessments, Grade 3 Writing Assessment and Grade 5 Writing Assessment or at the following links:

[http://www.gadoe.org/ci\\_testing.aspx?PageReq=CITestingWA3](http://www.gadoe.org/ci_testing.aspx?PageReq=CITestingWA3)  
[http://www.gadoe.org/ci\\_testing.aspx?PageReq=CITestingWA8](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](mailto:krutledg@doe.k12.ga.us) or 404-463-5047.

cc: Kathy Cox, State Superintendent of Schools  
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