



(404) 656-2668 FAX (404) 656-5976

August 22, 2005

MEMORANDUM

TO: System Test Coordinators

FROM: Sharron Hunt, Ph. D.
Director, Testing Division

SUBJECT: Update for the September 12 – 16, 2005 Administration of the Georgia High School Graduation Tests

The September administration of the Georgia High School Graduation Tests (GHSGT) is a testing opportunity for 11th or 12th grade students who either have not passed or have not taken one or more of the Georgia High School Graduation Tests. Individuals who have left school with a High School Certificate or a Special Education Diploma without passing all of the graduation tests may also retest during this administration. Schools may only administer the GHSGT during the week of September 12 – 16, 2005. To assist you in preparing for the September 2005 administration, please review the following information.

- The testing window for fall 2005 is September 12 - 16.
- Make-up days are intended for students who have unavoidable, **unplanned** absences during the regular test administration dates.
- All testing (including make-up) must be completed during the one-week period designated by the state. Testing outside the window is considered to be a test irregularity and can invalidate the test results and may result in a referral to PSC.
- All schools in a single system must administer the same content area test on the same day (e.g., Monday, all schools will administer English/language arts; Tuesday, mathematics, etc). The order in which the tests are given is a local system decision.
- Inventory all test materials immediately upon receipt (fall GHSGT materials should arrive in systems by August 29). You should open shrink-wrapped packages in order to inventory all materials and to prepare appropriate quantities for schools.

- If any additional materials are needed, please request them via the SchoolHouse web site at www.ncsschoolhouse.com.
- All alternate testing sites, such as psycho-educational programs, must order GHSGT testing materials through the system that officially enrolls the student.
- School Header Sheets must be included with all answer documents submitted for scoring. School Header Sheets must be coded using the FTE reported school site for all students. If students attend a location other than their FTE home school site (e. g., a psycho-educational program or alternative program), the header sheet for their answer documents must reflect the home school site and not the alternate site.
- Pre-identification labels are NOT available for the fall administration of the GHSGT. **Students must complete all of the demographic information on the answer document.**
- **The students' FTE numbers must be used as the Student ID number on all state-mandated assessments.** Examiner's should provide students with their FTE numbers and verify all of the student information on the answer documents before submitting them to the School Testing Coordinator. School Testing Coordinators should check all answer documents for completeness and accuracy before submitting them to the System Test Coordinator.
- Students whose Individualized Education Plan (IEP), Individual Accommodation Plan (IAP), or English Language Learner Test Participation Committee (ELL/TPC) Plan indicates extended time as an accommodation may have in excess of three hours per test. However, the administration of each subject area test must take place within one school day and may not be interrupted except for short, supervised breaks.
- Examiners must mark at least one SRC code for students receiving testing accommodations. An additional SRC code, 19, has been added to the list of accommodation categories. This code applies to students who are English Language Learner - Monitored (ELL-M)
- Fill in the State Directed Use Only box on the Answer Document only if directed to do so by the GDOE. See page 5 of the Coordinator's Manual.
- The PTNA bubble on the answer document is used only in the unusual case in which a student is presented with an opportunity to test but refuses or is unable to participate. Teachers will fill in this bubble on the Answer Document. See the Student Assessment Handbook and the Examiner's Manual for additional information on use of PTNA.
- The use of Proctors is standardized. The administration manuals dictate the following guidelines: "When more than 30 students are to be tested in one room, the assistance of a Proctor is required. At least one Proctor is required for each additional 30 students. If students are tested in groups of 30 or less, a Proctor is highly recommended." Note that the Proctors' responsibilities are specific and differ from those of the Examiners. Proctors are not to be used as Examiners.
- Students are not allowed to use scratch paper. They may write in their test booklets instead. Students may use a ruler or another straight edge on the social studies test.

System Test Coordinators

Page 3

August 25, 2004

- Georgia Center for Assessment, formerly known as Test Scoring and Reporting (TSARS), **MUST** receive your system's GHS GT Answer Documents no later than September 21, 2005.
- Examiners should double check test booklets before they are turned in to the School or System Test Coordinator to make sure that no Answer Documents have been left inside the test booklets.
- Results for the fall GHS GT will arrive in systems by October 12, 2005.

If any additional information is required for the GHS GT, please contact Dr. Kay Ellen Rutledge in the Testing Division at (404) 463-5047 or via e-mail to krutledg@doe.k12.ga.us.

SH: ker

cc: System Superintendents
Kathy Cox, State Superintendent of Schools
Ida Love, Deputy Superintendent
Lynn Roberts, State Board Office
Cynthia Ashby, Director of State Schools
Psycho-educational Program Directors
RESA Directors