

June 28, 2007

MEMORANDUM

TO: System Test Coordinators

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

SUBJECT: Update for the Summer Retest Administration of the Georgia High School Writing Test (GHSWT)

To assist you in the July 11, 2007, GHSWT retest administration, the following guidelines are specified for your attention.

Important Note:

Systems do not receive barcode labels for the Summer GHSWT retest. All student demographic information on the front page of the student Answer Document must be entered by hand.

Coding:

There have been some changes to the GHSWT answer document. Please be certain that all examiners and school coordinators are fully aware of these changes.

- In addition to the student FTE number, students must provide their Georgia Testing Identifier (GTID) number. School coordinators should provide examiners with student rosters that include both FTE and GTID numbers, Special Education or ELL status, and information about accommodations.
- Students **MUST** enter the form number of the test they take in the correct space on the answer document.
- Students should complete information about their diploma status. Please note that Special Education has been added as a Diploma Endorsement Sought.

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- Grade information should be indicated: students should grid grade 11, 12, or Other; if Other, they should write in the grade.
- The State-Directed Use Only Boxes (SDU A or SDU B) should be completed only by School or System Test Coordinators. SDU A is used to enter the code for psychoeducational programs that students attend. The two-digit code should be marked for all students who are served at a psychoeducational facility. This information is being collected in order to provide summary reports to each center. Codes can be found in the System and School Coordinator's Manuals. **Note: The facility codes have been updated. Please make certain you use the current list of codes in your summer manuals.**
- SDU B is used to report irregularities or invalidations. Should a testing irregularity occur during the administration, document the situation on the System Coordinator Testing Irregularities Documentation Form, fax the form to the Assessment Administration Division (404-656-5976), then contact Dr. Kay Ellen Rutledge (404-463-5047) for specific instructions. Some situations may result in the invalidation of the student's work and/or reporting to the Professional Standards Commission. Guidance will be provided in these situations for proper documentation and reporting.
- The For Teacher Only section is used to indicate student SRC codes, the type of accommodation students received (S for Setting; P for presentation; R for response options; and SC for scheduling options). The For Teacher Use Only section is also used to record whether the accommodation is Conditional or Standard and to indicate the source specifying the accommodation, i. e. IEP, IAP, TPC.
- Special programs (psychoeducational programs, alternative programs, etc.) should not use the 6xxx series state school codes. Students should be coded with the state school code where their FTE is collected. A separate header sheet must identify each school where students are reported as FTE. **School codes of 6XXX should not be used.**

General Information:

- The test **MUST** be administered the morning of July 11, 2007.
- Charter schools must administer all writing assessments unless a waiver has been granted.
- Districts are not required to administer the writing assessment to home school students.
- All student responses **MUST** be written in English. Cursive and print are both acceptable on the final draft. Students should not skip lines on the final draft.
- Answer documents should arrive at Georgia Center for Assessment (GCA), formerly known as Test Scoring and Reporting (TSARS), for scoring no later than July 18, 2007.
- Results will arrive in systems on or about August 9, 2007.

Testing Materials:

- Inventory all test materials immediately upon receipt (materials should arrive in systems July 5, 2007). 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 Schoolhouse at www.schoolhouse.ncs.com.
- **The students' FTE and GTID numbers must be used as the Student ID number on all state-mandated assessments.** Please check the accuracy of these numbers.
- Only the Drafting Sheets provided may be used for writing the initial draft. No other scratch paper is allowed.
- **Examiners MUST account for all testing materials before dismissing students.**

Accommodations:

- Students who are not pursuing a regular diploma may take the GHSWT with either standard or conditional accommodations.
- Word processors are not allowed unless this accommodation is specified in the student's IEP, IAP, or ELL/TPC and the accommodation should have been routinely used during the normal course of the student's regular education program. All editing features must be disabled in order to meet the requirements of a standard administration.
- Students who have a temporary physical impairment (e.g., broken arm or hand) that prevents production of a handwritten response should not be tested. High school students should have testing delayed to the next regularly scheduled administration, with the following exception:
Eligible students may be provided accommodations based on an emergency Section 504 Plan to allow participation in the assessment. A word processor may be used with the spell check function disabled. The word processor print out should include the student's FTE and GTID number and be placed inside the Answer Document. GCA will score the printout as the final draft. One other option is the use of a scribe. Please contact Dr. Kay Ellen Rutledge for scribing instructions.
- The prompts MUST NOT be read aloud to students or interpreted unless that requirement is listed in the IEP, IAP, or whose regular education program includes this accommodation.
- Writing materials for visually impaired students may be enlarged by the System Test Coordinator. All enlarged writing materials must be accounted for and returned.
- Prompts may be communicated via sign language.
- ELL students **may not use** a bilingual dictionary or an electronic translator during a standard administration.
- Extended time is a standard accommodation for ELL students.

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Questions regarding the GHSWT should be referred to Dr. Kay Ellen Rutledge in the Assessment Administration Division by phone at (404) 463-5047 or via e-mail at krutledg@doe.k12.ga.us.

cc: System Superintendents
Psychoeducational Testing Coordinators
RESA 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
Kathy Cox, State Superintendent of Schools
Martha Reichrath, Deputy State Superintendent of Schools
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