

November 8, 2007

MEMORANDUM

TO: System Test Coordinators

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

SUBJECT: Update for the Winter 2007 Administration of the Georgia End-of-Course Tests (EOCT)

The information contained in this letter will provide guidance to assist in planning for the winter 2007 administration of the End-of-Course Tests (EOCT). The testing window for these assessments is December 3, 2007 – January 11, 2008.

- There are eight courses designated by the State Board for assessment requiring the EOCT: Ninth Grade Literature and Composition, American Literature and Composition, Algebra I, Geometry, U. S. History, Economics/Business/Free Enterprise, Biology I, and Physical Science. The EOCT is the final exam for the above courses, counting 15% of a student's final course grade.
- Any student enrolled in an EOCT course, regardless of grade level, must take the appropriate EOCT. This includes students enrolled in credit recovery or "make-up" courses and alternative schools. Students enrolling in your systems from **non-accredited** programs are required to take and **pass** the EOCT in order to earn credit for the course. In addition, middle school students who are enrolled in EOCT courses must take the EOCT regardless of whether they are receiving high school credit for the course.
- Make-up opportunities must be provided for students who are absent during testing. If a student is absent on the day of testing and misses all make-up opportunities during the testing window, districts may assign that student a grade of "Incomplete" and allow them to make up during the next available window. If students are administered the test and refuse to answer any of the questions, the PTNA (Present Test Not Attempted) bubble should be used to indicate their refusal to participate. If a student answers one question, PTNA should **not** be bubbled.
- Please note the **State-Directed Use Only** section on students' answer documents. SDU A is for coding students enrolled in GNETS programs (formerly psychoeducation centers) and Georgia Virtual School (GAVS). Accurate coding in this section allows GADOE to provide score reports to these programs. Failure to provide the appropriate code for students being served in these programs could result in a delay in grade

assignments. SDU B is for reporting testing irregularities and invalidations. Please do not mark in SDU B section unless directed to do so.

- Materials will arrive in systems by November 10, 2007. For ease of distribution, materials are boxed and labeled with school names. In addition, system materials will be packaged in white boxes to distinguish system materials from school materials. System Test Coordinators should inventory material immediately upon receipt and notify Pearson of any discrepancies. Please make certain you have security procedures in place for School Test Coordinators to receive and verify test materials. School Coordinators should sign for receipt of materials and verify amounts in boxes.
- Please be certain materials are secured at all times, especially during the holiday seasons. Additional materials may be ordered via the Schoolhouse website.
- Please note that TestNav was upgraded to version 6.4. You must have the most current version of TestNav on your computers before administering the EOCT online.

Administration:

- All EOCT must be administered and supervised by a Georgia-certified educator. All Examiners and Proctors must be trained in test procedures prior to test administration. Maintaining test security and test integrity is critical. Students and teachers need to understand test protocols and the ramifications of not following testing procedures. Please ensure examiners are circulating the room, monitoring student behavior during the test.
- The Examiner's Manual and other resources necessary for online administrations of EOCT are available on eMeasurement's site. These documents may be accessed at <http://etest.ncs.com/Customers/Georgia/eoct/resources.htm>. Test Coordinators and Examiner's Manuals (including online) are available on the GaDOE website. Go to http://www.doe.k12.ga.us/ci_testing.aspx?PageReq=CI_TESTING_EOCT to access these documents.

Scoring and Reporting:

- Systems will receive Class Rosters electronically within five days of receipt of answer documents at Pearson. Class Rosters and Individual Student Reports (for systems that request electronic) will be posted on eMeasurement.
- Summary reports and paper versions of Individual Student Reports will be mailed to systems after the close of the state testing window.
- System data files will be posted to the GaDOE portal after the close of the state testing window.

New for 2007-2008

- Pre-ID labels are shipped at no cost to all systems if the pre-id file was submitted to Pearson (via Schoolhouse) by September 14, 2007.
- Record changes capability will be available online after Class Rosters are posted. Changes will be reflected on the paper reports.
- Order tracking – systems can now track their orders online
- The paper version of ISRs will be sent to systems in alphabetical order by student.

Return of Material:

- Please read the Test Coordinator's Manual carefully and adheres to guidance provided on page 14 for the accurate packing and return of test material.
- Please return all completed answer documents with classroom identification sheets overnight using the return labels and air bills provided; and all test booklets (used and unused) by ground transportation using the return labels and freight bills provided. **Please use the Next Day Air labels/Air bills only for answer documents.** You must call the carrier (freight only) at least 24 hours in advance to arrange your pick-up of test booklets. Based on when you complete testing in your system, all answer documents and test booklets must be ready for pick up December 10 – January 11. It is very important that you include the number of boxes on the freight bill of lading before they are shipped. (Please mark boxes as: 1 of 3, 2 of 3, etc.). The carriers will pick-up at your shipping address/location at any time during the scheduled day.
- Please do not return scratch paper, voided or unused answer documents, or manuals; destroy these at the system level.

NOTE: The return address that is printed on the return labels/air bills or freight bill of lading is the address that Pearson Educational Measurement has on file as the System's shipping address. If the address is incorrect, please go to the Schoolhouse web site and make the correction.

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 or (404) 656-5975.

cc: Kathy Cox, State Superintendent of Schools
Dr. Martha Reichrath, Deputy Superintendent of Schools
Dr. Cynthia Ashby, Atlanta Area School for the Deaf
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GNETS Directors