

June 12, 2006

MEMORANDUM

**TO:** System Test Coordinators

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

**SUBJECT:** Update for the July 2006 Administration of the  
Georgia High School Graduation Tests

The July 2006 administration of the Georgia High School Graduation Tests (GHSGT) is a retest administration intended for students who have previously failed one or more of the tests or for rising twelfth grade students who enrolled in Georgia schools after the Spring 2006 administration. Individuals who have left school with a Certificate of Performance or a Special Education diploma without passing all of the graduation tests may also retest during this administration. To assist you in preparing for the July 2006 administration, please review the following information.

**Important Changes for the Summer 2006 Administration**

**The most important change in this administration is that students MUST bubble in the test form number on the answer document for each test. The test form number is located in the upper right hand corner of the test booklet.**

**Examiners MUST verify that students bubble the correct test form number accurately. Student answer documents with invalid test form numbers, or test form numbers bubbled incorrectly, will not be scored.**

**Please note!**

- ❖ **Students who were retesting in English Language Arts or Science in March 2006 MUST take QCC versions of the English Language Arts or Science tests in the Summer administration:**

<b>English Language Arts</b>	<b>Form 163</b>	<b>QCC Version</b>
<b>Science</b>	<b>Form 563</b>	<b>QCC Version</b>

- ❖ **Students who tested for the first time as eleventh graders in English Language Arts and Science in March 2006 MUST take the GPS aligned versions of the English Language Arts or Science tests in the Summer administration:**

English Language Arts	Form 101	GPS aligned
Science	Form 501	GPS aligned

- ❖ **There is only one version of the Mathematics test and one of the Social Studies test so all students testing in the Summer administration will take the same versions of the tests:**

Mathematics	Form 301
Social Studies	Form 701

**All materials for the Summer Administration had to be ordered through SchoolHouse. If you did not order materials, contact PEM at 1-800-627-7990 immediately. Materials will not be sent automatically based on Spring failure files.**

#### **Additional Information**

- Schools may only administer the GHS GT during the week of July 17 - 21, 2006.
- 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 PSC referral.
- 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 (Summer GHS GT materials should arrive in systems by July 5, 2006). 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](http://www.ncsschoolhouse.com).
- All alternate testing sites, such as psychoeducational programs, must order GHS GT 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 psychoeducational 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 summer administration of the GHS GT. **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.** Examiners 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 additional time. 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.
- 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)
- Use the State Directed Use Only box on the Answer Document only if directed to do so by the GaDOE.
- 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.
- Georgia Center for Assessment (GCA) must receive your system's GHS GT Answer Documents no later than July 26, 2006.
- 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 GHS GT will arrive in systems by August 9, 2006.

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 at [krutledg@doe.k12.ga.us](mailto:krutledg@doe.k12.ga.us).

SH: ker

cc: System Superintendents  
Psychoeducational Program Directors  
RESA Directors  
Cynthia Ashby, Director of State Schools  
Kathy Cox, State Superintendent of Schools  
Ida Love, Deputy State Superintendent of Schools  
Lynn Roberts