

March 1, 2007

## MEMORANDUM

TO: System Test Coordinators

FROM: Chris Domaleski, Ph.D.  
Director of Testing

SUBJECT: Update for the March 2007 Administration of the Georgia High School Graduation Tests (GHSGT)

The March administration is the main administration of the Georgia High School Graduation Tests (GHSGT) and the first opportunity for 11<sup>th</sup> grade students to take the tests. The state GHSGT testing window is March 19-30, 2007. To assist you in preparing for this upcoming administration, please review the following information.

### Important Changes to the Spring 2007 GHSGT

- 1. The answer document has been modified.**
  - **Special Education has been added to Diploma Sought category.**
  - **The Grade level box has been redesigned to allow students who select Other to specify their grade.**
  - **A Georgia Testing Identifiers (GTID) Number grid has been added. GTID numbers are required on the answer documents. The students' GTID and FTE numbers must be used as the Student ID number on all state-mandated assessments. These numbers should appear in the student identification label. However, school coordinators should provide Examiners rosters containing student GTID and FTE numbers in the event student identification labels are incorrect or missing. Examiners should 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 who have left school with Certificates of Performance or Special Education diplomas are not required to have GTID numbers.**
  - **Space has been provided to code accommodation type by content area in the For Teacher Use Only section. Codes are defined in the Examiner's Manual.**
  - **Space has been provided to indicate a Conditional (formerly, 'non-standard') Administration by content area in the For Teacher Use Only section.**
  - **Space has been provided to code the use of Braille and Large Print versions of the tests.**
  - **Grids for recording the Form Number for each content test appear in the content area sections of the answer document.**
  - **Space for coding PTNA appears in each content area section of the answer document. 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 darken this bubble on the Answer Document. See the Student Assessment Handbook and the Examiner’s Manual for additional information on use of PTNA.

- Space for coding First Year ELL Deferred appears in the English Language Arts, Science, and Social Studies sections of the answer document. School coordinators should provide Examiners information about which students are eligible for ELL deferment. The ELL First Year Deferred bubble should be darkened by the School Coordinator to indicate that a student is in a United States school for the first time this academic year and may be deferred from participation in the English Language Arts, science, and social studies tests.
  - Pre-identification labels are available for the Spring Administration of the GHSGT. Before attaching labels to student answer documents, school coordinators should verify the information that is printed on the label. If any of the printed information is incorrect, the label should be discarded and students should complete all of the demographic information on the answer document.
2. The test booklet has been modified to include a page of specific instructions about coding form numbers and about the consequences of having unauthorized electronic devices in the testing site.
  3. The Student Content Area Report has been modified to provide performance level descriptions to help students, parents, and teachers interpret student scores. The back of this report contains new information on Performance Level Descriptors, Lexile ranges, and Standard Error of Measurement (SEM).
  4. The School, System, and State Content Summary Reports have been modified to include additional information about accommodated scores and percentage of students in the Proficient and Enhanced categories based on the Enhanced English Language Arts and Mathematics tests.
  5. The SDUA box on the answer document should be used to record psycho-educational programs. The list has been updated. Please use the list below.

Alpine Psycho-educational Program	01
Burwell Psycho-educational Program	02
Cedarwood Psycho-educational Program	03
Coastal Academy Psycho-educational Program	04
Coastal Georgia Comprehensive Academy	05
Crossroads Psycho-educational Program	06
DeKalb Rockdale Psycho-educational Program	07
Elam Alexander Academy	08
Flint Area Learning Center	09
Harrell Learning Center	10
H.A.V.E.N. Academy	11
Heartland Academy	12
Horizon Academy	13
Mountainbrook Comprehensive Academy	14
North Metro Psycho-educational Program	15
Northwest Psycho-educational Program	16
Oak Tree Psycho-educational Program	17
Oconee Psycho-educational Program	18

Pathways Educational Program	19
River Quest Psycho-educational Program	20
Rutland Psycho-educational Program	21
Sand Hills Psycho-educational Program	22
South Metro Psycho-educational Program	23
Woodall Psycho-educational Program	24

### Reminders for Ensuring Student Answer Documents are Scored Correctly

- Students must write and bubble the Test Form number for each test on the answer document section. The test form number is located in the upper right hand corner of each test booklet.
- Examiners must verify that students bubble the correct test form number accurately.
- Student answer documents with invalid test form numbers can not be scored until the correct form number is provided. Student results could be delayed for the entire state if systems submit answer documents with missing or invalid form numbers.
- Students who tested for the first time as eleventh graders in English Language Arts and Science in March 2006 will continue to take the GPS/QCC aligned versions.
  - English Language Arts                      Forms 101 - 130
  - Science    Forms 501 - 530
- Students who were retesting in English Language Arts and/or Science in March 2006 will continue to take QCC versions.
  - English Language Arts                      Form 171
  - Science    Form 571
- There is only one version of the Mathematics and Social Studies tests so all students testing in the spring administration will take the same versions of the tests.

### Administration

- Schools may only administer the GHSGT during the week of March 19 – 23, 2007 or during the week of March 26-30, 2007.
- 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 two-week window designated by the state. Testing outside the window is considered to be a testing irregularity and may invalidate the test results. It may also 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.
- 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.

- 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.
- Examiners should double check test booklets before they are turned in to the School or System Test Coordinator to make certain that no Answer Documents have been left inside the test booklets.

### Other Information and Dates

- 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.
- The SDUB box is used to record irregularities and invalidations. Do not mark in this space unless directed to do so by the GaDOE.
- Spring GHSGT materials should begin arriving in systems by March 2, 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 the Schoolhouse web site at [www.ncsschoolhouse.com](http://www.ncsschoolhouse.com).
- Systems testing during week one (March 19-23) must send answer documents to arrive at the Georgia Center for Assessment (GCA) no later than March 28, 2007. Systems testing during week two (March 26-30) must send answer documents to arrive at GCA no later than April 4, 2007.
- Score Reports for the GHSGT will arrive in systems by May 8, 2007, not May 5 as stated in the manuals. Electronic Pass-Fail Rosters will be available earlier. Systems will be notified when rosters are posted to the MyGaDOE Portal.

If any additional information is required for the GHSGT, please contact Dr. Kay Ellen Rutledge in the Testing Division at (404) 463-5047 or [krutledg@doe.k12.ga.us](mailto:krutledg@doe.k12.ga.us).

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