

October 16, 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 High School Graduation Tests (GHSGT)

The winter administration of the Georgia High School Graduation Tests 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 2007 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 winter 2007 administration, please review the following information.

- **Schools must choose one of two weeks of the winter GHSGT testing window to administer the tests.**
 - **Week 1** **October 29 – November 2, 2007**
 - **Week 2** **November 5 – November 9, 2007**
- Make-up days are intended for students who have unavoidable, unplanned absences during the regular test administration dates. Testing outside the window is considered to be a testing 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).
- Winter GHSGT materials should arrive in systems by October 15, 2007.
- Georgia Center for Assessment (GCA) **must** receive your system's GHSGT answer documents no later than November 07, 2007, if you test in week one; November 14, 2007, if you test in week two.
- Results for the GHSGT will arrive in systems by December 5, 2007. Electronic Pass-Fail Rosters will be available earlier.
- Pre-identification labels are NOT available for the winter administration of the GHSGT. Students **must** complete all of the demographic information on the answer document.

- Examiners should provide students with their GTID and FTE numbers and verify all of the student information on the answer document.
- Students **must** write and 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.
- Student answer documents with invalid test form numbers, or test form numbers bubbled incorrectly, will not be scored until the correct form number is provided.
- Students who tested for the first time as eleventh graders in English Language Arts and Science in March 2006 **must** take the GPS/QCC aligned version of the English Language Arts or Science test in the winter administration.
- 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 winter administration.
- There is only one version of the Mathematics test and one of the Social Studies test so all students testing in the winter administration will take the same version of each of these tests.

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

JB: ker

cc: System Superintendents
GNET Test Coordinators
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Ms. Kathy Cox, State Superintendent of Schools
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