

September 6, 2006

MEMORANDUM

TO: System Test Coordinators

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

SUBJECT: Update for the September Main Administration of the Georgia High School Writing Test (GHSWT)

The September administration of the Georgia High School Writing Test (GHSWT) is the main administration and the first opportunity for grade 11 students to take the exam. To assist you in the main administration of the GHSWT on September 27, 2006, and the Make-up administration on September 28, 2006, the following guidelines are specified for your attention.

Georgia High School Writing Test:

Changes:

- **The Answer Document has changed. Please review the new Answer Document since the location of demographic information and coding has changed.**
 - For “Diploma Endorsement Sought”, the category of Special Education has been added.
 - The Georgia Test Identifier (GTID) has been added and must be coded.
 - Large Print bubble has been added.
 - State Directed Use sections have changed. SDU A is used for coding psychoeducational programs. SDU B is used to code irregularities.
 - An Accommodation Type (Setting, Presentation, Response, and Scheduling) has been added and must be coded. Directions are in the Examiner’s Manual.
 - Non-standard administrations will now be identified as Conditional

Additional Information:

- **The new GHSWT will not be operational until fall 2007.**
- The test should be administered the morning of September 27, 2006. The make-up exam is scheduled for September 28, 2006.
- Make-up days are intended for students who have unavoidable, **unplanned** absences during the regular test administration dates.
- Inventory all test materials immediately upon receipt (materials should arrive in systems September 13, 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 Schoolhouse at www.schoolhouse.ncs.com.
- If a printed barcode label is received for a student enrolled at the time of testing, it must be used for the test administration unless it includes a visible error in student information. If the barcode is incorrect, you may discard it and have the student enter ALL student information by hand. You should also notify your student information system manager to correct any errors in your local system.
- The SRC is embedded in the barcode label; however, the information should also be bubbled in the SRC box on the answer document.
- **The students' GTID and FTE numbers must be used as the Student ID numbers on all state-mandated assessments.** Please check the accuracy of the GTID and FTE numbers.
- **Examiners must account for all testing materials before dismissing students.**
- 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 LEP/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.
- The prompts must not be read aloud to students or interpreted unless that requirement is listed in their IEP, IAP, or LEP/TPC and whose regular education program includes this accommodation. Prompts may be communicated via sign language.
- ELL students may **not** use a bilingual dictionary or an electronic translator during a standard administration.
- 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.
- System Test Coordinators may enlarge a copy of the prompt for students requiring a large print version.
- 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.
- Answer documents should arrive at the Georgia Center for Assessment for scoring no later than October 5, 2006. Results should arrive in systems by November 27, 2006.

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

cc: System Superintendents
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