

June 12, 2006

MEMORANDUM

TO: System Test Coordinators

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

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

To assist you in the Summer 2006 re-test administration of the Georgia High School Writing Test, the following guidelines are specified for your attention.

Important Change for Summer 2006:

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 failure files.

General Information:

- Students eligible for testing: The summer administration of the GHSWT is a re-test. Students should pre-register for the test. The following students are eligible for testing:
 - Students who have failed previous administrations of the GHSWT
 - Grade 11 and 12 students who enrolled after the spring administration of the GHSWT or who were absent during previous administrations
 - Students who have left school with a High School Certificate or Special Education diploma.
- Materials will arrive in systems on July 6, 2006. Inventory all materials upon receipt. Please order any additional materials needed by the date on the SchoolHouse web site. Please order so that all additional materials can be sent in one shipment.
- The test should be administered the morning of July 12, 2006. **There is no make-up test prompt for the summer administration.** Therefore, all students should code "Main Administration" on page 3 of the Answer Document.
- **All prompts are secure test items and should not be shared, copied, reproduced, or used in any manner inconsistent with test security regulations.** This is clearly stated in all

- coordinator manuals and in the Examiner's Manual. Please be sure that all staff members involved in the testing process have been trained in test administration procedures.
- The GHSWT Answer Documents must arrive at Georgia Center for Assessment (GCA) no later than July 19, 2006.
- Results will be received by school systems no later than August 9, 2006.

Coding and Accommodations:

- Students who are not pursuing a regular diploma may take the GHSWT with either standard or nonstandard accommodations.
- The students' Full Time Equivalent (FTE) numbers must be used as the Student Identification number on all state-mandated assessments.
- Examiners should double check student information on the Answer Documents to be certain that all information is accurate and complete. **No pre-ID labels are provided for retests.** All information on the answer document should be completed.
- Please note the addition of the **State-Directed Use Only Box** on the Answer Document. The first column (from the left) of this section is reserved for reporting testing irregularities. Should a testing irregularity occur during the administration, contact Dr. Kay Ellen Rutledge to report the irregularity. Instructions will be given for coding the irregularity. Document the situation on the System Coordinator Testing Irregularities Documentation Form and follow the instructions provided by the DOE. Some situations may result in the invalidation of the student's work and/or reporting to the Professional Standards Commission. Guidance will be provided in these situations for proper documentation and reporting. The last two columns of this section are to be used by psychoeducational programs to report their assigned facilities identification code. **The two-digit code should be marked for all students who are served at a psychoeducational facility.** This information is being collected in order to provide summary reports to each center. Codes can be found in the System and School Coordinator's Manuals.
- Special programs (psychoeducational programs, alternative programs, etc.) should not use the **6XXX** series state school codes. Students should be coded with the state school code where their FTE is collected. A separate header sheet must identify each school where students are reported as FTE. **School codes of 6XXX should not be used.**
- A student coded as having a specific learning disability may not submit a response using a word processor unless this accommodation is specified in the student's IEP. Students who qualify for this exception typically have a physical impairment (i.e., orthopedic, other health impaired, or visual motor coordination). If the student has a physical impairment, the use of a word processor for the writing assessment must be listed in his/her IEP or IAP and the accommodation should be routinely used during the student's regular education program. In these cases, the grammar and spell check device should be disabled prior to testing. **NOTE: Eligible students may be provided a word processor accommodation based on an emergency Section 504 Plan to allow participation in the assessment. The word processor print out should include the student's FTE number and be placed inside the Answer Document. GCA will score the printout as the final draft. One other option is the use of a scribe. Please contact Dr. Kay Ellen Rutledge for scribing instructions.**
- The prompts must not be read aloud to students or interpreted for them. Exception: The prompt may be read aloud to students who have that requirement listed in their Individualized Education

Plan (IEP) or Individual Accommodation Plan (IAP) and whose regular education program includes this accommodation. The Test Participation Committee (TPC) for an English Language Learner (ELL) child may also determine that this accommodation is appropriate.

- **If the Accommodations box is marked on page one of the Answer Document, a State Required Code (SRC) must also be bubbled.**
- Prompts may be enlarged by the System Test Coordinator for visually impaired students.
- Prompts may be communicated via sign language.
- ELL students may not use a bilingual dictionary or an electronic translator unless they are special education students taking a nonstandard administration of the test.
- When completing header sheets, please make sure the following is coded correctly:
 - The Class Header Sheet should identify the class teacher. If systems do not want reports by class, a Class Header Sheet is not necessary.
 - If a Class Header Sheet is used for an alternative testing site (i.e. psychoeducational program center, alternative school, etc.) the name of the facility can be used in place of a teacher name to identify the group of students.
 - The Building Header Sheet must be coded with the system code and the school code for the system/school where the Full Time Equivalency (FTE) is reported for the student. Alternative testing sites will be required to use a header sheet for each system/school where students are reported for FTE. Reports will be sent to the system shown on the header sheet.

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

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cc: System Superintendents
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