

- **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 version of each of these tests.**
- **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.**
- **Georgia Testing Identifiers (GTID) and FTE numbers are required on the answer documents. Students who have left school with Certificates of Performance or Special Education will not be required to have GTID numbers.**

Additional Information

- Schools may only administer the GHSGT during the week of July 16 - 20, 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 one-week period designated by the state. 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). The order in which the tests are given is a local system decision.
- Inventory all test materials immediately upon receipt. Summer GHSGT materials should arrive in systems by July 5, 2007. You should open shrink-wrapped packages in order to inventory all materials and to prepare appropriate quantities for schools.
- All alternate testing sites, such as psychoeducational 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 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 GHSGT. Students must complete all of the demographic information on the answer document.
- The students' GTID and FTE numbers must be used as the Student ID number on all state-mandated assessments. Examiners should provide students with their GTID and 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 GHSGT Answer Documents no later than July 25, 2007.
- 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 GHSGT will arrive in systems by August 8, 2007. Electronic Pass-Fail Rosters will be available earlier.

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
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