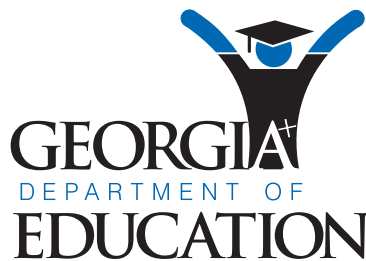# Georgia CRCT-M

Criterion-Referenced Competency Tests - Modified

Spring 2011

School and System Test Coordinator's Manual

GEORGIA DEPARTMENT OF EDUCATION

Georgia Department of Education
Dr. John D. Barge, State School Superintendent

Secure Test Materials—Do Not Copy

All test booklets and supporting materials associated with the Criterion-Referenced Competency Tests-Modified (CRCT-M) are confidential and secure. No part of any test booklet may be reproduced or transmitted in any form or by any means, including but not limited to electronic, mechanical, manual, or verbal (i.e., photocopying, recording, paraphrasing—rewording or creating mirror items for instruction—and/or copying). To protect the validity of the test, CRCT-M materials must remain secure at all times and (excluding the *School and System Test Coordinator's Manual* and the *Test Examiner's Manual*) cannot be viewed by any individual or entity prior to or after testing. To do so is a direct violation of testing policies and procedures established by Georgia law (§20-2-281) and the State Board of Education (Rule 160-3-1-.07(2)(i)3) in addition to copyright laws and Georgia professional ethics for educators. CRCT-M materials may not be provided to any persons except those participating in test administration and those being tested. **All** test booklets (used and unused) and all supporting materials must be accounted for and returned at the completion of the test administration and in the manner prescribed in the *School and System Test Coordinator's Manual*.

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INTRODUCTION TO THE CRCT-M PROGRAM

Georgia's Criterion-Referenced Competency Tests–Modified (CRCT-M) are designed to measure student acquisition of the knowledge and skills set forth in the Georgia Performance Standards (GPS). The CRCT-M program has been developed for those students with disabilities who are receiving special education services and whose Individualized Education Program (IEP) documents that they would be best assessed through an alternate assessment based on modified academic achievement standards. The CRCT-M is offered in grades 3 through 8 in Reading, English/Language Arts, and Mathematics. The test is comprised of three content areas—Reading, English/Language Arts, and Mathematics; all items are multiple-choice (40 Reading items, 50 English/Language Arts items, and 60 Mathematics items). Each *Student Test Booklet* contains a single content area test. Student responses to all content areas are to be recorded on the **same** *Student Answer Sheet*.

This *School and System Test Coordinator's Manual* (TCM) provides procedural information or schools and systems to follow prior to, during, and after the **Main** and **Makeup** administrations for the CRCT-M only. Instructions for the Retest administration will be covered in a separate Retest TCM.

This manual has been prepared for both School and System Test Coordinators. Specific instructions for test administration are contained in the *Test Examiner's Manual* (*TEM*). **Be sure to read both manuals carefully prior to test administration.**

Test Coordinator Roles and Responsibilities

The following provides an overview of the responsibilities of School and System Test Coordinators in the administration of the CRCT-Ms.

School Test Coordinator Responsibilities

- Become familiar with all testing procedures by reading the *Test Examiner's Manual* and the *School and System Test Coordinator's Manual*.

- Organize orientation sessions for all Test Examiners.

- Supervise the secure storage area for CRCT-M materials.

- Receive CRCT-M test materials from the System Test Coordinator.

- Verify that all boxes and all materials for the CRCT-Ms have been received. Report shortages to the System Test Coordinator.

- Distribute CRCT-M materials and pre-ID labels to Test Examiners. **NOTE:** The pre-ID labels are the third label from the CRCT pre-printed labels.

- Ensure that prescribed administration procedures are followed.

- Collect and store (in a secure area) all test materials at the end of each testing day.

- Collect and return all test materials to the System Test Coordinator after testing is complete, following the directions provided in this manual.

- Verify the receipt and return of all materials.

System Test Coordinator Responsibilities

- Become familiar with all testing procedures by reading the *Test Examiner's Manual* and the *School and System Test Coordinator's Manual*.
- Ensure that each school has a School Test Coordinator.
- Organize training sessions for School Test Coordinators and Test Examiners.
- Confirm that School Test Coordinators have a secure storage area for CRCT-M materials.
- Receive CRCT-M test materials from GCA.
- Verify that all boxes and all materials for the CRCT-Ms have been received.
- Distribute CRCT-M materials and CRCT pre-ID labels to School Test Coordinators.
- Ensure that prescribed administration procedures are followed.
- Verify the receipt and return of all materials.
- Order additional materials by calling the GCA CRCT-M support team toll-free at (888)392-8977.
- Collect test materials from all schools in the system and return them to the GCA Scoring Center, following the directions provided in this manual.

Students to be Tested

Only students with disabilities who meet all of the following criteria are tested using the CRCT-M. These must be documented in the student's IEP. Students eligible to take the CRCT-Ms are as follows:

- The student's disability has precluded the student from achieving grade-level proficiency, as demonstrated by the student's performance on the previous year's state-mandated test (i.e., CRCT) in the content area under consideration or another state's assessment, if appropriate.
- The student's progress to date in response to appropriate instruction, including special education and related services designed to address the student's individual needs, is such that, even if significant growth occurs, the IEP team is reasonably certain that the student will not achieve grade-level proficiency within the year covered by the student's IEP. The determination of the student's progress has been based on multiple measurements (i.e. benchmarks, unit assessments, progress monitoring, etc.), that are valid for the content area under consideration and that have been collected over a period of time.
- For each content area under consideration, the student has access to and instruction in the GPS for the grade in which the student is enrolled. The student's IEP includes goals that: 1) are related to the content area under consideration; 2) support access to the grade level content standards; and 3) are designed to promote the student's progress in the content area GPS.

- For each content area under consideration, in the previous year the student:
    ◦ did not meet the standard for the state-mandated test (CRCT or was not proficient on another state's assessment) OR
    ◦ reached extending progress on the GAA.

Students with disabilities that meet the CRCT-M eligibility criteria and who are also English Language Learner (ELL) students should be tested. A student is eligible to be coded as ELL if the student's native language is not English and he or she is eligible for English to Speakers of Other Languages (ESOL) services in accordance with Rule 160-4-5-.02, regardless of whether or not the student receives ESOL services. Students who were formerly identified as ELL but who are no longer considered ELL may not be identified as ELL.

Students with disabilities who are also classified as ELL-Monitored students (students who have exited the ESOL program but who are still being monitored) should be tested if they meet the other criteria. For more information on testing ELL students, refer to the *2010-2011 Student Assessment Handbook*, which can be downloaded at www.gadoe.org/ci_testing.aspx.

The Georgia Department of Education (GaDOE) requires System Test Coordinators to account for and explain discrepancies between the number of students enrolled in the school at the time the test was administered and the actual number of students who were tested.

Standard CRCT-M Administrations

There are several types of CRCT-M administrations. This *School and System Test Coordinator's Manual* will be used for all administrations, with the exception of the Retest administration (for which a separate Retest TCM will be provided). Standard CRCT-M administrations are described below.

Main Administration

Each system identifies a five-day testing period within the state Main administration window of April 4 through May 6, 2011 to administer CRCT-M tests to grades 3 through 8.

Makeup Administration

All students who are absent may take makeup tests, but only within the system's five-day Main administration testing period. Students enrolled in grades 3, 5, and 8 who are absent every day of the five-day testing period may take makeup tests for Reading (grades 3, 5, and 8) and/or for Mathematics (grades 5 and 8) at any time during the entire state Main administration window (April 4 through May 6, 2011). To order a Makeup administration return kit, please call (888) 392-8977. Wait until all makeup tests have been administered and collected (including GNETS program administrations) before sending in your Makeup administration shipment. Only one Makeup administration shipment for each system is allowed.

Retest Administration

Students enrolled in promotion/retention grades who perform at Level 1 in Reading and/or Mathematics must be offered a Retest opportunity. Each system identifies a four-day testing period-or two separate four-day periods-within the state Retest administration window (May 16 through July 29, 2011) to administer the CRCT-M Retests in Reading (grades 3, 5, and 8) and Mathematics (grades 5 and 8).

Systems can choose either one or two separate testing periods within the state Retest window to accommodate varying summer school schedules for elementary and middle grades. A grade level can only be assessed during one retest window. A separate shipment of Retest administration materials will be sent to each system before the first scheduled testing period. If the system selects two separate testing periods, Retest materials will arrive two weeks before the first four-day testing period.

Retest Exception Administration

"Exception" students are those students enrolled in promotion/retention grades who received a Level 1 score and missed the scheduled Retest administration testing period(s) at their respective systems. Pending approval from GaDOE, these students may take a Retest for Reading (grades 3, 5, and 8) and/or for Mathematics (grades 5 and 8) at any time during the state Retest administration window (May 16 through July 29, 2011). **All requests for "exception" testing or additional materials must be received by July 22.** Next day delivery is available.

GNETS Program Administrations

Each program in the Georgia Network for Educational and Therapeutic Support (GNETS) sets its own five-day testing period within the Main administration window to administer the CRCT-Ms. GNETS programs receive CRCT-M materials from the home schools they serve. GNETS programs should contact the systems they serve to let the systems know that they need materials and when they will be testing the students. However, regardless of which option they choose for delivery of test materials, **GNETS programs must return all materials to their students' home schools.**

Main Administration

If the GNETS program chooses **not** to order materials directly from Georgia Center for Assessment (GCA), main administration materials for GNETS-enrolled students will be shipped to the students' home schools. **It is the responsibility of each home school to forward these materials to the correct GNETS program.** If a GNETS program has not received test materials for a particular student at least five days prior to the start of testing, it should contact the student's home school to arrange for shipment of those materials.

NOTE: Because a GNETS program may serve multiple systems, the program's test administration dates may not be synchronized with those of the systems it serves. **The GNETS program should still return all used materials (including *Student Answer Sheets*) to the student's home school.** If these materials are not returned in time to include with the home system's Main administration shipment, the home system should return these materials to GCA with their Makeup administration shipment.

Makeup Administration

All GNETS program students who are absent may take a makeup test, but only within the program's five-day Main administration testing period. Students enrolled in grades 3, 5, and 8 who are absent every day of the five-day testing period may take a makeup test for Reading (grades 3, 5, and 8) and/or for Mathematics (grades 5 and 8) at any time during the entire state Main administration window (April 4 through May 6, 2011). Please contact the student's home system to obtain Makeup administration materials.

Retest Administration

GNETS program students enrolled in promotion/retention grades who perform at Level 1 in Reading and/or Mathematics must be offered a Retest opportunity. The home school will provide information on where and when the Retest administration will be offered to GNETS program students. The state Retest administration window is May 16 through July 29, 2011.

Braille and Large-Print Administrations

The CRCT-M program includes provisions for administering Braille and Large-Print versions of the CRCT-Ms. Test Examiners assigned to administer the Braille or Large-Print versions must read and follow the directions in the standard *Test Examiner's Manual*. Students taking the Braille version should be tested individually or in a group with other students taking the same version, because the scripted instructions for the Braille version may not be the same as the instructions for the standard and Large-Print versions.

Only one form of the test will be available in Braille and Large-Print. The Braille and Large-Print versions are always based on Form 1 of the test, regardless of the form(s) shipped to the school for the Main administration. When a system receives its Braille and/or Large-Print shipment, the shipment will include corresponding standard Form 1 Student Test Booklets to be used as reference documents. In order to supply the correct page number references during test administration, Test Examiners need to review all Braille and Large-Print test materials prior to testing, including the supplemental instructions that accompany these versions.

Test Examiners who administer the Braille version must record the student's responses on a standard *Student Answer Sheet*, using a No. 2 pencil.

Students who use the Large-Print version should record their answers directly on the Large-Print test book by circling the letters for their selected answers, writing their responses, or using a similar marking system. **The Test Examiner must then transcribe the student's responses onto a standard *Student Answer Sheet* exactly as they appear in the Large-Print test book.** Because extra time may be needed for administering the Large-Print version, it is recommended that students be tested individually or in a small-group setting.

Student answers should be recorded exactly as students have indicated or dictated. Under no circumstance should a student's answer be altered or edited—**to do so is a direct violation of test security.**

Test Examiners for Braille and Large-Print versions must also fill in the student's demographic information on the *Student Answer Sheet.* Additionally, they should indicate that the student was administered the Braille or Large-Print version by filling in the appropriate circle next to "Braille" or "Large-Print" in Section 15. The student's name, teacher, school, and system should also be written on the front cover of each Braille or Large-Print test book.

After testing is complete, the Test Examiner should group the student's answer document together with his or her class's standard *Student Answer Sheets* for return to the GCA Scoring Center. The original Braille and Large-Print test books should also be returned with the shipment.

Test Security

The CRCT-Ms are secure tests. Maintaining the security of all test materials is crucial to obtaining valid and reliable test results. Therefore, test materials must be kept in locked storage, except during actual test administration. Access to secure materials must be restricted to authorized individuals only (e.g., Test Examiners and the School Test Coordinator). It is the direct responsibility of all individuals who administer the test to follow security procedures.

Student Test Booklets and the items therein are to be used solely for test purposes and may not be disclosed or used for any other purpose. *Student Test Booklets* must remain secure until they are distributed to Test Examiners. *Student Test Booklets* must remain individually sealed until test administration begins.

The CRCT-Ms must be administered by a certified educator. During test sessions, Test Examiners are directly responsible for test security and must account for all test materials at all times. When the materials are not in use, they must be kept in locked storage. At the conclusion of each day's test session, Test Examiners must return all used and unused test materials to the School Test Coordinator. School Test Coordinators should verify and account for all materials at the end of each test day.

Testing conditions, especially supervision and seating arrangements of students, should be designed to minimize the potential for cheating. The Test Examiner must supervise the test administration at all times. **All instances of test security breaches and testing irregularities must be reported to the School Test Coordinator immediately.** If questions arise, or if any situations occur that could cause any part of the test administration to be compromised, the System Test Coordinator should contact Assessment and Accountability as soon as possible at (800) 634-4106 or (404) 656-2668.

Scheduling the Tests

The CRCT-Ms must be administered within the state testing window of April 4 through May 6, 2011. Each system must choose five consecutive school days within the testing window for all schools to administer all Main and Makeup tests. Makeup tests are 100 percent mandatory, except for students who are absent during all five days or who transfer into the system after the state testing window.

Each content area test (Reading, English/Language Arts, and Mathematics) is designed to be administered in one block of time. Content area tests may not be split over multiple days; that is, **both sections of a content area test must be administered on the same day.** It is highly recommended that Test Examiners administer only one content area test per day. The CRCT-Ms must be administered in the following order: Reading, English/ Language Arts, and Mathematics.

The time allotted for administration of the CRCT-Ms (indicated in the following tables) should be sufficient for students to complete each test section. **All** students should be given a minimum of 45 minutes to complete each test section. If all students finish the section before 70 minutes have passed, the Test Examiner may end the session early. However, if there are students who are still productively engaged in completing the section, testing should continue for the full 70 minutes. Unless specified in an IEP, IAP, or ELL/TPC Plan, students should have a minimum of 45 minutes and a maximum of 70 minutes to complete each section.

CRCT-M ADMINISTRATION SCHEDULE

CONTENT AREA	TASK	TIME ALLOTTED
READING	Distribute *Student Test Booklets*, *Student Answer Sheets*, and read directions Complete the student demographic section Code Reading Form	15-20 minutes
	Test Administration, Section 1	45-70 minutes
	Break	10 minutes
	Test Administration, Section 2	45-70 minutes
	TOTAL ADMINISTRATION TIME	115 - 170 minutes
ENGLISH / LANGUAGE ARTS	Distribute *Student Test Booklets*, *Student Answer Sheets*, and read directions Complete the student demographic section Code ELA Form	15-20 minutes
	Test Administration, Section 1	45-70 minutes
	Break	10 minutes
	Test Administration, Section 2	45-70 minutes
	TOTAL ADMINISTRATION TIME	115 - 170 minutes
MATHEMATICS	Distribute *Student Test Booklets*, *Student Answer Sheets*, and read directions Complete the student demographic section Code Mathematics Form	15-20 minutes
	Test Administration, Section 1	45-70 minutes
	Break	10 minutes
	Test Administration, Section 2	45-70 minutes
	TOTAL ADMINISTRATION TIME	115 - 170 minutes

RECEIVING AND DISTRIBUTING TEST MATERIALS

All test materials for the Main administration will arrive in systems prior to the preestablished testing window. The following points detail how test materials will be packaged, labeled, and identified.

- All system boxes will be marked with the system number, name, and box number on the delivery label. The boxes will be sequentially numbered. The system box will be marked "System Materials." School boxes will be identified with the school name on white labels.

- Box number 1 of the system shipment will include the packing list, Test Coordinator's Kit, and Security Checklists. It will be identified by a label indicating "Packing List Enclosed."

- All school boxes will be identified with the school number, name, and box number on a white label.

- All CRCT-M materials will arrive in GCA boxes. This will enable systems to quickly identify CRCT-M materials while maintaining test security because the packaging will not indicate that secure documents are enclosed.

- All boxes will be sequentially numbered by shipment (e.g., System Q, box 1, 2, 3 of X; School A, box 1, 2, 3 of X).

- Boxes will arrive at systems two weeks prior to the preestablished testing window (not including spring break). If materials arrive less than two weeks prior, the system may request temporary personnel to assist with material sorting and distribution.

- Main administration materials for students enrolled in a GNETS Program will be shipped to the home system. **It is the responsibility of the home school to forward these materials to the respective GNETS program.** (See note below.)

- When forwarding Braille materials to schools, **do not ship Braille materials lying flat.** Braille test books must be packed and stored in an upright position because pressure on the test books can render the materials unreadable.

The boxes will be sequentially numbered. The system box will be marked "System Materials." school boxes will be identified with the school name on the white system delivery labels. Shown below are examples of both the System and the School labels.

GCA Georgia CRCT-M	GCA Georgia CRCT-M
1985 New Jimmy Daniel Rd Bogart, GA 30622	1985 New Jimmy Daniel Rd Bogart, GA 30622
CRCT-M TESTING MATERIALS	**CRCT-M TESTING MATERIALS**
SHIP TO: APPLING COUNTY SCHOOLS (601) 249 BLACKSHEAR HWY BAXLEY, GA 31613 ATTN: TEST COORDINATOR	APPLING COUNTY ELEMENTARY SCHOOL (0177)
BOX _____ OF _____	**BOX _____ OF _____**

The following is a list of materials found in the system box(es) of the Main administration materials.

Main Administration Materials

- System Packing List
- School Packing List
- System Shipment Verification Form
- System Security Checklist (listing all secure overage materials)

Return Materials

- System Security Checklist (listing all secure overage materials)
- Return Labels

System Overage Materials

- Group Information Sheets
- *School and System Test Coordinator's Manuals*
- *Test Examiner's Manuals*
- *Student Test Booklets*
- *Student Answer Sheets*
- Paper Bands
- Empty Cartons

Remember that the CRCT-M program will use the third pre-ID label provided by CTB/ McGraw-Hill for the CRCT program. Student pre-ID labels (as shown on page 15) will be shipped directly from CTB/McGraw-Hill, and will not be included in the CRCT-M Main administration materials shipment.

To order additional materials, contact the GCA CRCT-M support team toll-free at (888)392-8977.

Illustrations of the System/School Packing List, System Shipment Verification Form, and System/ School Security Checklist are shown in Appendix C

System Inventory Checklist

This checklist provides step-by-step instructions for receiving materials and taking an initial inventory of the materials in the system boxes. These activities should be completed by the System Test Coordinator immediately upon receipt of the shipment.

_____1. Inventory the test materials in each school's box(es) using the "Customer Sign-Off" area of the packing list(s), and sign the System Shipment Verification Form. Send a copy of the signed System Shipment Verification Form to GCA by fax, following the instructions on the form. When returning materials, place the System Security Checklist and System Shipment Verification Form on top of the first box of materials. Keep two copies for your records.

_____2. Samples of all administration forms, manuals, and test materials have been provided, should questions arise during administration. Store all of these test materials in a secure/locked area. All schools administering the CRCT-Ms will receive test materials and sufficient overage amounts based on TestTime orders.

_____3. The return shipping labels are to be used when returning the test materials to the GCA Scoring Center. Place them in your files for safekeeping until testing is complete.

_____4. The destination of each box will be clearly identified with a school name on the label. Verify that every school that will be administering the CRCT-Ms within your system has a box or boxes containing test materials. The School Test Coordinator for each school should be instructed to take a thorough inventory of all materials.

_____5. Quantities of test materials were determined based on TestTime orders plus an overage and should be sufficient. However, if additional materials are required for certain schools, use the supply of overage sent to the system. Use the System Security Checklist to record the distribution of overage materials to each school. It is critical that the distribution of overage materials is documented by schools for tracking purposes.

_____6. If additional materials are still needed after the system's overage supply has been depleted, carefully check to make sure that your list of needed items for each school is complete so that only one request for extra materials is necessary. To order additional materials, call the GCA CRCT-M support team toll-free at (888) 392-8977. Additional materials may be requested by the System Test Coordinator only. Additional materials must be requested by April 18, 2011.

_____7. Place all materials in locked storage until they are distributed to schools.

_____8. Keep all shipping boxes. After testing is complete, use these boxes to return the materials to the GCA Scoring Center.

Distributing Materials to Schools

Based on the testing window and spring break dates provided by each system, CRCT-M test materials for the Main administration will be shipped to arrive at systems two weeks prior to the preestablished testing window. If materials arrive less than two weeks prior, the system may request temporary personnel to assist with material sorting and distribution. The System Test Coordinator will distribute materials to individual schools accordingly. The following is a list of Main administration materials found in the individual school box(es):

Main Administration Materials

- School Packing List
- School Security Checklist (listing all secure test materials)
- Group Information Sheets
- Pre-ID Labels (from CTB/McGraw-Hill)
- *School and System Test Coordinator's Manuals*
- *Test Examiner's Manuals*
- *Student Test Booklets*, including Large Print and Braille booklets
- *Student Answer Sheets*

  It should be noted that there is only one answer document for the CRCT-M program. This answer sheet is used for all grades 3 through 8.

Return Materials

- School Security Checklist
- Paper bands
- Empty cartons

School Inventory Checklist

This checklist provides step-by-step instructions for receiving materials and taking inventory at the school level. These activities should be completed by the School Test Coordinator immediately upon receipt of materials from the System Test Coordinator.

_____1. Locate the School Packing List and verify the quantities for all items listed.

_____2. Use the School Packing List to compare the quantities received with the quantities required so that there is one *Student Answer Sheet* for every student. There may be up to three *Student Test Booklets* per student.

_____3. Materials were packed based on orders and should be sufficient. However, if additional materials are required, carefully check to make sure that your list of needed items is complete so that only one request for additional materials is necessary. Contact your System Test Coordinator, who will request additional materials from GCA. To ensure that materials arrive in time for testing, make requests for additional materials as soon as possible. Additional materials will be shipped directly to the School Test Coordinator, with confirmation of shipment sent to the System Test Coordinator via e-mail.

_____4. Organize the pre-ID labels by class for distribution to Test Examiners. Three CRCT labels with precoded information will be provided for each student. Use the right-most label for CRCT-M testing. **If any information on the pre-ID labels is incorrect, the labels should NOT be used.** Instead, Test Examiners should make certain that the student's demographic information is filled in on the Student Answer Sheet. Any incorrect information on pre-ID labels should be corrected in the system's student records (see page 15).

_____5. Place all materials in locked storage until they are distributed to Test Examiners. Access to this area must be restricted to authorized personnel only.

_____6. Before distributing secure test materials to Test Examiners, record the Test Examiner's name on the School Security Checklist next to the security number of each test booklet assigned to him or her. At the beginning of each day of testing, **the Test Examiner must date and initial the receipt of secure test materials**. At the end of each day of testing, **the School Coordinator must date and initial the return of secure test materials, prior to placing them back in locked storage. Store the School Security Checklists in a safe place until testing is complete**.

_____7. Keep all shipping boxes. After testing is complete, use these boxes to return the test materials to the System Test Coordinator.

_____8. On the first day of testing, distribute materials to Test Examiners, and make sure they allow sufficient time for applying the pre-ID labels.

PREPARING FOR THE TESTS

The following set of materials should be assembled for each classroom prior to testing:

- *Test Examiner's Manual*, one per Test Examiner
- *Student Test Booklets*, one per student per content area
- *Student Answer Sheets*, one per student
- No. 2 pencils with functional erasers, two per student
- Group Information Sheet, one per Grade within the school
- Pre-ID labels, one per student (will be the third CRCT label from CTB)

NOTE: For the Mathematics test, scratch paper will be needed, **but calculators are NOT allowed unless specified in the student's IEP.** Test Examiners should provide each student with two sheets of blank scratch paper at the beginning of the Mathematics test. Students may ask for more scratch paper during the test administration, if necessary. Students should write their name on each sheet of scratch paper. **All scratch paper must be accounted for and returned with the used test materials to the School Test Coordinator.**

Students may write in their *Student Test Booklets* (using a No. 2 pencil), but only answers filled in on the *Student Answer Sheets* will be scored. **Highlighters may NOT be used to mark words or passages in the *Student Test Booklets.***

Student Pre-ID Labels

Student demographic information that appears on student labels is shown and described below.

```
ROBERTS JANE M
DECATUR 001
HILLSDALE ELEM 0201
GTID: 1234567890
GR: 03  BD: 03/31/98
GENDER: F  ETH: HISP
RACE: I, S, B, P, W
PSRC: XX
76543213
```
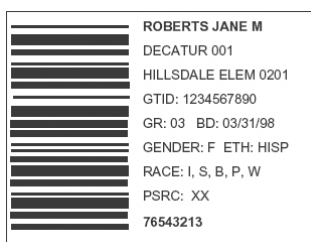
Gender:
F = Female
M = Male

Ethnicity:
HISP = Hispanic
NHIS = Not Hispanic

Race:
I = American Indian/Alaskan Native
S = Asian
B = Black/African American
P = Native Hawaiian/Other Pacific Islander
W = White

Primary SRC:
01-12, 15 (see page 20)

Applying Pre-ID Labels

Prior to distributing tests to students, Test Examiners should apply pre-ID labels to *Student Answer Sheets*. If there are problems with any pre-ID labels, Test Examiners should follow these rules to resolve them.

PROBLEM	RESOLUTION
Pre-ID labels for a classroom or individual student are missing or destroyed.	• Complete Sections 1 through 9 on the *Student Answer Sheet*. • The School Test Coordinator should update the school's student record file with the missing information.
Pre-ID labels contain incorrect information.	• If the pre-ID label has been placed onto a *Student Answer Sheet*, the Test Examiner should transcribe the student demographic information onto a replacement *Student Answer Sheet*, following the directions in the appropriate *TEM*. • The Test Examiner should notify the School Test Coordinator, who should update the school's student record file.
Test Examiner applies pre-ID label incorrectly.	• If answers have been marked on the *Student Answer Sheet*, the Test Examiner should transcribe the student's answers and demographic information onto a replacement *Student Answer Sheet*, following the directions in the *TEM*. The Test Examiner should write VOID on the cover of the original *Student Answer Sheet* and return it with the unused materials. • If answers have NOT been marked on the *Student Answer Sheet*, the Test Examiner should write VOID on the cover of the original *Student Answer Sheet* and return it with the unused materials.
The system receives a pre-ID label for a student who has transferred out of the system.	• Do NOT attach the pre-ID label to an answer document. Destroy the pre-ID label. • If the pre-ID label has been attached to a *Student Answer Sheet*, the Test Examiner should write VOID on the blank *Student Answer Sheet* and return it with the unused materials.
A pre-ID label is attached to the wrong student's answer document.	• The Test Examiner should place a blank label over the incorrect label and then place the correct label on top.

Even with a pre-ID label, Section 1 will still need to be completed on the front cover of the *Student Answer Sheet*. Test Examiners may also need to complete other sections.

Training Test Examiners Prior to Testing

Test Examiners must be trained prior to the actual administration of tests. The thoroughness and quality of this training are vital to the success of the program.

Instruct Test Examiners to review testing procedures and become familiar with the instructions in the *Test Examiner's Manual* prior to the training session.

Training should focus on the following topics:

Reviewing Test Security

The CRCT-Ms are secure tests. Test Examiners are directly responsible for the security of the tests. While test materials are in their possession, they must be kept in locked storage when not in use. Only authorized individuals should have access. At the conclusion of each day's testing, Test Examiners are responsible for returning all used and unused testing materials to the School Test Coordinator. Test materials may not remain in the classroom overnight.

Checking the Testing Materials

Each Test Examiner should check the quantities of materials provided to ensure that they are adequate for the number of students to be tested. *Student Test Booklet* packages may not be opened prior to test administration. These materials must always be stored in a secure place.

Setting a Proper Testing Atmosphere

The CRCT-Ms should be administered in a normal classroom setting. Test Examiners should be informed that their attitudes toward the CRCT-M program and their administration of the tests can affect student scores. Students should be informed that the tests are important; however, a tense atmosphere should be avoided.

Administering the Tests According to Established Procedures

Test Examiners should be thoroughly familiar with the *Test Examiner's Manual*. It is imperative that all tests be administered in a uniform manner. For this purpose, detailed directions are provided for test administration. Test Examiners should follow these directions exactly to ensure a standardized administration.

FOR TEACHER USE ONLY

Test Examiners should be instructed to follow the directions in the *Test Examiner's Manual* for completing the "FOR TEACHER USE ONLY" section of the *Student Answer Sheet*, if applicable. Accurate coding is essential for federal-and state-required reporting. School and System Test Coordinators should be familiar with proper coding procedures.

Returning Test Materials

All test materials must be accounted for and returned. It is not necessary to alphabetize the *Student Test Booklets* and/or *Student Answer Sheets* by student name. Specific instructions for assembling the test materials for return to the GCA Scoring Center are included in this manual and in the *Test Examiner's Manuals*. These instructions must be followed precisely.

Monitoring Test Administration

School Test Coordinators are responsible for monitoring all test procedures at their schools. Before test administration begins, the School Test Coordinator should make sure that each Test Examiner has an adequate supply of materials and that proctors have been assigned as needed. It is recommended that for every 20 students, one additional proctor be available. When more than 30 students are to be tested in one location, the assistance of a proctor is **required**. The School Test Coordinator should also make sure that Test Examiners are aware that the test administration directions are to be followed word for word. During the test administration, the School Test Coordinator should be available to answer questions that may arise and should visit each room to make sure that the tests are being administered exactly as directed.

TESTING ACCOMMODATIONS AND IRREGULARITIES

Testing accommodations are permissible for students with a current IEP, IAP, or ELL/TPC Plan on file. Regular program students who do not qualify under IDEA or Section 504, including those served by Student Support Teams (SST), may not, under any circumstances, be granted testing accommodation(s)—**to do so is a direct violation of state regulations**.

Accommodations must be specified in the student's IEP, IAP, or ELL/TPC Plan and must be consistent with accommodations used during daily classroom instruction and testing. The use of any accommodation must be reported in the appropriate section of the *Student Answer Sheet* .A list of GaDOE-approved accommodations is provided on page 31 of this manual.

Completing Section 11: "FOR TEACHER USE ONLY" and Sections 10, 12-15

Sections 10-15 of the *Student Answer Sheet* are completed only for those students who receive an accommodation, whether standard or conditional. It is imperative that information be filled in correctly. Federal and state regulations require complete and accurate coding of student information for reporting purposes. Response circles in Sections 10-15 should be left blank if they are not applicable to the student.

Test Examiners must ensure that each student's answer document is correctly identified by his or her nine-digit state FTE Student ID number **and** his or her ten-digit GTID number. No other student identification number may be used. This information will be on the student's pre-ID label. If the student does not have a pre-ID label, the GTID and FTE numbers should be written and bubbled in Sections 3 and 4 of the answer document. School Test Coordinators, System Test Coordinators, and System Superintendents are responsible for ensuring that student identification codes and all other descriptive codes (such as gender, ethnicity, and state- required codes) are correct.

Section 10: SRC

The information provided below will help Test Examiners assign the correct State-Required Codes (SRCs):

Fill in the appropriate circle next to the student's primary disability classification. Please refer to the student's Individualized Education Plan (IEP) for the appropriate classification.

NOTE: For the student's primary classification, only one circle should be filled in for SRCs 1–12, 14, or 15 (grades K-5 only). Additional circles for SRCs 13 and 16–19 may be filled in as applicable. SRCs are listed in the following table.

SRCs	
01 Visual Impairments	11 Emotional and Behavioral Disorders
02 Deaf/Hard of Hearing	12 Other Health Impairments
03 Deaf/Blind	13 English Language Learner (ELL)
04 Specific Learning Disabilities	14 Section 504
05 Mild Intellectual Disabilities	15 Significant Development Delay (K–5 Only)
06 Traumatic Brain Injury	16 Title I Reading
07 Moderate/Severe/Profound Intellectual Disabilities	17 Title I Math
08 Autism	18 Migrant Certified
09 Orthopedic Impairments	19 English Language Learner-Monitored
10 Speech-Language Impairments	

- If a Georgia Migrant Education Agency has identified the student as Migrant Certified, fill in the appropriate circle (18). The four regional Georgia Migrant Education Agencies have provided each system with a listing of students who are Migrant Certified. Only certified students should be coded.

- If the student is classified under Section 504, fill in the appropriate circle (14). A student is eligible to be coded as Section 504 if he or she has a current Individual Accommodation Plan (IAP) on file.

- If the student is identified as an English Language Learner (ELL) according to Board of Education Rule 160-4-5-.02, fill in the appropriate circle (13). A student is eligible to be coded as ELL if the student's native language is not English and he or she is eligible for English to Speakers of Other Languages (ESOL) services in accordance with Rule 160-4-5-.02, regardless of whether or not the student receives ESOL services. Students who are not eligible for ESOL services (as specified in Rule 160-4-5-.02) may not be coded as ELL. Fill in circle 19 for students who have exited the ESOL program but who are still being monitored.

Section 11: Accommodations **(Requires at least one SRC Code)**

   If the student was given a test administration accommodation based on his or her Individualized Education Plan (IEP), Individual Accommodation Plan (IAP), or English Language Learner/Testing Participation Committee (ELL/TPC) Plan, fill in the appropriate circle in the Accommodations section. A current IEP, IAP, or ELL/TPC Plan must be on file for each student who receives an accommodation.

Only state-approved accommodations may be used, following the guidance issued by GaDOE. If an accommodation is included in a student's plan that is not on the approved list, it must be reported as an irregularity. Students who are served by Student Support Teams (SST) but do not qualify for services under IDEA or Section 504 status may NOT be granted accommodations. **Failure to provide appropriate accommodations or providing accommodations to students who are not eligible is a direct violation of state regulations and must be reported.**

Accommodation Type

If the student was given a test administration accommodation based on his or her IEP, IAP, or ELL/TPC Plan, fill in the appropriate circle(s) under Accommodation Type to identify it as a Setting (S), Presentation(P), Response (R), or Scheduling (SC) accommodation.

Conditional Administration

Conditional administrations result from the use of conditional accommodations. Conditional accommodations are more expansive than standard accommodations, and are intended to provide access to students with more severe disabilities or very limited English proficiency who would not be able to access the tests without such assistance. Only students meeting strict criteria (outlined in the *2010–2011 Student Assessment Handbook*) are eligible for conditional accommodations. Any use of conditional accommodations **must** be coded. Per State Board rule, only a small number of students should participate in conditional administrations. **ELL-M students are NOT eligible for conditional accommodations.**

Definitions of Setting, Presentation, Response, and Scheduling accommodations (both standard and conditional) are provided on page 31 of this manual.

Section 12: GNETS

This two-digit code should be filled in for all students who are served at a GNETS facility. This information is being collected in order to provide reports to each center. A list of all GNETS facility codes is provided on page 32 of this manual.

Section 13: Local Use

Systems may choose to use this section to code special program students to gauge their performance on the CRCT-Ms. System Test Coordinators will designate a code to be filled in for this section. **Note that systems will not receive any special reports based on this coding.** Instead, the coding will generate information on the system's data file for the system to extract and disaggregate based on its requirements.

Section 14: EIP Served

If the student has received services from the state's Early Intervention Program (EIP) at any time during the current school year, fill in the "Yes" circle under "EIP Served" (relevant to grades 3 through 5 only).

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Section 15: Braille/Large-Print

If the student was tested with a Braille or Large-Print version of the CRCT-Ms, this must be coded in the appropriate circle.

Section 16: IR/IV/PIV

Only School Test Coordinators should complete this section **only as directed by GaDOE.** The procedure for reporting testing irregularities to Assessment and Accountability is described below. If GaDOE determines that an Irregularity (IR), Invalidation (IV), or Participation Invalidation (PIV) has occurred and should be coded in Section 16, the GaDOE Program Manager will provide the proper codes and instructions for completing this section.

For each affected content area, fill in **only one** bubble on the top line: IR, IV, or PIV. Then, write in the four-digit code number provided by GaDOE and fill in the corresponding circles.

The following fields (17–19) are to be entered on the response page for each content area taken, if applicable.

Section 17: Form Code

Appears on the each content area test. Remember that there is a different test booklet for each subject area. Please code the form number each day as you begin testing each subject.

Section 18: PTNA

If the student was present for the test administration but did not attempt any items **in the content area,** this must be coded in the appropriate circle on the correct content area (Reading, English/Language Arts, and/or Mathematics) under "PTNA."

Section 19: ELL Deferred

ELL students enrolled for the first time in a school in the United States may receive a one-time deferment from assessments in Reading and English/Language Arts. If the student was deferred from any CRCT-M content areas, fill in the appropriate circles in this section. Note that the ELL-Deferred bubble only appears on the Reading and English/Language Arts sections of the answer document. There is no deferment for Mathematics; all students are required to participate in Mathematics.

Testing Irregularities

Testing irregularities may take many forms. They include, but are not limited to, the following scenarios:

- A student is given access to test questions or prompts prior to testing.
- A Test Examiner or other personnel copies or otherwise reproduces and distributes secure test materials.
- A Test Examiner or other personnel coaches students during testing.
- A Test Examiner or other personnel alters or otherwise interferes with a student's responses.
- A Test Examiner or other personnel fails to follow security regulations when distributing and returning test materials before, during, or after testing, resulting in a breach of security.

- A Text Examiner or other personnel uses or handles test materials for purposes other than test administration (e.g., taking a *Student Test Booklet* home to review, or reading a *Student Test Booklet* after school).

- A Test Examiner or other personnel fails to follow prescribed test administration directions.

- A student's *Student Test Booklet* or *Student Answer Sheet* is lost.

- Teaching aids are displayed in the classroom during testing (e.g., a poster or bulletin board that reveals relevant instructional material).

School Test Coordinators who become aware of testing irregularities within the system's Main administration testing period should report the incident(s) to the System Test Coordinator. The System Test Coordinator should then follow the steps below:

1. **Immediately** contact Assessment and Accountability at (404) 656-2668 or (800) 634-4106.

2. Explain the irregularity in the testing session, including details of all actions taken to that point.

3. The GaDOE representative will determine whether or not testing should continue or if further documentation is needed. If asked to do so by GaDOE, go to the MyGaDOE Portal (at https://portal.doe.k12.ga.us) and fill out the CRCT-M Testing Irregularities: School/System Test Coordinator Report Form.

If GaDOE determines that testing should **not** continue for the student or class, the GaDOE representative will provide instructions for invalidating the applicable section(s) of the *Student Test Booklet* or *Student Answer Sheet* before returning them for scoring.

Voided and Defective Answer Documents

The following table explains in detail how hazardous, voided, and defective *Student Test Booklets* and *Student Answer Sheets* should be handled. The table provides examples and directions for returning or destroying these types of documents.

TYPE	CLASSIFICATION	EXAMPLES	RETURN PROCESS
Biohazard Document	Soiled answer document	Bodily fluids, nail polish, food, coffee, or soda	Test Examiner should transcribe answers and student demographic information onto a new answer document following GaDOE procedure. Submit the transcribed answer document with the used materials. **Mark soiled answer document as SOILED and VOID on School Security Checklist, then destroy the soiled version.** Do NOT send back soiled answer documents. Destroy at the school/system level.

TYPE	CLASSIFICATION	EXAMPLES	RETURN PROCESS
Voided Document	Damaged answer document	Tears or holes caused by excessive erasing	Test Examiner should transcribe answers and student demographic information onto a new answer document following GaDOE procedure. Submit the transcribed answer document with the used materials. **Write VOID on the damaged answer document.** Submit the VOID document with unused materials. Do NOT include VOID documents in the group information count.
	Pre-ID label error	Pre-ID label attached to wrong answer document; pre-ID label attached in incorrect location	Test Examiner should transcribe answers and student demographic information onto a new answer document following GaDOE procedure. Submit the transcribed answer document with the used materials. **Write VOID on the incorrect answer document.** Submit the VOID document with unused materials. Do NOT include VOID documents in the group information count.
	Answer document error	Student marks answers on the wrong page.	Test Examiner should transcribe answers and student demographic information onto a newanswer document following GaDOE procedure. Submit the transcribed answer document with the used materials. **Write VOID on the incorrectly marked answer document.** Submit the VOID document with unused materials. Do NOT include VOID documents in the group information count.

TYPE	CLASSIFICATION	EXAMPLES	RETURN PROCESS
Defective Document	Unused answer document (no marks on document)	Missing pages; duplicate pages; incorrect cover; smudged or unreadable security barcodes; damaged or broken seals	Test Examiner should contact School Test Coordinator to receive a replacement document and to return the defective document. School Test Coordinator should notify System Test Coordinator of the defective document. System Test Coordinator should send an e-mail to GaDOE Program Manager. GaDOE Program Manager may ask System Test Coordinator to provide samples of defective documents.
	Used answer document (demographic information or answers marked on document)	Missing pages; duplicate pages; incorrect cover; smudged or unreadable security barcodes; damaged or broken seals	Test Examiner should contact School Test Coordinator to receive a replacement document and to return the defective document. Test Examiner should transcribe answers and student demographic information onto the replacement document following GaDOE procedure. School Test Coordinator should notify System Test Coordinator of the defective document. System Test Coordinator should send an e-mail to the GaDOE Program Manager, who may ask System Test Coordinator to provide samples of defective documents.

AFTER TESTING

Test Examiner Instructions

All test materials must be accounted for and returned. The Test Examiner is responsible for returning all test materials to the School Test Coordinator immediately after testing is complete. Test materials consist of all Group Information Sheets, *Student Test Booklets*, *Student Answer Sheets*, scratch paper for Mathematics test, and *Test Examiner's Manuals*. Test Examiners must follow the instructions in the *Test Examiner's Manual* for returning test materials to the School Test Coordinator.

The *Test Examiner's Manual* provides directions for completing the Group Information Sheet. Test Examiners must complete a separate Group Information Sheet for each grade tested and place it on top of the completed *Student Answer Sheets* for that grade. It is critical that the Group Information Sheet be coded properly and that it remain with the answer documents it represents.

If any precoded information is incorrect on the Group Information Sheet, the Test Examiner should not use the incorrect form. Extra Group Information Sheets will be provided, and the Test Examiner will bubble the information directly on a new sheet. If necessary, the System Test Coordinator should contact the GCA CRCT-M support team toll-free at (888)392-8977 to order replacements.

The following table illustrates the packing order for the return of materials to the School Test Coordinator.

TOP OF STACK
Completed Group Information Sheet
Used *Student Answer Sheets*
Scratch paper for Mathematics test
Used and Unused *Student Test Booklets* (including Braille and Large-Print)
Unused and VOID *Student Answer Sheets* (But not SOILED *Student Answer Sheets*)
Test Examiner's Manuals
BOTTOM OF STACK

NOTE: Unused *Student Answer Sheets* that contain pre-ID labels or completed demographic information (for students who were not administered any part of the exam) must be returned with the unused materials. Mark these documents as VOID.

School Test Coordinator Instructions

All test materials must be accounted for and returned. The School Test Coordinator is responsible for returning all materials, used and unused, to the System Test Coordinator immediately after completion of testing. Coordinators must follow the instructions in this section when returning testing materials to the System Test Coordinator.

Preparing Materials for Return to System Test Coordinator

Follow these steps for preparing materials for return to the System Test Coordinators:

_____1. Verify that each Test Examiner has returned all test materials. On the School Security Checklist, enter and initial the RETURNED date for each *Student Test Booklet* and *Student Answer Sheet* returned by Test Examiners. If an answer document is not returned for any reason, provide an explanation in the "IF DOCUMENT IS NOT RETURNED, STATE REASON" column of the checklist. (See pages 23–25 for instructions on how to handle voided and defective answer documents.) Retain a copy of the School Security Checklist for your records.

_____2. Assemble the following materials:

- Completed School Security Checklist
- Completed Group Information Sheets
- Used *Student Answer Sheets*

_____3. Check that each Group Information Sheet has been properly completed and is placed on top of the corresponding stack of *Student Answer Sheets*. Confirm that the count on the Group Information Sheet reflects the number of answer documents returned for that group. Confirm that all damaged, contaminated, or soiled *Student Answer Sheets* have been transcribed, if applicable.

_____4. Check that each *Student Answer Sheet* has either a pre-ID label placed in the correct location or gridded student demographic and school information.

- All answer documents must have either a pre-ID label placed in the correct location or gridded student demographic information.
- All answer documents should be arranged with the front cover grid face-up.
- **NOTE:** Answer documents do not need to be alphabetized.
- If testing irregularities occurred that resulted in a test administration being discontinued, complete the coding in Section 16: IR/IV/PIV for the appropriate content area on the affected *Student Answer Sheet(s),* following the instructions provided by the GaDOE representative.

_____5. Bundle each testing group's *Student Answer Sheets* with the correct Group Information Sheet, following instructions on pages 28–29.

NOTE: CRCT-M does NOT have a School/Group List.

Packing and Returning Materials to System Test Coordinator

_____1. Pack all used *Student Answer Sheets* by grade, using the supplied paper bands and the original shipping boxes. Each testing grade should be paper-banded separately.

_____2. Complete the School Security Checklist, and retain a copy for your records. Place all completed sheets in the School Security Checklist Envelope(s) that they came in, and place the envelope(s) in the first box of used materials.

_____3. Return these used materials to the System Test Coordinator immediately after the completion of testing. The following table illustrates the packing order for the return of used materials.

TOP OF STACK
Completed School Security Checklist
Completed Group Information Sheet for Lowest Grade
Used *Student Answer Sheets* for Lowest Grade
(Repeat stacking order for additional grades, as appropriate)
Scratch paper for Mathematics test
Used and Unused *Student Test Booklets* (including Braille and Large-Print)
Unused and VOID *Student Answer Sheets*
Test Examiner's Manuals
BOTTOM OF STACK

System Test Coordinator Instructions

All test materials must be accounted for and returned. The System Test Coordinator is responsible for returning all materials to the GCA Scoring Center immediately after completion of testing. The System Test Coordinator must follow the instructions below for returning used materials to the GCA Scoring Center.

_____1. Verify that each School Test Coordinator has properly packed all used materials, including the completed School Security Checklist, completed Group Information Sheets, and used *Student Answer Sheets*.

_____2. Destroy all scratch paper used for the Mathematics test.

_____3. Verify that each paper band contains only one grade of used *Student Answer Sheets*.

_____4. Confirm that all used materials from all schools in the system are accounted for.

_____5. Pull the School Security Checklist from the first box of used materials for each school. Make copies of all School Security Checklist pages that list missing or nonreturned test materials. Place these pages back in the School Security Checklist Envelope, and replace the envelope in the school's first box of materials. Retain the original School Security Checklist for your records.

_____6. Reuse the original shipping boxes to return used test materials to the GCA Scoring Center. The following table illustrates the packing order for the return of materials from each school. It is not necessary for the System Test Coordinator to repackage materials received from the School Test Coordinator.

TOP OF STACK
Completed Group Information Sheet for Lowest Grade
Used *Student Answer Sheets* for Lowest Grade
(Repeat stacking order for additional grades, as appropriate)
Student Test Booklets (including Braille and Large-Print)
Unused and VOID *Student Answer Sheets*
Test Examiner's Manuals
BOTTOM OF STACK

_____7. Identify the sequence of boxes by filling in the line on the white used label that reads "School Box __ of __." The school boxes should be consecutively numbered. For example, if school A has twelve boxes and school B has six boxes, the System Test Coordinator should mark the first boxes for these two schools as "1 of 12" and "1 of 6," respectively.

_____8. On the same white label, fill in the total number of boxes for the entire system in the space provided.

_____9. If any box is not completely filled, add crumpled paper to prevent damage that may be caused by shifting during shipment. **NOTE:** Use **only** crumpled paper to fill boxes; do NOT use foam "popcorn", "peanuts" or shredded paper.

____10. Seal the boxes securely. **NOTE:** If necessary, reinforce the bottom of the box with packing tape before shipment.

____11. Make copies of any System Security Checklist pages that list missing or nonreturned overage materials, and place these pages in the System Security Checklist Envelope. Place the signed System Shipment Verification Form in the same envelope, and place the envelope in the first system box of used materials.

____12. Destroy all scratch paper used for the Mathematics test.

____13. Reuse the original shipping boxes to return all test materials to the GCA Scoring Center. Return all unused overage materials, including *Test Examiner's Manuals*, *Student Test Booklets*, and *Student Answer Sheets*.

Pickup Schedule

Refer to the *How to Schedule a Pickup Using UPS Returns® Services* document in your Test Coordinator's Kit packet to schedule a pick-up of materials. You can schedule on-line or by phone. If you are asked for a credit card number, inform the agent that the shipment is prepaid and give them the shipping code number from the UPS label. Your system will NOT be charged for shipping.

Contact Information

If you have questions regarding the administration of the Georgia Criterion-Referenced Competency Tests–Modified, assistance is readily available by contacting the offices below:

Questions about test administration:

• Call Assessment and Accountability at (800) 634-4106 or (404) 656-2668.

Questions about distribution and collection of materials:

• Call the GCA CRCT-M support team toll-free at (888)392-8977.

For additional information about the CRCT-Ms, see the Georgia Department of Education website at www.gadoe.org.

> # THANK YOU VERY MUCH FOR YOUR ASSISTANCE WITH THE ADMINISTRATION OF THE CRCT-M.

APPENDICES

Appendix A: GaDOE- and State-Approved Accommodations

Accommodations		
	Students with Disabilities: IEP and Section 504 IAP	**English Language Learners: ELL/TPC Plan**
Setting Accommodations		
Special education/ESOL classroom	Standard	Standard
Special or adapted lighting	Standard	
Small group	Standard	Standard
Preferential seating	Standard	Standard
Sound field adaptations	Standard	
Adaptive furniture (e.g., slant board)	Standard	
Individual or study carrel	Standard	Standard
Individual administration	Standard	Standard
Test administered by certified educator familiar to student	Standard	
Presentation Accommodations		
Large Print	Standard	
Sign the directions	Standard	
Sign test questions	Standard	
Sign reading passages	Conditional	
Explain or paraphrase the directions for clarity (in English only)	Standard	Standard
Braille	Standard	
Color overlays, templates, or place markers	Standard	Standard
Use of highlighter by student		
Oral reading of test questions in English only by reader or assistive technology	Standard	Standard
Oral reading of reading passages in English only by reader or assistive technology	Conditional	Conditional
Low vision aids (e.g., CCTV, magnifying equipment)	Standard	
Repetition of directions (in English only)	Standard	Standard
Materials presented with contrast and tactile cues	Standard	
Photograph used		
Substitute manipulative		
Use directions that have been marked by teacher		
Audio amplification devices or noise buffer/ listening devices	Standard	

Accommodations		
	Students with Disabilities: IEP and Section 504 IAP	**English Language Learners: ELL/TPC Plan**
Response Accommodation		
Technology applications, such as a word processor, or other communications device with all grammar and spell-check devices disabled	Standard	
Student marks answers in test booklet	Standard	Standard
Student points to answers	Standard	Standard
Verbal response in English only	Standard	Standard
Basic function calculator or adapted basic function calculator	Conditional	
Scribe	Standard	
Adapted writing tools (e.g., pencil grips, large-diameter pencil)	Standard	
Word-to-word dictionary		Standard
Scheduling Accommodations		
Frequent monitored breaks	Standard	Standard
Optimal time of day for testing	Standard	
Extended time	Standard	Standard
Flexibility in the order of administration for content areas	Standard	
Extending session over multiple days		

Appendix B: GNETS Facility Codes

PROGRAM NAME	STATE DIRECTED CODE
Alpine Program	01
Burwell Program	02
Cedarwood Program	03
Coastal Academy Program	04
Coastal Georgia Comprehensive Academy	05
Crossroads (Mainstay) Program	06
Dekalb-Rockdale 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 Program	15
Northwest Georgia Educational Program	16
Oak Tree Program	17
Oconee Program	18
Pathways Educational Program	19
River Quest Program	20
Rutland Program	21
Sand Hills Program	22
South Metro Program	23
Woodall Program	24

Appendix C: Sample Documents

Sample System/School Packing List

Georgia CRCT-M

Spring 2011

(Please keep a copy of this Packing List for your records)

School Packing List

Packing List #: 000270

Georgia CRCT-M

CRCT Operational Sp11

Ship To:

PENNY LANE ELEMENTARY SCHOOL, 0064

C/O: BLACKBIRD COUNTY SCHOOLS, 301

1969 ABBEY ROAD

PRUDENCE, GA 31909

U.S.

Attention: ALBERT HALL

Description of Material	Qty	Beginning Serial Range	Ending Serial Range
Reading Test Book Gr. 3	2	1300001	1300002
ELA Test Book Gr. 3	10	2300001	2300010
Math Test Book Gr. 3	2	3300005	3300006
Reading Test Book Gr. 5	5	1500001	1500005
ELA Test Book Gr. 5	3	2500001	2500003
Math Test Book Gr. 5	10	3500005	3500015

Please verify all materials have arrived and mark any discrepancies. When all materials have been checked, sign, date and fax the System Shipment Verification Form included in the Test Coordinator Kit.

Cartons: 2

Shipped Via: EAGLE

Date Packed: 3/19/2011A 9:24:53 PM

Sample System/School Security Checklist

Georgia CRCT-M   Georgia CRCT-M
CRCT Operational Sp11
SECURITY CHECKLIST   **Georgia CRCT-M**

DISTRICT: 301 BLACKBIRD COUNTY SCHOOLS   PACKING LIST #: 000270

SCHOOL: 0064 PENNY LANE ELEMENTARY SCHOOL

2047101005 – Reading ELA & Math Test Book Gr. 1 F1

Each day BEFORE testing, the Test Examiner (TE) must initial and date below to indicare receipt of secure test materials.
Each day AFTER testing, the School Coordinator (SC) must initial and date below to indicate return of secure test materials.

SECURITY #	CARTON #	STUDENT NAME	RECEIVED (TE SIGNATURE)	RETURNED (SC SIGNATURE)	IF DOCUMENT IS NOT RETURNED, STATE REASON
BZ301626	6				
BZ301627	6				
BZ301628	6				
BZ301629	6				
BZ301630	6				
BZ301621	6				
BZ301622	6				
BZ301623	6				
BZ301624	6				
BZ301625	6				
BZ301616	6				
BZ301617	6				
BZ301618	6				
BZ301619	6				

Sample Group Information Sheet

PLEASE PRINT

Examiner's Name: _____ Grade: ____

School Name: _____

System Name: _____

Georgia CRCT-M

CRCT-*Modified* Group Information Sheet

Place a copy of this form on top of the used answer sheets to be returned to Georgia Center for Assessment

IMPORTANT DIRECTIONS

- Use a No. 2 pencil only.
- Do NOT use ink, ballpoint, or felt tip pens.
- Make heavy black marks that fill the response completely.
- Erase completely any marks you wish to change.
- Make NO stray marks on this form.

CORRECT: ●   INCORRECT: ✓✗⊝⊙

- PLEASE VERIFY SCHOOL AND SYSTEM CODES.

Grade: ○3 ○4 ○5 ○6 ○7 ○8

NUMBER OF DOCUMENTS TO BE PROCESSED

SCHOOL NAME

SYSTEM CODE

SCHOOL CODE

Questions about how to complete this sheet? Call 888-392-8977.

Student Answer Sheet

① Last Name: _____ School: _____

First Name: _____ MI: __ System: _____

Grade: _____

② LAST NAME   FIRST NAME   M

Georgia CRCT-M

CRCT-MODIFIED
2011

③ GTID   **④** FTE STUDENT ID

Date of Birth ⑤

Month	Year
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sep	
Oct	
Nov	
Dec	

⑥ Gender
○ Female
○ Male

⑦ Grade
○ 3   ○ 6
○ 4   ○ 7
○ 5   ○ 8

⑧ Ethnicity (Choose one)
○ Hispanic/Latino
○ Not Hispanic/Latino

⑨ Race (Choose all that apply)
○ American Indian/Alaskan Native
○ Asian
○ Black, African-American
○ Native Hawaiian/Other Pacific Islander
○ White

⑩ SRC
○ 01   ○ 08   ○ 15
○ 02   ○ 09   ○ 16
○ 03   ○ 10   ○ 17
○ 04   ○ 11   ○ 18
○ 05   ○ 12   ○ 19
○ 06   ○ 13
○ 07   ○ 14

⑪ FOR TEACHER USE ONLY
ACCOMMODATIONS (Require at least one SRC code)

Content area	Type				Conditional?
Reading	S	P	R	SC	Y
ELA	S	P	R	SC	Y
Mathematics	S	P	R	SC	Y

Accommodation based on
○ Sec504 IAP
○ IEP
○ ELL/TPC

⑫ GNETS   **⑬ Local Use**

⑭ EIP Served
○   Yes

⑮
○ Braille
○ Large Print

⑯ IR IV PIV

Reading   (IR) (IV) (PIV)

ELA   (IR) (IV) (PIV)

Math   (IR) (IV) (PIV)

Place label so that barcode appears here

Place label so that student name appears here

A   J   M
DISTRICT A   991
SCHOOL A TWO   9912
GTID: 9999
GR: 06 BD: 04/25/94
GENDER: M ETH: HISP
RACE: I,S,P
PSRC: none
00000166

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Student Answer Sheet

GCA
GEORGIA CENTER FOR ASSESSMENT

How to Schedule a Pickup Using UPS Returns® Services

Scheduling a pickup is easy and convenient with UPS Returns services. Please use the following steps to schedule your pickup.

Web

1. Go to www.ups.com.
2. Select 'Shipping' tab, then 'Schedule a Pickup'.
3. Do you have shipping labels? Answer: "Yes."
4. Do you have preprinted return labels (shown to the right)? Answer: "Yes."
5. Enter all 1Z tracking numbers, one per line. **A**
6. Complete pickup address, service level, date and time.
7. Select "Next."
8. Verify information and select "Next" to schedule the pickup.

Phone

1. Dial 1-800-Pick-UPS® and you will be connected with UPS's Interactive Voice Response (IVR) system.
2. When prompted, state "Send Package."
3. When prompted, state "Schedule Pickup."
4. When prompted, state "Prepaid Return Service."
5. When prompted, provide your telephone number.
6. IVR states that there may be a charge and asks if customer wants to continue - state "Yes." (Note: This charge will not be billed to you.)
7. IVR asks the total number of packages to be shipped today.
8. IVR asks for the tracking numbers.
9. IVR confirms pickup information.
10. IVR system schedules the pickup and provides Pickup Request Number (PRN).

Alternative Options

UPS offers other convenient options to return shipments.

1. Give your prepaid shipment to any UPS driver.
2. Take your shipment to any authorized drop-off location.
3. Find a location closest to you by visiting www.ups.com/dropoff or by calling 1-800-Pick-UPS. When prompted via IVR, state "Send a Package," then "List Locations."

REMEMBER:
If a live customer representative comes on the PHONE line, it is important to remember that GCA has supplied you with PREPAID labels and you will NOT be billed for these return shipping services. If asked, you may give the GCA account number to the representative. **B**

Do You Need More Labels?
If you are out of labels, please call GCA and ask for Wanda or Lisa and they will be happy to supply you with more.

Phone:
(706) 542-5605
(888) 392-8977
Fax: (706) 542-5676
E-mail: wbeard@uga.edu
        CC: lisaward@uga.edu

UPS Shipping Address:
The Georgia Center for Assessment
1985 New Jimmy Daniel Road
Bogart, GA 30622