

August 30, 2007

**MEMORANDUM**

TO: System Test Coordinators

FROM: Jeff Barker, Ph.D.  
Director, Assessment Administration Division

SUBJECT: Update for the September 2007 Administration of the Georgia High School Graduation Tests (GHSGT)

The September 2007 administration of the Georgia High School Graduation Tests (GHSGT) 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 September 2007 administration, please review the following information.

**Changes:**

- **All test booklets are bar-coded and must be returned to the publisher according to the instructions provided in the coordinators manual.**
- **Schools may only administer the GHSGT during one week between September 10 and September 21, 2007.**
- **The System and School Coordinator Manuals have been combined into one manual.**
- **The Georgia Center for Assessment (GCA) must receive your system's GHSGT Answer Documents no later than September 19, 2007 if you test in week one; September 26 if you test in week two.**

**Please Note:**

- 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. Examiners **MUST** verify that students bubble in the correct test form number accurately.
- Student answer documents with invalid test form numbers, or test form numbers bubbled incorrectly, will not be scored until the form number is provided.
- Student results may be delayed for the entire state if systems submit answer documents with missing or invalid form numbers.

- 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 fall administration.  
English Language Arts Form 101  
Science Form 501
- 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 fall administration.  
English Language Arts Form 173  
Science Form 573
- There is only one version of the Mathematics test and one of the Social Studies test so all students testing in the fall administration will take the same version of each of these tests.
- All materials for the fall Administration had to be ordered through Schoolhouse. If you did not order materials, contact PEM at 1-800-627-7990 immediately.

#### **Additional Information**

- 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 GHS GT materials should arrive in systems by September 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 GNET programs, must order GHS GT materials through the system that officially enrolls the student.
- School Header Sheets must be included with all answer documents submitted for scoring and 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 GNET 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 fall administration of the GHS GT.
- Students must complete all of the demographic information on the answer document.
- 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 diplomas will not be required to have GTID numbers.

- 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.
- 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.
- 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.
- 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.
- Examiners should double check test booklets before they are turned in to the School or System Test Coordinator to make certain that no Answer Documents have been left inside the test booklets.

Results for the GHSGT will arrive in systems by October 12, 2007. Electronic Pass-Fail Rosters will be available earlier and posted to the GaDOE portal.

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](mailto:krutledg@doe.k12.ga.us).

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cc: System Superintendents  
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