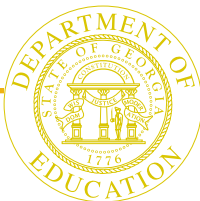


SCHOOL AND SYSTEM TEST COORDINATOR'S MANUAL

2011 – 2012



Dr. John D. Barge
State School Superintendent
Office of Curriculum, Instruction, and Assessment
Assessment and Accountability

TABLE OF CONTENTS

Introduction to the Georgia Alternate Assessment (GAA)	1
Updates for 2011–2012 Administration of the GAA	2
Retest Opportunities	2
Assessing High School Mathematics.....	2
Changes to the GAA in High School	3
2011–2012 GAA Schedule	4
High School Retest Windows	4
Training Before Testing	5
Requirements of GAA Portfolios	6
Portfolio Components	7
School and System Test Coordinators	8
System Test Coordinator	8
School Test Coordinator	9
Students to be Tested	9
Test Security	10
GAA Administration Schedule	10
System Receipt and Check-in of Materials	11
Assembling Classroom Materials	11
Student Demographic Information Forms (SDIF) and Pre-ID Labels	12
GAA High School Retest	12
Grades K, 3–8.....	12

(Continued)

Students Who Change Schools or Systems	14
In-State Transfers	14
Students New to Georgia Public Schools	14
Homebound/Hospitalized Students	14
Students who are Identified for Assessment on the GAA During the School Year	14
Post-Assessment Activities	15
School Test Coordinator Responsibilities	15
System Test Coordinator Responsibilities.....	15
Forms to be Completed and Returned	16
Checklist for School Test Coordinators.....	16
System Test Coordinator Checklist for Returning Portfolios	17
Contact Information	17
Additional Information	17
Georgia Alternate Assessment Feedback Form	19
Additional Materials Request	21

Introduction to the Georgia Alternate Assessment (GAA)

An essential tenet of both the *Individuals with Disabilities Education Act of 2004 (IDEA)* and the *Elementary and Secondary Education Act (ESEA)* is that states must ensure that all students, including students with significant cognitive disabilities, have access to a curriculum that encompasses challenging academic standards. The GAA helps ensure that all students have the opportunity to learn. The GAA, designed with the assistance of Georgia general and special educators, is a portfolio of student work that allows participants to showcase the achievement and progress they have made in skills aligned with Georgia's curriculum. To document that progress, teachers will collect student work samples during two collection periods. The first collection period provides evidence of the student's entry-level performance (initial baseline performance of the skill); the second collection period provides evidence of the student's achievement/progress to date.

The GAA portfolio entries are scored on four discrete dimensions: Fidelity to Standard, Context, Achievement/Progress, and Generalization. A separate score will be assigned for each dimension. Below is a brief description of these dimensions:

- ✓ **Fidelity to Standard** assesses the degree to which the student's work addresses the grade-level standard to which it is aligned.
- ✓ **Context** assesses the degree to which the student's work exhibits the use of grade-appropriate materials in a purposeful and natural/real-world application.
- ✓ **Achievement/Progress** assesses the increase in the student's proficiency of skill across the two collection periods.
- ✓ **Generalization** assesses the student's opportunity to apply the learned skill in other settings and with various individuals in addition to the teacher or paraprofessional.

Updates for 2011–2012 Administration of the GAA

The following information is new for the 2011–2012 administration of the GAA. It is vital that all examiners review and understand these changes prior to administering the assessment.

RETEST OPPORTUNITIES

Students pursuing a diploma, who are assessed using the GAA and who did not achieve a proficient score on one or more content areas, in 2010–2011, will be offered retest opportunities. Retest opportunities will begin during the 2011–2012 school year. Three testing windows will be offered each year, beginning in Fall 2011. Students will only be required to retest in a content area(s) in which they did not receive a proficient score (i.e., achieved a score of Emerging Progress). Only students who enrolled in the ninth grade during the 2008–2009 school year and beyond, and who are seeking a regular education diploma, need to retest. Students seeking a special education diploma are not required to retest.

Below are details regarding this new feature of the high school GAA:

- Systems with students who did not pass one or more content areas on the 2010–2011 high school GAA will receive retest materials August 24–26, 2011.
- Examiners must utilize the BLACK PORTFOLIO BINDERS when administering the high school retest.
- Retesters will use the High School Student Demographic Information Form (SDIF).
- **Pre-ID labels ARE NOT** available for the high school retest. Examiners must hand code the information requested on the High School Student Demographic Information Form (SDIF).
- The Generalization score previously attained by the retester will be applied as the student's Generalization score.

Assessing High School Mathematics

Local school systems have the option of offering Mathematics either as integrated courses or as discrete courses.

The integrated courses are:

Mathematics I

Mathematics II

The discrete courses are:

GPS Algebra

GPS Geometry

The integrated courses of Mathematics I and Mathematics II OR the discrete courses of GPS Algebra and GPS Geometry should be selected based upon the high school mathematics course offerings designated by the local system.

Changes to the GAA in High School

Georgia has adopted new graduation rules (State Board Rule 160-4-2-.48) which went into effect for students entering ninth grade during the 2008–2009 school year. Under this rule, students with significant cognitive disabilities may be eligible for a diploma once specific requirements are met. One requirement is achieving a score of Established Progress or Extending Progress on all sections of the high school GAA.

The instructional program for students with significant cognitive disabilities includes access courses that align with the general education courses associated with the End-of-Course Tests (EOCT). The high school GAA has been expanded in the content areas of science and social studies. This ensures that content from each EOCT-assessed course is included in the high school GAA portfolio. In this manner, the high school GAA serves as the alternate assessment for the high school assessment program.

Changes impacting the 2011–2012 high school GAA are summarized below:

Based upon the high school Mathematics courses offered by their districts, local systems have the option to assess Mathematics on the:

Integrated Courses

Mathematics I and Mathematics II

OR

Discrete Courses

GPS Algebra and GPS Geometry

A total of 8 entries are required in high school.

- Two entries will continue to be required in English Language Arts.
 - One entry must cover a standard from Reading and American Literature;
 - One entry must cover a standard from Writing or Listening/Speaking/Viewing.
 - Two entries will continue to be required in Mathematics.
 - One entry must cover a standard from Mathematics I;
 - One entry must cover a standard from Mathematics II.
- OR**
- One entry must cover a standard from GPS Algebra;
 - One entry must cover a standard from GPS Geometry.
- Two entries will be required in Science.
 - One entry must cover a standard from Biology;
 - One entry must cover a standard from Physical Science.
 - Two entries will be required in Social Studies.
 - One entry must cover a standard from U.S. History;
 - One entry must cover a standard from Economics.

2011–2012 GAA Schedule

- ✓ Manuals, Administrative Forms, and Binders Arrive in Systems: August 24–26, 2011
- ✓ **Administration Window: September 6, 2011–March 30, 2012**
- ✓ Enrollment Window: October 31–December 2, 2011
- ✓ Pre ID Labels (for main administration test takers only), Student Demographic Information Form, and Return Kits Arrive in Systems: January 31–February 1, 2012
- ✓ Mid-Administration Assessment Workshops: January 31–February 2, 2012
- ✓ Materials Returned to Questar Assessment: March 15–30, 2012
- ✓ Systems Receive GAA Score Reports: June 1–7, 2012
- ✓ Post-Assessment Workshops: June 13–15, 2012

High School Retest Windows

- ✓ Option 1: September 6–November 11, 2011
 - Materials Returned to Questar Assessment: October 31–November 11, 2011
 - Systems Receive GAA High School Score Reports: January 13–18, 2012
- ✓ Option 2: September 6, 2011–March 30, 2012
 - Materials Returned to Questar Assessment: March 15–30, 2012
 - Systems Receive GAA High School Score Reports: June 1–7, 2012
- ✓ Option 3: January 9–March 30, 2012
 - Materials Returned to Questar Assessment: March 15–30, 2012
 - Systems Receive GAA High School Score Reports: June 1–7, 2012

Training Before Testing

All educators responsible for assessing students with the GAA must be trained prior to the initial collection of student evidence. The thoroughness and quality of this training are key to the success of the program. All test administrators must review the assessment procedures and become familiar with the instructions in the *GAA Examiner's Manual, 2011–2012*, prior to the training session.

Training should focus on the following topics:

- Requirements of the GAA
- Reviewing test security
- Reviewing ethics
- Aligning tasks to the curriculum
- Reviewing the GAA blueprint
- Managing assessment time for each student
- Compiling portfolios
- Completing administrative forms
- Reviewing types of acceptable entries
- Checking student identifying information
- Returning the assessment materials

Resources available to assist in training:

- *GAA Examiner's Manual, 2011–2012*
- Additional resources addressing instructional alignment for students with significant cognitive impairments (found at <http://www.georgiastandards.org>)
- Archived webinar sessions presented via Elluminate Live!

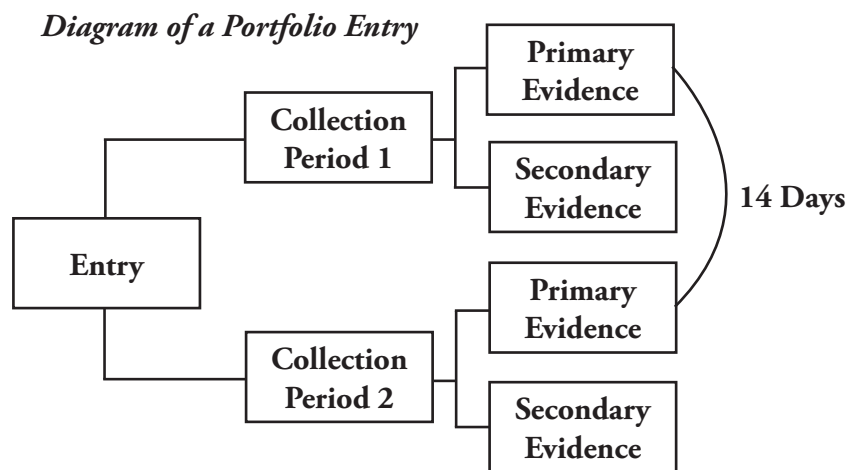
Requirements of GAA Portfolios

The GAA portfolio is a compilation of student-based evidence that documents, measures, and reflects student achievement and progress in standards-based knowledge and skills over time. Portfolio tasks should be a natural part of daily instruction and should provide opportunities for a wide range of instructional activities and strategies.

The instructional tasks, and therefore the student evidence submitted for the portfolio, must be clearly aligned to the state-mandated curriculum standards on which the student is being assessed. These tasks may follow alternate achievement standards (expectations that are less complex, addressing access or entry concepts and skills including prerequisite skills). However, such alternate standards must still be challenging for the student and must be focused on grade-level standards.

Students should have the opportunity to access a variety of standards from the curriculum—not just those required for the GAA. The GAA is a sampling of student achievement/progress towards selected standards. The GAA Blueprint should not limit students' opportunity to learn. All students are expected to be provided the opportunity to learn standards other than those directly assessed by the GAA.

The diagram below provides a basic outline of the organization of a portfolio entry. Compiling portfolios is described in greater detail in the *GAA Examiner's Manual, 2011–2012*.



Portfolio Components

The GAA has been designed to be flexible to meet the needs of a very diverse group of students. It is a portfolio system—a compilation of evidence that addresses specific content areas and curriculum standards. The following chart provides an overview of the requirements of the GAA. It is imperative that teachers refer to the GAA Blueprint (found in Appendix D of the *GAA Examiner’s Manual, 2011–2012*) for the complete listing of the required and eligible standards.

Grade	English/ Language Arts: Entry 1	English/ Language Arts: Entry 2	Mathematics: Entry 1	Mathematics: Entry 2	Science: Entry 1	Science: Entry 2	Social Studies: Entry 1	Social Studies: Entry 2
K	Reading Comprehension	Writing or Listening/ Speaking/ Viewing	Numbers and Operations	Measurement, Geometry, or Data Analysis & Probability				
3	Reading Comprehension	Writing or Listening/ Speaking/ Viewing	Numbers and Operations	Measurement, Geometry, Algebra, or Data Analysis & Probability	Earth, Physical, or Life Science		Historical, Geographic, Government/Civic or Economic Understandings	
4	Reading Comprehension	Writing or Listening/ Speaking/ Viewing	Numbers and Operations	Measurement, Geometry, Algebra, or Data Analysis & Probability	Earth, Physical, or Life Science		Historical, Geographic, Government/Civic or Economic Understandings	
5	Reading Comprehension	Writing or Listening/ Speaking/ Viewing	Numbers and Operations	Measurement, Geometry, Algebra, or Data Analysis & Probability	Earth, Physical, or Life Science		Historical, Geographic, Government/Civic or Economic Understandings	
6	Reading Comprehension	Writing or Listening/ Speaking/ Viewing	Numbers and Operations or Algebra	Measurement, Geometry, or Data Analysis & Probability	Earth Science		Latin America and Canada, Europe, or Australia	
7	Reading Comprehension	Writing or Listening/ Speaking/ Viewing	Numbers and Operations or Algebra	Geometry or Data Analysis & Probability	Life Science		Africa Southwest Asia (Middle East), or Southern and Eastern Asia	
8	Reading Comprehension	Writing or Listening/ Speaking/ Viewing	Numbers and Operations or Algebra	Geometry or Data Analysis & Probability	Physical Science		Georgia Studies	
High School	Reading and American Literature	Writing or Listening/ Speaking/ Viewing	Mathematics I or GPS Algebra*	Mathematics II or GPS Geometry*	Biology	Physical Science	U.S. History	Economics

*The integrated courses of Mathematics I and Mathematics II OR the discrete courses of GPS Algebra and GPS Geometry should be selected based upon the high school mathematics course offerings designated by the local system. Do NOT choose Mathematics I and GPS Algebra or Mathematics II and GPS Geometry or any combination of integrated and discrete courses.

School and System Test Coordinators

The following two checklists identify School and System Test Coordinator responsibilities.

SYSTEM TEST COORDINATOR

- ✓ Become familiar with all testing procedures by reading the *GAA Examiner's Manual, 2011–2012*, and the *School and System Test Coordinator's Manual, 2011–2012*.
- ✓ Organize and document training sessions for the School Test Coordinators and all educators responsible for assessing students with the GAA.
- ✓ Receive GAA materials.
- ✓ Verify that all boxes and all materials for the GAA have been received.
 - Shipment 1, arriving in systems August 24–26, 2011, contains *GAA Examiner's Manuals, 2011–2012*, *School and System Test Coordinator's Manuals, 2011–2012*, GAA Informational Brochures, and portfolio binders containing tabbed section dividers and administrative forms (validation form, release to use student portfolio for training, and collection period labels). GAA high school retest materials are also included in this shipment: Black Portfolio Binders, High School Student Demographic Information Forms, and retest return kits. Entry sheets will no longer be included in the portfolio binder but will be shrink-wrapped separately to be distributed by the System Test Coordinator upon request. This shipment is packaged by system. System Test Coordinators are responsible for dividing and distributing the materials to each school, Georgia Network for Educational and Therapeutic Support (GNETS), and Georgia Virtual Schools (GAVS).
 - Shipment 2, arriving in systems January 31–February 1, 2012, contains *Student Demographic Information Forms*, pre-ID labels, and return kits. This shipment is packaged by school and delivered to the system. System Test Coordinators are responsible for distributing the materials to each school, GNETS, and GAVS.
- ✓ Store all cartons in which the student portfolio binders arrive. These specially constructed boxes **must** be used to return completed portfolios.
- ✓ Distribute GAA materials to School Test Coordinators.
- ✓ Coordinate the transfer of portfolios for incoming/outgoing students.
- ✓ Verify the receipt and return of all materials.
- ✓ Ensure the prescribed assessment procedures are followed.
- ✓ If additional materials are still needed after the system's overage supply has been depleted, order additional materials using the "Additional Materials Orders" form located in the back of this manual. Combine all requests so that only one additional order is placed for the system.
- ✓ Collect all GAA materials from School Test Coordinator(s) and return to Questar according to the directions provided in this manual on pages 15–17.

SCHOOL TEST COORDINATOR

- ✓ Become familiar with all testing procedures by reading the *GAA Examiner's Manual, 2011–2012*, and the *School and System Test Coordinator's Manual, 2011–2012*.
- ✓ Organize and document training sessions for all educators responsible for assessing students with the GAA.
- ✓ Receive GAA materials from the System Test Coordinator.
- ✓ Verify that all boxes and all materials for the GAA have been received. Report shortages to the System Test Coordinator.
 - Shipment 1, arriving in systems August 24–26, 2011, contains *GAA Examiner's Manuals, 2011–2012*, *School and System Test Coordinator's Manuals, 2011–2012*, GAA Informational Brochures, and portfolio binders containing sectional divider tabs and administrative forms (validation form, release to use student portfolios for training, and collection period labels). GAA high school retest materials are also included in this shipment: Black Portfolio Binders, High School Student Demographic Information Forms, and retest return kits. Entry sheets will no longer be included in the portfolio binder but will be shrink-wrapped separately to be distributed by the System Test Coordinator upon request.
 - Shipment 2, arriving in systems January 31–February 1, 2012, contains *Student Demographic Information Forms*, pre-ID labels, and return kits.
- ✓ Ensure there is one portfolio binder and related materials for each student scheduled to participate in the GAA.
- ✓ Distribute GAA main administration materials to examiners before September 6, 2011.
- ✓ Distribute binders (black) and high school *Student Demographic Information Forms* to examiners who will retest high schools students this school year.
- ✓ Ensure the prescribed assessment procedures are followed.
- ✓ Collect and return all materials to the System Test Coordinator according to the directions provided in this manual and the dates established by the system.
- ✓ Verify the receipt and return of all materials.

Students to be Tested

Every student must participate in Georgia's annual student assessment program, including students with disabilities. Excluding students with disabilities from testing is a violation of both IDEA and ESEA. For any grade, kindergarten through 12, where all students are assessed, students with disabilities must participate in the regular assessment or an alternate assessment. Georgia mandates assessment in kindergarten, grades 3–8, and high school. For these grades, the GAA is the state-provided alternate assessment.

For students with disabilities, each student's Individualized Education Program (IEP) team determines how the student shall participate in Georgia's student assessment program. If (and only if) a student's IEP team determines that a student cannot meaningfully access the general statewide assessments, even with maximum appropriate accommodations, then the student may participate in the GAA.

The Participation Guidelines found on page 7 of the *Examiner's Manual* are used by the IEP team as they make their determination as to whether or not a student is eligible for assessment with the GAA. A completed portfolio must be submitted for each Georgia student on the GAA regardless of when the IEP team determined the student's participation in the assessment.

Students eligible to participate in the GAA in kindergarten must be assessed in English/language arts and mathematics. Students eligible to participate in the GAA in grades 3–8 and high school must be assessed in English/language arts, mathematics, science, and social studies.

Test Security

While the GAA materials themselves are not considered secure materials, student work and entries are secure once they have been chosen as assessment evidence and placed in the GAA portfolio binder. Maintaining security of all student materials is crucial to obtaining valid and reliable assessment results.

Given the unique features of the GAA (such as the test window), test security must be considered and attended to throughout the school year and not just during the portfolio submission phase. Once compiled into the portfolio, student work and materials being used for the purposes of the GAA must be kept in locked storage in the classroom—except during use. Access to those materials must be restricted to authorized individuals only. It is the direct responsibility of all individuals who administer the assessment to follow security procedures and protect the integrity of the assessment process.

Follow the instructions in the manual concerning the placement of materials and be sure to have a colleague review the materials prior to submission. **Remember that the student work becomes secure test material once it has been placed in the assessment binder.**

The assessment binder should not be removed from the school building, except when sign-out procedures are in effect for the purpose of peer reviews.

GAA Administration Schedule

The GAA must be administered within the state-approved testing window of September 6, 2011, through March 30, 2012 and the designated high school retest windows. Evidence for Collection Period 1 may not be collected before the opening of the administration window on September 6, 2011. The minimum amount of time between collection periods of Primary Evidence is 14 calendar days. Evidence collected before the 14 calendar days will not be scored. Administrators should reference the *GAA Examiner's Manual, 2011–2012*, to help plan for and manage the completion of student portfolios.

Note: If you will be administering the GAA High School Retest during the January 9–March 30, 2012 window, evidence for Collection Period 1 may not be collected before January 9, 2012.

System Receipt and Check-in of Materials

Please refer to the table below for information regarding the arrival of assessment materials. Please note that it is the responsibility of the system and each school to keep track of all materials throughout the testing window. While additional materials are available, there are limited quantities that may be sent to the systems if materials are misplaced. **All manuals and administration forms are available electronically at www.gadoe.org.**

Shipment Arrival Date	Contents	Packaging
August 24–26, 2011 (packaged by system)	<ul style="list-style-type: none"> • <i>GAA Examiner’s Manuals, 2011–2012</i> • <i>School and System Test Coordinator’s Manuals, 2011–2012</i> • Blue 2" Binders with Content Dividers • Black 2" Binders (for High School Retest) with Content Dividers • Validation Forms • Release to Use Student Portfolio for Training • Collection Period Labels • <i>Student Demographic Information Forms - HIGH SCHOOL</i> (for High School Retest) • Return Materials - High School 	<ul style="list-style-type: none"> • All system boxes will be marked with the system number, name, and box number on the delivery label. • All GAA boxes will be sequentially numbered. • Box 1 will contain the packing list. • Materials for GNETS and GAVS will be shipped to the home system. It is the responsibility of the home system to forward the assessment materials to the respective GNETS or GAVS.
January 31– February 1, 2012 (packaged by school and delivered to the system)	<ul style="list-style-type: none"> • <i>Student Demographic Information Forms</i> (Grade K, 3–8 and high school) • Pre-ID Labels • Return Materials 	

Assembling Classroom Materials

The following materials will arrive in August and should be distributed to each classroom prior to testing:

- *GAA Examiner’s Manual, 2011–2012*, one manual per every three students
- Blue 2" binder with content dividers, one per student
- Black 2" binder (high school retester only) with content dividers, one per student.
- Student Demographic Information Form (High School), one per student.

The following materials will arrive in January/February and should be distributed to each classroom prior to returning materials for scoring:

- Pre-ID labels (Reminder: Pre-ID labels are not available for high school retesters)
- *Student Demographic Information Form*, one form per student, (K, 3–8 and high school).

Student Demographic Information Forms (SDIF) and Pre-ID Labels

GAA HIGH SCHOOL RETEST

Student Demographic Information Forms for the high school retest will be provided in the August 24–26 shipment. Note: Pre-ID labels are not provided for the high school retest. You must complete the SDIF following the instructions on the back of the form.

GRADES K, 3–8 AND HIGH SCHOOL

Student Demographic Information Forms and student pre-ID labels will be provided in the January 31–February 1, 2012 shipment. The SDIF must be completed following the instructions on the back of the form, and the pre-ID label must be affixed to the form in the appropriate location on page 1 of the form. If you do not receive a pre-ID label for a student or if any of the student information on the label is incorrect, the demographic information for the student must be completed in the spaces provided on the form. It is imperative that the pre-ID label is correct or the demographic information be completed correctly as the form cannot be changed after the portfolio is returned to Questar. Be sure that the grade entered on this form matches the grade entered on the Entry Sheet. Both should reflect the grade in which the student is enrolled (e.g., FTE 8). The SDIF is machine scannable and may NOT be copied. If you need additional forms, contact the System Test Coordinator.

Please ensure that the following steps are followed for completing the form:

- ✓ Place the pre-ID label in the appropriate space on the form. Proper placement of the pre-ID label is critical. Incorrectly placed labels can delay scoring of the portfolio.
- ✓ If a pre-ID label is not available for a student or the information for the student is incorrect, a new *Student Demographic Information Form* must be provided with all requested information completed. DO NOT use the pre-ID label if the information for a student is incorrect.
- ✓ Insert the completed form in the clear, vinyl overlay on the front of the student's binder. DO NOT three-hole punch the form and DO NOT place it inside the binder.
- ✓ Directions for completion are included with the form.
- ✓ A pre-ID label is not provided for high school retesters. You must complete all of the requested on the Student Demographic Information Form

Situation	Resolution
Pre-ID labels are missing/destroyed for a classroom or individual student.	<ul style="list-style-type: none"> ✓ All information on the <i>Student Demographic Information Form</i> must be completed. ✓ The School Test Coordinator will update the school/student record file with the missing information, if necessary.
Pre-ID labels contain incorrect information.	<ul style="list-style-type: none"> ✓ The test administrator does NOT apply the pre-ID label with the incorrect information to the <i>Student Demographic Information Form</i>. ✓ The test administrator will notify the School Test Coordinator. ✓ All information on the <i>Student Demographic Information Form</i> must be completed. ✓ The School Test Coordinator will update the school/student record file.
Administrator applies the pre-ID label incorrectly or in the wrong place.	<ul style="list-style-type: none"> ✓ The test administrator writes VOID over the <i>Student Demographic Information Form</i> and returns the form with the rest of the materials. ✓ A new <i>Student Demographic Information Form</i> is completed with all required information.
The school/system receives a pre-ID label and SDIF for a student who has transferred out of the school/system or is not participating in the GAA.	<ul style="list-style-type: none"> ✓ Destroy the pre-ID label. ✓ The School Test Coordinator will update the school/student record file.
The school/system receives a pre-ID label and SDIF for a student who has moved out of state and is not participating in the GAA.	<ul style="list-style-type: none"> ✓ Destroy the pre-ID label. ✓ Maintain materials in a secured area until the assessment window closes. ✓ The School Test Coordinator will update the school/student record file.
The SDIF is damaged or filled out incorrectly.	<ul style="list-style-type: none"> ✓ Contact System Test Coordinator for a new <i>Student Demographic Information Form</i>. ✓ Complete all information on the <i>Student Demographic Information Form</i>.

Students Who Change Schools or Systems

IN-STATE TRANSFERS

For students who change schools or systems within the state during the assessment, the system the student is leaving (sending system) will be responsible for sending the student's portfolio (including a signed Validation Form and **all** evidence previously collected) to the student's new system or school just as the system is responsible for sending the student's IEP. If a new student enters your system and no portfolio materials have been sent, please contact the sending System's Test Coordinator to obtain the student's materials. A complete portfolio must be submitted for these students, regardless of when they entered the system. If the student's materials are not obtained in a timely manner from the sending system, the receiving system should immediately begin the assessment process.

The Validation Form must be completed and signed by both the person submitting the portfolio and the building administrator for both the system/school from which the student is transferring and the system/school to which the student is enrolled. This is a required form that authenticates the work of the student. The completed form must be placed directly behind divider one (Student Information) in the student's binder. When a student transfers in-state, the Building Administrator and teacher from the sending system and the receiving system **must sign** a Validation Form.

STUDENTS NEW TO GEORGIA PUBLIC SCHOOLS

Students enrolling in a Georgia school for the first time from another state **after** January 1, 2012, must have at least the first collection period completed. For such students, be sure to mark the "Not Complete" bubble on the *Student Demographic Information Form* for each content area submitted.

Students new to Georgia schools include students transferring from another state or those who were enrolled in private or home schools.

HOMEBOUND/HOSPITALIZED STUDENTS

Students who have been identified by their IEP team for assessment on the GAA, enrolled in a Georgia district, and who are hospital or homebound must participate in the assessment and have a portfolio of evidence submitted.

For students who will be assessed at home or in the hospital, the assessment should be administered during the state's GAA assessment window, adhering to the same administration procedures required in the school setting. The examiner must be a certified educator who has been trained to administer the GAA.

Examiners, with the assistance of the school special education director, must inform the school/system test coordinator of students who will be assessed in hospital or homebound settings. The Examiner's Manual and all related materials must be returned to the school/system test coordinator immediately following the close of the assessment window.

STUDENTS WHO ARE IDENTIFIED FOR ASSESSMENT ON THE GAA DURING THE SCHOOL YEAR

The Participation Guidelines that are included in this manual are used by the IEP team as they make their determination as to whether a student is eligible for assessment with the GAA. A completed portfolio must be submitted for each Georgia student participating in the GAA regardless of when the IEP team determined the student's participation in the assessment.

Post-Assessment Activities

SCHOOL TEST COORDINATOR RESPONSIBILITIES

The School Test Coordinator should collect the portfolios from all teachers in the school. Use the checklist provided on page 16 of this manual as a guide for verifying that administration forms are filled out completely and accurately, that information provided on the forms is legible, and that the contents of the binders are organized correctly. Pack the binders in the shipping carton(s) in which the materials arrived. Binders should be organized by grade, but more than one grade may be placed in the same shipping carton. Place *Student Demographic Information Forms* for students who were scheduled to participate but did not on top of the contents in Box 1. Unused binders must be returned with the materials; place all unused binders in the last box. Do not return any manuals or partially used or unused forms. These materials should be returned to the System Test Coordinator for disposal.

Label the box(es) with the name of the school, and identify the contents on the outside of the carton. Boxes may be closed or sealed in such a manner that will allow the System Test Coordinator to open them upon receipt, but they should be secure enough to withstand transport to the System Test Coordinator. Label the box(es) with the number of the box and the total number of boxes (e.g., *Box 1 of 3, Box 2 of 3, Box 3 of 3*). If you have only one box, write *Box 1 of 1*. The box(es) should be sent to the System Test Coordinator according to the schedule determined by the System Test Coordinator.

Remember, that all testing materials for high school students who are retesting during the September 6–November 11, 2011 window must be returned to Questar no later than November 11, 2011. All testing materials for students who are testing during a window other than September 6–November 11, 2011 must be returned to Questar no later than March 30, 2012.

SYSTEM TEST COORDINATOR RESPONSIBILITIES

The System Test Coordinator should inventory the boxes received from the schools and complete the Transmittal Form found in the Retest Return Kit received with the August shipment of materials and the Return Kit found in the January/February shipment of materials. Directions for completing the Transmittal Form can be found on the form. Portfolios from multiple schools may be packed together in a carton to avoid shipping one or two portfolios per carton; however, the portfolios should remain organized by grade within a school. Please list the number of binders being returned for each school on the Transmittal Form making sure to return all unused binders as well. The System Test Coordinator is responsible for collecting all current and previous year's *GAA Examiner's Manuals* and *School and System Test Coordinator's Manuals* from every school that assessed students on the GAA. All manuals and partially used and unused student work should be destroyed at the local system level.

Please use the boxes in which the three-ring binders were shipped to your system to return portfolios to Questar; these cartons are specially constructed for student portfolio binders. Use the checklist provided on page 17 of this manual as a guide for preparing the materials for return. All testing materials for high school students who are retesting during the September 6–November 11, 2011 window must be returned to Questar no later than November 11, 2011. All testing materials for students who are testing during a window other than September 6–November 11, 2011 must be returned to Questar no later than March 30, 2012. It is imperative that this timeline be adhered to. Late return of portfolios could delay scoring and, therefore, adversely impact determination of Adequate Yearly Progress (AYP) for schools, systems, and the state.

FORMS TO BE COMPLETED AND RETURNED

The forms listed below must be completed and included in each student's portfolio. If for any reason you need additional copies of the Entry Sheet or Validation Form, you may make copies or download a copy from the GaDOE Web site: http://www.gadoe.org/ci_testing.aspx. The *Student Demographic Information Form* is a scannable document and may NOT be copied. If you need additional *Student Demographic Information Forms*, contact Questar.

- ✓ **Student Demographic Information Form** — The *Student Demographic Information Form* will be provided in the August 24–26 and January 31–February 1, 2012 shipment. The form should NOT be three-hole punched. The form MUST be placed in the clear plastic overlay on the front cover of the binder. Detailed instructions for completing the form are provided on the form itself.
- ✓ **Entry Sheet** — One Entry Sheet must be completed for each entry (Kindergarten a total of 4, grades 3–8 a total of 6, and high school a total of 8). This form must be completed correctly for an entry to be scored. An incomplete or incorrectly completed Entry Sheet can result in a nonscorable entry.
- ✓ **Validation Form** — This form must be completed and signed by both the person submitting the portfolio and the building administrator. This is a required form that authenticates the work of the student. The completed form must be placed directly behind divider one (Student Information) in the student's binder. When a student transfers in-state, the building administrators and teachers from both the sending system and the receiving system must sign Validation Forms.
- ✓ **Release to Use Student Portfolio for Training** — The *Release to Use Student Portfolio for Training* must be signed by the parent/guardian in order for the portfolio to be eligible for use in training Georgia educators. The completed form should be placed behind divider one (Student Information).

CHECKLIST FOR SCHOOL TEST COORDINATORS

- _____ Make sure the contents of the binder are organized correctly.
- _____ Make sure that all information provided on the forms is legible.
- _____ Verify that the *Student Demographic Information Form* for each student is filled out completely and accurately following the directions on the form.
- _____ Verify that the *Student Demographic Information Form* is placed in the plastic overlay on the front of the student binder. DO NOT three-hole punch the form and DO NOT place the form inside the binder.
- _____ Verify that the Validation Form is filled out completely and signed by both the test administrator and building administrator. Ensure that there are two Validation Forms for the students transferred from an in-state school/system.
- _____ Please complete the Feedback Form located on page 19 of this manual and place it in Box 1 of your shipment.

SYSTEM TEST COORDINATOR CHECKLIST FOR RETURNING PORTFOLIOS

- _____ Complete the Transmittal Form, providing all of the information requested. If any schools in the system participated in the GAA but are not listed on the Transmittal Form, write in the school name and state-assigned system and school code on a blank line.
- _____ Please complete the Feedback Form located on page 19 of this manual and place it in Box 1 of your shipment.
- _____ On the day the binders are to be shipped, enter on the Transmittal Form the total number of boxes being returned to Questar and the date that they are being shipped. Make a copy of the Transmittal Form for your records. Place the original on top of the binders in Box 1 of the shipment.
- _____ Seal the boxes securely with packing tape.
- _____ Place one “Questar Return Shipping Label for GAA” on each box. In the lower left corner of each label, write the number of the box and the total number of boxes you are shipping (e.g., *Box 1 of 3*, *Box 2 of 3*, *Box 3 of 3*). If you are shipping only one box, write *Box 1 of 1*.
- _____ Using the directions provided in the Return Kit **call UPS 24 hours in advance to schedule the pick-up and indicate where the boxes will be located.** Place the boxes in the appropriate secure place for pick-up.

Contact Information

If you have questions regarding the administration of the 2011–2012 GAA, assistance is readily available by contacting the divisions below.

Questions about test administration and procedures:

- ⇒ Call the GaDOE Assessment and Accountability Division toll free at (800) 634-4106 or (404) 656-2668.

Questions about materials, ordering additional materials, or distribution and collection of materials:

- ⇒ Call Questar, GAA Customer Service, toll free at (866) 997-0698.
- ⇒ E-mail Questar, GAA Customer Service, at GA@QuestarAI.com.

Additional Information

See the Georgia Department of Education Web page for additional information about the GAA and electronic copies of the manuals and forms: www.gadoe.org/ci_testing.aspx. Resources for accessing the curriculum may be found at www.georgiastandards.org.

Georgia Alternate Assessment Feedback Form

2011–2012

Please make a copy of this page and use it to evaluate the GAA administration.

System Name (optional): _____

Person Responding (optional): _____

<u>FEEDBACK/COMMENTS</u>	Very Satisfied	Satisfied	Somewhat Satisfied	Dissatisfied
--------------------------	----------------	-----------	--------------------	--------------

Materials Receipt:

Comments: _____

Testing Materials/Manuals:

Comments: _____

Test Blueprints:

Comments: _____

Return of Materials:

Comments: _____

Other Issues/Concerns: _____

This form may be returned with your GAA materials or may be sent to:

Georgia Alternate Assessment Project Manager

Questar Assessment, Inc.

5550 Upper 147th Street West

Apple Valley, MN 55124

FAX: 866-688-0419 (toll free)

If you have any questions, please call Questar, toll free, at 866-997-0698, and ask for the Georgia Alternate Assessment Project Manager.

Additional Materials Request

Georgia Alternate Assessment 2011–2012

System Test Coordinators should complete all the information at the top of the form, indicate the quantity of each item needed, and fax this form to Questar Assessment Customer Service at the number listed below. All materials will be sent to the System Test Coordinator.

System Name: _____

System Code: _____

System Test Coordinator's Name: _____

System Test Coordinator's Phone #: _____

<u>Material</u>	<u>Quantity</u>
<i>The following materials may be ordered at any time:</i>	
GAA Informational Brochure	_____
<i>GAA Examiner's Manual, 2011–2012</i>	_____
<i>School and System Test Coordinator's Manual, 2011–2012</i>	_____
Portfolio Binder (main administration)	_____
Portfolio Binder (retest administration)	_____
<i>Student Demographic Form (High School Retest)</i>	_____
Retest Return Kit (complete kit)— <i>System Test Coordinator use only</i>	_____
<i>The following materials may be ordered only after February 1, 2012:</i>	
<i>Student Demographic Information Form (Grade K, 3–8 and high school)</i>	_____
Return Kit (complete kit)— <i>System Test Coordinator use only</i>	_____
Return Shipping Labels only— <i>System Test Coordinator use only</i>	_____

Questar Assessment Customer Service:
Toll-Free Fax: 1-866-688-0419
Toll-Free Phone: 1-866-997-0698
E-mail: GA@QuestarAI.com



QAI09977