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September 24, 2004

MEMORANDUM

TO: System Test Coordinators

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

SUBJECT: Update for the November 8-12, 2004 Retest Administration of the Georgia High School Graduation Tests

The November administration of the Georgia High School Graduation Tests (GHS GT) is a retest opportunity for students who have previously failed one or more sections of the test. To assist you in the November 2004 retest administration of the GHS GT, the following guidelines are specified for your attention.

Two new items for this month's administration:

- **Student FTE Numbers**
All student answer documents must be coded per the header sheet to the home school FTE reported school site. If a student is enrolled at a different location than the home school site, the header sheet must reflect the home school site and not the alternate site.
- **State Use Only Box on Student Answer Sheet**
Use only if directed to do so by the GDOE. See page 5 of the Coordinator's Manual.

Other reminders:

- The testing window for winter 2004 is November 8-12.
- The answer document for the GHS GT includes demographic information that had previously been removed. Please make certain that examiners complete the answer documents accurately.

- **The students' FTE numbers must be used as the Student ID number on all state-mandated assessments.** Please check the accuracy of the students' FTE numbers carefully.
- Inventory all test materials immediately upon receipt (GHSGT materials should arrive in systems by October 26). You should open shrink-wrapped packages in order to inventory all materials and to prepare appropriate quantities for schools.
- If any additional materials are needed, please request them via the SchoolHouse web site at www.schoolhouse.com.
- The use of Proctors is standardized. The administration manuals dictate the following guidelines: "When more than 30 students are to be tested in one room, the assistance of a Proctor is required. At least one Proctor is required for each additional 30 students. If students are tested in groups of 30 or less, a Proctor is highly recommended." Note that the Proctors' responsibilities are specific and differ from those of the Examiners. Proctors are not to be used as Examiners.
- Make-up days are intended for students who have unavoidable, **unplanned** absences during the regular test administration dates.
- Examiners' should double check student information on the Answer Documents to be certain that all information is accurate and complete.
- Students whose Individualized Education Plan (IEP), Individual Accommodation Plan (IAP), or English Language Learner Test Participation Committee (ELL/TPC) plans indicate extended time as an accommodation may have in excess of three hours per test. 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.
- 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.
- 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.
- 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 test irregularity and can invalidate the test results.
- Test Scoring and Reporting (TSARS) should receive your system's GHSGT Answer Documents no later than November 17, 2004.
- There are no form numbers on the fall GHSGT test booklets. The space on the Answer Document that is designated for form numbers should be left blank.
- Examiners should double check test booklets before they are turned in to the System Test Coordinator to make sure that no Answer Documents have been left inside the test booklets.
- Results for the GHSGT will arrive in systems by December 15, 2004.

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If any additional information is required for the GHSGT, please contact Dr. Robert Motika in the Testing Division at (404) 657-0312 or via e-mail to rmotika@doe.k12.ga.us.

SH:rtm

cc: System Superintendents
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