



Kathy Cox
State Superintendent of Schools

Georgia Assessments – On-Line Forms 2008-2009

We will lead the nation in improving student achievement.

Purpose

- **Provide a more accurate collection mechanism to receive and track testing forms**
- **Ability to analyze testing irregularities and invalidations data**
- **Provide summary results of irregularities and invalidations**
- **Consistency in reporting**
- **Develop and maintain a “paperless” database**

Location of Forms

- Log –in to the portal
- Only STC will have access.
- In the portlet titled “Surveys”, there are four forms:
 - Special Administration Request
 - Assessment Rescore Request
 - Testing Irregularity Form
 - Superintendent’s Test Certification (0385)

Administration

- All forms should be submitted on-line beginning with the Fall GHS GT assessment (September 15-26, 2008).
- Faxed forms or e-mail attachments can not be accepted.
- It is important that all forms are completed on-line in order to maintain a database and produce summary reports.
- Once forms are submitted to the GaDOE, they may not be amended on-line. Make certain all information is included before submission. Changes must be communicated through the GaDOE.

Administration

- Request for system summary reports of irregularities may be submitted to Connie Caldwell in the Assessment and Accountability office. She may be reached at 404-656-2668 or ccaldwel@doe.k12.ga.us
- Request for summary reports should not be made until all forms have been entered by the system and the state testing window closes. Summary reports will be run approximately two weeks after the state window closes.
- Depending upon the volume of requests, please allow at least 2 weeks to receive reports.
- Currently, the system will not be able to produce their summary reports. We will be working toward that functionality.

Assessment Cycle Field

– Spring

- CRCT, EOCT, GHSGT, GHSWT, Grade 3 Writing, Grade 5 Writing, NRT, GAA, GKIDS

– Summer

- CRCT, EOCT, GHSGT, GHSWT

– Fall

- GHSGT, GHSWT, EOCT, NRT, GAA

– Winter

- GHSGT, EOCT, Grade 8 Writing, ACCESS, GAA, NAEP

Special Administration Form

- This form should not be submitted until the system has received approval from the GaDOE.
- This form must have superintendent approval. A letter is no longer required, but electronic signature is required.
- If your system is not listed, please use the “System Name (Not Listed)” field.
- Date of Special Administration should allow at least 2 weeks for processing and shipment.
- All examiners must be certified.

Special Administration Form

- The “*Invoice Remit To*” field should be the name of the system person responsible for payment. Parents can not be invoiced by the contractor.
- The “*Ship to and Attention*” fields should be the location to where the materials should be shipped and the person (local school test coordinator) at that location responsible for accepting the material. Secretaries, custodial staff, etc. should not be accepting materials.
- All procedures follow the same administration and security guidelines for standardized testing.

Rescore Request Form

- The “*Test Administration Date*” field should be the date the student took the assessment.
- The “*Rescore Requested By*” field is the person who is requesting the rescoring of the assessment.
- The “*Rescore Requestor’s Position*” field should indicate the relationship to the student such as parent, counselor, system test coordinator, etc.

Rescore Request Form

- **Indicate the reason for the rescore in the “*Rationale*” field. This must be included before the request can be made to the contractor.**
- **Complete the Remit and Ship to section.**
- **Fees vary for each program. See the chart provided in this presentation or contact the program specialist at the GaDOE for fee information.**

Rescore & Special Administration Fees

ASSESSMENT RESCORES SPECIAL ADMINISTRATION

- **ACCESS 150.00 + .22 page+ shipping NA**
100.00 CD + shipping
- **CRCT 25.00 PER SUBJECT NA**
- **EOCT 25.00 PER SUBJECT 40.00**
- **GAA 70.00 NA**
- **GHS GT 25.00 PER SUBJECT 40.00**
- **WRITING 65.00 65.00**

Fees are based on per student and only valid for the 2008-2009 school year.

Testing Irregularity Form

- If an assessment or a content area(s) of the assessment is invalidated, indicate by selecting the Content Area (s) and selecting Yes in the box under the Invalidation field. Also, provide narrative for the reason for the invalidation.
- If one content area of a student's assessment is reported with an irregularity and another content area as an invalidation, then separate forms must be submitted.
 - For example, a student 's CRCT Math is invalidated but the Reading is reported as an irregularity, two submissions are required.

Testing Irregularity Form

- **The form allows for the selection of more than one content area, but reporting of more than one content area must have the same designation. If two or more content areas are reported as an invalidation or irregularity, then only one submission is required.**
 - For example, a student's GHSGT ELA and Science is reported as an invalidation, only one submission is required. If all content areas of a student's CRCT is reported as an irregularity, only one submission is required.

Testing Irregularity Form

- If only an irregularity occurs and not an invalidation, select No in the “*Invalidation*” field.
- If the irregularity or invalidation results in a PSC referral, then select Yes, if not, select No. If a decision is pending, do not submit the form until the final recommendation is determined. Contact the appropriate GaDOE program specialist with information regarding the situation.
- The “*Comments*” field is used to provide any additional information.
- You may include up to five student names on the form. If there are more than five students, please use the Browse button.

Testing Irregularity Form

- All narratives must be submitted as electronic documents through the Browse button. Before submitting the Irregularity Form, all supporting documents should be completed and attached.
- *It is important to scan all documents into one file and select Browse since you may only attach once. The system will not allow you to attach several document files.*

Testing Irregularity Form

- The Testing Irregularity Form must be completed and submitted as soon as possible or no later than two weeks after the local testing window closes. Do not submit until all documentation is available.
- Invalidations should be entered as soon as possible.

Superintendent's Test Certification

- **Superintendent's Certification Forms are submitted twice during the school year:**
 - **January 31**
 - **July 31**
 - **These dates may be selected in the “*Testing Administration Session*” field of the form.**
- **The superintendent will have electronic signoff .**
 - **Once the superintendent approves, the document is submitted directly to GaDOE.**

Superintendent's Test Certification

- **The number of Irregularities should be the number that occurred during the administration. This number should match the number of on-line Irregularity forms submitted. One irregularity form = one irregularity reported regardless of the number of students listed on the form.**
- **For example, if you submit an irregularity for a fire drill with a list of thirty students, it is only counted as one irregularity not thirty.**

Superintendent's Test Certification

- **The number of Invalidations reported should be the actual number of tests or content area (s) invalidated. If one irregularity form reports ten students' tests invalidated due to cheating, then the field would be reported as ten invalidations not one invalidation.**
- **Each content area is treated separately. For example, if a student's test is invalidated for two content areas, then two invalidations would be reported.**

Superintendent's Test Certification

- Codes for irregularities and invalidations change with each assessment cycle. Please contact the program specialist at GaDOE for updated codes.
- All invalidations must be reported to the GaDOE before an on-line form is completed. The best method is to send an e-mail with a follow-up call notifying the GaDOE program specialist. Do not send personal information via e-mail, the GaDOE firewalls will block the transmission. If personal information is required to report the invalidation, phone the GaDOE.

Superintendent's Test Certification

- The “*All students appropriately participated in the Statewide Student Assessment Program*” field should indicate if students were tested either on regular assessments or GAA and whether deferment was accurately applied. In other words, to the best of your knowledge, and information reported by your schools, all testing eligibility procedures/guidelines were followed to make certain all students had an opportunity to test.

Superintendent's Test Certification

- The “*System has accounted for, disposed of and/or returned materials...*” field should indicate Yes if all discrepancies were resolved. For example, if a teacher lost a booklet and it is not located, then a No should be selected. If there was a discrepancy in the shipment totals from the vendor only, then a Yes would be selected.
- **Reminder: Make certain you record discrepancies on appropriate inventory form.**

Superintendent's Test Certification

- If No is selected, attach documentation.
- All narratives must be submitted through the Browse button. Before submitting the form, all supporting documents should be completed and attached.
- *It is important to scan all documents into one file and select Browse since you may only attach once. The system will not allow you to attach several document files.*

Reminders

- **Forms must be completed on-line beginning with the 2008 Fall GHS GT.**
- **Faxed or e-mail copies can not be accepted.**
- **Personal student information should never be e-mailed.**
- **Only STC will have access to the forms on the portal. Schools will not have access.**
- **All attachments should be scanned as one file.**

Reminders

- **The Superintendent's Certification and Special Administration forms require electronic signature by your superintendent.**
- **Special Administrations must be approved by the GaDOE.**
- **There are fees associated with the Re-score and Special Administrations requests.**
- **A Quick Start Guide is also available on the Testing web site under Presentations.**

Assessment On Line Form Quick Start Guide

- Before beginning, make certain you have a My GaDOE account and that you are designated as the System Test Coordinator.
- Go to <http://www.mygadoe.org> and login with your username and password.
- Scroll to the bottom of the My GaDOE page until you see the Surveys module.
- Click on the appropriate survey.
- Click Start

Click on Form

Surveys options | []

New (4)	Saved (2)	Submitted (11)	Approved (0)
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New surveys

- Special Administration Request
- Assessment Rescore Request
- Testing Irregularity Form
- Superintendent's Test Certification

[More](#)

Click Start

Start

Assessment On Line Form Quick Start Guide

- **Complete the form. Items with a red asterisk are mandatory.**
- **When you have completed the form and are ready to submit, click the green check mark.**
- **Click the Submit for Approval button.**
- **The form will then show under your Submitted tab.**
- **If you are given a warning that you have not completed all of the required fields, click on the Edit button to return to the form and complete all fields with a red asterisk.**
- **Check periodically for Approval status**

Testing Irregularity Form

0%

Answered 0 of 35 questions

Summary | Print |

General Questions

If you become aware of a testing irregularity at any time during the testing window, immediately contact the Program manager for the specific testing program at the Assessment Administration division of the GaDOE. Explain the details of the irregularity to the GaDOE representative. The GaDOE may ask you to provide written documentation using this form. The irregularity must also be documented on the 0385 Form. This form must be completed in its entirety.

*** Assessment Cycle**

*** Assessment**

*** Content Area**

Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows to deselect a Content Area.

CRCT Reading	▲
CRCT English/Language Arts	■
CRCT Math	■
CRCT Science	■
CRCT Social Studies	▼

>>	<<	<input type="text"/>
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System Name

System Name (Not Listed)

*** Three Digit System Code**

*** School**

*** Four Digit School Code**

*** District Test Coordinator**

*** School Test Coordinator**

*** Number of Students Affected**

Irregularity Section

Irregularity

Other (Explanation)

*** Date of Irregularity**

*** Grade**

Invalidation

Reported To PSC

Reason for Invalidation

Comments

Fill out Form

 **Summary** |  **Save** |  **Save & Exit** |  **Print** | 

Step 4:
Click the
green arrow
to submit

Edit | **Save & Exit** | **Submit for Approval** | **Delete this response**

Save this
form for
later

Submit to
the DOE for
approval

Surveys options | []

New (4) | **Saved (2)** | **Submitted (11)** | **Approved (0)**

New surveys

-  Special Administration Request
-  Assessment Rescore Request
-  Testing Irregularity Form
-  Superintendent's Test Certification

[More](#)

Assessment On Line Form Quick Start Guide

- **The finalized forms will go to the GaDOE Assessment Administration Division. The Superintendent Test Certification and Special Administration forms will be sent to the District Superintendent for approval before being transmitted to the GaDOE.**
- **After the GaDOE approves the forms, the forms will appear under the Approved tab.**
- **If you have not completed the form, but would like to save the information to work on at a later date, click Save and Exit.**
- **If you click Save and Exit, your survey will be available under Saved forms where it can be opened to edit and submit at a later date.**

Feedback

- **Since this is the first year of implementation of the on-line forms, we expect System Test Coordinators will be able to provide feedback to improve the forms. As you work with the forms, let us know how we can improve the forms and/or the process.**

Contacts

- **Administration and Form Completion**
 - Contact the Program Specialist for the assessment
- **Summary Requests**
 - **Connie Caldwell**
 - ccaldwel@doe.k12.ga.us
 - 404-656-2668
- **Portal and Technical Issues**
 - **Joe Blessing**
 - jblessin@doe.k12.ga.us
 - 404-657-0311