

**2013–2014 Georgia Alternate Assessment (GAA)
Requirements and Instructions for Completing the Electronic Entry Sheets**

Requirements

In order to Print: Adobe® Reader® 5.0 or higher **OR** Adobe® Acrobat® 5.0 (full version) or higher is required.

In order to Save: Adobe® Reader® 8.1 or higher **OR** Adobe® Acrobat® 8.1 (full version) or higher is required.

Note: *It is recommended to download the latest free Adobe Reader software here:* <http://get.adobe.com/reader/>

Instructions for Completing the Electronic Entry Sheets

1. Use the Cursor/Hand Tool and click on the “Grade” drop-down box to select the desired Grade.
Note: Step 1 above is not necessary for the High School Retest - GPS ONLY Entry Sheet.
2. Tab to or click on the “Subject” drop-down box to select the desired content area.
3. Tab to or click on the “Entry” drop-down box to select Entry 1 or Entry 2.
4. Tab to or click on the “Student Name” line to enter this information.
5. Tab to or click on the “Age” line to enter the age of the student.
6. Tab to or click on the “Entry Sheet Completed by” line to enter this information.
7. Tab to or click on the “Strand/Domain” drop-down box to select the Strand being assessed.
8. To select the Standard within the selected Strand/Domain, tab to or click on the “Standard” drop-down box, then click on the desired “Standard.”
9. To select an Element/Indicator for the Standard you have chosen, tab to or click on the “Element/Indicator” drop-down box, then click on the desired letter.
Note: For steps 8 and 9 above, if the description for the Standard or Element/Indicator does not automatically populate (which may occur if using an older version of Adobe), then you **MUST** use the Cursor/Hand Tool and click anywhere on the form to display the correct description for the Standard or Element/Indicator. Failure to complete this step may result in the wrong description being recorded on the Entry Sheet.
10. When completing an Entry Sheet for Science, you **MUST** select a Characteristics of Science Standard from the drop-down menu. The box becomes active only after selecting “Science” in the “Subject” drop-down box.
11. Tab to or click on the remaining box to complete the information for Page 1.
12. **Remember to complete** all required information on **Page 2**.
13. On Page 2, tab to or click on the “Type of Evidence” drop-down box to select the type of evidence submitted. If you choose “Other,” tab to or click on the next line to describe the evidence.
14. Tab to or click on the “Description of Task” box and type in the description. Complete boxes on the form for Primary and Secondary Evidence for both Collection Periods.
15. After completing the steps above, click File → Print, select the printer, and then print the form.
16. In order to save the form in Adobe Acrobat 8.1 (full version) or higher, or Adobe Reader 8.1 or higher, click File → Save As...choose a location to save the form in, give a unique file name for the form, and click Save.
17. Once you have printed and/or saved the form, click on the “Reset Form” box in the upper right-hand side of the Entry Sheet to access a new Entry Sheet.
18. Repeat all steps, as needed, for each Entry Sheet. (Remember to complete both pages.)
19. Include all printed forms in the student binders being sent to Questar Assessment, Inc. per the instructions provided in the *GAA Examiner’s Manual, 2013–2014*.