



Criterion-Referenced Competency Test (CRCT) Update Bulletin

February 28, 2013

2013 Calendar

Mar – May

Materials arrive approx. 2 weeks prior to testing

Apr 1 – May 3

Main & Make-up Administration

May 13 – July 26

Retest Administration

May – Aug

Results arrive in systems. Electronic results are followed by printed results.

The Criterion-Referenced Competency Tests (CRCT) measure student competency in key content areas: Reading, Mathematics, English/Language Arts, Science, and Social Studies for grades 3-8.

CRCT Web Based Resources

For more information, visit the Georgia Department of Education CRCT website at <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/CRCT.aspx> or the CTB/McGraw-Hill website at www.ctb.com/gacrct. These websites provide availability to the materials presented in workshops, including sample administrative materials. Information related to the CRCT Online Retest is posted to the CTB/McGraw-Hill website.

Security Checklist

Security Checklists will again be available in hard copy form and will be packed in Box 1 for each system and school. For the first time, they will also be available in an electronic (Excel) format through each system's www.ctb.com/gacrct login. Systems may opt to use the hard-copy, the electronic version, or a combination of both versions of the Security Checklists to keep a record of student test booklets. Be sure to follow the appropriate instructions in the *Test Coordinator's Manual* when handling the Security Checklists.

Test Materials Adjustments (TMA)

The Test Materials Adjustments (TMA) application can be used to order additional materials for the 2013 CRCT administration **after** you receive your initial materials shipment and determine that it is insufficient. The TMA application allows you to place orders for additional materials online and view exactly what materials were shipped to you. You can find the TMA application located on the www.ctb.com/gacrct website. The TMA window is available from March 12–April 19. Additional materials can be ordered through May 1 by contacting the CTB GA Helpdesk.

CRCT Reports

Schools and Systems must verify the score reports immediately upon receipt for any missing student reports or other discrepancies and notify the GA Helpdesk (866) 282-2249 by 5/23/13 in order to facilitate correcting the reports in a timely manner.

Accommodations

Guidelines for Oral Reading (“read-aloud”) accommodations appear in the *Test Examiner's Manual*. Additional resources, including the read-aloud tutorial, can be found on the CRCT website.

Make-up Testing

All students who are absent may take a makeup test but only within the system's nine-day Main administration testing period. Students enrolled in grades 3, 5, and 8 who are absent each day of the nine-day testing period may take a makeup test for Reading (grades 3, 5, and 8) and/or for Mathematics (grades 5 and 8) at any time during the entire state Main administration window (April 1–May 3, 2013). To order a Makeup administration return kit, please call (866) 282-2249. Wait until all makeup tests have been administered and collected (including GNETS program administrations) before sending in your Makeup administration shipment. Only one Makeup administration shipment for each system is permitted.

For more information visit the CRCT Website at : www.tinyurl.com/georgiacrct

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Online Retest Information and Training

The Online Retest option is offered to all systems for the Summer 2013 Retest Administration.

Training sessions for System Test Coordinators and Technology Coordinators will be provided using Blackboard Collaborate. It is highly recommended that System and School Testing Coordinators participate in the Technology Coordinator training webinars and that System Coordinators also participate in the School Test Coordinators training webinars:

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|--|-------------|------------|
| ▪ Technical Setup Training | February 27 | 2pm - 4pm |
| | March 19 | 2pm - 4pm |
| ▪ Test Administration Training | April 18 | 1pm - 3pm |
| | May 1 | 2pm - 4pm |
| ▪ Technology Follow-up and General Q & A | May 7 | 12pm - 2pm |

Training materials and further information can be found at www.ctb.com/gacrct.

GNETS Programs

GNETS programs have the option to order their own materials directly from CTB, or they may continue to receive materials from the largest system they serve. Each student's test materials must be returned through the home system. Section 16 on the Student Answer Sheets (grades 3- 8) is used by the GNETS programs to report their assigned facilities identification code. The two-digit code should be marked for all students who are served at a GNETS facility. This information is collected to provide summary reports to each center. Codes can be found in the *System and School Test Coordinator's Manual*.

Irregularities

Section 17 of the answer documents is to be used to record irregularities and invalidations. **Do not use this without being given specific directions by GaDOE.** If a testing irregularity occurs during the administration, the system test coordinator should contact Robert McLeod to report the irregularity and receive instructions for coding. If directed by GaDOE, document the situation on the Testing Irregularities Documentation Form available on the MyGaDOE Portal (<https://portal.doe.k12.ga.us>).

Pre-ID Barcode Labels

Check to ensure that the information printed on the pre-ID labels is accurate. You are encouraged to use one of the extra student labels on the student test booklets for identification purposes. When a document is both bubbled and has a student label, the barcode label overrides the bubbled information. If the wrong pre-ID label is attached to a student answer document, place a blank label over the incorrect label and then place the correct label on top. If a student does not have a pre-ID label, information must be bubbled on the answer document.

Additional CRCT Resources

In addition to the Georgia Department of Education (GaDOE) CRCT website, there is another website (hosted by the CRCT vendor, CTB/McGraw-Hill): www.ctb.com/gacrct. On this site, you will find the materials presented in the Pre-Administration workshop, including sample administration materials. The information related to the Online Retest option as well as information on other CRCT workshops.

Reminders

When packing your return shipments, please follow the instructions in the *School and System Test Coordinator's Manual* carefully. Improper packaging can cause delays in scoring and the delivery of your system's score reports.