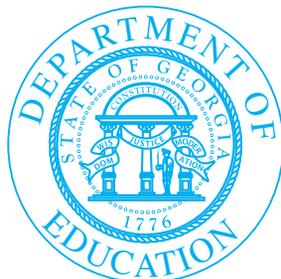




Retest
School and System
Test Coordinator's Manual



2702787-W

Georgia Department of Education
Dr. John D. Barge, State School Superintendent

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Secure Test Materials—Do Not Copy

All test booklets and supporting materials associated with the Criterion-Referenced Competency Tests (CRCTs) are confidential and secure. No part of any test booklet may be reproduced or transmitted in any form or by any means, including but not limited to electronic, mechanical, manual, or verbal (e.g., photocopying, recording, paraphrasing—rewording or creating mirror items for instruction—and/or copying). CRCT materials must remain secure at all times and (excluding the *School and System Test Coordinator’s Manual* and the *Test Examiner’s Manual*) cannot be viewed by any individual or entity prior to or after testing. To do so is a direct violation of testing policies and procedures established by Georgia law (§20-2-281) and the State Board of Education (Rule 160-3-1-.07(2)(i)3) in addition to copyright laws and Georgia professional ethics for educators. CRCT materials may not be provided to any persons except those conducting the test administration and those being tested. **All** test booklets (used and unused) and all supporting materials must be accounted for and returned at the completion of the test administration and in the manner prescribed in the *School and System Test Coordinator’s Manual*.

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INTRODUCTION TO THE CRCT PROGRAM

Georgia's Criterion-Referenced Competency Tests (CRCTs) are designed to measure student acquisition of the knowledge and skills set forth in the Georgia Performance Standards (GPS). Legislated by Georgia lawmakers, the Reading and Mathematics CRCT Retests were developed to yield information at the student, class, school, system, and state levels. The primary purpose of the CRCTs is to provide a valid measure of the quality of educational services provided throughout the state.

This *Retest School and System Test Coordinator's Manual* provides procedural information for schools and systems to follow prior to, during, and after the CRCT Retest administration.

This manual has been prepared for both School and System Test Coordinators. Specific instructions for test administration are contained in the *Retest Test Examiner's Manual*. **Be sure to read both manuals carefully prior to test administration.**

TEST COORDINATOR ROLES AND RESPONSIBILITIES

The following provides an overview of the responsibilities of School and System Test Coordinators in the administration of the CRCT Retests.

School Test Coordinator Responsibilities

- Become familiar with all testing procedures by reading the *Retest Test Examiner's Manual* and this *Retest School and System Test Coordinator's Manual*.
- Organize orientation sessions for all Test Examiners.
- Supervise the secure storage area for CRCT Retest materials.
- Receive CRCT Retest materials from the System Test Coordinator.
- Verify that all boxes and all materials for the CRCT Retests have been received. Report shortages to the System Test Coordinator.
- Distribute CRCT Retest materials to the Test Examiners.
- Ensure that prescribed administration procedures are followed.
- Collect and store (in a secure area) all test materials at the end of each testing day.
- Collect and return all test materials to the System Test Coordinator after testing is complete, following the directions provided in this manual.
- Verify the receipt and return of all materials.

System Test Coordinator Responsibilities

- Become familiar with all testing procedures by reading the *Retest Test Examiner's Manual* and the *Retest School and System Test Coordinator's Manual*.
- Ensure that each school has a School Test Coordinator.
- Organize training sessions for the School Test Coordinators and Test Examiners.
- Confirm that the School Test Coordinators have a secure storage area for CRCT Retest materials.
- Receive CRCT Retest materials from CTB/McGraw-Hill.
- Verify that all boxes and all materials for the CRCT Retests have been received.
- Distribute CRCT Retest materials to School Test Coordinators.
- Implement the CRCT Retest program in all schools in the system.
- Ensure that prescribed administration procedures are followed.
- Verify the receipt and return of all materials.
- Order additional materials by visiting www.ctb.com/gacrct.
- Collect test materials from all schools in the system and return them to the CTB/McGraw-Hill Scoring Center, following the directions provided in this manual.

STUDENTS TO BE TESTED

Students required to take the CRCT Retests are as follows:

- All public school students enrolled in grades 3, 5, and 8 on the day of testing who performed below grade level during the spring 2012 Main administration of the CRCTs should be tested at the grade level documented on the system's FTE report.
- Students who are reported to the state on attendance forms or who would be placed in those grades if they were to transfer to graded schools should be tested.
- Students with disabilities, including Section 504 students, should be tested according to guidelines in their Individualized Education Plans (IEPs) or their Individual Accommodation Plans (IAPs).
- English Language Learner (ELL) students should be tested. A student is eligible to be coded as ELL if the student's native language is not English and he or she is eligible for English to Speakers of Other Languages (ESOL) services in accordance with Rule 160-4-5-.02, regardless of whether or not the student receives ESOL services. Students who were formerly identified as ELL but who are no longer considered ELL may not be identified as ELL. Fill in SRC 19 for students who have exited the ESOL program but who are still being monitored. For more information on testing ELL students, refer to the *2011–2012 Student Assessment Handbook*, which can be downloaded at www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/default.aspx.

- For additional information on deferment of ELL students on the CRCT Retests, please review SBOE Rule 160-3-1-.07, which can be accessed at www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/Pages/PEABoardRules.aspx.

The Georgia Department of Education (GaDOE) requires System Test Coordinators to account for and explain discrepancies between the number of students enrolled in the school at the time the test was administered and the actual number of students who were tested.

CRCT RETEST ADMINISTRATION TYPES

This *Retest School and System Test Coordinator's Manual* will be used for the administrations described below.

Retest Administration

Students enrolled in promotion/retention grades who perform at Level 1 in Reading and/or Mathematics must be offered a Retest opportunity. Each system identifies a five-day window—or two separate five-day windows—within the Retest administration window (May 14 through July 27, 2012) to administer the CRCT Retests for Reading (grades 3, 5, and 8) and for Mathematics (grades 5 and 8).

Systems can choose either one or two separate Retest windows within the above-specified dates to accommodate varying summer school schedules for elementary and middle grades. A separate shipment of Retest administration materials will be sent to each system. If the system selects two separate Retest windows, materials for both Retest windows will arrive before the first five-day window.

Retest Exception Administration

“Exception” students are those students enrolled in promotion/retention grades who received a Level 1 score and missed the scheduled Retest window(s) at their respective systems. Pending approval from GaDOE, these students may take a Retest for Reading (grades 3, 5, and 8) and/or for Mathematics (grades 5 and 8) at any time during the Retest window (May 14 through July 27, 2012).

All requests for “exception” testing or additional materials must be received by July 20, 2012. To ensure next-day delivery to the system, CTB/McGraw-Hill must receive orders for additional materials by 1 P.M. EST.

GNETS PROGRAM RETEST ADMINISTRATIONS

Retest Administration

GNETS program students enrolled in promotion/retention grades who perform at Level 1 in Reading and/or Mathematics must be offered a Retest opportunity. The home system will provide information on where and when the Retest administration will be offered to GNETS program students. The state Retest administration window is May 14 through July 27, 2012.

BRILLE AND LARGE-PRINT RETEST ADMINISTRATIONS

The CRCT program includes provisions for administering Braille and Large-Print versions of the CRCT Retests. Test Examiners assigned to administer the Braille or Large-Print version must read and follow the directions in the *Retest Test Examiner's Manual*.

Only one form of the test will be available in Braille and Large-Print. When a system receives its Braille and/or Large-Print shipment, the shipment will include corresponding standard Retest *Student Test Booklets* to be used as reference documents. In order to supply the correct page number references during test administration, Test Examiners need to review all Braille and Large-Print test materials prior to testing, including the supplemental instructions that accompany these versions.

Test Examiners who administer the Braille version must record the student's responses on a standard Retest *Student Answer Sheet*, using a No. 2 pencil.

Students who use the Large-Print version should record their answers directly on the Large-Print test book by circling the letters for their selected answers, writing their responses, or using a similar marking system. **The Test Examiner must then transcribe the student's responses onto a standard Retest *Student Answer Sheet* exactly as they appear in the Large-Print test book.** Because extra time may be needed for administering the Large-Print version, it is recommended that students be tested individually or in a small-group setting.

Student answers should be recorded exactly as students have indicated or dictated. Under no circumstance should a student's answer be altered or edited—to do so is a **direct violation of test security**.

Test Examiners for Braille and Large-Print versions must also fill in the student's demographic information on the *Student Answer Sheet*. Additionally, they should indicate that the student was administered either the Braille or the Large-Print version by filling in the appropriate circle next to "Braille" or "Large-Print" in Section 13. The student's name should also be written on the front cover of each Braille or Large-Print test book.

After testing is complete, the Test Examiner should group the student's answer document together with his or her class's standard Retest *Student Answer Sheets* for return to the CTB/McGraw-Hill Scoring Center. The original Braille and Large-Print test books should be returned with the nonscorable shipment.

TEST SECURITY

The CRCT Retests are secure tests. Maintaining the security of all test materials is crucial to obtaining valid and reliable test results. Therefore, test materials must be kept in locked storage, except during actual test administration. Access to secure materials must be restricted to authorized individuals only (e.g., Test Examiners and the School Test Coordinator). It is the direct responsibility of all individuals who administer the test to follow security procedures.

Student Test Booklets and the items therein are to be used solely for test purposes and may not be disclosed or used for any other purpose. *Student Test Booklets* are presorted into class packs of 5 and must remain in their shrink-wrapped packages until they are distributed to Test Examiners. Shrink-wrapped packages may be broken only for partial-count needs or for distribution to examinees. *Student Test Booklets* from opened shrink-wrapped packages must remain individually sealed until test administration begins.

The CRCT Retests must be administered by a certified educator. During test sessions, Test Examiners are directly responsible for test security and must account for all test materials at all times. When the materials are not in use, they must be kept in locked storage. At the conclusion of each day's test session, Test Examiners must return all used and unused test materials to the School Test Coordinator. School Test Coordinators should verify and account for all materials at the end of each test day. When it is necessary to transcribe student responses and demographic information onto an answer document (due to a soiled answer document or required by an accommodation), this action must be completed by certified personnel in the presence of a witness who also holds a PSC-issued certificate. **NOTE:** The completion of the transcription must be documented in writing, and the documentation maintained by the School and System Test Coordinator.

Testing conditions, especially the supervision and seating arrangements of students, should be designed to minimize the potential for cheating. The Test Examiner must supervise the test administration at all times. **All instances of test security breaches and testing irregularities must be reported to the School Test Coordinator immediately.** If questions arise or if any situations occur that could cause any part of the test administration to be compromised, the System Test Coordinator should contact Assessment and Accountability as soon as possible at (800) 634-4106 or (404) 656-2668.

SCHEDULING THE RETESTS

The CRCT Retests must be administered within the state Retest window of May 14 through July 27, 2012. To accommodate the summer school schedules of elementary and middle schools (or both at one time), each system must choose one or two testing periods of five consecutive school days within the Retest window to administer all regular and makeup tests. Makeup tests are 100 percent mandatory except for those students who are absent during all Retest days or who have transferred into the system after the state Retest window.

Both Reading and Mathematics Retests are designed to be administered in one block of time and on the same day. **Both sections of a content area test must be scheduled for the same day.** Under no circumstances may a content area test be scheduled on multiple days—to do so is a direct violation of test security. It is highly recommended that Test Examiners administer only one content area test per day. The CRCT Retests must be administered in the following order: Reading and then Mathematics.

The time allotted for administration of the CRCT Retests (indicated in the following table) should be sufficient for students to complete each test section. **All** students should be given a minimum of 45 minutes to complete each test section. If all students finish the section before 70 minutes have passed, the Test Examiner may end the session early. However, if there are students who are still productively engaged in completing the section, testing should continue for the full 70 minutes. Unless specified in an IEP, IAP, or ELL/TPC Plan, students should have a minimum of 45 minutes and a maximum of 70 minutes to complete each section.

CRCT RETEST ADMINISTRATION SCHEDULE		
CONTENT AREA	TASK	TIME ALLOTTED
Reading (Grades 3, 5, and 8)	Distribute <i>Student Test Booklets</i> and <i>Student Answer Sheets</i> , and read directions Complete the student demographic information	Approximately 15–20 minutes
	Test Administration—Section 1	Approximately 45–70 minutes
	Break	10 minutes
	Test Administration—Section 2	Approximately 45–70 minutes
	Total Administration Time	Approximately 115–170 minutes
Mathematics (Grades 5 and 8)	Distribute <i>Student Test Booklets</i> and <i>Student Answer Sheets</i> , and read directions Complete the student demographic information (for students who have not taken the Reading Retest)	Approximately 15–20 minutes
	Test Administration—Section 1	Approximately 45–70 minutes
	Break	10 minutes
	Test Administration—Section 2	Approximately 45–70 minutes
	Total Administration Time	Approximately 115–170 minutes

RECEIVING AND DISTRIBUTING RETEST MATERIALS

All CRCT Retest materials will arrive in systems between April 23 and April 27, 2012. There will be two shipments. The following table details how test materials will be packaged, labeled, and identified.

TYPE	PACKING AND SHIPPING	OTHER DETAILS
Retest administration materials	<ul style="list-style-type: none"> • All system boxes will be marked with the system number, name, and box number on the delivery label. • Box number 1 of the system shipment will include the packing list, Test Coordinator’s Kit, and Security Checklists. It will be identified by a label indicating “Packing List Enclosed.” • No school shipments for Retest. 	<ul style="list-style-type: none"> • All CRCT Retest materials will arrive in unique, white CTB/McGraw-Hill boxes with a bright orange band. This will enable systems to quickly identify CRCT Retest materials while maintaining test security because the packaging will not indicate that secure documents are enclosed. • All boxes will be sequentially numbered by shipment (e.g., System Q, box 1, 2, 3 of X; School A, box 1, 2, 3 of X). • Boxes will arrive in systems between April 23 and April 27, 2012. • Retest administration materials for students enrolled in a GNETS program will be shipped to the home system. It is the responsibility of the home system to forward these Retest materials to the respective GNETS program. (See note below.)
Accommodation materials for the Retest administration	<ul style="list-style-type: none"> • Materials for accommodation testing may be shipped to the system independent of the Retest administration materials. • Materials will arrive boxed by system. • All accommodation materials will arrive in unique, white CTB/McGraw-Hill boxes with a bright orange band. 	<ul style="list-style-type: none"> • A corresponding standard Retest <i>Student Test Booklet</i> and <i>Student Answer Sheet</i> will be shipped with every Braille and/or Large-Print order. • When forwarding Braille materials to schools, do NOT ship Braille materials lying flat. Braille test books must be packed and stored in an upright position because pressure on the test books can render the materials unreadable.

NOTE: For Retest, GNETS do NOT have the option of ordering directly from CTB. All materials should come from their home system(s).

The boxes will be sequentially numbered. The system box will be marked “System Materials.” Shown below is an example of the System Outbound Shipping Label.

System Outbound Shipping Label	
CTB	
C/O Von Hoffmann, Inc. 20 Ryan Ranch Road Monterey, CA 93940	
SHIP TO: BLACKBIRD COUNTY SCHOOLS #301 1969 ABBEY ROAD PRUDENCE, GA 31909 ATTN: TEST COORDINATOR	
Carton #C140274	Carton: 1 of 3
Ship Via: GROUND FREIGHT	

System Outbound Shipping Label

The following is a list of materials found in the system box(es) of the Retest administration materials:

Administration Materials

- System Packing List
- System Shipment Verification Form
- System Security Checklist (listing all secure materials)

Return Materials

- System Security Checklist Envelope (reuse the envelope in which the System Security Checklists were delivered)
- Return Labels for Scorable Retest Materials (peach)
- Return Labels for Nonscorable Retest Materials (light green)

System Overage Materials

- School/Group Lists
- Group Information Sheets
- *Retest School and System Test Coordinator’s Manuals*
- *Retest Test Examiner’s Manuals*
- *Student Test Booklets*
- *Student Answer Sheets* (grades 3, 5, and 8)
- Paper Bands
- Empty Cartons

Braille and Large-Print test materials will be shipped separately to systems around the same time as the other testing materials. The Braille test books will **not** be reused and should be with the nonscorable documents when returning test materials to CTB/McGraw-Hill.

To order additional materials, go to www.ctb.com/gacret.

Illustrations of the System Packing List, System Shipment Verification Form, and System Security Checklist are shown on pages 10 and 11 of this manual.



Georgia CRCT
Retest Summer 2012

Ship To:
PENNY LANE ELEMENTARY SCHOOL, 0064
C/O: BLACKBIRD COUNTY SCHOOLS, 301
1969 ABBEY ROAD
PRUDENCE, GA - 31909
U.S.
Attention: ALBERT HALL

(Please keep a copy of this Packing List for your records)

System Packing List
Packing List #: 000270

Part #	Description of Material	Type	Qty	Qty/Pkg	Back Order Qty	Total	Beginning Serial Range	Ending Serial Range	Ctn#	Customer Sign-Off
2049700005	Reading Test Book Gr. 3	PKG	2	5	0	10	CR309321	CR309330	1-2	
2049800005	Reading & Math Test Book Gr. 5	PKG	4	5	0	20	CS440926	CS440945	1-2	
2049900005	Reading & Math Test Book Gr. 8	PKG	3	5	0	15	CU608951	CU608965	2-2	
2050000005	Answer Sheets—Grade 3	PKG	2	5	0	10			2-2	
2050100005	Answer Sheets—Grade 5	PKG	4	5	0	20			2-2	
2050200005	Answer Sheets—Grade 8	PKG	3	5	0	15			2-2	
2050300003	Examiner's Manual—Grades 3, 5, & 8	PKG	4	3	0	12			2-2	
49808R0003	Paper Bands & Stack Cards	PKG	4	3	0	12			2-2	

Please verify all materials have arrived and mark any discrepancies. When all materials have been checked, sign, date, and fax the System Shipment Verification Form included in the Test Coordinator's Kit.

Cartons: 2
Shipped Via: EAGLE
Date Packed: 4/20/12 10:18:47 A.M.

System Packing List



**GEORGIA CRCT
RETEST SUMMER 2012
SYSTEM SHIPMENT VERIFICATION FORM**

List any shipment discrepancies here:

Sign, date, and fax this form, even if there are no discrepancies, to **CTB Scoring at (800) 428-2668** before **July 20, 2012**. If there is a discrepancy listed, include with your fax the corresponding page of the packing list that shows the inconsistency.

System Name _____

System # _____

Signature _____

Printed Name _____

Date _____

System Shipment Verification Form



Georgia CRCT
Retest Summer 2012
SECURITY CHECKLIST



DISTRICT: 301 BLACKBIRD COUNTY SCHOOLS
SCHOOL: 0064 PENNY LANE ELEMENTARY SCHOOL

PACKING LIST #: 000270

Each day BEFORE testing, the Test Examiner (TE) must initial and date below to indicate receipt of secure test materials.
Each day AFTER testing, the School Coordinator (SC) must initial and date below to indicate return of secure test materials.

SECURITY #	CARTON #	STUDENT NAME	RECEIVED (TE SIGNATURE)	RETURNED (SC SIGNATURE)	IF DOCUMENT IS NOT RETURNED, STATE REASON
CR309321	1	_____	_____	_____	_____
CR309322	1	_____	_____	_____	_____
CR309323	1	_____	_____	_____	_____
CR309324	1	_____	_____	_____	_____
CR309325	1	_____	_____	_____	_____
CR309326	1	_____	_____	_____	_____
CR309327	1	_____	_____	_____	_____
CR309328	1	_____	_____	_____	_____
CR309329	1	_____	_____	_____	_____
CR309330	1	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

System Security Checklist

SYSTEM INVENTORY CHECKLIST

This checklist provides step-by-step instructions for receiving materials and taking an initial inventory of the materials in the system boxes. These activities should be completed by the System Test Coordinator immediately upon receipt of the shipment.

- ___ 1. Inventory the test materials box(es) using the “Customer Sign-Off” area of the packing list(s), and sign the System Shipment Verification Form. Send a copy of the signed System Shipment Verification Form to CTB/McGraw-Hill by fax, following the instructions on the form. When returning materials, place the Security Checklists and System Shipment Verification Form on top of the first box of **scorable** materials. Keep two copies for your records. Braille and Large-Print test books will ship separately.
- ___ 2. Samples of all administration forms, manuals, and test materials have been provided, should questions arise during administration. Store all these test materials in a secure/locked area. Systems will distribute materials to all schools required to administer the CRCT Retests. Sufficient overage amounts based on student enrollment will be included in the shipment.
- ___ 3. The return shipping labels are to be used when returning the test materials to the CTB/McGraw-Hill Scoring Center. Place them in your files for safekeeping until testing is complete.
- ___ 4. Verify that every school required to administer the CRCT Retests within your system has a box or boxes containing test materials. The School Test Coordinator for each school should be instructed to take a thorough inventory of all materials.
- ___ 5. Quantities of test materials are determined based on the historical and trending data from last year’s administration. However, if additional materials are required for certain schools, use the supply of overage sent to the system. Use the System Security Checklist to record the distribution of overage materials to each school. It is critical that the distribution of overage materials be documented by schools for tracking purposes.
- ___ 6. If additional materials are still needed after the system’s overage supply has been depleted, carefully check to make sure that your list of needed items for each school is complete so that only one request for extra materials is necessary. To order additional materials, go to www.ctb.com/gacrct. Additional materials may be requested by the System Test Coordinator only. Additional materials must be requested by July 20, 2012. To ensure next-day delivery to the system, CTB/McGraw-Hill must receive orders for additional materials by 1 P.M. EST.
- ___ 7. Place all materials in locked storage until they are distributed to schools.
- ___ 8. Keep all shipping boxes. After testing is complete, use these boxes to return the materials to the CTB/McGraw-Hill Scoring Center.

DISTRIBUTING MATERIALS TO SCHOOLS

CRCT Retest materials will be shipped to arrive in systems between April 23 and April 27, 2012. The System Test Coordinator will distribute materials to individual schools accordingly. The following is a list of Retest administration materials found in the individual school box(es):

Retest Administration Materials

- System Security Checklist (copies may be used when materials are divided between schools)
- School/Group List
- Group Information Sheets
- *Retest School and System Test Coordinator's Manuals*
- *Retest Test Examiner's Manuals*
- *Student Test Booklets*
- *Student Answer Sheets* (grades 3, 5, and 8)

Return Materials

- System Security Checklist
- Paper Bands
- Empty Cartons

Braille and Large-Print test books will be shipped separately to systems around the same time as the other testing materials. They will NOT arrive with the testing materials listed above.

SCHOOL INVENTORY CHECKLIST

This checklist provides step-by-step instructions for receiving materials and taking inventory at the school level. These activities should be completed by the School Test Coordinator immediately upon receipt of materials from the System Test Coordinator.

- ___ 1. Verify the quantities for all items received from the System Test Coordinator.
- ___ 2. Verify that you have adequate materials so that there is one *Student Test Booklet* and one *Student Answer Sheet* for every student scheduled to take the CRCT Retests in Reading and/or Mathematics.
- ___ 3. If additional materials are required, carefully check to make sure that your list of needed items is complete so that only one request for additional materials is necessary. Contact your System Test Coordinator, who will request additional materials from CTB/McGraw-Hill. To ensure that materials arrive in time for testing, make requests for additional materials as soon as possible. Additional materials will be shipped directly to the School Test Coordinator, with confirmation of shipment sent to the System Test Coordinator via e-mail.
- ___ 4. Test Examiners should make certain that the student's demographic information is filled in on the *Student Answer Sheet*, following the directions in the *Retest Test Examiner's Manual*.
- ___ 5. Place all materials in locked storage until they are distributed to Test Examiners. Access to this area must be restricted to authorized personnel only.
- ___ 6. Before distributing secure test materials to Test Examiners, record the Test Examiner's name on the System Security Checklist next to the security number of each booklet assigned to him or her. At the beginning of each day of testing, **the Test Examiner must date and initial the receipt of secure test materials**. At the end of each day of testing, **the School Test Coordinator must date and initial the return of secure test materials** prior to placing them back in locked storage. Store the System Security Checklists in a safe place until testing is complete.
- ___ 7. Keep all shipping boxes. After testing is complete, use these boxes to return the test materials to the System Test Coordinator.
- ___ 8. On the first day of testing, distribute materials to Test Examiners.

PREPARING FOR THE RETESTS

The following set of materials should be assembled for each classroom prior to testing:

- *Retest Test Examiner's Manual*, one per Test Examiner
- *Student Test Booklets*, one per student
- *Student Answer Sheets*, one per student
- No. 2 pencils with functional erasers, two per student
- Group Information Sheets, one per grade for each home school represented in the testing group

NOTE: For the Mathematics Retest, scratch paper will be needed, but **calculators are NOT allowed unless specified in the student's IEP.** Test Examiners should provide each student with two sheets of blank scratch paper at the beginning of the Mathematics test. Students may ask for more scratch paper during the test administration, if necessary. Students should write their name on each sheet of scratch paper. **All scratch paper must be accounted for and returned with the used test materials to the School Test Coordinator.**

Students may write in their *Student Test Booklets* (using a No. 2 pencil), but only answers filled in on the *Student Answer Sheets* will be scored. **Highlighters may NOT be used to mark words or passages in the *Student Test Booklets*.**

All students should complete Sections 1 through 8 on the front cover of the *Student Answer Sheets*. The Test Examiner should complete Sections 10 through 17 on the inside front cover of the *Student Answer Sheets*, as applicable for each student. (There is only one form of the Retest for each grade level, so Section 9 does not need to be filled in.)

For Sections 7 and 8, Test Examiners must ensure that each student's *Student Answer Sheet* is correctly identified with both his or her nine-digit state FTE Student ID number and his or her ten-digit GTID number. **No other student identification numbers may be used.** School Test Coordinators, System Test Coordinators, and System Superintendents are responsible for ensuring that all student identification codes are correct.

TRAINING TEST EXAMINERS PRIOR TO TESTING

Test Examiners must be trained prior to the actual administration of tests. The thoroughness and quality of this training are vital to the success of the program.

Instruct Test Examiners to review testing procedures and become familiar with the instructions in the *Retest Test Examiner's Manual* prior to the training session.

Training should focus on the following topics:

Reviewing Test Security

The CRCT Retests are secure tests. Test Examiners are directly responsible for the security of the tests. While test materials are in their possession, they must be kept in locked storage when not in use. Only authorized individuals should have access. At the conclusion of each day's testing, Test Examiners are responsible for returning all used and unused testing materials to the School Test Coordinator. Test materials may not remain in the classroom overnight.

Checking the Testing Materials

Each Test Examiner should check the quantities of materials provided to ensure that they are adequate for the number of students to be tested. *Student Test Booklet* packages may not be opened prior to test administration. These materials must always be stored in a secure place.

Setting a Proper Testing Atmosphere

The CRCT Retests should be administered in a normal classroom setting. Test Examiners should be informed that their attitudes toward the CRCT program and their administration of the tests can affect student scores. Students should be informed that the tests are important; however, a tense atmosphere should be avoided.

Administering the Tests According to Established Procedures

Test Examiners should be thoroughly familiar with the *Retest Test Examiner's Manual*. It is imperative that all tests be administered in a uniform manner. For this purpose, detailed directions are provided for test administration. Test Examiners should follow these directions exactly to ensure a standardized administration.

FOR TEACHER USE ONLY

Test Examiners should be instructed to follow the directions in the *Retest Test Examiner's Manual* for completing the "FOR TEACHER USE ONLY" section of the *Student Answer Sheet*, if applicable. Accurate coding is essential for federal- and state-required reporting. School and System Test Coordinators should be thoroughly familiar with proper coding procedures.

Returning Retest Materials

All test materials must be accounted for and returned. It is not necessary to alphabetize the *Student Test Booklets* and *Student Answer Sheets* by student name. Specific instructions for assembling the test materials for return to the CTB/McGraw-Hill Scoring Center are included in this manual and in the *Retest Test Examiner's Manuals*. These instructions must be followed precisely.

MONITORING CRCT RETEST ADMINISTRATION

School Test Coordinators are responsible for monitoring all test procedures at their schools. Before test administration begins, the School Test Coordinator should make sure that each Test Examiner has an adequate supply of materials and that proctors have been assigned as needed. It is recommended that for every 20 students, one additional proctor be available. When more than 30 students are to be tested in one location, the assistance of a proctor is **required**. The School Test Coordinator should also make sure that Test Examiners are aware that the test administration directions are to be followed word for word. During the test administration, the School Test Coordinator should be available to answer questions that may arise and should visit each room to make sure that the tests are being administered exactly as directed.

TESTING ACCOMMODATIONS AND IRREGULARITIES

Testing accommodations are permissible for students with a current IEP, IAP, or ELL/TPC Plan on file. Regular program students who do not qualify under IDEA or Section 504, including those served by Student Support Teams (SSTs), may not, under any circumstances, be granted test administration accommodations—to do so is **a direct violation of state regulations**.

Accommodations must be specified in the student's IEP, IAP, or ELL/TPC Plan and must be consistent with accommodations used during daily classroom instruction and testing. The use of any accommodation must be indicated on the *Student Answer Sheet*. A list of GaDOE-approved accommodations is provided on pages 38 and 39 of this manual.

COMPLETING SECTIONS 10–15: “FOR TEACHER USE ONLY”

It is imperative that information be filled in correctly for each student taking the CRCT Retests. Federal and state regulations require complete and accurate coding of student information for reporting purposes. Response circles in Sections 10 through 15 should be left blank if they are not applicable to the student. Sections 10 through 15 are found on the inside front cover of the *Student Answer Sheets*.

Test Examiners must ensure that each student's answer document is correctly identified by his or her ten-digit GTID number. No other student identification number may be used. This information will be on the student's pre-ID label. If the student does not have a pre-ID label, the GTID and FTE numbers should be written and bubbled in Sections 7 and 8 of the answer document. School Test Coordinators, System Test Coordinators, and System Superintendents are responsible for ensuring that student identification codes and all other descriptive codes (such as gender, ethnicity, and state-required codes) are correct.

Section 10: SRC

The information provided below will help Test Examiners assign the correct State-Required Codes (SRCs) for students who receive special education services:

- If the student receives special education services, fill in the appropriate circle(s) next to the student’s classification(s). Please refer to the student’s Individualized Education Plan (IEP) for the appropriate classification(s).

NOTE: For the student’s primary classification, only one circle should be filled in for SRCs 1–12, 14, or 15 (grades K–5 only). Additional circles for SRCs 13 and 16–19 may be filled in as applicable. SRCs are listed in the following table.

SRCs	
01 Visual Impairments	11 Emotional and Behavioral Disorders
02 Deaf/Hard of Hearing	12 Other Health Impairments
03 Deaf and Blind	13 English Language Learner (ELL)
04 Specific Learning Disabilities	14 Section 504
05 Mild Intellectual Disabilities	15 Significant Development Delay (K–5 only)
06 Traumatic Brain Injury	16 Title I Reading
07 Moderate/Severe/Profound Intellectual Disabilities	17 Title I Math
08 Autism	18 Migrant Certified
09 Orthopedic Impairments	19 English Language Learner—Monitored
10 Speech-Language Impairments	

- If a Georgia Migrant Education Agency has identified the student as Migrant Certified, fill in the appropriate circle (18). The four regional Georgia Migrant Education Agencies have provided each system with a listing of students who are Migrant Certified. Only certified students should be coded.
- If the student is classified under Section 504, fill in the appropriate circle (14). A student is eligible to be coded as Section 504 if he or she has a current Individual Accommodation Plan (IAP) on file.
- If the student is identified as an English Language Learner (ELL) according to Board of Education Rule 160-4-5-.02, fill in the appropriate circle (13). A student is eligible to be coded as ELL if the student’s native language is not English and he or she is eligible for English to Speakers of Other Languages (ESOL) services in accordance with Rule 160-4-5-.02, regardless of whether or not the student receives ESOL services. Students who are not eligible for ESOL services (as specified in Rule 160-4-5-.02) may not be coded as ELL. Fill in circle (19) for students who have exited the ESOL program but who are still being monitored.

Accommodations (Requires at least one SRC)

If the student was given a test administration accommodation based on his or her Individualized Education Plan (IEP), Individual Accommodation Plan (IAP), or English Language Learner/Testing Participation Committee (ELL/TPC) Plan, fill in the appropriate circle in the Accommodations section. A current IEP, IAP, or ELL/TPC Plan must be on file for each student who receives an accommodation. Only state-approved accommodations may be used, following the guidance issued by GaDOE. If an accommodation is included in a student's plan that is not on the approved list, it must be reported as an irregularity. Students who are served by Student Support Teams (SSTs) but do not qualify for services under IDEA or Section 504 status may NOT be granted accommodations. **Failure to provide appropriate accommodations or providing accommodations to students who are not eligible is a direct violation of state regulations and must be reported.**

Accommodation Type

If the student was given a test administration accommodation based on his or her IEP, IAP, or ELL/TPC Plan, fill in the appropriate circle(s) under Accommodation Type to identify it as a Setting, Presentation, Response, or Scheduling accommodation.

Conditional Administration

Conditional administrations result from the use of conditional accommodations. Conditional accommodations are more expansive than standard accommodations, and are intended to provide access to students with more severe disabilities or very limited English proficiency who would not be able to access the tests without such assistance. Only students meeting strict criteria (outlined in the *2011–2012 Student Assessment Handbook*) are eligible for conditional accommodations. Any use of conditional accommodations **must** be coded. Per State Board rule, only a small number of students should participate in conditional administrations. **ELL-M students are NOT eligible for conditional accommodations.**

Definitions of Setting, Presentation, Response, and Scheduling accommodations (both standard and conditional) are provided on pages 38 and 39 of this manual.

Section 11: First Year ELL Deferred

ELL students enrolled for the first time in a school in the United States may receive a one-time deferment from assessments in content areas other than Mathematics and Science. If the student was deferred from the CRCT Retest in Reading, fill in the appropriate circle in this section.

Section 12: PTNA

If the student was present for the test administration but did not attempt any items **in either Reading or Mathematics (or both)**, this must be coded in the appropriate circle(s) under "PTNA."

Section 13: BRAILLE/LARGE-PRINT

If the student was tested with a Braille or Large-Print version of the CRCT Retests, this must be coded in the appropriate circle under “BRAILLE/LARGE-PRINT.”

Section 14: EIP SERVED

If the student has received services from the state’s Early Intervention Program (EIP) at any time during the current school year, fill in the “Yes” circle under “EIP SERVED” (relevant to grades 3 and 5 only).

Section 15: LOCAL OPTIONAL CODING

Systems may choose to use this section to code special program students to gauge their performance on the CRCT Retests. System Test Coordinators will designate a code to be filled in for this section; fill in the code number starting with the first box on the left. **Note that systems will not receive any special reports based on this coding.** Instead, the coding will generate information on each system’s data file for the system to extract and disaggregate based on its requirements.

COMPLETING SECTIONS 16 AND 17: “STATE-DIRECTED USE ONLY”

Sections 16 and 17 should generally be filled in by the School Test Coordinator only. Directions for filling in these sections are as follows:

Section 16: GNETS

This section should be used by GNETS programs to report their assigned facilities code. The two-digit code should be filled in under Section 16 for all students who are served at a GNETS facility. This information is being collected in order to provide reports to each center.

A list of all GNETS facility codes is provided on page 40 of this manual.

Section 17: IR/IV/PIV

School Test Coordinators should complete this section **only as directed by GaDOE**. The procedure for reporting testing irregularities to Assessment and Accountability is described below. If GaDOE determines that an Irregularity (IR), Invalidation (IV), or Participation Invalidation (PIV) has occurred and should be coded in Section 17, the GaDOE Program Manager will provide the proper codes and instructions for completing this section.

For each affected content area, fill in **only one** bubble on the top line: IR, IV, or PIV. Then write in the five-digit code number provided by GaDOE and fill in the corresponding circles.

TESTING IRREGULARITIES

Testing irregularities may take many forms. They include, but are not limited to, the following scenarios:

- A student is given access to test questions or prompts prior to testing.
- A Test Examiner or other personnel copies or otherwise reproduces and distributes secure test materials.
- A Test Examiner or other personnel coaches students during testing.
- A Test Examiner or other personnel alters or otherwise interferes with a student's responses.
- A Test Examiner or other personnel fails to follow security regulations when distributing and returning test materials before, during, or after testing, resulting in a breach of security.
- A Text Examiner or other personnel uses or handles test materials for purposes other than test administration (e.g., taking a *Student Test Booklet* home to review or reading a *Student Test Booklet* after school).
- A Test Examiner or other personnel fails to follow prescribed test administration directions.
- A student's *Student Test Booklet* or *Student Answer Sheet* is lost.
- Teaching aids are displayed in the classroom during testing (e.g., a poster or bulletin board that reveals relevant instructional material).

School Test Coordinators who become aware of testing irregularities within the Retest administration testing period should report the incident(s) to the System Test Coordinator. The System Test Coordinator should then follow the steps below.

1. **Immediately** contact Assessment and Accountability at (404) 656-2668 or (800) 634-4106.
2. Explain the irregularity in the testing session, including details of all actions taken to that point.
3. The GaDOE representative will determine whether or not testing should continue or if further documentation is needed. If asked to do so by GaDOE, go to the MyGaDOE Portal (at <https://portal.doe.k12.ga.us>) and fill out the CRCT Testing Irregularities: School/System Test Coordinator Report Form.

If GaDOE determines that testing should **not** continue for the student or class, the GaDOE representative will provide instructions for invalidating the applicable section(s) of the *Student Answer Sheet* before returning them for scoring.

VOIDED AND DEFECTIVE TEST MATERIALS

The following table explains in detail how hazardous, voided, and defective *Student Test Booklets* and *Student Answer Sheets* should be handled. The table provides examples and directions for returning or destroying these types of documents.

TYPE	CLASSIFICATION	EXAMPLES	RETURN PROCESS
Biohazard Document	Soiled answer document	Bodily fluids, nail polish, food, coffee, or soda	<p>Test Examiner should transcribe answers and student demographic information onto a new answer document following GaDOE procedure. Submit the transcribed answer document with the scorable materials.</p> <p>Mark soiled answer document as SOILED and VOID on System Security Checklist; then destroy the soiled version.</p> <p>Do NOT send back soiled answer documents with scorable or nonscorable materials. Destroy at the school/system level.</p>
	Damaged answer document	Tears or holes caused by excessive erasing	<p>Test Examiner should transcribe answers and student demographic information onto a new answer document following GaDOE procedure. Submit the transcribed answer document with the scorable materials. Write VOID on the damaged answer document. Submit the VOID document with nonscorable materials.</p> <p>Do NOT include VOID documents in the group information count.</p>
Voided Document	Answer document error	Student in grade 3 marks answers on a grade 5 <i>Student Answer Sheet</i> ; student marks Reading answers in Math section	<p>Test Examiner should transcribe answers and student demographic information onto a new answer document following GaDOE procedure. Submit the transcribed answer document with the scorable materials. Write VOID on the incorrectly marked answer document. Submit the VOID document with nonscorable materials.</p> <p>Do NOT include VOID documents in the group information count.</p>

TYPE	CLASSIFICATION	EXAMPLES	RETURN PROCESS
<p>Defective Document</p>	<p>Unused answer document (no marks on document)</p>	<p>Missing pages; duplicate pages; incorrect cover; smudged or unreadable security barcodes; damaged or broken seals</p>	<p>Test Examiner should contact School Test Coordinator to receive replacement document and to return defective document. School Test Coordinator should notify System Test Coordinator of the defective document. System Test Coordinator should send an e-mail to GaDOE Program Manager. GaDOE Program Manager may ask System Test Coordinator to provide samples of defective documents.</p>
	<p>Used answer document (demographic information or answers marked on document)</p>	<p>Missing pages; duplicate pages; incorrect cover; smudged or unreadable security barcodes; damaged or broken seals</p>	<p>Test Examiner should contact School Test Coordinator to receive replacement document and to return the defective document. Test Examiner should transcribe answers and student demographic information onto replacement document following GaDOE procedure. School Test Coordinator should notify System Test Coordinator of the defective document. System Test Coordinator should send an e-mail to GaDOE Program Manager. GaDOE Program Manager may ask System Test Coordinator to provide samples of defective documents.</p>

AFTER TESTING

TEST EXAMINER INSTRUCTIONS

All test materials must be accounted for and returned. The Test Examiner is responsible for returning all testing materials to the School Test Coordinator immediately after testing is complete. Testing materials consist of all Group Information Sheets, *Student Test Booklets*, *Student Answer Sheets*, scratch paper for the Mathematics test, and *Retest Test Examiner's Manuals*. Test Examiners must follow the instructions in the *Retest Test Examiner's Manual* for returning test materials to the School Test Coordinator.

The *Retest Test Examiner's Manual* provides directions for completing the Group Information Sheet. Test Examiners must place a completed Group Information Sheet on top of the completed *Student Answer Sheets* for each group of students tested. **Test Examiners should complete one Group Information Sheet per grade for all home schools represented at the testing site.** (A student's home school is the school where his or her FTE is reported.) It is critical that the Group Information Sheet be coded properly and that it remain with the answer documents it represents.

If any precoded information is incorrect on the Group Information Sheet, the Test Examiner should not use the incorrect form. Instead, the System Test Coordinator should contact the CTB/McGraw-Hill GA CRCT support team toll-free at (866) 282-2249 to order replacements. If a blank Group Information Sheet must be used, refer to the instructions for "How to Code System Overage GIS" (included in the system package). The blank Group Information Sheet should be completed in the same way as the precoded Group Information Sheet, correcting for any errors.

The following table illustrates the packing order for the return of materials to the School Test Coordinator.

TOP OF STACK
Completed Group Information Sheet
Used <i>Student Answer Sheets</i>
Scratch paper for Mathematics CRCT Retest
All <i>Student Test Booklets</i> (including Braille test books, Large-Print test books, and VOID <i>Student Test Booklets</i> , but not including SOILED <i>Student Test Booklets</i>)
Unused and VOID <i>Student Answer Sheets</i> (but not SOILED <i>Student Answer Sheets</i>)
<i>Retest Test Examiner's Manual</i>
BOTTOM OF STACK

NOTE: Unused *Student Answer Sheets* that contain completed demographic information (for students who were not administered any part of the test) must be returned with the nonscorable materials. Mark these documents as VOID.

SCHOOL TEST COORDINATOR INSTRUCTIONS

All test materials must be accounted for and returned. The School Test Coordinator is responsible for returning all scorable materials to the System Test Coordinator immediately after completion of testing. Scorable materials consist of all used School/Group Lists, used Group Information Sheets, and used *Student Answer Sheets*. All nonscorable materials, used and unused, must be returned to the System Test Coordinator at the same time. School Test Coordinators must follow the instructions in this section for returning testing materials to the System Test Coordinator.

Preparing Materials for Return to System Test Coordinator

Follow these steps for preparing materials for return to the System Test Coordinator:

- ____ 1. Verify that each Test Examiner has returned all test materials. On the System Security Checklist, enter and initial the RETURNED date in the corresponding row and column for each *Student Test Booklet* and *Student Answer Sheet* returned by Test Examiners. If an answer document is not returned for any reason (see “Voided and Defective Test Materials” on pages 22 and 23), provide an explanation in the System Security Checklist column labeled “IF DOCUMENT IS NOT RETURNED, STATE REASON.” Retain the original copy for your records. Copies of all System Security Checklist pages that list any reasons for unreturned answer documents must be submitted with the scorable materials.
- ____ 2. Assemble the following **scorable** materials:
 - System Security Checklist pages listing unreturned answer documents
 - Completed School/Group Lists (see pages 29–31 for instructions)
 - Completed Group Information Sheets
 - Used *Student Answer Sheets* (grades 3, 5, and 8)
- ____ 3. Check that each Group Information Sheet has been properly completed and is placed on top of the corresponding stack of *Student Answer Sheets*. Confirm that the count on the Group Information Sheet reflects the number of answer documents returned for that group. Confirm that all damaged, contaminated, or soiled *Student Answer Sheets* have been transcribed, if applicable.
- ____ 4. Organize all the *Student Answer Sheets* in short stacks by grade, maintaining the order of materials described in Step 3.
- ____ 5. Confirm that each *Student Answer Sheet* adheres to the following:
 - All answer documents must have gridded student demographic and school information.

- All answer documents should be arranged with the front cover grid face-up. **NOTE:** Answer documents do not need to be alphabetized.
 - If testing irregularities occurred that resulted in a test administration being discontinued, complete the coding in Section 17: IR/IV/PIV on the affected *Student Answer Sheet(s)*, following the instructions provided by the GaDOE representative.
- ____ 6. Bundle each testing group's *Student Answer Sheet(s)* with Stack Cover Cards and the correct Group Information Sheet, following the instructions on pages 26–29.
- ____ 7. Organize the **nonscorable** materials by type in the following order:
- Voided *Student Answer Sheets*
 - Used and unused *Student Test Booklets*
 - Unused *Student Answer Sheets*
 - Unused Group Information Sheets
 - Unused School/Group Lists
 - Braille and Large-Print test books
 - Scratch paper for the Mathematics Retest
- ____ 8. Make sure that there are no scorable materials in the stacks of nonscorable materials.

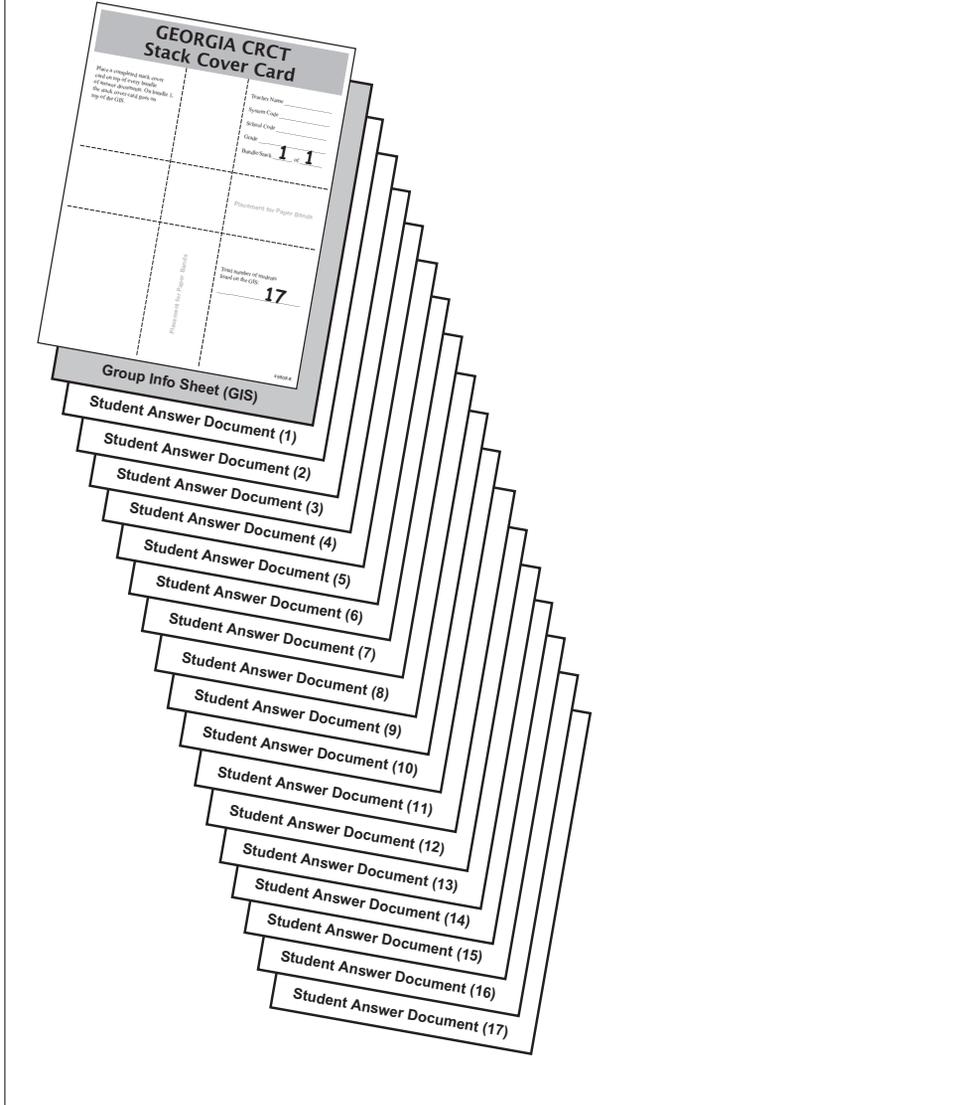
Bundling Answer Documents with Stack Cover Cards

A single Stack Cover Card should be prepared for each testing group. Directions for bundling answer documents and completing the Stack Cover Card are as follows:

- ____ 1. Stack used *Student Answer Sheets* by home school and grade level. For each stack, ensure that (a) the answer documents are all from the same home school and grade level and (b) the spines are all facing in the same direction. Place the correct Group Information Sheet on top of each stack. Then, place a completed Stack Cover Card on top of the Group Information Sheet. Verify that the correct information is written on each Stack Cover Card. See the illustration on the next page.

BUNDLING ANSWER DOCUMENTS WITH STACK COVER CARDS GRADES 3, 5, and 8

Sample Class of 17 Students



2. Make sure that each Stack Cover Card contains the following:
- Teacher Name—same as on Group Information Sheet (**NOTE:** For the Retest Administration, GRADE will be precoded.)
 - System Code—three digits
 - School Code—three or four digits
 - Grade—grade level tested
 - Bundle/Stack—number “1 of X,” “2 of X,” etc., with “X” being the total number of bundles for that testing group
 - Total number of students listed on the Group Information Sheet—this must match the total number of answer documents in ALL bundles for the testing group.

<h1 style="margin: 0;">GEORGIA CRCT</h1> <h2 style="margin: 0;">Stack Cover Card</h2>		
<p>Place a completed stack cover card on top of every bundle of answer documents. On bundle 1, the stack cover card goes on top of the GIS.</p>		Teacher Name _____ System Code _____ School Code _____ Grade _____ Bundle/Stack _____ of _____
		Placement for Paper Bands
	Placement for Paper Bands	Total number of students listed on the GIS: _____
49808-R		

Stack Cover Card

-
- _____ 3. Secure each bundle with bands provided by CTB/McGraw-Hill and place bundles into CTB/McGraw-Hill box(es).
- Keep each testing group's bundles together in the box(es).
 - Place bundle "1 of X" on top of the stacks for that testing group.
 - Keep grade-level bundles grouped together and packed in the same box(es), if possible.

Completing the School/Group List

Hosting schools should receive a set of School/Group Lists for each home school represented at the testing site. The School Test Coordinator will complete the School/Group Lists. If a precoded School/Group List has not been provided, then a blank School/Group List can be filled out with a pen or pencil. The School/Group List is CTB/McGraw-Hill's way of ensuring that all groups of answer documents from a school building have been received.

Every Group Information Sheet completed for a school should have an entry on the School/Group List. A separate School/Group List must be completed for each home school. The system name, school name, system code, and school code have been precoded on the School/Group List. Please write the name, telephone number, and e-mail address of the contact person in the spaces provided. Record the number of students for each testing group in Section C. If any precoded information is incorrect on a School/Group List or Group Information Sheet, the System Test Coordinator should call the CTB/McGraw-Hill GA CRCT support team toll-free at (866) 282-2249 to order a replacement.



SGL

School/Group List

System Name: _____ School Name: _____
 System Code: _____ School Code: _____

School Test Coordinator: _____
 Phone Number: () _____
 Email Address: _____

GENERAL INSTRUCTIONS: Do not list more than one school on this form.

The School/Group List is CTB's way of double-checking that we have received all your groups of answer documents. Every Group Information Sheet (GIS) completed for your school should have an entry on the lines below.

CTB Use	A										B	C	CTB Use			Comments
	Teacher Name (IDENTICAL TO GIS) PRINT ONLY ONE LETTER PER BOX										Grade 3, 5, or 8	Number Students Testing	Did not receive	Gross under case count	Gross over case count	
	G	R	A	D	E	T	H	R	E	E	3					
	G	R	A	D	E	F	I	V	E		5					
	G	R	A	D	E	E	I	G	H	T	8					

Thank you for providing us with your contact information. We will use this information only to fulfill your order. We store this information in a secure database at CTB/McGraw-Hill in the U.S. For more information on our privacy practices, send an email to the privacy officer at privacyofficer@ctb.com or call 1-800-538-9547. If you would like more information on The McGraw-Hill Companies Customer Privacy Policy, please visit <http://www.mcgraw-hill.com/privacy>.

CTB USE ONLY

Organization Number: **M002012** Operational Unit of Work Number: _____ Struc Elem: **02/0000001**
 Organization Name: **GA CRCT 2012** Element Name: _____ SO #: **60618**

School/Group List

Keep a photocopy of each completed page for your records. Directions for completing a *School/Group List* are as follows:

System Name

Check that the system name has been precoded.

School Name

Check that the school name has been precoded. Make sure the school name matches what is written on the Group Information Sheet.

System Code

Check that the system code number has been precoded. Make sure the system code number matches the number that appears on each Group Information Sheet.

School Code

Check that the school code number has been precoded. Make sure the school code number matches the number that appears on each Group Information Sheet.

School Test Coordinator Name / Phone Number / E-mail Address

Provide the School Test Coordinator's name, telephone number, and e-mail address.

Teacher Name / Grade / Number Students Testing (Sections A, B, and C)

Teacher Name and Grade have been precoded for you. There should only be one group per grade for each home school. Record the number of students for each testing group in Section C.

Packing and Returning Materials to System Test Coordinator

- ____ 1. Pack all scorable *Student Answer Sheets* by grade, using the supplied paper bands and the original shipping boxes. Each class or testing group should be paper-banded separately.
- ____ 2. Place the completed School/Group List on top of the stack in the first box of scorable materials. One School/Group List must be completed for each home school.
- ____ 3. Complete a System Security Checklist. The System Security Checklist should be submitted in the first box of scorable materials. Reuse the System Security Checklist envelope.
- ____ 4. Return these scorable materials to the System Test Coordinator immediately after the completion of testing. The following table illustrates the packing order for the return of **scorable** materials.

TOP OF STACK
System Security Checklist pages, listing any materials not being returned
Completed School/Group List
Completed Group Information Sheets and <i>Student Answer Sheets</i> for each testing group of Grade 3 students (each testing group bundled separately and secured with a paper band)
Completed Group Information Sheets and <i>Student Answer Sheets</i> for each testing group of Grade 5 students (each testing group bundled separately and secured with a paper band)
Completed Group Information Sheets and <i>Student Answer Sheets</i> for each testing group of Grade 8 students (each testing group bundled separately and secured with a paper band)
BOTTOM OF STACK

5. Keep the nonscorable materials sorted by type, and pack them using the original shipping boxes. Return all nonscorable materials to the System Test Coordinator at the same time as the scorable materials. The following table illustrates the packing order for the return of **nonscorable** materials.

TOP OF STACK
Scratch paper for Mathematics CRCT Retest
All <i>Student Test Booklets</i> (including Braille test books, Large-Print test books, and VOID <i>Student Test Booklets</i>)
Unused and VOID <i>Student Answer Sheets</i>
Unused Group Information Sheets and School/Group Lists
<i>Retest Test Examiner's Manuals</i>
BOTTOM OF STACK

SYSTEM TEST COORDINATOR INSTRUCTIONS

All test materials must be accounted for and returned. The System Test Coordinator is responsible for returning all scorable materials to the CTB/McGraw-Hill Scoring Center immediately after completion of testing. For each school, scorable materials consist of the School/Group List, used Group Information Sheets, and used *Student Answer Sheets*. The System Test Coordinator must follow the instructions below for returning scorable materials to the CTB/McGraw-Hill Scoring Center.

Scorable Materials

- ___ 1. Verify that each School Test Coordinator has properly packed all scorable materials, including the completed School/Group List, completed Group Information Sheets, and used *Student Answer Sheets*.
- ___ 2. Verify that each paper band contains only one testing group of used *Student Answer Sheets*.
- ___ 3. Confirm that all scorable materials from all schools in the system are accounted for.
- ___ 4. Reuse the original shipping boxes to return scorable test materials to the CTB/McGraw-Hill Scoring Center. The following table illustrates the packing order for the return of scorable materials from each school.

TOP OF STACK
Completed School/Group List
Completed Group Information Sheets and <i>Student Answer Sheets</i> for each testing group of Grade 3 students (each testing group bundled separately and secured with a paper band)
Repeat stacking order for Grades 5 and 8
BOTTOM OF STACK

- ___ 5. Identify the sequence of boxes by filling in the line on the peach scorable label that reads “School Box ___ of ___.” The school boxes should be consecutively numbered. For example, if school A has twelve boxes and school B has six boxes, the System Test Coordinator should mark the first boxes for these two schools as “1 of 12” and “1 of 6,” respectively.
- ___ 6. On the same peach label, fill in the total number of boxes for the entire system in the space provided.

- ___ 7. If any box is not completely filled, add crumpled paper to prevent damage that may be caused by shifting during shipment. **NOTE:** Use **only** crumpled paper to fill boxes; do not use foam “popcorn” or “peanuts.”
- ___ 8. Seal the boxes securely and place the peach label on the end of each box in the space provided. **NOTE:** If necessary, reinforce the bottom of the box with packing tape before shipment.
- ___ 9. Pull the System Security Checklist pages from each school’s scorable materials. Place all System Security Checklist pages that list missing or nonreturned test materials in the System Security Checklist envelope. Place the signed System Shipment Verification Form in the same envelope. The System Security Checklist envelope should be returned in the first system box of scorable materials.

Nonscorable Materials

- ___ 1. Check nonscorable materials for any scorable materials that may have been packed in error. Save any scorable materials to include in the Retest Exception administration shipment.
- ___ 2. Destroy all scratch paper used for the Mathematics CRCT Retest.
- ___ 3. Reuse the original shipping boxes to return nonscorable test materials to the CTB/McGraw-Hill Scoring Center. Return all unused overage materials, including *Retest Test Examiner’s Manuals*, *Student Test Booklets*, and *Student Answer Sheets*. The following table illustrates the packing order for the return of nonscorable materials from each school.

TOP OF STACK
<i>All Student Test Booklets (including Braille, Large-Print, and VOID Student Test Booklets)</i>
<i>Unused and VOID Student Answer Sheets</i>
<i>Unused Group Information Sheets and School/Group Lists</i>
<i>Retest Test Examiner’s Manuals</i>
BOTTOM OF STACK

- ___ 4. Identify the sequence of boxes by filling in the line on the light green nonscorable label that reads “School Box ___ of ___.” Each school’s boxes should be consecutively numbered. Place a return shipping label on the end of each box in the space provided.
- ___ 5. On the same light green label, fill in the total number of boxes for the entire system in the space provided.

Preparing Boxes for Pickup

1. All CRCT Retest materials will be shipped via UPS Overnight service for return to CTB/McGraw-Hill Scoring Centers. After all cartons are packaged and sealed, log on to the CTB Online Transportation system to schedule your pickup—visit www.programs.ctb.com/georgia. Here are the steps for scheduling your pickup online:
 - Enter your system number, name, and e-mail address in the fields provided.



CTB
McGraw-Hill

GA Spring 2012 CRCT Operational RETEST

Attention Test Coordinators: This site is to be used for the return of Spring RETEST Materials for the Georgia Program.

To schedule the pickup of your Make Up test materials:

Systems : Enter your system number, your name, and e-mail address in the fields below.

After entering your System number, name, and e-mail address, click on the Search button. This will take you to a personalized screen with your district information. Once logged in to the system, you may change the information for your pickup in the fields marked with asterisks.

You must provide an e-mail address to receive electronic confirmations of your order. You must have exact box counts ready before scheduling your return materials pickup.

Enter the total number of boxes you are scheduling for pickup in the fields provided. You may enter comments and/or pickup instructions in the "Comments" section for reference only.

After the pickup is scheduled, you will receive two e-mail confirmations: one upon submission of the pickup order, and a second when your pickup is scheduled with carrier.

Enter System #: *

Site Coordinator: *

Email: *

To contact the CTB Transportation Department send an e-mail to [Transportation Project Manager](#).

ABOUT YOUR PRIVACY

Any information that you send to CTB/McGraw-Hill via e-mail or Web form will be used only for the purpose of processing your request.

[Read our Privacy Policy](#)

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- After entering your system number, name, and e-mail address, click on the Search button. This will take you to a screen with your system's customized information. Once logged in, you can change the information for return-materials pickup in the fields marked with asterisks.

NOTE: You MUST provide an e-mail address to receive electronic confirmation of your order. You must also have exact box counts ready before scheduling your return-materials pickup.



your path: [home](#) > [my accounts](#) > request pickup

Request Pickup for CTB-MCGRAW-HILL - GA Spring 2012 CRCT Operational RETEST

General Information

<p>System #: CTB000</p> <p>Contact: <input type="text" value="Gary Bruni"/></p> <p>Contact Email: <input type="text" value="gary_bruni@ctb.com"/></p> <p>Telephone: <input type="text" value="6307894527"/> ext. <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Hours: <input type="text" value="8:00 am"/> to <input type="text" value="3:00 pm"/></p> <p style="font-size: x-small;">e.g., 8:00 am to 4:00 pm</p> <p style="font-size: x-small;">Please make sure your phone and fax numbers are in the format '(xxx) xxi-xxxx'. Check for extra blank spaces before or after the phone number if you receive an error.</p>	<p>Site: CTB-MCGRAW-HILL</p> <p>Address 1: <input type="text" value="1333 BURR RIDGE PARKWAY"/></p> <p>Address 2: <input type="text"/></p> <p>City: <input type="text" value="BURR RIDGE"/></p> <p>State: <input type="text" value="GA"/></p> <p>Zip: <input type="text" value="60527"/> - <input type="text" value="0000"/></p>
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New Pickup [\[back to top\]](#)

Label	Description	Type	Number	Destination
White	Scorable	Box	<input type="text"/>	Indianapolis - Park
Yellow	Non-Scorable	Box	<input type="text"/>	Indianapolis - Park
Light Green	Retest Non Scorable	Box	<input type="text"/>	Indianapolis - Park
Peach	Retest Scorable	Box	<input type="text"/>	Indianapolis - Park
Total Units for Pickup			<input type="text" value="0"/>	
Comments: <input style="width: 100%;" type="text"/>				
<input type="button" value="Submit"/>				

Recently Scheduled Pickups [\[back to top\]](#)

Note: A single request may show up as multiple lines in the event of different destinations.

Date Entered	By	Pickup Date	Receive Date	Carrier	Track	Destination	Label(s)	# Units (Rcvd/Informed)	Status
								0 / 0	Not Requested

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- Enter the total number of boxes you are scheduling for pickup in the fields provided. You can enter comments and/or pickup instructions in the “Comments” section.
- After the pickup is scheduled, you will receive two e-mail confirmations: the first upon submission of the pickup order and the second when your order has been scheduled with UPS.

PICKUP SCHEDULE

Scorable and Nonscorable Materials

Due to the long Retest window and the varying five-day periods that systems will use to administer the Retest, the pickup date for all Retest materials will be determined on a system-by-system basis. Systems should return materials within four business days of the close of the Retest window to ensure timely reports. Systems that will use two five-day Retest periods may choose to schedule two pickups if there will be a long delay between the first and second administrations. It is imperative that materials be returned as scheduled. System Test Coordinators are responsible for ensuring that test materials are packed and ready to be picked up on the morning scheduled. Please be aware that delaying the return of scorable test materials will delay the shipping of reports.

Shipment Loading

- ____ 1. On the day of pickup, UPS will bring carton shipping labels that should be placed on the top of the orange-and-white cartons in the section marked "Carrier Label Here."
- ____ 2. UPS is responsible for loading trucks and trailers in a manner that minimizes load shifting and damage under normal transportation conditions. Blocking and bracing of the load in the truck/trailer is the responsibility of UPS.
- ____ 3. Shipping documentation must be signed off by both parties (Customer and UPS).

CONTACT INFORMATION

If you have questions regarding the administration of the Georgia Criterion-Referenced Competency Tests, assistance is readily available by contacting the offices below:

Questions about test administration:

- Call Assessment and Accountability at (800) 634-4106 or (404) 656-2668.

Questions about distribution and collection of materials:

- Call the CTB/McGraw-Hill GA CRCT support team toll-free at (866) 282-2249.

For additional information about the CRCTs, see the Georgia Department of Education website at www.gadoe.org.

**THANK YOU VERY MUCH FOR YOUR ASSISTANCE
WITH THE ADMINISTRATION OF THE CRCT RETESTS.**

GADOE-APPROVED ACCOMMODATIONS

ACCOMMODATIONS		
	STUDENTS WITH DISABILITIES: IEP AND SECTION 504 IAP	ENGLISH LANGUAGE LEARNERS: ELL/TPC PLAN
Setting Accommodations		
Special education/ESOL classroom	Standard	Standard
Special or adapted lighting	Standard	
Small group	Standard	Standard
Preferential seating	Standard	Standard
Sound field adaptations	Standard	
Adaptive furniture (e.g., slant board)	Standard	
Individual or study carrel	Standard	Standard
Individual administration	Standard	Standard
Test administered by certified educator familiar to student	Standard	
Presentation Accommodations		
Large-Print	Standard	
Sign the directions	Standard	
Sign test questions	Standard	
Sign reading passages	Conditional	
Explain or paraphrase the directions for clarity (in English only)	Standard	Standard
Braille	Standard	
Color overlays, templates, or place markers	Standard	Standard
Use of highlighter by student		
Oral reading of test questions in English only by reader or assistive technology	Standard	Standard
Oral reading of reading passages in English only by reader or assistive technology	Conditional	Conditional
Low vision aids (e.g., CCTV, magnifying equipment)	Standard	
Repetition of directions (in English only)	Standard	Standard
Materials presented with contrast and tactile cues	Standard	
Photograph used		
Substitute manipulative		
Use directions that have been marked by teacher		
Audio amplification devices or noise buffer/listening devices	Standard	

ACCOMMODATIONS		
	STUDENTS WITH DISABILITIES: IEP AND SECTION 504 IAP	ENGLISH LANGUAGE LEARNERS: ELL/TPC PLAN
Response Accommodations		
Technology applications, such as Braille, word processor, or other communications device with all grammar and spell-check devices disabled	Standard	
Student marks answers in test booklet	Standard	Standard
Student points to answers	Standard	Standard
Verbal response in English only	Standard	Standard
Braille writer	Standard	
Calculator use is limited to basic function calculators only. Scientific calculators, graphing calculators, and calculators that are programmable or that store text are not permissible.	Conditional (restricted to eligible students only)	
Scribe	Standard	
Adapted writing tools (e.g., pencil grips, large-diameter pencil)	Standard	
Word-to-word dictionary		Standard
Scheduling Accommodations		
Frequent monitored breaks	Standard	Standard
Optimal time of day for testing	Standard	
Extended time	Standard	Standard
Flexibility in the order of administration for content areas	Standard	
Extending sessions over multiple days		

GNETS FACILITY CODES

PROGRAM NAME	STATE- DIRECTED CODE
Alpine Program	01
Burwell Program	02
Cedarwood Program	03
Coastal Academy Program	04
Coastal Georgia Comprehensive Academy	05
Mainstay	06
Dekalb-Rockdale Program	07
Elam Alexander Academy	08
Flint Area Learning Center	09
Harrell Learning Center	10
H.A.V.E.N. Academy	11
Heartland Academy	12
Horizon Academy	13
Northstar Educational and Therapeutic Services	14
North Metro Program	15
Northwest Georgia Educational Program	16
Oak Tree Program	17
GNETS of Oconee	18
Pathways Educational Program	19
River Quest Program	20
Rutland Academy	21
Sand Hills Program	22
South Metro Program	23
Woodall Program	24

Retest School and System Test Coordinator's Manual

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