TEST SECURITY

Below is a list, although not inclusive, of actions that constitute a breach of test security:

- coaches examinees during testing, or alters or interferes with examinees' responses in any way;
- gives examinees access to test questions or prompts prior to testing;
- copies, reproduces, or uses in any manner inconsistent with test security regulations all or any portion of secure test booklets/online testing forms;
- makes answers available to examinees;
- reads or reviews test questions before, during (unless specified in the IEP, IAP, or EL/TPC), or after testing (this is applicable to both paper and online test forms);
- questions students about test content after the test administration;
- fails to follow security regulations for distribution and return of secure test materials as directed, or fails to account for all secure test materials before, during, and after testing (NOTE: lost test booklets constitute a breach of test security and will result in a referral to PSC);
- uses or handles secure test booklets, answer documents, online testing logins/passwords/test forms for any purpose other than examination;
- fails to follow administration directions for the test;
- fails to properly secure and safeguard logins/passwords necessary for online test administration;
- erases, marks answers, or alters responses on an answer document or within an online test form;
- participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts.

SECURE TEST MATERIALS—DO NOT COPY

All test booklets and supporting materials associated with the Georgia Milestones Assessment System are confidential and secure. No part of any test booklet or electronic online test form 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, photography, scanning, recording, paraphrasing—rewording or creating mirror items for instruction—and/or copying). Georgia Milestones materials must remain secure at all times and (excluding the School and System Test Coordinator’s Manual, the Paper-and-Pencil Examiner’s Manual, and the Online 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 State Board of Education (Rule 160-3-1-.07(4)) in addition to copyright laws and the Georgia Code of Ethics for Educators. Georgia Milestones 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.
# Table of Contents

**Part 1: Introduction** ................................................................. .5
  - About This Manual ................................................................. .5
  - For Assistance ........................................................................... .5
  - The Georgia Milestones Assessment System ............................. .5
  - Georgia Milestones End-of-Course Assessments .......................... .6
  - Scheduling the Tests ................................................................. .8
  - Students to Be Tested ............................................................... .10
  - Testing Accommodations .......................................................... .10
    - Oral Reading of Test Questions and Reading Passages ............... .10
    - Large-Print/Large-Font .......................................................... .11
    - Braille ................................................................................. .11
  - Test Security ............................................................................ .12

**Part 2: Preparing for Test Administration** ...................................... 13
  - Test Materials ........................................................................... 13
  - Student Test Materials ............................................................. 14
  - User Experience ......................................................................... 15
  - Test Tickets .............................................................................. 16
  - Preparing Workstations and the Classroom for Testing ................. 18

**Part 3: Administering the EOC Assessments** ..................................... 19
  - Before Administering the EOC Assessments ................................. 19
  - General Directions ..................................................................... 19
  - Directions for Administering the English Language Arts EOC Assessments .................................................. 20
  - Directions for Administering the Mathematics EOC Assessments .......................... 31
  - Directions for Administering the Science EOC Assessments .................. 42
  - Directions for Administering the Social Studies EOC Assessments ...................... 52

**Part 4: After Testing (for Examiners and School Test Coordinators)** ........ 62
  - Returning Materials to the School Test Coordinator ....................... 62
  - Checklist for Examiners ................................................................ 63

**Appendix: GNETS AND GAVS Facility Codes** .................................. 64
Part 1: Introduction

ABOUT THIS MANUAL
This manual describes the pre-test, test administration, and post-test procedures the Examiner must follow to administer the Spring Main 2015 and Summer Main 2015 Georgia Milestones End-of-Course (EOC) assessments.

The Examiner’s responsibilities are clearly outlined in this manual and are designed to protect the integrity and security of the EOC assessments. The step-by-step procedures must be followed.

The information to be read aloud to students is printed in bold type. Instructions for the Examiner, interspersed in the spoken material, are printed in italic type. Other information appears in regular type.

It is the responsibility of each Examiner to know the content of this manual and to follow all the procedures. Examiners are required to read this manual carefully so that they are familiar with the tasks to be performed. If you have any questions, contact the School Test Coordinator.

FOR ASSISTANCE
If you have any questions about these tests or the enclosed materials, or if a situation arises that is not covered in this manual, please contact your School Test Coordinator.

THE GEORGIA MILESTONES ASSESSMENT SYSTEM
The purpose of the Georgia Student Assessment Program is to measure student achievement of the state-adopted content standards and inform efforts to improve teaching and learning. Results of the assessment program are utilized to identify students failing to achieve mastery of content, to provide educators with feedback about instructional practice, and to assist school districts in identifying strengths and weaknesses in order to establish priorities in planning educational programs.

The State Board of Education is required by Georgia law (O.C.G.A. §20-2-281) to adopt assessments designed to measure student achievement relative to the knowledge and skills set forth in the state-adopted content standards. The Georgia Milestones Assessment System (Georgia Milestones) fulfills this requirement and, as a key component of the Georgia Student Assessment Program, is a comprehensive summative assessment program spanning grade 3 through high school. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in English Language Arts, Mathematics, Science, and Social Studies. Students in grades 3 through 8 take an end-of-grade assessment in each content area, while high school students take an end-of-course assessment for each of the eight courses designated by the State Board of Education. In accordance with State Board Rule, Georgia Milestones end-of-course measures serve as the final exams for the specified high school courses.
The main purpose of Georgia Milestones is to inform efforts to improve student achievement by assessing student performance on the standards specific to each course or subject/grade tested. Specifically, Georgia Milestones is designed to provide students and their parents with critical information about the students’ achievement and, importantly, their preparedness for the next educational level. The ultimate goal of Georgia’s assessment and accountability system is to ensure that all students are provided the opportunity to engage with high-quality content standards, receive high-quality instruction predicated upon those standards, and are positioned to meet high academic expectations.

GEORGIA MILESTONES END-OF-COURSE ASSESSMENTS

As previously mentioned, Georgia law (§20-2-281) mandates that the State Board of Education adopt EOC assessments for core courses to be determined by the Board. These assessments serve as a student’s final exam in the associated course. With educator input, and State Board approval, the Georgia Milestones EOC assessments measure student achievement in the following courses: Ninth Grade Literature and Composition, American Literature and Composition, Coordinate Algebra, Analytic Geometry, Physical Science, Biology, United States History, and Economics/Business/Free Enterprise.

Any student enrolled in and/or receiving credit for one of the above mentioned courses, regardless of grade level, is required to take the Georgia Milestones assessment upon completion of that course. This includes middle school students completing a course associated with a Georgia Milestones EOC assessment, regardless of whether they are receiving high school credit. Students enrolling from non-accredited programs are required to take and pass the Georgia Milestones EOC assessment prior to receiving credit for the course.

A student’s final grade in the course will be calculated using the Georgia Milestones EOC assessment as follows (State Board Rule 160-4-2-.13):

- For students enrolled in grade 9 for the first time before July 1, 2011, the EOC assessment counts as 15% of the final grade.
- For students enrolled in grade 9 for the first time on or after July 1, 2011, the EOC assessment counts as 20% of the final grade.

These provisions of State Board Rule 160-4-2-.13 have been waived by the State Board of Education for the 2014–2015 school year.

Additional uses of the EOC assessments include: (1) certifying student proficiency prior to the awarding of credit for students enrolling from non-accredited private schools, home study programs, or other non-traditional educational centers, and (2) allowing eligible students to demonstrate competency without taking the course and earn course credit (e.g., “test out”). In both cases, students are allotted one administration.
The EOC assessments consist of selected-response questions. English Language Arts and Mathematics also contain constructed-response questions. There are three types of constructed-response items: 2-point constructed-response, 4-point extended constructed-response, and 7-point extended writing-response items. These vary by the length and depth of the response students must provide and will be worth different point values. The following table shows the item types that appear within a specific content area.

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Selected Response</th>
<th>Constructed Response (2 points)</th>
<th>Extended Constructed Response (4 points)</th>
<th>Extended Writing Response (7 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Literature and Composition</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Ninth Grade Literature and Composition</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Analytic Geometry</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Coordinate Algebra</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States History</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics/Business/Free Enterprise</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For each EOC assessment, practice items are provided to acquaint students with the correct procedures for recording answers.

The Georgia Milestones EOC assessments are primarily a criterion-referenced test designed to provide information about how well a student has mastered the state-adopted content standards that comprise the course. Each student will receive one of four proficiency levels, depending on how well the student has mastered the course content standards. In addition to criterion-referenced information, the Georgia Milestones measures will also include a limited sample of nationally norm-referenced items to provide a signal of how Georgia students are achieving relative to their peers nationally.

The norm-referenced information provided is supplementary to the criterion-referenced proficiency designation and will not be utilized in any manner other than to serve as a barometer of national comparison. Only the criterion-referenced scores and proficiency designations will be utilized in the accountability metrics associated with the assessment program. It is important to note that with the inclusion of the norm-referenced items, students may encounter items for which they have not received direct instruction. These items will not contribute to the student’s criterion-referenced proficiency designation; only items that align to the course content standards will contribute to the criterion-referenced score. Students should be instructed to try their best should they ask about an item that is not aligned to the content they have learned as part of the course.
SCHEDULING THE TESTS

There are three main administrations of the EOC assessments: Winter, Spring, and Summer. In addition, online Mid-Month administrations are available in August, September, October, November, January, February, and March. Mid-Month administrations are only available via electronic testing. Systems may request paper-and-pencil materials for students with disabilities that prevent them from accessing the assessment in an online format. Each school system will determine the sequence and scheduling option for all EOC assessments. The actual time of day in which the tests are administered may vary from school to school. Testing should be consistent throughout the system. Each content area should be administered on the same or consecutive days throughout the testing window.

The Main administration window may not be used for the purposes of testing out of a course; only designated Mid-Month administrations may be used for the purposes of testing out.

### End-of-Course Test Administration Windows

<table>
<thead>
<tr>
<th>Test Administration, Paper-and-Pencil &amp; Online</th>
<th>Testing Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Main</td>
<td>April 27 through June 5, 2015</td>
</tr>
<tr>
<td>Summer Main</td>
<td>June 15 through July 17, 2015</td>
</tr>
</tbody>
</table>

For English Language Arts, systems may select a two-day or three-day administration. No other content area test or test section can be administered to students on the same day they are scheduled to take Section 3 of the English Language Arts assessment. Mathematics, Science, and Social Studies may be administered in one day or two days. The table on the following page shows an example of test timing and associated activities for a two-day administration for English Language Arts and for a one-day administration for Mathematics, Science, and Social Studies. Test administration may be by subject or by period. If you have questions regarding scheduling, contact your School Test Coordinator.
### Suggested Administration Schedule*  

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Task</th>
<th>Time Allotted</th>
</tr>
</thead>
</table>
| **English Language Arts**  
• American Literature and Composition  
• Ninth Grade Literature and Composition | Distribute test materials and read test instructions—Practice Questions | 10 minutes |
| | Testing Time—Section 1 (Day 1) | 60–70 minutes |
| | Break | 5 minutes |
| | Testing Time—Section 2 (Day 1) | 60–70 minutes |
| | Collect Test Materials | 15 minutes |
| | Testing Time—Section 3 (Day 2) | 70–90 minutes |
| | Collect test materials | 15 minutes |
| **Mathematics**  
• Analytic Geometry  
• Coordinate Algebra | Distribute test materials and read test instructions—Practice Questions | 10 minutes |
| | Testing Time—Section 1 (Day 1) | 60–80 minutes |
| | Break | 5 minutes |
| | Testing Time—Section 2 (Day 1) | 60–80 minutes |
| | Collect test materials | 15 minutes |
| **Science**  
• Biology  
• Physical Science | Distribute test materials and read test instructions—Practice Questions | 10 minutes |
| | Testing Time—Section 1 (Day 1) | 50–70 minutes |
| | Break | 5 minutes |
| | Testing Time—Section 2 (Day 1) | 50–70 minutes |
| | Collect test materials | 15 minutes |
| **Social Studies**  
• Economics/Business/Free Enterprise  
• United States History | Distribute test materials and read test instructions—Practice Questions | 10 minutes |
| | Testing Time—Section 1 (Day 1) | 50–70 minutes |
| | Break | 5 minutes |
| | Testing Time—Section 2 (Day 1) | 50–70 minutes |
| | Collect test materials | 15 minutes |

* This table shows suggested timing for a two-day administration for English Language Arts and a one-day administration for Mathematics, Science, and Social Studies.

Alternatively, ELA may be administered in three days; each section must be administered one section per day on consecutive days.

Mathematics, Science, and Social Studies may be administered in two days. For a two-day option, Section 1 must be administered on Day 1; Section 2 must be administered on Day 2. Students would not require a break after the last section to be administered each day. Collect test materials after the last section administered each day.

**IMPORTANT:** The Examiner must keep time during testing according to the script to be read aloud to students. When the student logs in to the test client, the screen will show that the test is untimed. For the EOC assessments, this means only that the test client will not close automatically at the end of each section. When time has been called, the Examiner must instruct the student to stop the test according to the script provided.
STUDENTS TO BE TESTED

All students who are enrolled in an EOC assessment course, regardless of grade level, must be administered the EOC in order to receive credit for that course. Students with disabilities and English Learners (EL) for whom English is the second language must participate in the assessment.

TESTING ACCOMMODATIONS

Students with disabilities who have an Individualized Education Program (IEP) or a Section 504 Plan/Individual Accommodation Plan (IAP) may receive accommodations. The testing accommodations should be documented in the IEP/IAP and should be consistent with those used during regular classroom instruction and assessment. Students who are eligible for EL status according to the Board of Education Rule 160-4-5-.02 may also receive accommodations. These accommodations should be documented in the EL Test Participation Committee (TPC) Plan and should be consistent with the student’s current instructional program.

Specific requirements and guidelines pertaining to the assessment of Students with Disabilities and English Learners (EL) can be located in the Student Assessment Handbook that is available on the GaDOE website. Included in the handbook are tables that outline the state-approved accommodations for Students with Disabilities and English Learners. Important, information relative to Conditional Accommodations is found in the handbook. The eligibility criteria for Conditional Accommodations must be applied as stated. Providing a Conditional Accommodation to an ineligible student will result in a Participation Invalidation (PIV). Examiners should consult with their School Test Coordinator regarding the provision and scheduling of testing accommodations and any questions that might arise.

Any departure from the list of allowable accommodations may alter the nature of the task being assessed, resulting in an invalid administration.

ORAL READING OF TEST QUESTIONS AND READING PASSAGES

Students who are eligible for the read-aloud accommodations (oral reading of test questions in English or the Conditional Accommodation of oral reading of reading passages in English) should utilize the Screen Reader within the online EOC assessment. Examiners should read the script in Part 3: Administering the EOC Assessments in this manual to all students, including students with oral reading accommodations. Examiners should instruct these students to use headphones for the practice questions. After students have completed the practice questions, they should be instructed to remove their headphones to hear final instructions and to have the opportunity to ask questions prior to starting the test section.

The School Test Coordinator will notify and train Examiners who will be administering the test to students who will be using Screen Reader. There is a section included in the End-of-Course Online Practice Test Directions specifically for this purpose. However, if an Examiner finds that he or she has Screen Reader students in his or her test session who require assistance with the Screen Reader’s functionality, a brief Screen Reader tutorial is included below. Note that use of the Screen Reader does not alleviate the requirement for the Examiner to read the standardized directions, found in Part 3 of this manual, to students.
Screen Reader Tutorial

Oral Reading of Test Questions in English

- The Screen Reader will read onscreen instructions, test questions, and answer choices, in addition to text that is not a designated reading passage. It will also read excerpts from reading passages that are isolated as a part of the stem of the test questions.

- When the student places the cursor (regardless of how the cursor looks) in the proximity of or over an area of “readable” text, by left-clicking the area of text to which the cursor is associated, the Screen Reader will read the text.

- It may take several clicks in the different parts of the stem of the test question to read the question completely. Additionally, the student will have to click on each answer choice to hear it read.

Oral Reading of Reading Passages in English (Conditional)

- The Screen Reader functions in the same manner described in Oral Reading of Test Questions in English.

- In addition, the Screen Reader will read the Reading Passages. The whole passage is not read when it is clicked; the student will need to click on each paragraph of text or stanza of a poem to have the passage read in its entirety.

Oral Reading by Human Reader

If the student’s disability prohibits use of the Screen Reader and a human reader must be used, directions for reading test content must be followed exactly. Directions to be followed by the Examiner providing the read aloud are located at http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-Assessment-System.aspx.

LARGE-PRINT/LARGE-FONT

Students who are eligible for the “Large-Print/Large-Font” accommodation have the option of taking the online EOC assessment with the Large-Font Accommodation activated. The standard font for the online display is Verdana 12 pt.; large font will display at 1.5 times the size of the standard font.

BRAILLE

Students who are identified as visually impaired and require Braille material for their instructional program qualify for the Braille version of the EOC assessment and will take the paper-and-pencil format of the assessment.
**TEST SECURITY**

The security of the EOC assessments must be maintained before, during, and after each test administration. System and School Test Coordinators and Examiners must follow the procedures listed below to ensure the security and integrity of the tests.

- All school system personnel are prohibited from reviewing the contents of the EOC assessments.
- All EOC assessments must be administered by a Georgia-certified educator.
- Examiners are directly responsible for the security of test materials and must account for all materials while in the Examiner’s custody.
- The testing environment should be designed, and maintained, to minimize the potential for cheating. Any sign of cheating must be handled immediately. Contact the School Test Coordinator if you have any questions or if cheating or security violations are suspected.
- Test materials must be kept secure at ALL times. While in the Examiner’s custody, secure test materials must be kept in a locked storage area when not being used for actual administration to students. During test administration, materials and students must be supervised at all times.
- Students are to be instructed to sign their Individual Test Tickets.
- The use, or intended use, of an electronic device to photograph, post, retain, or share information/images from any portion of a secure test and/or answer document will result in invalidation.
- Examiners must account for all test materials before dismissing students from the testing room.
- At the conclusion of each test session, Examiners are responsible for immediately returning all test materials to the School Test Coordinator.
- For EOC assessments that allow hand-held calculator use, it is required that Examiners confirm prior to testing, immediately after testing, and before dismissing students that all calculators are cleared of any stored text.
  - A failure to confirm that text is cleared may raise school-wide (and possibly system-wide) security concerns.
  - A failure to take these steps constitutes an irregularity that must be reported to GaDOE.
  - Should it be confirmed that a student either brought information into a test setting through stored text, or left the test setting with secure test information stored on a device, the student’s test will be invalidated. Such an event must be reported to GaDOE.
  - Please note that should an emergency arise during testing, the Examiner should make sure that test materials are locked in the classroom and that students do not remove test materials from the test setting as they exit.

**ALL** individuals who have the responsibility for handling the EOC assessments are accountable for all testing materials assigned to them before, during, and after the test administration. Any discrepancies should be documented and reported to the School Test Coordinator.
Part 2: Preparing for Test Administration

This information below will help ensure a successful test administration:

- Workspace for each student should be large enough to accommodate testing materials.
- Workspace should be cleared of all other materials. Posters, charts, and other classroom materials related to the content being tested should be removed or covered during testing.
- Plan something for students who may finish early during the testing session. The work should be unrelated to the content being tested. Students should not be permitted to resume work on their tests once they begin working on other tasks.
- The *End-of-Course Examiner’s Manual* will be used to administer all EOC assessments.
- Proctors are recommended for every 20 students and are required if 30 or more students are being tested in one location.

**TEST MATERIALS**

Make sure you have the following materials available at testing time:

- A copy of this *End-of-Course Online Examiner’s Manual*
- A *Summary Test Ticket* containing the Test Access Codes
- One *Individual Test Ticket* for each student. Each student must verify his or her first and last name and the test he or she is scheduled to take.
- Two No. 2 pencils with erasers for each student
- Blank/clean scratch paper for English Language Arts (Section 3 only), Mathematics, Physical Science, and Economics/Business/Free Enterprise
- One-quarter-inch graph paper for Analytic Geometry and Coordinate Algebra, which may be printed from the GaDOE website at [www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-EOC-Resources.aspx](http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-EOC-Resources.aspx)
- A timing device such as a clock or watch to keep time during test administration
- A “Testing—Do Not Disturb” sign to post on the classroom door
- Class roster with FTE and GTID numbers
- Contact numbers for the Technology Coordinator and the School Test Coordinator
- Contact information for the CTB/McGraw-Hill Georgia Milestones support team: (866) 282-2249
STUDENT TEST MATERIALS

Make sure each student has the following materials available at testing time:

- Printed Individual Test Tickets
- Two No. 2 pencils with erasers
- Blank/clean scratch paper for English Language Arts (Section 3 only), Mathematics, Physical Science, and Economics/Business/Free Enterprise
- One-quarter-inch graph paper for Analytic Geometry and Coordinate Algebra, which may be printed from the GaDOE website at www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-EOC-Resources.aspx

**NOTE:** Scratch paper and graph paper are considered secure and must be returned to the School Test Coordinator with other testing materials. Students should put their names on each piece of scratch/graph paper and return it with their printed Individual Test Tickets.

- Calculators are available in the online testing system. Graphing calculators are available for Section 1, Part 1 and Section 2 of the Analytic Geometry and Coordinate Algebra assessments only. Scientific calculators are available for Physical Science and Economics/Business/Free Enterprise assessments only.
- Headphones (for students who require a read-aloud accommodation)

The Examiner is responsible for monitoring the use of appropriate calculators.

Students are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information (e.g., cell phone, smartphone, PDA, electronic recording, camera, or playback device, etc.). Announcements must be made prior to testing that such devices are not allowed in the testing environment and that possession or improper use of such devices during testing may result in disciplinary action in accordance with the system’s student code of conduct and/or test invalidation. This manual contains, in a later section, script that must be read to students regarding this topic. **Districts and schools must have a plan to collect and secure such devices so that they are not accessible during testing.**

The use, or intended use, of an electronic device to photograph, post, retain, or share information/images from any portion of a secure test will result in invalidation.

**The steps to be completed before you begin administering the tests are outlined in the sections called “Before Administering the EOC Assessments” and “General Directions” in Part 3 of this manual.**
USER EXPERIENCE

Examiner: The online system includes two components: a test administration Web application (Test Administration System, or TAS) that is used to accomplish all administrative tasks, and a Secure Testing App (STA) that is used to administer the test. School Test Coordinators should seek guidance from the System Test Coordinator to determine whether Examiners should be provided with login information for TAS. If Examiners are granted access, then Examiner roles for using TAS will need to be defined.

Student: The Secure Testing App is a graphic user interface that students use to take the tests. When students successfully log in, they will see a Welcome screen. The Welcome screen displays the number of questions on the test. When students click Start, the test begins. Students proceed through the test one item at a time, responding to each question, and then clicking Next to move to the next question. As students go through the test, each question they have answered is displayed at the bottom of the page with a check mark above it. The current question is indicated by a black frame around the numbered box and the phrase “You are here.”

Students can skip to any question in the current test by clicking on the question numbers or the forward/reverse arrows at the bottom of the page. This allows for easy review of questions and gives students an opportunity to change their answers. They can also use the Mark for Review button to tag questions for later review. If students complete the test with time remaining, they can review their work to ensure that they have answered all the questions. When they are finished, students must click Yes, I have finished to close the test session. After the testing window has closed, the scores are calculated for reporting.
TEST TICKETS

On the day of testing, the School Test Coordinator will provide you with the secure materials needed to administer each assessment: the Summary Test Ticket for the assessment you will administer and Individual Test Tickets for each student who will take the assessment. Verify with the School Test Coordinator that all test tickets correctly identify the test session you will be administering. **Students should be given Test Access Codes only for the test they are required to take.**

**Summary Test Tickets**

The first page of the Summary Test Ticket (shown below) contains scheduling information, a student count, and the Test Access Codes (which must be kept secure and confidential and only given to students immediately before they begin the test).
The second page of the Summary Test Ticket (shown below) contains the login data for every student.

### Individual Test Tickets

Each Individual Test Ticket (shown below) contains the student’s Login ID and Password for the test session.
PREPARING WORKSTATIONS AND THE CLASSROOM FOR TESTING

Before each test session, confirm with the Technology Coordinator or School Test Coordinator that all workstations are ready for testing. Any software or service that could interfere with the functionality or performance of the assessment software must be disabled, including instant messaging, screensavers, power savers, and system restore utilities. Prepare each workstation for testing by opening it to the student login screen.

1. To open the student login screen, click on the CTB Secure Testing App icon (shown below) on the workstation’s desktop. It may take a moment to connect to the CTB server. During this time, you will see an active display to let you know that the program is establishing a connection.

![CTB Secure Testing App icon]

2. When the connection is established, the student login page will display on the screen. The workstation is now ready for the student to begin.

Check the classroom or computer lab to make sure there is a visual barrier between workstations so that students cannot easily view other students’ answers. Posters, charts, and other instructional materials related to the content being tested should not be displayed in the classroom during test administration. Be sure that you have the contact information for the Technology Coordinator and the School Test Coordinator in case you need technical assistance during the test.
Part 3: Administering the EOC Assessments

**BEFORE ADMINISTERING THE EOC ASSESSMENTS**

- Write the name of the EOC assessment to be administered on the board.
- Make sure students have all test materials. (See the Student Test Materials section in Part 2 of this manual.)
- Post a “Testing—Do Not Disturb” sign on the testing room door.
- For Mathematics, if any students use hand-held calculators for EOC assessments that allow calculator use, Examiners must ensure that all calculators are cleared of any stored text before beginning the assessment and immediately after completion. A failure to confirm that text is cleared may constitute a test invalidation.

**IMPORTANT:** If a student loses connection/closes his or her test without completing it, refer to the Quick Troubleshooting Tips for step-by-step guidelines, available at [www.ctb.com/ga](http://www.ctb.com/ga).

**GENERAL DIRECTIONS**

- Follow the exact script provided in this *End-of-Course Online Examiner’s Manual*.
- You may repeat any part of the directions exactly as printed as many times as needed.
- **Under no circumstances** should you suggest answers or evaluate student work during the testing session.
- **All school system personnel are prohibited from examining the contents of the EOC assessment.**
- Read aloud *word for word* the material that is printed in *bold type* and preceded by the word “Say.” The material in italicized type is information for you and should **not** be read to the students.
DIRECTIONS FOR ADMINISTERING THE ENGLISH LANGUAGE ARTS EOC ASSESSMENTS

These directions should be used to administer the Ninth Grade Literature and Composition and American Literature and Composition EOC assessments.

1. Before you begin, check that students have the following test materials:
   • One Individual Test Ticket for each student
   • Two No. 2 pencils with erasers
   • Two pieces of scratch paper (Section 3 only)

   After all students have materials, SAY

   Before we begin, I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room at this time?

   If so, collect and secure the device(s) per your school’s/system’s established procedures.

2. SAY

   Look at your test ticket. Please verify your last name and first name are correct. If your name is correct, please sign your test ticket now. If you have someone else’s test ticket, please raise your hand now.

   If a student’s hand is raised, provide student(s) with the correct Individual Test Ticket.

   SAY

   The following tools are available on your test: Option Eliminator, Highlighter, Eraser, and Blocking Ruler.

   You should see a screen that says “Click ‘Log In’ to begin.” Type your Login ID and Password as shown on your test ticket.

   Pause.

   SAY

   Then type the Access Code.

   Read the Test Access Code from the first page of the Summary Test Ticket. You may display the Test Access Code, but it must be removed once the test session has ended.

   SAY

   Now click the “Log In” button, but do NOT click “Start” until I tell you to.

   You should now see a Welcome screen with your name on it. Please raise your hand if you do not see the Welcome screen.

   Make sure that all students have proceeded to the Welcome screen. If necessary, have students retype the Login ID, Password, and Test Access Code.
Now click the “Start” button. It may take up to 30 seconds for the first practice question to appear.

*Pause and wait until the practice question is displayed on all screens.*

3. **SAY** I will read aloud some opening instructions to you.

Today you will be taking the Georgia Milestones End-of-Course assessment for (insert name of EOC assessment). You will be presented with a variety of items throughout the test and some may be more familiar to you than others. In Section 1 and Section 2, you will be asked to read some passages and then answer questions about the passages. For some questions, you will be asked to choose the one BEST response and, for others, you will be asked to type your answer. There will also be some questions that do not have passages. In Section 3, you will be asked to read texts, answer questions about the texts, and then type an essay.

Read each passage, text, and question carefully. Then answer each question by either clicking on the answer you have chosen or by typing your answer in the space provided. If there is a reading passage or writing text, you may look back at it as often as necessary. Do your best to answer every question.

There are several things to remember:

- If you do not know the answer to a question, you can mark the question for later review by clicking on the words “Mark for Review.” You may return to the question later if you have time.
- To move to the next question or to a previous question, click on the Next or Back arrows.
- To move to a specific question, click on that question number along the bottom of the screen.
- If you finish early, you may go back and check your work on this section.
- I cannot help you answer test questions, but if you have any problems with your computer during the test, raise your hand and I will help you.

Are there any questions?

*Answer any questions students may have.*

4. **SAY** Now, we will review the practice questions. The two practice questions are provided to show you what the questions in the test are like. For each question, you should choose the one BEST answer and click on the answer you have chosen.

Do not click “Finish Test” until you are told to do so. You may begin.

Allow time for students to read and answer Practice Question 1 and Practice Question 2. Review the practice questions orally with students using the following pages for the appropriate subject: Ninth Grade Literature and Composition or American Literature and Composition. Then continue with the directions on page 24 of this manual.
NINTH GRADE LITERATURE AND COMPOSITION
PRACTICE QUESTIONS

When all students have finished the practice questions,

Click on the Back arrow to go back to Practice Question 1.

William Shakespeare was born in Stratford, England, in 1564. It is generally believed that his birthdate was April 23. Young William was the third of eight children. He probably went to the local school in Stratford starting at the age of 7. There he would have studied Latin and probably read the works of many outstanding ancient Romans.

The main purpose of this paragraph is to
A give some details about Shakespeare’s early life
B encourage people to learn more about Shakespeare’s works
C describe conditions in the town where Shakespeare was born
D explain how Roman authors influenced the works of Shakespeare

For Practice Question 1, you should have clicked on choice A for the correct answer.

Are there any questions?

Answer any questions the students may have.

Click on Next to go to Practice Question 2.

Which sentence is correct?
A We are traveling both to Orlando and Miami this summer.
B Calculators today are compact, efficient, and inexpensive.
C The new obstacle course was stimulating and a challenge.
D Arthur is not only talented as an athlete but also as in academics.

For Practice Question 2, you should have clicked on choice B for the correct answer.

Are there any questions?

Answer any questions the students may have.
When all students have finished the practice questions,

**SAY** Click on the Back arrow to go back to Practice Question 1.

Sinclair Lewis, who lived from 1885 to 1951, wrote several well-known novels. In them, he attacked the weaknesses he saw in American society. *Main Street* is probably his most famous novel. In this work, Lewis described the dullness and lack of culture in a typical American small town. In another novel, called *Babbitt*, Lewis told the story of a small city businessman. Babbitt could not break free from his role of a solid American citizen, no matter what he tried.

The main purpose of this paragraph is to

A give information about the works of Sinclair Lewis  
B describe what is wrong with American society  
C encourage people to read more American literature  
D tell when Sinclair Lewis lived and wrote

**SAY** For Practice Question 1, you should have clicked on choice A for the correct answer.

Are there any questions?

Answer any questions the students may have.

**SAY** Click on Next to go to Practice Question 2.

Which punctuation should be added after *duties*?

\[
\text{My parents have given me three duties: clean my room, take out the garbage, and do well in school.}
\]

A period  
B comma  
C colon  
D semicolon

**SAY** For Practice Question 2, you should have clicked on choice C for the correct answer.

Are there any questions?

Answer any questions the students may have.
Since Practice Question 2 is the last question of this part, there is a “Finish Test” button at the bottom of the screen. When you are sure you have finished, click on this “Finish Test” button.

You should now see a screen that asks “Have you finished Practice Questions (insert name of EOC assessment)?” It also shows you the number of questions you have not answered and the number you have marked for review. This screen gives you the choice of going back to the test or finishing the test. When you finish the actual test, you will click on the “Yes, I have finished” button. Remember, once you have clicked this button, you cannot go back to the test.

Now click on the “Yes, I have finished” button to finish the practice questions.

SECTION 1
Administration time: 60–70 minutes

5. SAY Next you will see the Welcome screen for (insert name of EOC assessment) Section 1.

You will have at least 60 minutes to complete Section 1 of the (insert name of EOC assessment) EOC assessment. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 1, click the “Finish Test” button. Then click the “Yes, I have finished” button. Remember that once you have clicked the “Yes, I have finished” button, you cannot go back to Section 1.

Do you have any questions about what to do or how to record your answers?

Answer any procedural questions that the students ask.

Please click on the “Start” button.

Pause and wait until the directions and first question are displayed on all screens.

Read the directions silently. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, the system will attempt for 60 seconds to reconnect so the student can continue from the point of disconnect. After 60 seconds, you may click “Exit Test” and move the student to another workstation, if one is available, and have the student try to log back into the test. If no alternate is available, restart the original workstation, launch the STA, and have the student attempt to log in to restart the test. If the student is unable to restart the test, contact the School Test Coordinator. Be sure to collect the Individual Test Ticket from the student if he or she cannot complete the test.

If the student is inactive for 20 minutes, the test will be timed out. Contact the School Test Coordinator for direction.
6. When 60 minutes have passed,

**SAY** Please raise your hand if you need additional time to complete the test.

If no hands are raised, go to #7.

No student who is productively working at the 60-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

**SAY** You have 10 minutes remaining to complete Section 1.

7. When all students have completed this section, or after 70 minutes have passed,

**SAY** If you have not already done so, please stop working. Click on the “Finish Test” button. Then click on “Yes, I have finished.”

---

**IF ADMINISTERING THE TEST IN TWO DAYS.**

**SAY** You may now take a 5-minute break. You may stand and stretch. Please do not talk.

Check each computer to be sure the student has exited Section 1.

At this time, allow the students to stand and stretch for five minutes. After no more than five minutes,

**SAY** Please sit down and wait quietly as we get ready to move on to Section 2. Please do not begin until told to do so.

---

**IF ADMINISTERING THE TEST IN THREE DAYS.**

Check each computer to be sure the student has exited Section 1.

Collect the Individual Test Ticket from each student.

Count the test materials before the students are allowed to leave the testing site.

Store test materials in a secure location.
SECTION 2
Administration time: 60–70 minutes

IF ADMINISTERING THE TEST IN THREE DAYS,

Make sure that all desks are cleared and distribute the Individual Test Tickets. Make sure each student receives his or her own Individual Test Ticket.

After all students have materials,

SAY Before we begin, I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. Are there any devices in the room at this time?

If so, collect and secure the device(s) per your school’s/system’s established procedures.

SAY Look at your test ticket. Please verify your last name and first name are correct. If your name is correct, please sign your test ticket now. If you have someone else’s test ticket, please raise your hand now.

If a student’s hand is raised, provide student(s) with the correct Individual Test Ticket.

1. SAY Now you will take Section 2 of the (insert name of EOC assessment) End-of-Course assessment. You will have at least 60 minutes to complete Section 2. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 2, click the “Finish Test” button. Then click the “Yes, I have finished” button. Remember that once you have clicked the “Yes, I have finished” button, you cannot go back to Section 2.

You should see a screen that says “Click ‘Log In’ to begin.” Type your Login ID and Password as shown on your test ticket.

Pause.

SAY Then type the Access Code.

Read the Test Access Code from the first page of the Summary Test Ticket. You may display the Test Access Code, but it must be removed once the test session has ended.
Part 3: Administering the EOC Assessments

Now click the “Log In” button, but do NOT click “Start” until I tell you to.

You should now see a Welcome screen with your name on it. Please raise your hand if you do not see the Welcome screen.

Make sure that all students have proceeded to the Welcome screen. If necessary, have students retype the Login ID, Password, and Test Access Code.

Now click the “Start” button. It may take up to 30 seconds for the directions and first question to appear.

Pause and wait until the directions and first question are displayed on all screens.

Read the directions silently. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, the system will attempt for 60 seconds to reconnect so the student can continue from the point of disconnect. After 60 seconds, you may click “Exit Test” and move the student to another workstation, if one is available, and have the student try to log back into the test. If no alternate is available, restart the original workstation, launch the STA, and have the student attempt to log in to restart the test. If the student is unable to restart the test, contact the School Test Coordinator. Be sure to collect the Individual Test Ticket from the student if he or she cannot complete the test.

If the student is inactive for 20 minutes, the test will be timed out. Contact the School Test Coordinator for direction.

2. When 60 minutes have passed,

Please raise your hand if you need additional time to complete the test.

If no hands are raised, go to #3.

No student who is productively working at the 60-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

You have 10 minutes remaining to complete Section 2.

3. When all students have completed this section, or after 70 minutes have passed,

If you have not already done so, please stop working. Click on the “Finish Test” button. Then click on “Yes, I have finished.”

Check each computer to be sure the student has exited Section 2.

Collect the Individual Test Ticket from each student.

Count the test materials before the students are allowed to leave the testing site.

Store test materials in a secure location.
SECTION 3
Administration time: 70–90 minutes

Section 3 is administered on a day separate from Section 1 and Section 2.

1. Make sure that all desks are cleared and distribute the Individual Test Tickets. Make sure each student receives his or her own Individual Test Ticket.

Distribute two pieces of scratch paper and two No. 2 pencils with erasers to each student.

After all students have materials,

**SAY**
Before we begin, I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. Are there any devices in the room at this time?

If so, collect and secure the device(s) per your school’s/system’s established procedures.

**SAY**
Look at your test ticket. Please verify your last name and first name are correct. If your name is correct, please sign your test ticket now. If you have someone else’s test ticket, please raise your hand now.

If a student’s hand is raised, provide student(s) with the correct Individual Test Ticket.

**SAY**
Today you will be taking Section 3 of the Georgia Milestones End-of-Course assessment for (insert name of EOC assessment). In Section 3, you will read two texts and then answer three multiple-choice questions. Then you will answer a fourth question using your own words. You will finish Section 3 by completing a writing assignment following the guidance provided in the writing task. You will have at least 70 minutes to complete Section 3.

If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 3, click the “Finish Test” button. Then click the “Yes, I have finished” button. Remember that once you have clicked the “Yes, I have finished” button, you cannot go back to Section 3.

If you need additional scratch paper, raise your hand and I will bring you a sheet. You must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing. For the extended writing response question, you may plan your writing using the scratch paper or the DRAFT area under the description of the writing task. Be sure to type your final response in the space provided.

Do you have any questions about what to do or how to record your answers?

Answer any procedural questions that the students ask.
You should see a screen that says “Click ‘Log In’ to begin.” Type your Login ID and Password as shown on your test ticket.

Pause.

Then type the Access Code.

Read the Test Access Code from the first page of the Summary Test Ticket. You may display the Test Access Code, but it must be removed once the test session has ended.

Now click the “Log In” button, but do NOT click “Start” until I tell you to.

You should now see a Welcome screen with your name on it. Please raise your hand if you do not see the Welcome screen.

Make sure that all students have proceeded to the Welcome screen. If necessary, have students retype the Login ID, Password, and Test Access Code.

Now click the “Start” button. It may take up to 30 seconds for the directions and first question to appear.

Pause and wait until the directions and first question are displayed on all screens.

Read the directions silently. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, the system will attempt for 60 seconds to reconnect so the student can continue from the point of disconnect. After 60 seconds, you may click “Exit Test” and move the student to another workstation, if one is available, and have the student try to log back into the test. If no alternate is available, restart the original workstation, launch the STA, and have the student attempt to log in to restart the test. If the student is unable to restart the test, contact the School Test Coordinator. Be sure to collect the Individual Test Ticket from the student if he or she cannot complete the test.

If the student is inactive for 20 minutes, the test will be timed out. Contact the School Test Coordinator for direction.

2. When 70 minutes have passed,

Please raise your hand if you need additional time to complete the test.

If no hands are raised, go to #3.

No student who is productively working at the 70-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

Continue working.

When 80 minutes have passed,
Please raise your hand if you need additional time to complete the test.

If no hands are raised, go to #3. If any student needs additional time,

SAY

You have 10 minutes remaining to complete Section 3.

3. When all students have completed this section, or after 90 minutes have passed,

SAY If you have not already done so, please stop working. Click on the “Finish Test” button. Then click on “Yes, I have finished.”

Check each computer to be sure the student has exited Section 3.

Collect all Individual Test Tickets.

Collect all scratch paper and No. 2 pencils.

Count the test materials before the students are allowed to leave the testing site.

All test materials must be returned to the School Test Coordinator immediately following the test administration.
DIRECTIONS FOR ADMINISTERING THE MATHEMATICS EOC ASSESSMENTS

These directions should be used to administer the Coordinate Algebra and Analytic Geometry EOC assessments.

1. Before you begin, check that students have the following test materials:

   • One Individual Test Ticket for each student
   • Two No. 2 pencils with erasers
   • Two pieces of scratch/graph paper
   • A graphing calculator is available as an online tool for Section 1, Part 1 and Section 2. Students may use a hand-held graphing or scientific calculator during Section 1, Part 1 and Section 2. You must follow the directions outlined in this manual regarding the collection of calculators and clearing calculator memory. IMPORTANT: Calculators may not be used for Section 1, Part 2.

After all students have materials,

**SAY** Before we begin, I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room at this time?

If so, collect and secure the device(s) per your school’s/system’s established procedures.

**SAY** If you have a hand-held calculator, confirm now that any stored memory is cleared. Failure to do so may result in an invalidation of your test. Please complete this task at this time.

Pause to allow students to clear any stored memory. Circulate and check that all calculators are cleared of stored memory. A failure to confirm that text is cleared will constitute a test irregularity.

**SAY** You may not use a cell phone as a calculator. To do so will result in invalidation of your test.

2. Look at your test ticket. Please verify your last name and first name are correct. If your name is correct, please sign your test ticket now. If you have someone else’s test ticket, please raise your hand now.

   If a student’s hand is raised, provide student(s) with the correct Individual Test Ticket.
You must write your name in the upper right-hand corner of the scratch/graph paper. I will collect all scratch/graph paper at the end of testing.

The following tools are available on your test: Option Eliminator, Highlighter, Eraser, and Blocking Ruler. You may also use the Reference Card tool to access the Formula Sheet. For Section 1, Part 1 and for Section 2, you may use the Graphing Calculator tool.

NOTE: Only a graphing calculator will be available as an online tool. Students may use a hand-held graphing or scientific calculator.

You should see a screen that says “Click ‘Log In’ to begin.” Type your Login ID and Password as shown on your test ticket.

Pause.

Then type the Access Code.

Read the Test Access Code from the first page of the Summary Test Ticket. You may display the Test Access Code, but it must be removed once the test session has ended.

Now click the “Log In” button, but do NOT click “Start” until I tell you to.

You should now see a Welcome screen with your name on it. Please raise your hand if you do not see the Welcome screen.

Make sure that all students have proceeded to the Welcome screen. If necessary, have students retype the Login ID, Password, and Test Access Code.

Now click the “Start” button. It may take up to 30 seconds for the first practice question to appear.

Pause and wait until the practice question is displayed on all screens.

3. I will read aloud some opening instructions to you.

Today you will be taking the Georgia Milestones End-of-Course assessment for (insert name of EOC assessment). You will be presented with a variety of items throughout the test and some may be more familiar to you than others. For some questions, you will be asked to choose the one BEST response and, for others, you will be asked to type your answer. You may use a graphing or scientific calculator to answer questions in Section 1, Part 1 and in all of Section 2. If you are using a hand-held calculator, you must clear any information or text that may be contained in the calculator’s memory. Failure to do so will result in the invalidation of your test. You may NOT use a calculator for Section 1, Part 2. When you are ready to move to Section 1, Part 2, in which you may NOT use a calculator, the directions will tell you to raise your hand to notify the Examiner that you are ready to have your calculator collected. You may NOT use a calculator for Section 1, Part 2. Failure to have your calculator collected before you begin Section 1, Part 2 will invalidate your test score.
Read each question carefully. Then answer each question by either clicking on the answer you have chosen or by typing your answer in the space provided. Do your best to answer every question.

There are several things to remember:

- If you do not know the answer to a question, you can mark the question for later review by clicking on the words “Mark for Review.” You may return to the question later if you have time.
- To move to the next question or to a previous question, click on the Next or Back arrows.
- To move to a specific question, click on that question number along the bottom of the screen.
- If you finish early, you may go back and check your work on this section.
- I cannot help you answer test questions, but if you have any problems with your computer during the test, raise your hand and I will help you.

Are there any questions?

Answer any questions students may have.

4. Now, we will review the practice questions. The two practice questions are provided to show you what the questions in the test are like. For each question, you should choose the one BEST answer and click on the answer you have chosen.

Do not click “Finish Test” until you are told to do so. You may begin.

Allow time for students to read and answer Practice Question 1 and Practice Question 2. Review the practice questions orally with students using the following pages for the appropriate subject: Coordinate Algebra or Analytic Geometry. Then continue with the directions on page 36 of this manual.
### COORDINATE ALGEBRA PRACTICE QUESTIONS

When all students have finished the practice questions,

**SAY** Click on the Back arrow to go back to Practice Question 1.

What is the value of the function \( f(x) = 2(3)^{x-4} \) when \( x = 6 \)?

<table>
<thead>
<tr>
<th>Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>( \frac{1}{36} )</td>
</tr>
<tr>
<td>B</td>
<td>( \frac{1}{9} )</td>
</tr>
<tr>
<td>C</td>
<td>18</td>
</tr>
<tr>
<td>D</td>
<td>36</td>
</tr>
</tbody>
</table>

**SAY** For Practice Question 1, you should have clicked on choice C for the correct answer.

Are there any questions?

Answer any questions the students may have.

**SAY** Click on Next to go to Practice Question 2.

Which expression is equivalent to \( 7(3m + c) \)?

<table>
<thead>
<tr>
<th>Option</th>
<th>Expression</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>( 11mc )</td>
</tr>
<tr>
<td>B</td>
<td>( 22mc )</td>
</tr>
<tr>
<td>C</td>
<td>( 21m + c )</td>
</tr>
<tr>
<td>D</td>
<td>( 21m + 7c )</td>
</tr>
</tbody>
</table>

**SAY** For Practice Question 2, you should have clicked on choice D for the correct answer.

Are there any questions?

Answer any questions the students may have.
When all students have finished the practice questions,

**SAY**
Click on the Back arrow to go back to Practice Question 1.

A regulation soccer ball has a diameter of about 8.7 inches. Which measurement is closest to the volume of a regulation soccer ball?

A 79 cubic inches  
B 238 cubic inches  
C 345 cubic inches  
D 951 cubic inches

**SAY**
For Practice Question 1, you should have clicked on choice C for the correct answer.

Are there any questions?

Answer any questions the students may have.

**SAY**
Click on Next to go to Practice Question 2.

A box contains 2 red mugs, 1 blue mug, and 4 yellow mugs. Gavin chooses two of these mugs without looking.

The first mug he chose is red. What is the probability that the second mug is yellow?

A 1/3  
B 3/7  
C 4/7  
D 2/3

**SAY**
For Practice Question 2, you should have clicked on choice D for the correct answer.

Are there any questions?

Answer any questions the students may have.
Since Practice Question 2 is the last question of this part, there is a “Finish Test” button at the bottom of the screen. When you are sure you have finished, click on this “Finish Test” button.

You should now see a screen that asks “Have you finished Practice Questions (insert name of EOC assessment)?” It also shows you the number of questions you have not answered and the number you have marked for review. This screen gives you the choice of going back to the test or finishing the test. When you finish the actual test, you will click on the “Yes, I have finished” button. Remember, once you have clicked this button, you cannot go back to the test.

Now click on the “Yes, I have finished” button to finish the practice questions.

SECTION 1
Administration time: 60–80 minutes

5. Next you will see the Welcome screen for (insert name of EOC assessment) Section 1. You will have at least 60 minutes to complete Section 1, Part 1 and Section 1, Part 2 of the (insert name of EOC assessment) EOC assessment.

When you reach the stop sign at the end of Section 1, Part 1, raise your hand to notify the Examiner that you are ready to have your calculator collected. You may NOT use a calculator for Section 1, Part 2. After turning in your calculator and entering Part 2 of Section 1, you will not be allowed to return to Part 1. Your calculator will be returned to you after all students have finished Section 1, Part 2.

Once the Examiner has collected your calculator, you may go on to Section 1, Part 2. Stop when you reach the stop sign at the end of Section 1, Part 2.

You may not use a cell phone as a calculator. To do so will result in invalidation of your test.

If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 1, Part 2, click the “Finish Test” button. Then click the “Yes, I have finished” button. Remember that once you have clicked the “Yes, I have finished” button, you cannot go back to Section 1.

Do you have any questions about what to do or how to record your answers?

Answer any procedural questions that the students ask.

Please click on the “Start” button.

Pause and wait until the directions preceding the first question are displayed on all screens.
Read the directions silently. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

As students finish Section 1, Part 1, check to be sure students are raising their hands to turn in their calculators. Calculators may not be used for Section 1, Part 2 of Mathematics.

IMPORTANT: Under the tool bar in Section 1, Part 2 (calculators not allowed) in the online testing client, you will see the banner that appears below:

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Section 1, Part 2 Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinate Algebra</td>
<td>Items 29–37</td>
</tr>
<tr>
<td>Analytic Geometry</td>
<td>Items 27–37</td>
</tr>
</tbody>
</table>

Section 1, Part 2 (calculators not allowed) consists of the following items. Check to be sure that students are not using a calculator when working on these items:

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, the system will attempt for 60 seconds to reconnect so the student can continue from the point of disconnect. After 60 seconds, you may click “Exit Test” and move the student to another workstation, if one is available, and have the student try to log back into the test. If no alternate is available, restart the original workstation, launch the STA, and have the student attempt to log in to restart the test. If the student is unable to restart the test, contact the School Test Coordinator. Be sure to collect the Individual Test Ticket from the student if he or she cannot complete the test.

If the student is inactive for 20 minutes, the test will be timed out. Contact the School Test Coordinator for direction.

6. When 60 minutes have passed,

SAY Please raise your hand if you need additional time to complete the test.

If no hands are raised, go to #7.

No student who is productively working at the 60-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY Continue working.

When 70 minutes have passed,
Part 3: Administering the EOC Assessments

**SAY** Please raise your hand if you need additional time to complete the test.

If no hands are raised, go to #7. If any student needs additional time,

**SAY** You have 10 minutes remaining to complete Section 1.

7. When all students have completed this section, or after 80 minutes have passed,

**SAY** If you have not already done so, please stop working. Click on the 
“Finish Test” button. Then click on “Yes, I have finished.”

---

**IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,**

**SAY** You may now take a 5-minute break. You may stand and stretch. Please do not talk.

Check each computer to be sure the student has exited Section 1.

At this time, allow the students to stand and stretch for five minutes. After no more than five minutes,

**SAY** Please sit down and wait quietly as we get ready to move on to Section 2. Please do not begin until told to do so.

**IF COMPLETING SECTION 1 AND SECTION 2 IN TWO DAYS,**

Check each computer to be sure the student has exited Section 1.

Collect the Individual Test Ticket from each student.

Collect all scratch/graph paper.

Check to be sure the memory stored in each calculator has been cleared. If students have supplied their own calculators, be sure to return them to students.

Count the test materials before the students are allowed to leave the testing site.

Store test materials in a secure location.
SECTION 2
Administration time: 60–80 minutes

**IF COMPLETING SECTION 2 ON DAY 1,**

Distribute calculators to students.

**IF COMPLETING SECTION 2 ON DAY 2,**

Check to be sure the memory stored in each calculator has been cleared.

Make sure that all desks are cleared and distribute the Individual Test Tickets. Make sure each student receives his or her own Individual Test Ticket.

Distribute two pieces of scratch/graph paper and two No. 2 pencils with erasers.

After all students have materials,

**SAY**

Before we begin, I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. Are there any devices in the room at this time?

If so, collect and secure the device(s) per your school’s/system’s established procedures.

**SAY**

Look at your test ticket. Please verify your last name and first name are correct. If your name is correct, please sign your test ticket now. If you have someone else’s test ticket, please raise your hand now.

If a student’s hand is raised, provide student(s) with the correct Individual Test Ticket.

**SAY**

If you have a hand-held calculator, confirm now that any stored memory is cleared. Failure to do so may result in an invalidation of your test. Please complete this task at this time.

You must write your name in the upper right-hand corner of the scratch/graph paper. I will collect all scratch/graph paper at the end of testing.
1. **SAY** Now you will take Section 2 of the *(insert name of EOC assessment)* End-of-Course assessment. You will have at least 60 minutes to complete Section 2. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 2, click the “Finish Test” button. Then click the “Yes, I have finished” button. Remember that once you have clicked the “Yes, I have finished” button, you cannot go back to Section 2.

   You should see a screen that says “Click ‘Log In’ to begin.” Type your Login ID and Password as shown on your test ticket.

   **Pause.**

   **SAY** Then type the Access Code.

   *Read the Test Access Code from the first page of the Summary Test Ticket. You may display the Test Access Code, but it must be removed once the test session has ended.*

   **SAY** Now click the “Log In” button, but do NOT click “Start” until I tell you to.

   You should now see a Welcome screen with your name on it. Please raise your hand if you do not see the Welcome screen.

   *Make sure that all students have proceeded to the Welcome screen. If necessary, have students retype the Login ID, Password, and Test Access Code.*

   **SAY** Now click the “Start” button. It may take up to 30 seconds for the directions to appear.

   **Pause and wait until the directions preceding the first question are displayed on all screens.**

   **SAY** Read the directions silently. You may begin.

   *Write down the start time. You must keep track of test timing.*

   *Circulate and monitor students during test administration.*

   *During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, the system will attempt for 60 seconds to reconnect so the student can continue from the point of disconnect. After 60 seconds, you may click “Exit Test” and move the student to another workstation, if one is available, and have the student try to log back into the test. If no alternate is available, restart the original workstation, launch the STA, and have the student attempt to log in to restart the test. If the student is unable to restart the test, contact the School Test Coordinator. Be sure to collect the Individual Test Ticket from the student if he or she cannot complete the test.*

   *If the student is inactive for 20 minutes, the test will be timed out. Contact the School Test Coordinator for direction.*
2. When 60 minutes have passed,

**SAY** Please raise your hand if you need additional time to complete the test.

If no hands are raised, go to #3.

No student who is productively working at the 60-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

**SAY** Continue working.

When 70 minutes have passed,

**SAY** Please raise your hand if you need additional time to complete the test.

If no hands are raised, go to #3. If any student needs additional time,

**SAY** You have 10 minutes remaining to complete Section 2.

3. When all students have completed this section, or after 80 minutes have passed,

**SAY** If you have not already done so, please stop working. Click on the “Finish Test” button. Then click on “Yes, I have finished.”

Check each computer to be sure the student has exited Section 2.

Collect all Individual Test Tickets.

Collect all scratch/graph paper.

Check to be sure the memory stored in each calculator has been cleared. If students have supplied their own calculators, be sure to return them to students.

Count the test materials before the students are allowed to leave the testing site.

All test materials must be returned to the School Test Coordinator immediately following the test administration.
DIRECTIONS FOR ADMINISTERING THE SCIENCE EOC ASSESSMENTS

These directions should be used to administer the Biology and Physical Science EOC assessments.

1. Before you begin, check that students have the following test materials:
   - One Individual Test Ticket for each student
   - Two No. 2 pencils with erasers
   - Two pieces of scratch paper (for Physical Science only)
   - Scientific calculator (for Physical Science only)

   After all students have materials,

   Before we begin, I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room at this time?

   If so, collect and secure the device(s) per your school’s/system’s established procedures.

2. Look at your test ticket. Please verify your last name and first name are correct. If your name is correct, please sign your test ticket now. If you have someone else’s test ticket, please raise your hand now.

   If a student’s hand is raised, provide student(s) with the correct Individual Test Ticket.

   IF ADMINISTERING PHYSICAL SCIENCE,

   You must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

   You may not use a cell phone as a calculator. To do so will result in invalidation of your test.

   The following tools are available on your test: Option Eliminator, Highlighter, Eraser, and Blocking Ruler.

   IF ADMINISTERING PHYSICAL SCIENCE,

   You may also use the Reference Card tool to access the Reference Sheet and Periodic Table. You may use the Scientific Calculator tool.
You should see a screen that says “Click ‘Log In’ to begin.” Type your Login ID and Password as shown on your test ticket.

Pause.

Then type the Access Code.

Read the Test Access Code from the first page of the Summary Test Ticket. You may display the Test Access Code, but it must be removed once the test session has ended.

Now click the “Log In” button, but do NOT click “Start” until I tell you to.

You should now see a Welcome screen with your name on it. Please raise your hand if you do not see the Welcome screen.

Make sure that all students have proceeded to the Welcome screen. If necessary, have students retype the Login ID, Password, and Test Access Code.

Now click the “Start” button. It may take up to 30 seconds for the first practice question to appear.

Pause and wait until the practice question is displayed on all screens.

I will read aloud some opening instructions to you.

Today you will be taking the Georgia Milestones End-of-Course assessment for (insert name of EOC assessment). You will be presented with a variety of items throughout the test and some may be more familiar to you than others. Read each question carefully and then choose the response that BEST answers the question.

For each question, choose the one BEST answer and click on the answer you have chosen. Do your best to answer every question.

There are several things to remember:

- If you do not know the answer to a question, you can mark the question for later review by clicking on the words “Mark for Review.” You may return to the question later if you have time.
- To move to the next question or to a previous question, click on the Next or Back arrows.
- To move to a specific question, click on that question number along the bottom of the screen.
- If you finish early, you may go back and check your work on this section.
- I cannot help you answer test questions, but if you have any problems with your computer during the test, raise your hand and I will help you.
IF ADMINISTERING PHYSICAL SCIENCE,

**SAY** You may click on the RC icon in the tool bar to access the Reference Sheet at any time during the test. The Reference Sheet shows important formulas. The Periodic Table of Elements shows the position and some characteristics of the elements. You may refer to this Reference Sheet for both sections of the test.

**SAY** Are there any questions?

Answer any questions students may have.

4. **SAY** Now, we will review the practice questions. The two practice questions are provided to show you what the questions in the test are like. For each question, you should choose the one BEST answer and click on the answer you have chosen.

**Do not** click “Finish Test” until you are told to do so. You may begin.

Allow time for students to read and answer Practice Question 1 and Practice Question 2. Review the practice questions orally with students using the following pages for the appropriate subject: Biology or Physical Science. Then continue with the directions on page 47 of this manual.
When all students have finished the practice questions,

**SAY** Click on the Back arrow to go back to Practice Question 1.

The control center for an animal cell is the

- A brain
- B nucleus
- C chloroplast
- D mitochondrion

**SAY** For Practice Question 1, you should have clicked on choice B for the correct answer.

Are there any questions?

**Answer any questions the students may have.**

**SAY** Click on Next to go to Practice Question 2.

Which of the following convert solar energy to chemical energy?

- A plants
- B rocks
- C clouds
- D animals

**SAY** For Practice Question 2, you should have clicked on choice A for the correct answer.

Are there any questions?

**Answer any questions the students may have.**
When all students have finished the practice questions,

**SAY**

Click on the Back arrow to go back to Practice Question 1.

How many atoms of carbon are in a single molecule of sugar \((C_{12}H_{22}O_{11})\)?

A  12  
B  22  
C  11  
D  45

**SAY**

For Practice Question 1, you should have clicked on choice A for the correct answer.

Are there any questions?

Answer any questions the students may have.

---

**SAY**

Click on Next to go to Practice Question 2.

What force keeps the Moon in orbit around Earth?

A  nuclear  
B  electric  
C  gravitational  
D  magnetic

**SAY**

For Practice Question 2, you should have clicked on choice C for the correct answer.

Are there any questions?

Answer any questions the students may have.
Since Practice Question 2 is the last question of this part, there is a “Finish Test” button at the bottom of the screen. When you are sure you have finished, click on this “Finish Test” button.

You should now see a screen that asks “Have you finished Practice Questions (insert name of EOC assessment)?” It also shows you the number of questions you have not answered and the number you have marked for review. This screen gives you the choice of going back to the test or finishing the test. When you finish the actual test, you will click on the “Yes, I have finished” button. Remember, once you have clicked this button, you cannot go back to the test.

Now click on the “Yes, I have finished” button to finish the practice questions.

**SECTION 1**

Administration time: 50–70 minutes

5. **SAY** Next you will see the Welcome screen for (insert name of EOC assessment) Section 1.

You will have at least 50 minutes to complete Section 1 of the (insert name of EOC assessment) EOC assessment. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 1, click the “Finish Test” button. Then click the “Yes, I have finished” button. Remember that once you have clicked the “Yes, I have finished” button, you cannot go back to Section 1.

Do you have any questions about what to do or how to mark your answers?

Answer any procedural questions that the students ask.

**SAY** Please click on the “Start” button.

Pause and wait until the directions and the first question are displayed on all screens.

**SAY** Read the directions silently. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, the system will attempt for 60 seconds to reconnect so the student can continue from the point of disconnect. After 60 seconds, you may click “Exit Test” and move the student to another workstation, if one is available, and have the student try to log back into the test. If no alternate is available, restart the original workstation, launch the STA, and have the student attempt to log in to restart the test. If the student is unable to restart the test, contact the School Test Coordinator. Be sure to collect the Individual Test Ticket from the student if he or she cannot complete the test.
If the student is inactive for 20 minutes, the test will be timed out. Contact the School Test Coordinator for direction.

6. When 50 minutes have passed,

SAY Please raise your hand if you need additional time to complete the test.

If no hands are raised, go to #7.

No student who is productively working at the 50-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY Continue working.

When 60 minutes have passed,

SAY Please raise your hand if you need additional time to complete the test.

If no hands are raised, go to #7. If any student needs additional time,

SAY You have 10 minutes remaining to complete Section 1.

7. When all students have completed this section, or after 70 minutes have passed,

SAY If you have not already done so, please stop working. Click on the “Finish Test” button. Then click on “Yes, I have finished.”

IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,

SAY You may now take a 5-minute break. You may stand and stretch. Please do not talk.

Check each computer to be sure the student has exited Section 1.

At this time, allow the students to stand and stretch for five minutes. After no more than five minutes,

SAY Please sit down and wait quietly as we get ready to move on to Section 2. Please do not begin until told to do so.

IF COMPLETING SECTION 1 AND SECTION 2 IN TWO DAYS,

Check each computer to be sure the student has exited Section 1.

Collect the Individual Test Ticket from each student.

For Physical Science, collect all scratch paper.

Count the test materials before the students are allowed to leave the testing site.

Store test materials in a secure location.
SECTION 2
Administration time: 50–70 minutes

IF COMPLETING SECTION 2 ON DAY 2.

Make sure that all desks are cleared and distribute the Individual Test Tickets. Make sure each student receives his or her own Individual Test Ticket.

For Physical Science, distribute two pieces of scratch paper and two No. 2 pencils with erasers.

After all students have materials,

SAY Before we begin, I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. Are there any devices in the room at this time?

If so, collect and secure the device(s) per your school’s/system’s established procedures.

SAY Look at your test ticket. Please verify your last name and first name are correct. If your name is correct, please sign your test ticket now. If you have someone else’s test ticket, please raise your hand now.

If a student’s hand is raised, provide student(s) with the correct Individual Test Ticket.

IF ADMINISTERING PHYSICAL SCIENCE,

SAY You must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

1. SAY Now you will take Section 2 of the (insert name of EOC assessment) End-of-Course assessment. You will have at least 50 minutes to complete Section 2. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 2, click the “Finish Test” button. Then click the “Yes, I have finished” button. Remember that once you have clicked the “Yes, I have finished” button, you cannot go back to Section 2.

You should see a screen that says “Click ‘Log In’ to begin.” Type your Login ID and Password as shown on your test ticket.

Pause.
Part 3: Administering the EOC Assessments

**Then type the Access Code.**

Read the Test Access Code from the first page of the Summary Test Ticket. You may display the Test Access Code, but it must be removed once the test session has ended.

**Now click the “Log In” button, but do NOT click “Start” until I tell you to.**

You should now see a Welcome screen with your name on it. Please raise your hand if you do not see the Welcome screen.

Make sure that all students have proceeded to the Welcome screen. If necessary, have students retype the Login ID, Password, and Test Access Code.

**Now click the “Start” button. It may take up to 30 seconds for the directions and first question to appear.**

Pause and wait until the directions and first question are displayed on all screens.

**Read the directions silently. You may begin.**

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, the system will attempt for 60 seconds to reconnect so the student can continue from the point of disconnect. After 60 seconds, you may click “Exit Test” and move the student to another workstation, if one is available, and have the student try to log back into the test. If no alternate is available, restart the original workstation, launch the STA, and have the student attempt to log in to restart the test. If the student is unable to restart the test, contact the School Test Coordinator. Be sure to collect the Individual Test Ticket from the student if he or she cannot complete the test.

If the student is inactive for 20 minutes, the test will be timed out. Contact the School Test Coordinator for direction.

2. When 50 minutes have passed,

**Please raise your hand if you need additional time to complete the test.**

If no hands are raised, go to #3.

No student who is productively working at the 50-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

**Continue working.**

When 60 minutes have passed,
Please raise your hand if you need additional time to complete the test.

If no hands are raised, go to #3. If any student needs additional time,

You have 10 minutes remaining to complete Section 2.

When all students have completed this section, or after 70 minutes have passed,

If you have not already done so, please stop working. Click on the “Finish Test” button. Then click on “Yes, I have finished.”

Check each computer to be sure the student has exited Section 2.

Collect all Individual Test Tickets.

For Physical Science, collect all scratch paper.

Count the test materials before the students are allowed to leave the testing site.

All test materials must be returned to the School Test Coordinator immediately following the test administration.
DIRECTIONS FOR ADMINISTERING
THE SOCIAL STUDIES EOC ASSESSMENTS

These directions should be used to administer the United States History and Economics/Business/Free Enterprise EOC assessments.

1. Before you begin, check that students have the following test materials:
   • One Individual Test Ticket for each student
   • Two No. 2 pencils with erasers
   • Two pieces of scratch paper (for Economics/Business/Free Enterprise only)
   • Scientific calculator (for Economics/Business/Free Enterprise only)

   After all students have materials,

   SAY Before we begin, I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. Invalidation means that you would not receive a test score for this content area test. Are there any devices in the room at this time?

   If so, collect and secure the device(s) per your school’s/system’s established procedures.

2. SAY Look at your test ticket. Please verify your last name and first name are correct. If your name is correct, please sign your test ticket now. If you have someone else’s test ticket, please raise your hand now.

   If a student’s hand is raised, provide student(s) with the correct Individual Test Ticket.

   IF ADMINISTERING ECONOMICS/BUSINESS/FREE ENTERPRISE,

   SAY You must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

   You may not use a cell phone as a calculator. To do so will result in invalidation of your test.

   SAY The following tools are available on your test: Option Eliminator, Highlighter, Eraser, and Blocking Ruler.

   IF ADMINISTERING ECONOMICS/BUSINESS/FREE ENTERPRISE,

   SAY You may use the Scientific Calculator tool.
You should see a screen that says “Click ‘Log In’ to begin.” Type your Login ID and Password as shown on your test ticket.

Pause.

Then type the Access Code.

Read the Test Access Code from the first page of the Summary Test Ticket. You may display the Test Access Code, but it must be removed once the test session has ended.

Now click the “Log In” button, but do NOT click “Start” until I tell you to.

You should now see a Welcome screen with your name on it. Please raise your hand if you do not see the Welcome screen.

Make sure that all students have proceeded to the Welcome screen. If necessary, have students retype the Login ID, Password, and Test Access Code.

Now click the “Start” button. It may take up to 30 seconds for the first practice question to appear.

Pause and wait until the practice question is displayed on all screens.

I will read aloud some opening instructions to you.

Today you will be taking the Georgia Milestones End-of-Course assessment for (insert name of EOC assessment). You will be presented with a variety of items throughout the test and some may be more familiar to you than others. Read each question carefully and then choose the response that BEST answers the question.

For each question, choose the one BEST answer and click on the answer you have chosen. Do your best to answer every question.

There are several things to remember:

• If you do not know the answer to a question, you can mark the question for later review by clicking on the words “Mark for Review.” You may return to the question later if you have time.
• To move to the next question or to a previous question, click on the Next or Back arrows.
• To move to a specific question, click on that question number along the bottom of the screen.
• If you finish early, you may go back and check your work on this section.
• I cannot help you answer test questions, but if you have any problems with your computer during the test, raise your hand and I will help you.

Are there any questions?

Answer any questions students may have.
4. **SAY** Now, we will review the practice questions. The two practice questions are provided to show you what the questions in the test are like. For each question, you should choose the one BEST answer and click on the answer you have chosen.

**Do not** click “Finish Test” until you are told to do so. You may begin.

Allow time for students to read and answer Practice Question 1 and Practice Question 2. Review the practice questions orally with students using the following pages for the appropriate subject: United States History or Economics/Business/Free Enterprise. Then continue with the directions on page 57 of this manual.
UNITED STATES HISTORY PRACTICE QUESTIONS

When all students have finished the practice questions,

SAY Click on the Back arrow to go back to Practice Question 1.

Which city is the capital of the United States?

A Boston  
B Charleston  
C New Orleans  
D Washington, D.C.

SAY For Practice Question 1, you should have clicked on choice D for the correct answer.

Are there any questions?

Answer any questions the students may have.

SAY Click on Next to go to Practice Question 2.

Alexander Graham Bell invented which technology?

A the turbine  
B the telegraph  
C the telephone  
D the transistor

SAY For Practice Question 2, you should have clicked on choice C for the correct answer.

Are there any questions?

Answer any questions the students may have.
When all students have finished the practice questions,

**SAY** Click on the Back arrow to go back to Practice Question 1.

An individual decides to pay $8 to see a movie instead of buying an $8 meal. What is the opportunity cost of the movie?

- A the $8 paid to see the movie
- B the time spent watching the movie
- C the satisfaction received by going to the movie
- D the satisfaction missed by not eating the meal

**SAY** For Practice Question 1, you should have clicked on choice D for the correct answer.

Are there any questions?

*Answer any questions the students may have.*

**SAY** Click on Next to go to Practice Question 2.

When the Federal Reserve buys government securities on the open market, what effect does this action have on the nation's money supply and aggregate demand?

<table>
<thead>
<tr>
<th>Money Supply</th>
<th>Aggregate Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>A increases</td>
<td>increases</td>
</tr>
<tr>
<td>B increases</td>
<td>decreases</td>
</tr>
<tr>
<td>C decreases</td>
<td>increases</td>
</tr>
<tr>
<td>D decreases</td>
<td>decreases</td>
</tr>
</tbody>
</table>

**SAY** For Practice Question 2, you should have clicked on choice A for the correct answer.

Are there any questions?

*Answer any questions the students may have.*
Since Practice Question 2 is the last question of this part, there is a “Finish Test” button at the bottom of the screen. When you are sure you have finished, click on this “Finish Test” button.

You should now see a screen that asks “Have you finished Practice Questions (insert name of EOC assessment)?” It also shows you the number of questions you have not answered and the number you have marked for review. This screen gives you the choice of going back to the test or finishing the test. When you finish the actual test, you will click on the “Yes, I have finished” button. Remember, once you have clicked this button, you cannot go back to the test.

Now click on the “Yes, I have finished” button to finish the practice questions.

SECTION 1
Administration time: 50–70 minutes

5. **SAY** Next you will see the Welcome screen for (insert name of EOC assessment) Section 1.

You will have at least 50 minutes to complete Section 1 of the (insert name of EOC assessment) EOC assessment. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 1, click the “Finish Test” button. Then click the “Yes, I have finished” button. Remember that once you have clicked the “Yes, I have finished” button, you cannot go back to Section 1.

Do you have any questions about what to do or how to mark your answers?

Answer any procedural questions that the students ask.

**SAY** Please click on the “Start” button.

Pause and wait until the directions and first question are displayed on all screens.

**SAY** Read the directions silently. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, the system will attempt for 60 seconds to reconnect so the student can continue from the point of disconnect. After 60 seconds, you may click “Exit Test” and move the student to another workstation, if one is available, and have the student try to log back into the test. If no alternate is available, restart the original workstation, launch the STA, and have the student attempt to log in to restart the test. If the student is unable to restart the test, contact the School Test Coordinator. Be sure to collect the Individual Test Ticket from the student if he or she cannot complete the test.
If the student is inactive for 20 minutes, the test will be timed out. Contact the School Test Coordinator for direction.

6. When 50 minutes have passed,
   **SAY** Please raise your hand if you need additional time to complete the test.
   If no hands are raised, go to #7.
   No student who is productively working at the 50-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,
   **SAY** Continue working.
   When 60 minutes have passed,
   **SAY** Please raise your hand if you need additional time to complete the test.
   If no hands are raised, go to #7. If any student needs additional time,
   **SAY** You have 10 minutes remaining to complete Section 1.

7. When all students have completed this section, or after 70 minutes have passed,
   **SAY** If you have not already done so, please stop working. Click on the “Finish Test” button. Then click on “Yes, I have finished.”

**IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,**

   **SAY** You may now take a 5-minute break. You may stand and stretch. Please do not talk.
   Check each computer to be sure the student has exited Section 1.
   At this time, allow the students to stand and stretch for five minutes. After no more than five minutes,
   **SAY** Please sit down and wait quietly as we get ready to move on to Section 2. Please do not begin until told to do so.

**IF COMPLETING SECTION 1 AND SECTION 2 IN TWO DAYS,**

Check each computer to be sure the student has exited Section 1.
Collect the Individual Test Ticket from each student.
For Economics/Business/Free Enterprise, collect all scratch paper.
Count the test materials before the students are allowed to leave the testing site.
Store test materials in a secure location.
SECTION 2
Administration time: 50–70 minutes

IF COMPLETING SECTION 2 ON DAY 2.

Make sure that all desks are cleared and distribute the Individual Test Tickets. Make sure each student receives his or her own Individual Test Ticket.

For Economics/Business/Free Enterprise, distribute two pieces of scratch paper and two No. 2 pencils with erasers.

After all students have materials,

SAY
Before we begin, I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. Are there any devices in the room at this time?

If so, collect and secure the device(s) per your school’s/system’s established procedures.

SAY
Look at your test ticket. Please verify your last name and first name are correct. If your name is correct, please sign your test ticket now. If you have someone else’s test ticket, please raise your hand now.

If a student’s hand is raised, provide student(s) with the correct Individual Test Ticket.

IF ADMINISTERING ECONOMICS/BUSINESS/FREE ENTERPRISE,

SAY
You must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

1. SAY
Now you will take Section 2 of the (insert name of EOC assessment) End-of-Course assessment. You will have at least 50 minutes to complete Section 2. If you finish this section of the test early, you may go back and review your answers. When you are sure you have finished Section 2, click the “Finish Test” button. Then click the “Yes, I have finished” button. Remember that once you have clicked the “Yes, I have finished” button, you cannot go back to Section 2.

You should see a screen that says “Click ‘Log In’ to begin.” Type your Login ID and Password as shown on your test ticket.

Pause.
Then type the Access Code.

Read the Test Access Code from the first page of the Summary Test Ticket.
You may display the Test Access Code, but it must be removed once the test session has ended.

Now click the “Log In” button, but do NOT click “Start” until I tell you to.

You should now see a Welcome screen with your name on it. Please raise your hand if you do not see the Welcome screen.

Make sure that all students have proceeded to the Welcome screen. If necessary, have students retype the Login ID, Password, and Test Access Code.

Now click the “Start” button. It may take up to 30 seconds for the directions and first question to appear.

Pause and wait until the directions and first question are displayed on all screens.

Read the directions silently. You may begin.

Write down the start time. You must keep track of test timing.

Circulate and monitor students during test administration.

During the test, if a student has a problem with his or her computer, assist the student. If a student is disconnected from the test, the system will attempt for 60 seconds to reconnect so the student can continue from the point of disconnect. After 60 seconds, you may click “Exit Test” and move the student to another workstation, if one is available, and have the student try to log back into the test. If no alternate is available, restart the original workstation, launch the STA, and have the student attempt to log in to restart the test. If the student is unable to restart the test, contact the School Test Coordinator. Be sure to collect the Individual Test Ticket from the student if he or she cannot complete the test.

If the student is inactive for 20 minutes, the test will be timed out. Contact the School Test Coordinator for direction.

2. When 50 minutes have passed,

Please raise your hand if you need additional time to complete the test.

If no hands are raised, go to #3.

No student who is productively working at the 50-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,
Part 3: Administering the EOC Assessments

[SAY] Continue working.
When 60 minutes have passed,

[SAY] Please raise your hand if you need additional time to complete the test.
If no hands are raised, go to #3. If any student needs additional time,

[SAY] You have 10 minutes remaining to complete Section 2.

3. When all students have completed this section, or after 70 minutes have passed,

[SAY] If you have not already done so, please stop working. Click on the “Finish Test” button. Then click on “Yes, I have finished.”

Check each computer to be sure the student has exited Section 2.

Collect all Individual Test Tickets.

For Economics/Business/Free Enterprise, collect all scratch paper.

Count the test materials before the students are allowed to leave the testing site.

All test materials must be returned to the School Test Coordinator immediately following the test administration.
Part 4: After Testing (for Examiners and School Test Coordinators)

RETURNING MATERIALS TO THE SCHOOL TEST COORDINATOR

Examiners must return all test materials to the School Test Coordinator, including:

- *End-of-Course Online Examiner’s Manual*
- Scratch/graph paper for students taking English Language Arts (Section 3 only), Analytic Geometry, Coordinate Algebra, Physical Science, and Economics/Business/Free Enterprise
- *Summary Test Ticket*
- *Individual Test Tickets*

Return materials as designated in the box below.

<table>
<thead>
<tr>
<th>Top of Stack</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>End-of-Course Online Examiner’s Manual</em></td>
</tr>
<tr>
<td>Scratch/graph paper for students taking English Language Arts (Section 3 only), Analytic Geometry, Coordinate Algebra, Physical Science, and Economics/Business/Free Enterprise</td>
</tr>
<tr>
<td><em>Summary Test Ticket</em></td>
</tr>
<tr>
<td><em>Individual Test Tickets</em></td>
</tr>
</tbody>
</table>

| Bottom of Stack |

THANK YOU very much FOR your assistance WITH THE ADMINISTRATION OF THE GEORGIA MILESTONES EOC ASSESSMENT.
CHECKLIST FOR EXAMINERS

Before Testing

☐ Assist the School Test Coordinator to notify students and parents about the testing program.
☐ Read all directions for test administration in this End-of-Course Online Examiner’s Manual.
☐ Meet with the School Test Coordinator to review the testing schedule and procedures.
☐ Secure No. 2 pencils and scratch/graph paper.
☐ Secure Summary Test Tickets and Individual Test Tickets.
☐ Secure a copy of the Quick Troubleshooting Tips for reference.
☐ Discuss any needs for a Proctor with your School Test Coordinator.
☐ Prepare classroom (remove or cover posters, etc.).
☐ Remind students to bring something to read that is unrelated to the content tested.
☐ Write the school and system names and EOC assessment to be administered on the board.
☐ Post a “Testing—Do Not Disturb” sign on your classroom door.
☐ Be sure that all students have a comfortable and adequate workspace.
☐ Immediately before testing, ensure that all hand-held calculators are cleared of any stored text for EOC assessments that allow calculator use.

During Testing

☐ Circulate and monitor all students during the testing session.

After Testing

☐ Immediately after testing, ensure that all hand-held calculators are cleared of any stored text for EOC assessments that allow calculator use.
☐ Check each computer to be sure all students have exited the test.
☐ Verify that you have collected an Individual Test Ticket for every student in your classroom.
☐ Collect any scratch/graph paper used. Ensure student names are on the scratch/graph paper. All scratch paper must be returned to the School Test Coordinator.
☐ Return all test materials to the School Test Coordinator at the conclusion of every test administration.
☐ Notify the School Test Coordinator of any students who did not take any part of the test.
## APPENDIX: GNETS AND GAVS FACILITY CODES

<table>
<thead>
<tr>
<th>Program Name</th>
<th>State-Directed Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpine Program</td>
<td>01</td>
</tr>
<tr>
<td>Burwell Program</td>
<td>02</td>
</tr>
<tr>
<td>Cedarwood Program</td>
<td>03</td>
</tr>
<tr>
<td>Coastal Academy Program</td>
<td>04</td>
</tr>
<tr>
<td>Coastal Georgia Comprehensive Academy</td>
<td>05</td>
</tr>
<tr>
<td>Mainstay</td>
<td>06</td>
</tr>
<tr>
<td>Dekalb-Rockdale Program</td>
<td>07</td>
</tr>
<tr>
<td>Elam Alexander Academy</td>
<td>08</td>
</tr>
<tr>
<td>Flint Area Learning Center</td>
<td>09</td>
</tr>
<tr>
<td>Harrell Learning Center</td>
<td>10</td>
</tr>
<tr>
<td>H.A.V.E.N. Academy</td>
<td>11</td>
</tr>
<tr>
<td>Heartland Academy</td>
<td>12</td>
</tr>
<tr>
<td>Horizon Academy</td>
<td>13</td>
</tr>
<tr>
<td>Northstar Educational and Therapeutic Services</td>
<td>14</td>
</tr>
<tr>
<td>North Metro Program</td>
<td>15</td>
</tr>
<tr>
<td>Northwest Georgia Educational Program</td>
<td>16</td>
</tr>
<tr>
<td>Oak Tree Program</td>
<td>17</td>
</tr>
<tr>
<td>GNETS of Oconee</td>
<td>18</td>
</tr>
<tr>
<td>Pathways Educational Program</td>
<td>19</td>
</tr>
<tr>
<td>River Quest Program</td>
<td>20</td>
</tr>
<tr>
<td>Rutland Academy</td>
<td>21</td>
</tr>
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<td>22</td>
</tr>
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<td>23</td>
</tr>
<tr>
<td>Woodall Program</td>
<td>24</td>
</tr>
<tr>
<td>Georgia Virtual School (GAVS)</td>
<td>30</td>
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