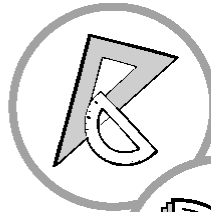
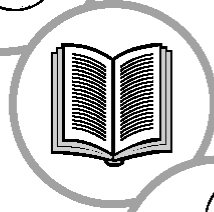


---

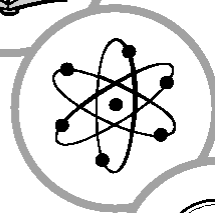
# Georgia



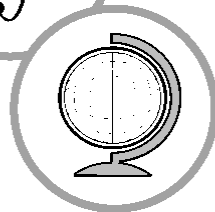
End-



Of-



Course



Tests

Demonstrating Subject Area  
Competency to Receive Course Credit

Test Out Quick Start Guide

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3.0 Student Data Upload..... 7

## 1.0 Test Out Administrations

Students can only be registered for Test Out in specific PearsonAccess Administrations. When registering a student for Test Out, you must select one of the following administrations:

- **EOCT Fall 2013 Mid-Month** (Test-Outs permitted in August and September only)
- **EOCT Spring 2014 Mid-Month** (Test-Outs permitted in March only)
- **EOCT Summer 2014**

For the purposes of Test Out, students are not allowed to test using a Retest Form. This will result in a test invalidation and invoice fee.

For further policy and procedural guidance on this topic, see the GaDOE webpage below:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/EOCT-Guidance-Letters.aspx>

## 2.0 Modifying A Registered Student

For students that have already been registered to take an EOCT test, you can specify a Test Out Administration in PearsonAccess. Click Test Management and locate the Register Students link.

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home | Organizations | Student Data | Test Setup | **Test Management** | Test Results

Overview | Register Students | Manage Test Sessions | Resolve Student Test Alerts




Current organization: **PEACH COUNTY BOARD OF EDUCATION (7110000)** [change organization](#)

[Home](#) > Test Management Overview

### Test Management Overview

[Return to Home](#)

EOCT Fall 2013 Mid-Month [Change](#)

| Task   | Dates                   |
|--|-------------------------|
|  <p><b>Register Students</b></p> <ul style="list-style-type: none"> <li>Assign students to paper &amp; online tests</li> <li>Update student demographic data before testing</li> <li>View student counts by administration</li> </ul> | 07/22/2013 - 11/22/2013 |
|  <p><b>Manage Test Sessions</b></p> <ul style="list-style-type: none"> <li>View online test sessions</li> <li>Add registered students to a test session</li> <li>Proctor test sessions</li> </ul>                                     | 07/22/2013 - 11/22/2013 |
|  <p><b>Resolve Student Test Alerts</b></p> <ul style="list-style-type: none"> <li>Examine and resolve issues with completed tests</li> </ul>   | 08/05/2013 - 11/22/2013 |

Next locate the specific student by searching by Name or GTID. Click the name link for the student to open the registered student.

### Register Students

[Return to Test Management](#)

EOCT Fall 2013 Mid-Month [Change](#)

View By:  Classes  Registered Students  Unregistered Students  Student Tests

Search:  Current Organization Only

Hide Search | Clear All Filters | 0 Students Selected | Results: 1 to 1 of 1

Name starts with

GTID starts with

Student Number (FTE) starts with

School starts with

School Code starts with

Show All Students

**Search**

[Remove Registration](#) | [Request Registration File](#) | [Request Registration Summary](#) | [Request Test Summary](#)

| <input checked="" type="checkbox"/> | Name          | GTID       | Student Number (FTE) | School        | School Code |
|-------------------------------------|---------------|------------|----------------------|---------------|-------------|
| <input type="checkbox"/>            | SMITH, JOHN P | 4443399999 | 444339999            | PEACH CO HIGH | 7112052     |

Results: 1 to 1 of 1

Click on the Assigned Tests tab to see a list of all assigned tests. Click the test name link to open the specific test to modify.

### Registered Students

[Return to Register Students](#)

EOCT Fall 2013 Mid-Month [Change](#)

Registered Students Record | Assigned Classes | **Assigned Tests**

**Assigned Tests**

SMITH, JOHN P  
Gender: M Date of Birth: 06/19/1999  
GTID: 4443399999  
Student Number (FTE): 444339999

Show Search | Clear All Filters | 0 Entities Selected | Results: 1 to 1 of 1

Add Test | Remove Test | Move Test | Change History

| <input type="checkbox"/> | Name                    | Class           | Organization            | Format | Completed | UIN | Testing Status |
|--------------------------|-------------------------|-----------------|-------------------------|--------|-----------|-----|----------------|
| <input type="checkbox"/> | <a href="#">Biology</a> | TESTOUT-TESTOUT | PEACH CO HIGH (7112052) | Online | No        |     |                |

Results: 1 to 1 of 1

On the Student Test Details screen click the Edit button and locate the Test Out Administration option.

### Registered Students

[Return to Register Students](#)

EOCT Fall 2013 Mid-Month [Change](#)

Registered Students Record | Assigned Classes | Assigned Tests

**Student Test Details** | Change History | **Edit** | Go back to Tests

SMITH, JOHN P ▶ - Required  
Gender: M Date of Birth: 06/19/1999  
GTID: 4443399999  
Student Number (FTE): 444339999

**Biology**  
[Go to Test Session Details](#)  
Completed: No  
Organization: PEACH CO HIGH (7112052)  
Class Name: TESTOUT  
UIN:

Online Testing: Yes  
Primary SRC Code:  
EL(13):  
Section 504 (14):  
Title I Reading (16):  
Title I Mathematics (17):  
Migrant (18):  
EL-M(19):  
SDU A:  
Test ID: 06  
Test Out Administration: **06**  
Irregularity:  
Invalidation:

**Edit Assigned Test to Specify Test Out Administration**

**IMPORTANT:** Selecting "Yes" for the Test Out Administration can incur a \$50 fee for School Districts if the student does not reach a Performance Level of "Exceeds". Note that the screen will have the following notice at the bottom of the screen:

**IMPORTANT: For School Districts electing "Y" for Test Out Administration registration, please be advised of the following:**

- 1. In the event that a student registered for the EOCT Test Out Administration option does not reach the Performance Level of "Exceeds", the school district will be invoiced a fee of \$50.00. If the student attempts more than one EOCT for this purpose, the \$50.00 applies to each test taken.**
- 2. Pearson will invoice the school district for the total amount due as a result of students not successfully achieving a Performance Level of "Exceeds". The invoice will include a listing of students that are encompassed within the invoice. The school district must remit payment to Pearson within 30 days of the receipt of such invoice.**

Click Save to apply the "Yes" for the Test Out Administration for the student's test.

Registered Students Record | Assigned Classes | **Assigned Tests**

**Student Test Details**

**SMITH, JOHN P** ▶ - Required  
Gender: **M** Date of Birth: **06/19/1999**  
GTID: **4443399999**  
Student Number (FTE): **444339999**

**Biology**  
[Go to Test Session Details](#)  
Completed: **No**  
Organization: **PEACH CO HIGH (7112052)**  
Class Name: **TESTOUT**  
UIN:

▶ Online Testing:    
Primary SRC Code:    
EL(13):    
Section 504 (14):    
Title I Reading (16):    
Title I Mathematics (17):    
Migrant (18):    
EL-M(19):    
SDU A:   
▶ Test ID:    
Test Out Administration:   **← Change to Yes and click Save**  
Irregularity:

## 3.0 Student Data Upload

Schools can register students with Test Out Administration by utilizing the Student Data Upload process.

- Reference the Georgia SDU Template for 2013-2014 on PearsonAccess:Support:Templates
- Test Out Admin field is in the last position of the SDU Layout, after the Retest Indicator.
- Upload SDU File with Test Out Admin field as "Y"