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Assessment Update — Oversight and Monitoring of Assessments

Special Edition!

As we open the spring windows for the Georgia Milestones End-of-Grade (EOG) and End-of-Course (EOC) assessments, this special edition of the Assessment Update is designed to provide System Test Coordinators (STCs) and School Test Coordinators (SchTCs) with important reminders about monitoring Georgia Milestones administration. This special edition newsletter does not provide new information; rather, it presents helpful reminders about test security and administration procedures as we administer assessments during a challenging and unprecedented time. The end of this update includes quick links to the related trainings, user guides, and important manuals to support you this spring.



Secure Test Materials

Test tickets are secure materials printed by STCs and/or SchTCs that are delivered before and returned immediately after the test administration. Georgia Milestones test tickets must be inventoried properly through a sign in/out process when delivered to Test Examiners prior to test sessions and when returned so that there is verification that all test tickets and other assigned secure test materials have been returned following the completion of a test session. When beginning a test session, Test Examiners should verify:

- The student's name and GTID number match the student in the testing session;
- All accommodations on the test ticket are correct; and
- All students have signed the test ticket prior to beginning the test session.

Each day following the testing session, all secure materials including Test Tickets and any scratch or graph paper should be returned to the SchTC. The SchTC must return all secure materials to the STC for return to the vendor or to securely destroy the Test Tickets and scratch/graph paper once scores have been received.

End of Course Spring Test Ticket

American Literature - Section 2

Student Name: AVERY, ANDERSON A ←

Username: AAVERY1

Password:

GTID: 1122334455 ←

School: Sample School

Test Session: SAMPLE, TEACHER

Accommodations: TTS-S ←

Signature: _____

Monitoring Test Accommodations

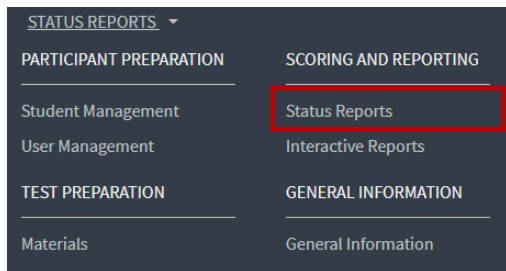
The monitoring of test accommodations must start at the school level and be based on IEP, IAP, and/or EL-TPC plan documentation to ensure that accommodations are appropriately provided. Taking these precautionary measures also helps reduce the risks of testing irregularities. Although the state conducts desk audits throughout the school year, monitoring accommodations is a job shared by all.

Student Detail Accommodations Demographics Testing Codes Test Sessions						
Accommodations						
Type	Accommodation	English Language Arts	Mathematics	Science	Social Studies	
Online	Human Reader/Human Signer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online	Video Sign Language (VSL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online	Audio Text-to-Speech Items and Passages (Conditional)	<input type="checkbox"/>				
Online	Audio Text-to-Speech Items Only (Standard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online	Braille (Transcription form only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online	Large Print/Marks Answers in Test Booklet (Transcription form only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online	Scribe (Transcription)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online	Color Chooser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online	Contrasting Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Key reminders for STCs and SchTCs:

1. Train test examiners and proctors to:
 - a) Review and monitor responsibilities specified in the *SAH* and *Accessibility & Accommodations Manual* for SchTCs, Test Examiners, and Proctors
 - b) Develop and communicate testing schedules, including testing times and locations, and how to contact the SchTC
 - c) Review *Read Aloud Guidelines* and *Validation Form for Transcription of Answer Documents* (see SAH), where appropriate
 - d) Review Student Test Tickets
 - i) Be sure to check for student name, GTID, and accommodation (e.g., TTS-S, TTS-C)
2. Provide practice opportunities
 - a) Ensure students have been provided an opportunity to practice using online accommodations and accessibility tools with a Secure practice test and/or [Experience Online Testing Georgia](#)
 - b) Teachers and other stakeholders may benefit from a review of [Experience Online Testing Georgia](#), too.
3. Test Administration
 - a) Ensure congruence of accommodations data across student plans (IEP/504/EL-TPC)
 - b) Verify students are assigned accommodations prior to starting test sessions
 - i) In INSIGHT: **Student Management Tab > Manage Students**
 - ii) In INSIGHT: **Daily Cumulative Status Report** (under **Status Reports**)

- c) If a password must be reprinted, verify that passwords on reprinted test tickets have been regenerated and that old test tickets are securely destroyed
- d) Ensure that Scribe and Witness complete the *Validation Form for Transcription of Answer Documents*, where appropriate (see SAH).



Status Reports

* Indicates required fields

Administration: End of Grade Spring 2021 *
 District: Sample District - 999
 School: (All)

Reports		
Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	VIEW
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	VIEW
Daily Excessive	Displays information about students with unusual login activity. Shows the number of times the	VIEW

Monitoring Student Status

Students submit tests by choosing **Review/End Test > End Test > Submit**. This process ensures that the test has been submitted for scoring and locks the ticket to ensure that students cannot reenter the test. Students who end a test by choosing **Pause > Exit** will leave the test In Progress.

Test examiners should train students on how to submit at the end of testing and monitor to ensure that all tests are submitted properly before students leave the test session.

STCs and SchTCs should monitor that tests are submitted by viewing **Status Reports** in INSIGHT prior to the close of each school day to allow enough time for SchTCs to work with students to clear any sessions still showing as In Progress prior to students leaving at the end of the testing period. The **Daily Cumulative Status Report** found under **Status Reports** in INSIGHT shows Test Status of all scheduled students. The **Daily Student Status Report** gives Start and End dates and times for all students so testing coordinators can ensure tests are administered on schedule and within the maximum administration time.

- **Not Started** – Student is scheduled but has not logged into testing.
- **In Progress** – Student is currently testing or has not logged out properly.
- **Completed** – Student has submitted their test for scoring and cannot return to testing.

If students are **In Progress** at the end of testing, the examiner or SchTC should ask the student to log back into the test and submit correctly. The student should not review or change test items and should be monitored by the examiner or SchTC during this time.

Monitoring Training Links

- [Georgia Milestones EOG/EOC Pre-Admin and Test Setup](#)
- [Monitoring Student Progress QuickStart Guide](#)
- [Monitoring Student Progress Training Video](#)
- [Accommodations in INSIGHT Portal QuickStart Guide](#)
- [Accommodations in Insight Portal Video](#)

Manual Links

- [Student Assessment Handbook](#)
- [Assessment Administration Protocol Manual](#)
- [Accessibility & Accommodations Manual](#)
- [Georgia Milestones Read Aloud Guidelines](#)
- [Georgia Milestones End of Grade Test Administration Manual](#)
- [Georgia Milestones End of Course Test Administration Manual](#)