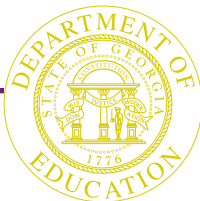
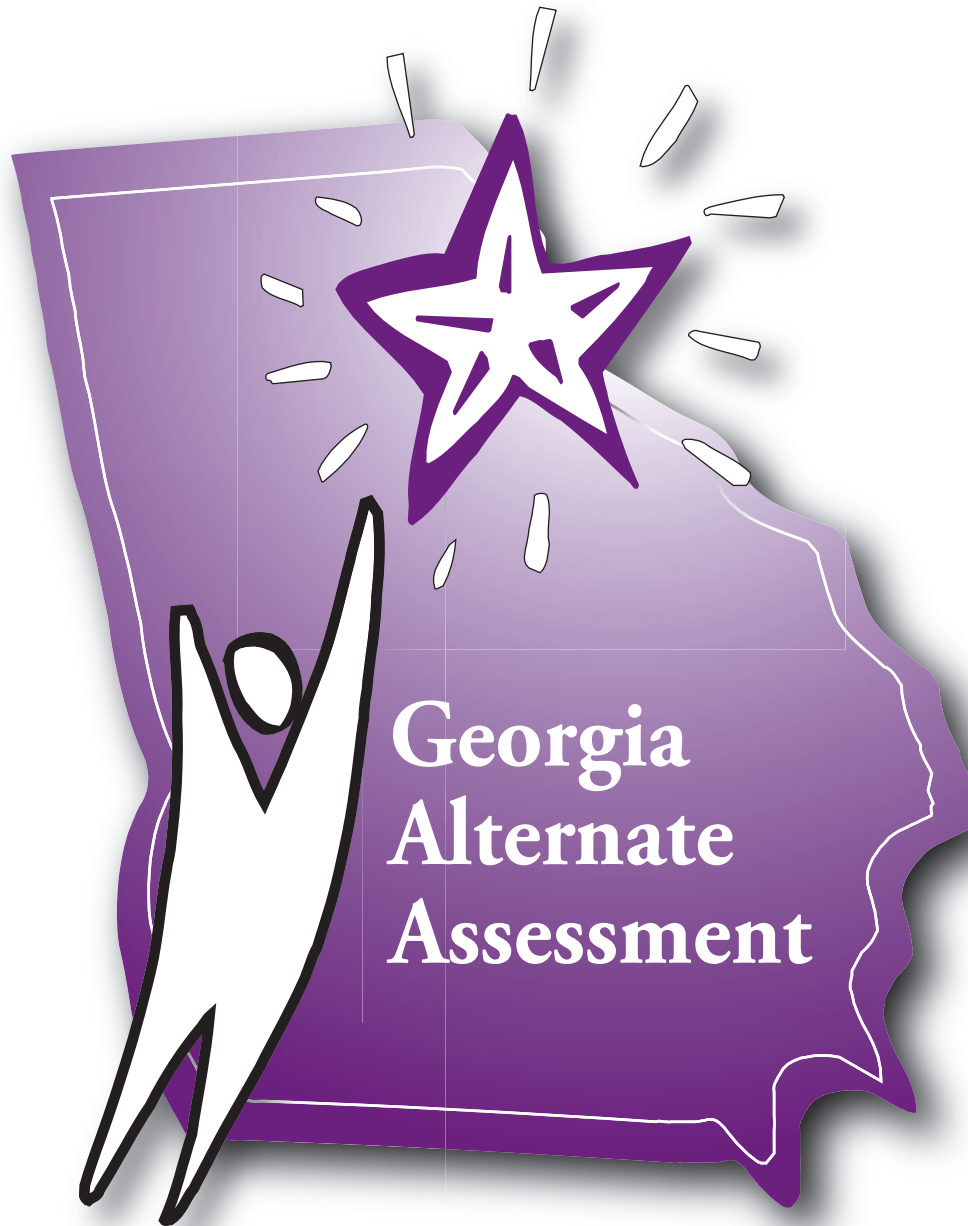


SCHOOL AND SYSTEM TEST COORDINATOR'S MANUAL

2013 – 2014



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Table of Contents

Introduction to the Georgia Alternate Assessment (GAA)	1
Updates for 2013–2014 Administration of the GAA.....	2
The GAA in High School	3
GAA 2013–2014 Key Dates	5
GAA 2013–2014 High School Retest Key Dates.....	5
Training Before Testing	6
Requirements of GAA Portfolios.....	7
Portfolio Components.....	8
School and System Test Coordinators	9
System Test Coordinator	9
School Test Coordinator	10
Students to be Assessed	11
Test Security	11
GAA Administration Schedule	12
System Receipt and Check-in of Materials	12
Assembling Classroom Materials.....	13
Student Demographic Information Forms (SDIF) and Pre-ID Labels.....	13
High School Retest	13
Kindergarten, Grades 3–8, and High School	14
Students Who Change Schools or Systems	16
In-State Transfers	16
Students New to Georgia Public Schools	16
Homebound/Hospitalized Students	16
Students who are Identified for Assessment on the GAA during the School Year	16
Post-Assessment Activities.....	17
School Test Coordinator Responsibilities	17
System Test Coordinator Responsibilities.....	17
Forms to be Completed and Returned.....	18
School Test Coordinator Checklist	19
System Test Coordinator Checklist For Returning Portfolios.....	19
Contact Information.....	20

Additional Information	20
Georgia Alternate Assessment Feedback Form.....	21
Additional Materials Request	22

Introduction to the Georgia Alternate Assessment (GAA)

An essential tenet of both the *Individuals with Disabilities Education Act of 2004* (IDEA) and the *Elementary and Secondary Education Act* (ESEA) is that states must ensure that all students, including students with significant cognitive disabilities, have access to challenging academic standards. The Georgia Alternate Assessment (GAA) helps ensure that all students have the opportunity to learn. The GAA, designed with the assistance of Georgia general and special educators, is a portfolio of original student work that allows participants to showcase the achievements and progress they have made in skills aligned to the Georgia content standards. To document that progress, teachers collect student work samples during two collection periods. The first collection period provides evidence of the student's entry-level performance (initial baseline performance of the skill). The second collection period provides evidence of the student's achievement/progress to date.

The GAA portfolio entries are scored for four discrete dimensions: Fidelity to Standard, Context, Achievement/Progress, and Generalization. A separate score is assigned for each dimension. Below is a brief description of the dimensions:

- **Fidelity to Standard** assesses the degree to which the student's work addresses the grade-level standard to which it is aligned.
- **Context** assesses the degree to which the student work exhibits the use of grade-appropriate materials in a purposeful and natural/real-world application.
- **Achievement/Progress** assesses the increase in the student's proficiency of skill across the two collection periods.
- **Generalization** assesses the student's opportunity to apply the learned skill in other settings and/or with various individuals in addition to the teacher or paraprofessional.

Updates for 2013–2014 Administration of the GAA

The following information applies to the 2013–2014 administration of the GAA. It is vital that all test examiners review and understand this information prior to administering the assessment.

In 2012–2013, Georgia began implementing new state-mandated content standards. The Georgia State Board of Education (GaDOE) adopted these standards in July of 2010.

The GAA has reflected the new state-mandated content standards since the fall of 2012. Georgia school systems transitioned to these content standards in English Language Arts (ELA) in Kindergarten through grade 12, and in Mathematics in Kindergarten through grade 9. In 2013–2014, schools will expand the transition in Mathematics through grade 10. The content standards selected for assessment on the GAA in 2013–2014 have been reviewed and approved by a committee of Georgia educators.

The High School Mathematics content standards are being implemented by cohort, beginning with students who were in 9th grade during the 2012–2013 school year. Therefore, the GAA Blueprint in High School Mathematics will not change until the 2014–2015 school year when that cohort of students will be assessed for the first time.

The content standards for Science and Social Studies will remain unchanged for the 2013–2014 school year.

A Blueprint for the new state-mandated content standards is available both on the GaDOE Web site (<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/GAA-Resources.aspx>) and in the *GAA Examiner's Manual, 2013–2014*, Appendix D.

For more information on GaDOE's transition to the new state-mandated content standards, go to: <https://www.georgiastandards.org/Common-Core/Pages/default.aspx>

ADMINISTRATIVE MATERIAL:

There are three *Student Demographic Information Forms*:

- Kindergarten and grades 3–8—PURPLE
- High School—ORANGE
- High School Retest—BLUE

There are two separate electronic *Entry Sheets*:

- Kindergarten, grades 3–8, and High School
- High School Retest – GPS **ONLY**

The GAA in High School

Georgia's graduation rule (State Board Rule 160-4-2-.48) permits students with significant cognitive disabilities to earn a regular education diploma once specific requirements are met. One requirement is achieving a score of Established Progress or Extending Progress on all sections of the High School GAA. The graduation rule applies to students with significant cognitive disabilities who entered ninth grade in 2008–2009 and thereafter.

The instructional program for students with significant cognitive disabilities includes access courses which are aligned to the general education courses associated with the End-of-Course Tests (EOCT). In this manner, the High School GAA serves as the alternate assessment for the High School assessment program. The assessment shall be administered for the first time in grade 11 and submitted for scoring in March.

A total of eight entries are required in High School: two for English Language Arts, two for Mathematics, two for Science, and two for Social Studies. Based upon the High School Mathematics courses offered by their districts, local systems have the option to assess Mathematics on the following in 2013–2014:

<u>Integrated Courses:</u>	or	<u>Discrete Courses:</u>
Mathematics I and Mathematics II		GPS Algebra and GPS Geometry

RETEST OPPORTUNITIES

Since the fall of 2011, High School students pursuing a regular education diploma, who are assessed using the GAA and who did not achieve a proficient score on one or more content areas, are offered retest opportunities. Three testing windows are offered each year. Students may retest in the content area(s) in which they did not receive a proficient score (i.e., received a proficiency level of Emerging Progress). Only students who were enrolled in the ninth grade during the 2008–2009 school year and beyond, and who are seeking a regular education diploma, may exercise the option to retest. A proficient score on the GAA is not required for a student to receive a special education diploma. Students may be retested during any one of three retest option windows. Students may be retested twice in a school year, during retest options 1 and 3.

Students who were assessed for the first time in High School **prior** to the 2012–2013 administration year and who did not receive a proficient score may be retested using standards on the *Georgia Alternate Assessment (GAA) Blueprint for High School Retesters – GPS ONLY*. This Blueprint is available on the GaDOE Web site (<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/GAA-Resources.aspx>) and retains the Georgia Performance Standards (GPS) basis of instruction for these students from previous years.

High School students who were instructed and assessed during 2012–2013 using the state-mandated content standards, which include the Common Core Georgia Performance Standards (CCGPS) for English Language Arts, and who did not achieve a proficient score are eligible for retest opportunities in 2013–2014. Test administrators for these students will use the standards contained in the *Georgia Alternate Assessment (GAA) Blueprint by Grade 2013–2014*, found in the *GAA Examiner's Manual, 2013–2014*.

Below are requirements regarding the High School GAA Retest:

Administration Requirements

- Retest materials will arrive August 27–29, 2013, for systems with students who did not pass one or more content areas on the High School GAA (beginning with the 2010–2011 and subsequent administrations).
- Retesting is required only in the content area(s) for which the student achieved a proficiency level of Emerging Progress (not proficient).
- **For each content area requiring a retest, both entries for the content area must be submitted even if the student's evidence on one entry was previously scored.**
- The Generalization score previously achieved on the student's initial assessment will be retained as the student's Generalization score for the retest. If the student demonstrated Emerging Progress (not proficient) in all four content areas, a new score for Generalization will be assigned based upon the portfolio evidence.
- Previous passing scores stand. Proficient scores (i.e., Established Progress and Extending Progress) are banked in the state and system files for the student.
- If the student did not achieve a proficient score because the scoring domain of Generalization was scored a "1," an entire portfolio must be submitted and **all four content areas must be retested.**

Logistical Requirements

- Test administrators must utilize the **BLACK PORTFOLIO BINDERS** when administering the **High School Retest**; only the entries for the content area that are submitted in the black retest binder will be scored.
- For students retesting on GPS standards (i.e., student retesters who were first assessed prior to 2012–2013), test administrators must utilize the **HIGH SCHOOL RETEST – GPS ONLY ENTRY SHEET**.
- For students retesting on the state-mandated content standards, which include the Common Core Georgia Performance Standards (CCGPS) for ELA (i.e., student retesters who were first assessed in 2012–2013), test administrators must utilize the **KINDERGARTEN, GRADES 3–8, AND HIGH SCHOOL ENTRY SHEET**.
- The blue High School Retest *Student Demographic Information Form* (SDIF) must be used for retest students. **It is critical that the BLUE RETEST SDIF is used and filled out correctly. Please note: Be sure to complete page 2 of the SDIF carefully and accurately for the strands assessed.**
- Pre-ID labels ARE NOT available for the High School Retest. Test administrators must complete all information requested on the High School Retest SDIF (Boxes A–M, and N–O as applicable).

GAA 2013–2014 Key Dates

Shipment 1—Manuals, Forms, Binders, and Retest Materials Arrive in Systems	August 27–29, 2013
Administration Window	September 3, 2013–March 28, 2014
Enrollment Window—System Test Coordinators enter total counts of GAA students	October 29–December 2, 2013
Shipment 2—Reconciliation Shipment for Systems requiring Additional Binders	December 13–17, 2013
Shipment 3—Systems Receive GAA Fall Retest Score Reports	January 13–16, 2014
Shipment 4—Pre-ID Labels, Purple and Orange <i>Student Demographic Information Forms</i> , and Spring Return Kits Arrive in Systems	February 3–4, 2014
Systems Return Materials to Questar Assessment for Scoring	March 14–28, 2014
Shipment 5—Systems Receive GAA Score Reports	June 2–10, 2014

GAA 2013–2014 High School Retest Key Dates

Option 1	September 3, 2013–November 8, 2013	Materials Returned to Questar Assessment for Scoring	October 25, 2013–November 8, 2013
		Systems Receive GAA High School Score Reports	January 13–16, 2014
Option 2	September 3, 2013–March 28, 2014	Materials Returned to Questar Assessment for Scoring	March 14–28, 2014
		Systems Receive GAA High School Score Reports	June 2–10, 2014
Option 3	January 6, 2014–March 28, 2014	Materials Returned to Questar Assessment for Scoring	March 14–28, 2014
		Systems Receive GAA High School Score Reports	June 2–10, 2014

Training Before Testing

All educators responsible for assessing students with the GAA **must** be trained prior to the initial collection of student evidence at the start of each school year during which it is administered. The thoroughness and quality of this training are key to the success of the program, and it is essential that training be attended every year, even by those who have administered the assessment before or who are submitting portfolios for the High School Retest. All test administrators must review the assessment procedures and become familiar with the instructions in the *GAA Examiner's Manual, 2013–2014* prior to the training session. It is very important that training also be provided to teachers who will be administering the GAA for the High School Retest before evidence collection begins.

Training should focus on the following topics:

- Requirements of the GAA
- Requirements of the GAA Retest (High School only)
- Test security and ethics
- Reviewing the GAA Blueprint
- Managing assessment time for each student
- Aligning tasks to the content standards and elements/indicators
- Evidence requirements
- Effective documentation
- Compiling portfolios
- Completing administrative forms
- Returning the assessment materials

Resources available to assist in training:

- *GAA Examiner's Manual, 2013–2014*
- Alignment of assessment tasks for students with significant cognitive impairments:
<https://www.georgiastandards.org>
- Recorded webinar sessions presented by staff at GaDOE and Questar Assessment, Inc.
- Models of Instruction (Georgia's Instructional Frameworks):
<https://www.georgiastandards.org/Frameworks/Pages/BrowseFrameworks/Frameworks.aspx>
- Resources & Videos:
<https://www.georgiastandards.org/Resources/Pages/default.aspx>

Requirements of GAA Portfolios

The GAA portfolio is a compilation of student-based evidence that documents, measures, and reflects student achievement and progress in standards-based knowledge and skills over time. Portfolio tasks can be a natural part of daily instruction and should provide opportunities for a wide range of instructional activities and strategies.

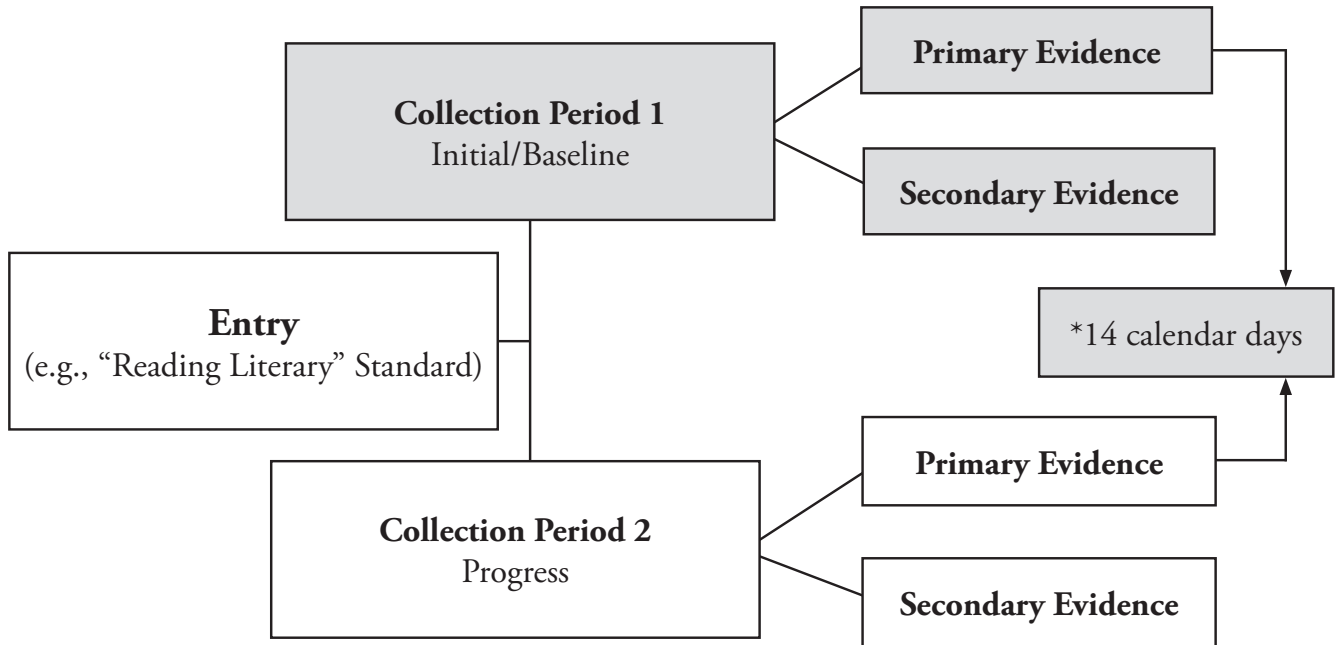
The assessment tasks, and therefore the student evidence submitted for the portfolio, must be clearly aligned to the state-mandated content standards. (The exception is student retesters who were first assessed in High School prior to 2012–2013. Assessment tasks for these students must be aligned to the Georgia Performance Standards (GPS) contained in the *Georgia Alternate Assessment (GAA) Blueprint for High School Retesters – GPS ONLY*, available on the GaDOE Web site at:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/GAA-Resources.aspx>.)

Assessment tasks may follow alternate achievement standards (expectations that are less complex, addressing access or entry concepts and skills including prerequisite skills). However, such alternate standards must still be challenging for the student and must be focused on grade-level standards.

Students should have the opportunity to access a variety of content standards—not just those required for the GAA. The GAA is a sampling of student achievement/progress towards selected standards. The GAA Blueprint should not limit students’ opportunities to learn. All students are expected to be provided the opportunity to learn standards other than those directly assessed by the GAA.

The diagram below provides a basic outline of the organization of a portfolio entry. Compiling portfolios is described in greater detail in the *GAA Examiner’s Manual, 2013–2014*.



*There must be 14 calendar days from the date on the Primary Evidence in Collection Period 1 to the date on the Primary Evidence from Collection Period 2.

Portfolio Components

The GAA has been designed to be flexible in order to meet the needs of a very diverse group of students. It is a portfolio system—a compilation of evidence that addresses specific content areas and standards. The following chart provides an overview of the requirements of the GAA. It is imperative that teachers refer to the GAA Blueprint (found in Appendix D of the *GAA Examiner's Manual, 2013–2014*) for the complete listing of the required and eligible standards.

Grade	English Language Arts: Entry 1	English Language Arts: Entry 2	Mathematics: Entry 1	Mathematics: Entry 2	Science: Entry 1	Science: Entry 2	Social Studies: Entry 1	Social Studies: Entry 2
K	Language or Reading Foundational or Reading Informational or Reading Literary	Writing or Speaking/ Listening	Counting/ Cardinality or Operations/Algebraic Thinking	Measurement/ Data or Geometry				
3	Language or Reading Foundational or Reading Informational or Reading Literary	Writing or Speaking/ Listening	Operations/ Algebraic Thinking or Numbers/ Operations–Base 10 or Numbers/ Operations–Fractions	Measurement/ Data or Geometry	Earth, Physical, or Life Science		Historical, Geographic, Government/ Civic, or Economic Understandings	
4	Language or Reading Foundational or Reading Informational or Reading Literary	Writing or Speaking/ Listening	Operations/ Algebraic Thinking or Numbers/ Operations–Base 10 or Numbers/ Operations–Fractions	Measurement/ Data or Geometry	Earth, Physical, or Life Science		Historical, Geographic, Government/ Civic, or Economic Understandings	
5	Language or Reading Informational or Reading Literary	Writing or Speaking/ Listening	Operations/ Algebraic Thinking or Numbers/ Operations–Base 10 or Numbers/ Operations–Fractions	Measurement/ Data or Geometry	Earth, Physical, or Life Science		Historical, Geographic, Government/ Civic, or Economic Understandings	
6	Language or Reading Informational or Reading Literary	Writing or Speaking/ Listening	Ratios/Proportional Relationships or Number System or Expressions and Equations	Geometry or Statistics/ Probability	Earth Science		Latin America and Canada, Europe, or Australia	
7	Language or Reading Informational or Reading Literary	Writing or Speaking/ Listening	Ratios/Proportional Relationships or Number System or Expressions and Equations	Geometry or Statistics/ Probability	Life Science		Africa, Southwest Asia (Middle East), or Southern and Eastern Asia	
8	Language or Reading Informational or Reading Literary	Writing or Speaking/ Listening	Number System or Expressions/ Equations or Functions	Geometry or Statistics/ Probability	Physical Science		Georgia Studies	
High School	Language or Reading Informational or Reading Literary	Writing or Speaking/ Listening	Mathematics I or GPS Algebra*	Mathematics II or GPS Geometry*	Biology	Physical Science	U.S. History	Economics

*The integrated courses of Mathematics I and Mathematics II OR the discrete courses of GPS Algebra and GPS Geometry should be selected based upon the High School Mathematics course offerings designated by the local system. Do NOT choose Mathematics I and GPS Algebra or Mathematics II and GPS Geometry or any combination of integrated and discrete courses.

School and System Test Coordinators

The following two checklists identify School and System Test Coordinator responsibilities.

SYSTEM TEST COORDINATOR

- ☐ Become familiar with all testing procedures by reading this manual and the *GAA Examiner's Manual, 2013–2014*.
- ☐ Organize and document training sessions for the School Test Coordinators and all educators responsible for assessing students with the GAA.
- ☐ Receive GAA materials.
- ☐ Verify that all boxes and all materials for the GAA have been received.
 - Shipment 1 will arrive August 27–29, 2013, and is packaged by system.
 - Shipment 2 (if needed) will arrive December 13–17, 2013.
 - Shipment 3 will arrive January 13–16, 2014.
 - Shipment 4 will arrive February 3–4, 2014, and is packaged by school and delivered to the system.
 - Shipment 5 will arrive June 2–10, 2014.

Refer to the chart on page 12 for details regarding materials included in each shipment. Store all cartons in which the student portfolio binders arrive. These specially constructed boxes must be used to return completed portfolios.

- ☐ Distribute GAA materials to School Test Coordinators. System Test Coordinators are responsible for distributing the shipped materials to each school, Georgia Network for Educational and Therapeutic Support (GNETS), and Georgia Virtual Schools (GAVS), as appropriate.
- ☐ Complete the enrollment of students on ServicePoint—October 29, 2013–December 2, 2013.
- ☐ Coordinate the transfer of portfolios for incoming/outgoing students.
- ☐ Verify the receipt and return of all materials.
- ☐ Ensure the prescribed assessment procedures are followed.
- ☐ If additional materials are still needed after the system's overage supply has been depleted, order additional materials using the "Additional Materials Request" form located in the back of this manual. Combine all requests so that only one additional order is placed for the system.
- ☐ Collect all GAA materials from School Test Coordinator(s) and return to Questar according to the directions provided in this manual on pages 16–18.

SCHOOL TEST COORDINATOR

- ☐ Become familiar with all testing procedures by reading this manual and the *GAA Examiner's Manual, 2013–2014*.
- ☐ Organize and document training sessions for all educators responsible for assessing students with the GAA.
- ☐ Receive GAA materials from the System Test Coordinator.
- ☐ Verify that all boxes and all materials for the GAA have been received. Report shortages to the System Test Coordinator.
 - Shipment 1 will arrive August 27–29, 2013.
 - Shipment 2 (if needed) will arrive December 13–17, 2013.
 - Shipment 3 will arrive January 13–16, 2014.
 - Shipment 4 will arrive February 3–4, 2014.
 - Shipment 5 will arrive June 2–10, 2014.

Refer to the chart on page 12 for details regarding materials included in each shipment. Store all cartons in which the student portfolio binders arrive. These specially constructed boxes must be used to return completed portfolios.

- ☐ Ensure there is one portfolio binder and related materials for each student scheduled to participate in the GAA.
- ☐ Distribute GAA main administration materials to examiners before September 3, 2013.
- ☐ Distribute binders (black) and High School Retest *Student Demographic Information Forms* (blue) to examiners who will retest High School students this school year. Please note that BLACK binders and BLUE SDIFs are specifically used for retest students.
- ☐ Ensure the prescribed assessment procedures are followed.
- ☐ Collect and return all materials to the System Test Coordinator according to the directions provided in this manual and the dates established by the system.
- ☐ Verify the receipt and return of all materials.

Students to be Assessed

Every student must participate in Georgia's annual student assessment program, including students with disabilities. Excluding students with disabilities from testing is a violation of both IDEA and ESEA. For any grade where all students are assessed, students with disabilities participate in the general statewide assessment or an alternate assessment. Georgia mandates assessment for all students in Kindergarten through grade 8, and High School. The GAA is the state-provided alternate assessment. Due to budget constraints, assessments in grades 1 and 2 will not be administered during the 2013–2014 school year.

For students with disabilities, each student's Individualized Education Program (IEP) team determines how the student shall participate in Georgia's student assessment program. If (and only if) a student's IEP team determines that a student cannot meaningfully access the general statewide assessments, even with maximum appropriate accommodations, then the student may participate in the GAA.

The Participation Guidelines found on page 8 of the *GAA Examiner's Manual, 2013–2014*, are used by the IEP team as they make their determination as to whether or not a student is eligible for assessment with the GAA. A completed portfolio must be submitted for each Georgia student on the GAA regardless of when the IEP team determined the student's participation in the assessment.

Students eligible to participate in the GAA in Kindergarten must be assessed in English Language Arts and Mathematics. Students eligible to participate in the GAA in grades 3–8 and High School must be assessed in English Language Arts, Mathematics, Science, and Social Studies.

Test Security

While the GAA materials themselves are not considered secure materials, student work and entries are secure once they have been chosen as assessment evidence and placed in the GAA portfolio binder. Maintaining security of all student materials is crucial to obtaining valid and reliable assessment results. Original student work, not photocopies, should be included in the portfolio; neither original work nor copies of portfolio evidence should be retained as records of the submission.

Given the unique features of the GAA (such as the test window), test security must be considered and attended to throughout the school year and not just during the portfolio submission phase. Once compiled into the portfolio, student work and materials being used for the purposes of the GAA must be kept in locked storage in the classroom—except during use. Access to those materials must be restricted to authorized individuals only. It is the direct responsibility of all individuals who administer the assessment to follow security procedures and protect the integrity of the assessment process.

The examiner should follow the instructions in the *GAA Examiner's Manual, 2013–2014* concerning the placement of materials and be sure to have a colleague review the materials prior to submission. **Remember that the student work becomes secure test material once it has been placed in the assessment binder.**

The assessment binder should not be removed from the school building, except when sign-out procedures are in effect for the purpose of peer reviews.

GAA Administration Schedule

The GAA must be administered within the state-approved testing window of September 3, 2013, through March 28, 2014 and the designated High School Retest windows. Evidence for Collection Period 1 may not be collected before the opening of the administration window on September 3, 2013. Dates on Primary Evidence for Collection Period 1 and Primary Evidence for Collection Period 2 must be a minimum of 14 days apart. Evidence collected before the 14 calendar days will not be scored. Administrators should reference the *GAA Examiner's Manual, 2013–2014*, to help plan for and manage the completion of student portfolios.

Note: If test administrators will be administering the GAA High School Retest during the January 6–March 28, 2014 window, evidence for Collection Period 1 may not be collected before January 6, 2014.

System Receipt and Check-in of Materials

Please refer to the table below for information regarding the arrival of assessment materials. Please note that it is the responsibility of the system and each school to keep track of all materials throughout the testing window. While additional materials are available, there are limited quantities that may be sent to the systems if materials are misplaced. **All manuals and administration forms are available electronically at: <http://www.gadoe.org>.**

Shipment Arrival Date	Kindergarten, Grades 3–8 and High School Materials	High School Retest Materials
Shipment 1 August 27–29, 2013 (packaged by system)	<i>GAA Examiner's Manuals, 2013–2014</i>	
	<i>School and System Test Coordinator's Manuals, 2013–2014</i>	
	Blue 2" Binders with Content Dividers <i>Validation Forms</i> <i>Release to Use Student Portfolio for Training Form</i> Collection Period Labels	Black 2" Binders (for High School Retest) with Content Dividers <i>Validation Forms</i> <i>Release to Use Student Portfolio for Training Form</i> Collection Period Labels <i>Blue Student Demographic Information Forms (High School Retest)</i> Fall Retest Return Kit
	Note: The quantity of binders included in Shipment 1 is based on tested counts from each system the previous spring. After the enrollment window, any additional binders needed will be sent to the systems in Shipment 2 (reconciliation shipment).	
Shipment 2 December 13–17, 2013	The reconciliation shipment contains additional binders for systems that require them. Additional binders are sent when counts entered during the enrollment window are greater than counts recorded the previous spring.	
Shipment 3 January 13–16, 2014		GAA Fall Retest Score Reports

Shipment Arrival Date	Kindergarten, Grades 3–8 and High School Materials	High School Retest Materials
Shipment 4 February 3–4, 2014 (packaged by school and delivered to the system)	Purple <i>Student Demographic Information Forms</i> (Kindergarten, grades 3–8) Orange <i>Student Demographic Information Forms</i> (High School) Pre-ID Labels Spring Return Kit	
Shipment 5 June 2–10, 2014	GAA Score Reports	
Packaging		
<ul style="list-style-type: none">• All system boxes will be marked with the system number, name, and box number on the delivery label.• All GAA boxes will be sequentially numbered.• Box 1 will contain the packing list.• Materials for GNETS and GAVS will be shipped to the home system. It is the responsibility of the home system to forward the assessment materials to the respective GNETS or GAVS.		

Assembling Classroom Materials

The following materials will arrive in August and should be distributed to each classroom prior to testing:

- *GAA Examiner's Manual, 2013–2014*, one manual per every three students
- Blue 2" binder with content dividers, one per student
- Black 2" binder (High School Retester only) with content dividers, one per student
- Blue *Student Demographic Information Form* (High School Retest), one per student

The following materials will arrive in February and should be distributed to each classroom prior to returning materials for scoring:

- Pre-ID labels (Reminder: Pre-ID labels are not available for High School Retesters)
- Purple *Student Demographic Information Forms* (Kindergarten, grades 3–8)
- Orange *Student Demographic Information Forms* (High School)

Student Demographic Information Forms (SDIF) and Pre-ID Labels

HIGH SCHOOL RETEST

Blue *Student Demographic Information Forms* for the High School Retest will be provided in the August 27–29, 2013 shipment.

Note: Pre-ID labels are not provided for the High School Retest. Test administrators must complete the SDIF following the instructions on the form.

KINDERGARTEN, GRADES 3–8, AND HIGH SCHOOL

Student Demographic Information Forms (purple for Kindergarten and grades 3–8 or orange for High School) and student pre-ID labels will be provided in the February 3–4, 2014 shipment. The SDIF must be completed following the instructions on the form, and the pre-ID label must be affixed to the form in the appropriate location on page 1 of the form. If test administrators do not receive a pre-ID label for a student or if any of the student information on the label is incorrect, the demographic information for the student must be completed in the spaces provided on the form. It is imperative that the pre-ID label is correct, or the demographic information be completed correctly, as the form cannot be changed after the portfolio is returned to Questar. Be sure that the grade entered on this form matches the grade entered on the *Entry Sheet*. Both should reflect the grade in which the student is enrolled (e.g., FTE 8). The SDIF is machine scannable and may NOT be copied. If test administrators need additional forms, they should contact the System Test Coordinator.

Please ensure that the following steps are followed for completing the form:

- Place the pre-ID label in the appropriate space on the form. Proper placement of the pre-ID label is critical. Incorrectly placed labels can delay scoring of the portfolio.
- If a pre-ID label is not available for a student or the information for the student is incorrect, a new SDIF must be provided with all requested information completed. DO NOT use the pre-ID label if the information for a student is incorrect.
- Insert the completed form in the clear, vinyl overlay on the front of the student's binder. DO NOT three-hole punch the form and DO NOT place it inside the binder.
- Directions for completion are included with the form.
- **A pre-ID label is not provided for High School Retesters.** Test administrators must complete all of the requested information on the *Student Demographic Information Form*.

Situation	Resolution
Pre-ID labels are missing/destroyed for a classroom or individual student.	<ul style="list-style-type: none"> • All information on the <i>Student Demographic Information Form</i> must be completed. • The School Test Coordinator will update the school/student record file with the missing information, if necessary.
Pre-ID labels contain incorrect information.	<ul style="list-style-type: none"> • The test administrator does NOT apply the pre-ID label with the incorrect information to the <i>Student Demographic Information Form</i>. • The test administrator will notify the School Test Coordinator. • All information on the <i>Student Demographic Information Form</i> must be completed. • The School Test Coordinator will update the school/student record file.
Administrator applies the pre-ID label incorrectly or in the wrong place.	<ul style="list-style-type: none"> • The test administrator writes VOID over the <i>Student Demographic Information Form</i> and returns the form with the rest of the materials. • A new <i>Student Demographic Information Form</i> is completed with all required information.
The school/system receives a pre-ID label and SDIF for a student who has transferred out of the school/system or is not participating in the GAA.	<ul style="list-style-type: none"> • Destroy the pre-ID label. • The School Test Coordinator will update the school/student record file.
The school/system receives a pre-ID label and SDIF for a student who has moved out of state and is not participating in the GAA.	<ul style="list-style-type: none"> • Destroy the pre-ID label. • Maintain materials in a secured area until the assessment window closes. • The School Test Coordinator will update the school/student record file.
The SDIF is damaged or filled out incorrectly.	<ul style="list-style-type: none"> • Contact System Test Coordinator for a new <i>Student Demographic Information Form</i>. • Complete all information on the <i>Student Demographic Information Form</i>.

Students Who Change Schools or Systems

IN-STATE TRANSFERS

For students who change schools or systems within the state during the assessment, the system the student is leaving (sending system) is responsible for sending the student's portfolio (including a signed *Validation Form* and all evidence previously collected) to the student's new system or school just as the system is responsible for sending the student's IEP. If a new student enters your system and no portfolio materials have been sent, please contact the sending system's System Test Coordinator to obtain the student's materials. A complete portfolio must be submitted for these students, regardless of when they entered the system. If the student's materials are not obtained in a timely manner (i.e., within two weeks of enrollment) from the sending system, the receiving system should immediately begin the assessment process over again.

A *Validation Form*, the required form that authenticates the student's work, must be completed and signed by both the building administrator and the person responsible for submitting the portfolio. For transfer students, two *Validation Forms* must be submitted—one from the sending system and one from the system into which the student has transferred. Both completed forms must be placed directly behind Divider One (Student Information) in the student's binder.

STUDENTS NEW TO GEORGIA PUBLIC SCHOOLS

Students enrolling in a Georgia school for the first time from another state **after** January 1, 2014, must have at least the first collection period completed.

Students who are new to Georgia schools include students transferring from another state or those who were enrolled in private or home schools.

HOMEBOUND/HOSPITALIZED STUDENTS

Students who have been identified by their IEP team for assessment on the GAA, who are enrolled in a Georgia district, and who are hospitalized or homebound, must participate in the assessment and have a portfolio of evidence submitted.

For students who will be assessed at home or in the hospital, the assessment should be administered during the state's GAA assessment window, adhering to the same administration procedures required in the school setting. The examiner must be a certified educator who has been trained to administer the GAA.

With the assistance of the Special Education Coordinator, examiners must inform the School/System Test Coordinator of students who will be assessed in hospital or homebound settings. The *GAA Examiner's Manual, 2013–2014* and all related materials must be returned to the School/System Test Coordinator immediately following the close of the assessment window.

STUDENTS WHO ARE IDENTIFIED FOR ASSESSMENT ON THE GAA DURING THE SCHOOL YEAR

The Participation Guidelines found on page 8 of the *GAA Examiner's Manual, 2013–2014* are used by the IEP team as they make their determination as to whether a student is eligible for assessment with the GAA. A completed portfolio must be submitted for each Georgia student participating in the GAA regardless of when the IEP team determined the student's participation in the assessment.

Post-Assessment Activities

SCHOOL TEST COORDINATOR RESPONSIBILITIES

The School Test Coordinator should collect the portfolios from all teachers in the school. Use the checklist provided on page 19 of this manual as a guide for verifying that administration forms are filled out completely and accurately, that information provided on the forms is legible, and that the contents of the binders are organized correctly. Pack the binders in the shipping carton(s) in which the materials arrived. Binders should be organized by grade, but more than one grade may be placed in the same shipping carton. Place *Student Demographic Information Forms* for students who were scheduled to participate but did not on top of the contents in Box 1. Unused binders must be returned with the materials; place all unused binders in the last box. Do not return any manuals or partially used or unused forms. These materials should be returned to the System Test Coordinator for disposal.

Label the box(es) with the name of the school, and identify the contents on the outside of the carton. Boxes may be closed or sealed in such a manner that will allow the System Test Coordinator to open them upon receipt, but they should be secure enough to withstand transport to the System Test Coordinator. Label the box(es) with the number of the box and the total number of boxes (e.g., *Box 1 of 3*, *Box 2 of 3*, *Box 3 of 3*). If you have only one box, write *Box 1 of 1*. The box(es) should be sent to the System Test Coordinator according to the schedule determined by the System Test Coordinator.

Remember that all testing materials for High School students who are retesting during the September 3–November 8, 2013 window must be returned to Questar no later than November 8, 2013. All testing materials for students who are testing during a window other than September 3–November 8, 2013 must be returned to Questar no later than March 28, 2014.

SYSTEM TEST COORDINATOR RESPONSIBILITIES

The System Test Coordinator should inventory the boxes received from the schools and complete the Transmittal Form found in the Retest Return Kit received with the August shipment of materials and the Return Kit found in the February shipment of materials. Directions for completing the Transmittal Form can be found on the form. Portfolios from multiple schools may be packed together in a carton to avoid shipping one or two portfolios per carton, however, the portfolios should remain organized by grade within a school. Please list the number of binders being returned for each school on the Transmittal Form making sure to return all unused binders as well. The System Test Coordinator is responsible for collecting all current and previous year's *GAA Examiner's Manuals* and *School and System Test Coordinator's Manuals* from every school that assessed students on the GAA. All manuals and partially used and unused student work should be destroyed at the local system level.

Please use the boxes in which the three-ring binders were shipped to your system to return portfolios to Questar. These cartons are specially constructed for student portfolio binders. Use the checklist provided on page 19 of this manual as a guide for preparing the materials for return. All testing materials for High School students who are retesting during the September 3–November 8, 2013 window must be returned to Questar no later than November 8, 2013. All testing materials for students who are testing during a window other than September 3–November 8, 2013 must be returned to Questar no later than March 28, 2014. It is imperative that this timeline be adhered to. Late return of portfolios could delay scoring and, therefore, adversely impact determination of Adequate Yearly Progress (AYP) for schools, systems, and the state.

FORMS TO BE COMPLETED AND RETURNED

The forms listed below must be completed and included in each student's portfolio. All forms (except the *Student Demographic Information Form*) are available on the GaDOE Web site at:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/GAA-Resources.aspx>.

The *Student Demographic Information Form* is a scannable document and may NOT be copied. If you need additional *Student Demographic Information Forms*, contact Questar.

- **Student Demographic Information Form**—There are three *Student Demographic Information Forms*:
High School Retest (blue)—provided in the August 2013 shipment
Kindergarten and grades 3–8 (purple)—provided in the February 2014 shipment
High School (orange)—provided in the February 2014 shipment

The forms should NOT be three-hole punched. The form MUST be placed in the clear plastic overlay on the front cover of the binder. Detailed instructions for completing the form are provided on the form itself.

- **Entry Sheet**—One *Entry Sheet* must be completed and printed out for each entry (Kindergarten a total of 4, grades 3–8 a total of 6, and High School a total of 8). This two-sided form (revised for 2013–2014) must be completed correctly for portfolio evidence to be scored. An incomplete or incorrectly completed *Entry Sheet* can result in a nonscorable entry.

Electronic *Entry Sheets* (available on the GaDOE Web site) have dropdown boxes that auto-complete the grade, content standard and description, and element/indicator description from the selection. Make sure that the grade entered on the *Entry Sheets* matches the grade on the pre-ID label or bubbled on the *Student Demographic Information Form*. For more information on completing the *Entry Sheet*, refer to the *GAA Examiner's Manual, 2013–2014*.

- **Entry Sheet High School Retest – GPS ONLY**—This is a separate *Entry Sheet* **only** for use with High School Retest portfolios of students who were first assessed prior to 2012–2013, using GPS standards. Retesting is required only in the content area(s) for which the student achieved a proficiency level of Emerging Progress (not proficient). For each content area requiring a retest, both entries for the content area must be submitted.
- **Validation Form**—This form **must** be completed and signed by both the person submitting the portfolio and the building administrator. This is a required form that asks the signers to authenticate the work of the student. The completed form must be placed directly behind Divider One (Student Information) in the student's binder. When a student transfers in-state, the building administrators and teachers from both the sending school/system and the receiving school/system must sign and submit *Validation Forms*.
- **Release to Use Student Portfolio for Training Form**—The *Release to Use Student Portfolio for Training Form* must be signed by the parent/guardian in order for the portfolio to be used to train Georgia educators (only if photographs and/or videos showing the student being assessed and others with whom the student interacts are included). The completed form should be placed behind Divider One (Student Information).

SCHOOL TEST COORDINATOR CHECKLIST

- ☐ Make sure the contents of the binder are organized correctly.
- ☐ Make sure that all information provided on the forms is legible.
- ☐ Verify that the *Student Demographic Information Form* for each student is filled out completely and accurately following the directions on the form.
- ☐ Verify that the *Student Demographic Information Form* is placed in the plastic overlay on the front of the student binder. DO NOT three-hole punch the form and DO NOT place the form inside the binder.
- ☐ Verify that the *Validation Form* is filled out completely and signed by both the test administrator and building administrator. Ensure that there are two *Validation Forms* for the students transferred from an in-state school/system.
- ☐ Please complete the Feedback Form located on page 21 of this manual and place it in Box 1 of your shipment.

SYSTEM TEST COORDINATOR CHECKLIST FOR RETURNING PORTFOLIOS

- ☐ Complete the Transmittal Form, providing all of the information requested. If any schools in the system participated in the GAA but are not listed on the Transmittal Form, write in the school name and state-assigned system and school code on a blank line.
- ☐ Please complete the Feedback Form located on page 21 of this manual and place it in Box 1 of your shipment.
- ☐ On the day the binders are to be shipped, enter on the Transmittal Form the total number of boxes being returned to Questar and the date that they are being shipped. Make a copy of the Transmittal Form for your records. Place the original on top of the binders in Box 1 of the shipment.
- ☐ Seal the boxes securely with packing tape.
- ☐ Place one UPS Return Shipping Label on each box. Retain the UPS label receipt as a record.
- ☐ Place one “Questar Return Shipping Label for GAA” on each box. In the lower left corner of each label, write the number of the box and the total number of boxes you are shipping (e.g., *Box 1 of 3*, *Box 2 of 3*, *Box 3 of 3*). If you are shipping only one box, write *Box 1 of 1*.
- ☐ Using the directions provided in the Return Kit **call UPS 24 hours in advance to schedule the pick-up and indicate where the boxes will be located.** Place the boxes in the appropriate secure place for pick-up.

Contact Information

If you have questions regarding the administration of the 2013–2014 GAA, assistance is readily available by contacting the divisions below.

To schedule a pick-up of materials:

- Call UPS at this number (877) 536-2697.

Questions about test administration and procedures:

- Call the GaDOE Assessment and Accountability Division toll free at (800) 634-4106, or (404) 656-2668.

Questions about materials, ordering additional materials, or distribution and collection of materials:

- Call Questar, GAA Customer Service, toll free at (866) 997-0698.
- E-mail Questar, GAA Customer Service, at GA@QuestarAI.com.

Additional Information

See the Georgia Department of Education Web page for additional information about the GAA and electronic copies of the manuals and forms:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/GAA-Resources.aspx>.

Resources for accessing the content standards may be found at: <https://www.georgiastandards.org>.

Georgia Alternate Assessment Feedback Form

2013–2014

Please make a copy of this page and use it to evaluate the GAA administration.

System Name (optional): _____

Person Responding (optional): _____

Feedback/Comments	Very Satisfied	Satisfied	Somewhat Satisfied	Dissatisfied
Materials Receipt:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Testing Materials/Manuals:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Test Blueprints/Standards:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Webinar Trainings:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Return of Materials:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Other Issues/Concerns:				

Please return this form with your GAA portfolio binders.

If you have any questions, please call Questar Assessment Customer Service toll free at 866-997-0698.

Additional Materials Request

GEORGIA ALTERNATE ASSESSMENT 2013–2014

System Test Coordinators should complete all the information at the top of the form, indicate the quantity of each item needed, and fax this form to Questar Assessment Customer Service at the number listed below. All materials will be sent to the System Test Coordinator.

System Name: _____

System Code: _____

System Test Coordinator's Name: _____

System Test Coordinator's Phone #: _____

Material	Quantity
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The following materials may be ordered at any time:

<i>GAA Informational Brochure</i>	_____
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<i>GAA Examiner's Manual, 2013–2014</i>	_____
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<i>School and System Test Coordinator's Manual, 2013–2014</i>	_____
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Black Portfolio Binder (High School Retest)	_____
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Blue <i>Student Demographic Information Form</i> (High School Retest)	_____
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Fall Retest Return Kit (complete kit)— <i>System Test Coordinator use only</i>	_____
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The following materials may be ordered after December 5, 2013:

Blue Portfolio Binder (Kindergarten, Grades 3–8)	_____
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Blue Portfolio Binder (High School)	_____
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The following materials may be ordered after February 3, 2014:

Purple <i>Student Demographic Information Form</i> (Kindergarten and Grades 3–8)	_____
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Orange <i>Student Demographic Information Form</i> (High School)	_____
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Blue <i>Student Demographic Information Form</i> (High School Retest)	_____
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Spring Return Kit (complete kit)— <i>System Test Coordinator use only</i>	_____
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Return Shipping Labels only— <i>System Test Coordinator use only</i>	_____
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Questar Assessment Customer Service:

Toll-Free Fax: 1-866-688-0419

Toll-Free Phone: 1-866-997-0698

E-mail: GA@QuestarAI.com



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