

Georgia Milestones

Assessment System



Winter 2019; Spring, Summer, and Fall Mid-Month 2020

End-of-Course

Test Administration Manual

For System Test Coordinators, School Test
Coordinators, and Examiners

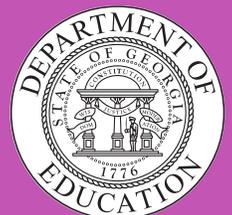


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Test Administration Manual



TEST SECURITY

Source: 2019–20 Student Assessment Handbook

Below is a list, although not all-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 the Georgia Professional Standards Commission [GaPSC]);
- 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 *Paper-and-Pencil Test Administration Supplement* and the *Test Administration 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 *Test Administration Manuals*.

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Part 1: Introduction

ABOUT THIS MANUAL

This manual describes the pre-test, test administration, and post-test procedures System and School Test Coordinators and Examiners must follow to administer the End-of-Course (EOC) Georgia Milestones assessments.

The System and School Test Coordinator's and Examiner's responsibilities are clearly outlined in this manual and are designed to protect the integrity and security of the EOC assessments.

It is the responsibility of each individual who handles the Georgia Milestones assessments to know the content of this manual and to follow all the procedures. System and School Test Coordinators (Parts 1–5) and Examiners (Parts 1, 4, 5) are required to read this manual carefully so that they are familiar with the tasks to be performed.

ROLES AND RESPONSIBILITIES

System Test Coordinators make sure that all personnel have been trained in proper test administration and security procedures. They manage organization and user account information in the online testing system, and may, if necessary, help School Test Coordinators with test scheduling and the editing of student data (such as reporting testing irregularities). They monitor test administration, provide support for School Test Coordinators during testing, and verify that all tasks are completed at the end of testing.

School Test Coordinators add and edit student information in Student Management, manage test sessions, assign appropriate accommodations for qualified students, and print *Test Tickets*. They ensure that appropriate accommodations are selected for students prior to printing their *Test Tickets*. They supervise workstation and network setup before testing begins and ensure that Examiners and Proctors have been trained in proper test administration procedures. They monitor testing to ensure that established administration and security procedures are followed. They should monitor student status reports. They return all secure materials to the System Test Coordinator when testing is complete.

Technology Coordinators or building-level technology support staff set up student workstations and network connections and ensure that all configuration requirements are met. They download and install the testing software and test content. They provide technical support to Examiners during test administration.

Examiners use Part 4 and Part 5 of this *Test Administration Manual* to administer the Georgia Milestones EOC assessments. Examiners should be assisted by at least one Proctor, who may help with room preparation and student monitoring. When 30 students or more are to be tested in one location, the assistance of a Proctor is **required**.

TEST SECURITY PROCEDURES AND REMINDERS

The security of the Georgia Milestones 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 Georgia Milestones assessments.
- All Georgia Milestones assessments must be administered by a Georgia-certified educator.
- System and School Test Coordinators and Examiners are directly responsible for the security of test materials and must account for all materials while in your custody.
- Testing conditions, especially the supervision and seating arrangements of students, should be designed to minimize the potential for cheating. Any sign of cheating must be handled immediately. Examiners are to contact the School Test Coordinator if you have any questions or if cheating or security violations are suspected. School Test Coordinators must contact System Test Coordinators immediately if cheating or security violations are suspected. If questions arise, or if any situations occur that could cause any part of the test administration to be compromised, System Test Coordinators are to contact the Assessment Division, Georgia Department of Education (GaDOE), (404) 656-2668 or (800) 634-4106.
- Instructional materials that are displayed/posted should be covered or removed in each test setting.
- 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 *Test Tickets* and each sheet of scratch/graph paper. For students using paper materials, the name should be written on test booklets and answer documents.
- The use, or intended use, of an electronic device to photograph, post, retain, or share information/ images from any portion of a secure test may result in disciplinary action.
- 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 returning all test materials to the School Test Coordinator.
- For Georgia Milestones assessments that allow hand-held calculator use, it is required that procedures are developed to confirm **prior to testing and immediately after testing, 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, educators must **first** act to ensure the safety of all children and adults, and to protect property from damage. Beyond that, and to the greatest extent practical, Examiners 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 Georgia Milestones assessments are accountable for all test materials assigned to them before, during, and after the test administration. Any discrepancies should be documented and reported to the appropriate persons: Examiners report to School Test Coordinators and School Test Coordinators report to System Test Coordinators.

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 Georgia’s 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 (ELA), Mathematics, Science, and Social Studies.

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. 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.

The Georgia Milestones Assessments are primarily criterion-referenced tests designed to provide information about how well a student has mastered the state-adopted content standards. Each student will receive one of four proficiency levels, depending on how well the student has mastered the 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. Item types will include selected-response, constructed-response, extended writing tasks, and technology enhanced items (for example, multiple part/multiple answer, graphing, drag-and-drop, and drop-down items).

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 core 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 core content standards. For a complete overview, please refer to the Georgia Milestones assessment guides at:

- <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-End-of-Grade-Assessment-Guides.aspx>
- <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-End-of-Course-Assessment-Guides.aspx>

For all End-of-Grade (EOG) grade level and End-of-Course (EOC) subject area content, the results of the Georgia Milestones Assessments, according to the legislated and identified purposes must:

- provide a valid measure of student achievement of the state content standards across the full achievement continuum;
- allow for the detection of the academic progress made by each student from one assessed EOC course or EOG grade level content area to the next;

Part 1: Introduction

- support and inform educator effectiveness measures; and
- inform state and federal accountability measures at the school, district, and state levels.

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, Algebra I, Geometry, Biology, Physical Science, United States History, and Economics/Business/Free Enterprise.

Students enrolled in any of the ten core courses identified by the State Board of Education are required to participate in the Georgia Milestones EOC at the end of each 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 provided in State Board Rule 160-4-2-.13:

- A student's final grade in an EOC course will be determined using a combination of the student's grade in the course (as stated by the course teacher) and the EOC score. The final grade in the course will be calculated using the teacher grade as 80% and the EOC score as 20% of the final grade.

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 nontraditional educational centers, and (2) allowing eligible students to demonstrate competency without taking the course and earn course credit (i.e., "test out"). In both cases, students are allotted one administration.

The EOC assessments consist of selected-response and technology-enhanced questions. English Language Arts and Mathematics also contain constructed-response questions. For each EOC assessment, practice items are provided to acquaint students with the correct procedures for recording answers. The following table shows the item types that appear within a specific content area.

Content Area	Selected Response (1 point)	Technology Enhanced (2 points)	Constructed Response (2 points)	Extended Constructed Response (4 points)	Extended Writing Response (7 points)
Ninth Grade Literature and Composition	✓	✓	✓	✓	✓
American Literature and Composition	✓	✓	✓	✓	✓
Coordinate Algebra	✓	✓	✓	✓	
Analytic Geometry	✓	✓	✓	✓	
Algebra I	✓	✓	✓	✓	
Geometry	✓	✓	✓	✓	
Biology	✓	✓			
Physical Science	✓	✓			
United States History	✓	✓			
Economics/Business/Free Enterprise	✓	✓			

SCHEDULING THE TESTS

It is anticipated that every testing site will administer the Georgia Milestones assessments online. Through earlier communications to the state's school systems, the Assessment Division of the Georgia Department of Education provided guidelines for developing the local testing calendars. It is expected that by the time this manual is received and reviewed, local testing schedules are set; however, System Test Coordinators should review the following parameters to confirm that the local testing schedule is consistent with this guidance. If necessary, please make appropriate adjustments. It is then the responsibility of the School Test Coordinator and Examiner to follow the system's prescribed assessment administration schedule.

End-of-Course Test Administration Windows

Assessment	Test Administration	State Testing Window	Local Testing Window
End-of-Course	Winter Main <ul style="list-style-type: none"> • Course Completion • Makeup • Validation of Credit 	November 18, 2019, through January 8, 2020	Can span the entire EOC State Testing Window (see SAH for specific parameters)
	Spring Mid-Month <ul style="list-style-type: none"> • Course Completion • Makeup • Retest • Test Out – March • Validation of Credit 	January 13 through January 24, 2020 February 10 through February 21, 2020 March 9 through March 20, 2020	
	Spring Main <ul style="list-style-type: none"> • Course Completion • Makeup • Validation of Credit 	April 20 through May 29, 2020	
	Summer Main <ul style="list-style-type: none"> • Course Completion • Makeup • Retest • Test Out • Validation of Credit 	June 15 through July 17, 2020	
	Fall Mid-Month <ul style="list-style-type: none"> • Course Completion • Makeup • Retest • Test Out – August and September • Validation of Credit 	August TBD, 2020 September TBD, 2020 October TBD, 2020 November TBD, 2020	

For both one-day and multiple-day administrations, examiners must adhere to the following testing parameters:

- The EOC assessments must be administered in the order prescribed by the System Test Coordinator.
- For the EOC assessment, Sections 1 and 2 (ELA Sections 2 and 3) of a content area must be scheduled such that both will be completed in a single day or over the course of two consecutive days (one section each day). A content area should be completed within the same week following the district’s testing protocols for the EOC measures (in keeping with state guidance).
- EOC English Language Arts Section 1, Reading and Evidence-Based Writing, should be the only content on which a student is assessed on the day it is scheduled either as a main or makeup administration. An exception to this guidance would occur should a student need to make up multiple content areas and there are not enough days left in the local testing window to comply with this request.
- For one-day administrations, the break between sections can be determined by the district.
- The last day of the local window should be a scheduled makeup day.
- The school district can set the order for the EOC administration.

IMPORTANT: The Examiner must keep time during testing in accordance with the script. When time has been called, the Examiner must instruct the student to stop the test.

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Suggested Administration Schedule

Note: One-Day or Multiple-Day Administrations can vary by content but must be consistent district-wide.

One-Day Administration

Content Area	Task	Time Allotted
English Language Arts: Section 1, Reading and Evidence-Based Writing <ul style="list-style-type: none"> Ninth Grade Literature and Composition American Literature and Composition 	Distribute test materials, read test instructions, and Practice Questions	10 minutes
	Testing Time	70–90 minutes
	Collect test materials	15 minutes
English Language Arts: Sections 2 and 3 <ul style="list-style-type: none"> Ninth Grade Literature and Composition American Literature and Composition 	Distribute test materials and read test instructions	10 minutes
	Testing Time Section 2	60–85 minutes
	Break	Local Determination
	Testing Time Section 3	60–85 minutes
	Collect test materials	15 minutes
Mathematics <ul style="list-style-type: none"> Coordinate Algebra Analytic Geometry Algebra I Geometry 	Distribute test materials, read test instructions, and Practice Questions	10 minutes
	Testing Time Section 1	60–85 minutes
	Break	Local Determination
	Testing Time Section 2	60–85 minutes
	Collect test materials	15 minutes
Science <ul style="list-style-type: none"> Biology Physical Science 	Distribute test materials, read test instructions, and Practice Questions	10 minutes
	Testing Time Section 1	45–70 minutes
	Break	Local Determination
	Testing Time Section 2	45–70 minutes
	Collect test materials	15 minutes
Social Studies <ul style="list-style-type: none"> United States History Economics/Business/Free Enterprise 	Distribute test materials, read test instructions, and Practice Questions	10 minutes
	Testing Time Section 1	45–70 minutes
	Break	Local Determination
	Testing Time Section 2	45–70 minutes
	Collect test materials	15 minutes

Multiple-Day Administration

Content Area	Day	Task	Time Allotted
English Language Arts: Section 1, Reading and Evidence-Based Writing • Ninth Grade Literature and Composition • American Literature and Composition	1	Distribute test materials, read test instructions, and Practice Questions	10 minutes
		Testing Time	70–90 minutes
		Collect test materials	15 minutes
English Language Arts: Sections 2 and 3* • Ninth Grade Literature and Composition • American Literature and Composition	2	Distribute test materials and read test instructions	10 minutes
		Testing Time Section 2	60–85 minutes
		Collect test materials	15 minutes
	2 or 3	Distribute test materials and read test instructions	10 minutes
		Testing Time Section 3	60–85 minutes
		Collect test materials	15 minutes
Mathematics • Coordinate Algebra • Analytic Geometry • Algebra I • Geometry	1	Distribute test materials, read test instructions, and Practice Questions	10 minutes
		Testing Time Section 1	60–85 minutes
		Collect test materials	15 minutes
	2	Distribute test materials and read test instructions	10 minutes
		Testing Time Section 2	60–85 minutes
		Collect test materials	15 minutes
Science • Biology • Physical Science	1	Distribute test materials, read test instructions, and Practice Questions	10 minutes
		Testing Time Section 1	45–70 minutes
		Collect test materials	15 minutes
	2	Distribute test materials and read test instructions	10 minutes
		Testing Time Section 2	45–70 minutes
		Collect test materials	15 minutes
Social Studies • United States History • Economics/Business/Free Enterprise	1	Distribute test materials, read test instructions, and Practice Questions	10 minutes
		Testing Time Section 1	45–70 minutes
		Collect test materials	15 minutes
	2	Distribute test materials and read test instructions	10 minutes
		Testing Time Section 2	45–70 minutes
		Collect test materials	15 minutes

* Some school districts may choose to separate ELA Sections 2 and 3, which would result in the three ELA assessments being administered over three days. Although permissible, school districts must still ensure that all sections are completed within the same week.

STUDENTS TO BE TESTED

High school and middle school students take an end-of-course assessment for each of the ten courses designated by the State Board of Education. A student shall be exempt from taking the end-of-course assessment for a core subject course if he or she earns a post-secondary credit in that course through Dual Enrollment/Move On When Ready (MOWR) pursuant to O.C.G.A. 20-2-149.2 or 20-2-161.3. Post-secondary course grades earned, in this situation, shall be used in the state accountability system. This exemption does NOT apply to the following courses: Ninth Grade Literature and Composition, Coordinate Algebra, Algebra I, Analytic Geometry, Geometry, and Biology. All students enrolled in these courses must take the EOC regardless of the course grade awarded by the post-secondary institution. The table below summarizes the courses that are and are not eligible for this exemption:

Required of All Students	Allowed Exemption
Ninth Grade Literature & Composition	American Literature & Composition
Coordinate Algebra / Algebra I	Physical Science
Analytic Geometry / Geometry	US History
Biology	Economics

Students who fail to earn post-secondary credit are not eligible for the exemption and must take the EOC at the time they re-enroll in the course at their high school.

TESTING ACCOMMODATIONS

Students with disabilities who have an Individualized Education Program (IEP), Test Participation Committee (TPC) Plan, or a Section 504 Plan/Individual Accommodation Plan (IAP) may receive accommodations. The testing accommodations should be documented in the IEP/IAP/TPC and should be consistent with those used during regular classroom instruction and assessment.

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. Importantly, 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 ENGLISH LANGUAGE ARTS PASSAGES

Online is the preferred administration mode for students who are eligible for the read-aloud accommodations (oral reading of test questions in English or the Conditional Accommodation of oral reading of English Language Arts passages). This administration mode will allow them to access Text-to-Speech (TTS) that is a part of DRC INSIGHT. Examiners should read the script in “Part 4: Directions for Examiners” in this manual to all students, including students with oral reading accommodations. Examiners should instruct these students to use headphones for the Practice Questions and after completing the Practice Questions to remove their headphones to hear final instructions and to have the opportunity to ask questions prior to starting Section 1 of each content area.

The School Test Coordinator will notify and train Examiners who will be administering the test to students who will be using TTS. There is a section included in the *Secure Practice Test Directions* specifically for this purpose. However, if an Examiner finds that he or she has TTS students in his or her test sessions who require assistance with TTS functionality, a brief TTS tutorial is included below. Note that use of TTS does not alleviate the requirement for the Examiner to read the standardized directions, found in Part 4 of this manual, to students.

TEXT-TO-SPEECH ACCOMMODATION

- Ensure you have the appropriate number of working headphones for students testing with a read-aloud (TTS or TTS-C) accommodation.
- Adjust the volume on each machine so that it is a comfortable level for students testing with headphones.
- When a student logs into the TTS or TTS-C test form, the student should see the audio buttons on the “Welcome Student” screen.



- If students need to adjust the volume during testing, they should click the “Options” button on the test screen. This will allow the student to adjust the volume up or down.

Oral Reading of Test Questions in English

- **Text-to-Speech** will read onscreen instructions, test questions, and answer choices, in addition to text that is not a designated English Language Arts passage. It will also read excerpts from reading prompts that are a part of the stem of the test questions.
- When the student clicks the starting points, **TTS** will read the text.

Oral Reading of English Language Arts Passages (Conditional)

- **Text-to-Speech** functions in the same manner described in **Oral Reading of Test Questions in English**.
- In addition, **TTS-C** will read the English Language Arts Passages.

Online Administration with Oral Reading Accommodation by a Human Reader

For students testing online with the Oral Reading accommodation provided by a Human Reader, the *Georgia Milestones Read-Aloud Guidelines* should be followed. These are located at <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-EOC-Resources.aspx>.

Examiner Test Tickets for an Online Read Aloud Accommodation by a Human Reader

Students who have been marked in eDIRECT as being eligible for the Human Reader/Human Signer accommodation will all be assigned to the same test form for each assessment. Logins are posted to the Documents section of eDIRECT and are specific to each district (select the current administration from the drop-down menu and “Accommodation Supports” as the Document Type). System Test Coordinators and other district-level staff are granted secure access to the document containing the logins. System Test Coordinators are responsible for sharing this information with School Test Coordinators and/or Examiners as needed. Do not share the logins with Examiners from other school systems.

SIGNED ADMINISTRATION

Students who are eligible for a standard signed administration—Video Sign Language (VSL)—can complete Georgia Milestones assessments using INSIGHT. The directions, questions, and answer choices are signed to the student. The signed administration video is available in American Sign Language (ASL). Signed administration video files are loaded into the online system along with the sign language test form. **Note: Use of a Central Office Service (COS) – Service Device with Content Hosting configured to provide the VSL content to the student is mandatory to use this feature.**

To prepare for a signed administration, the Examiner and/or sign language interpreter should review VSL forms in either the Secure Practice Test (INSIGHT) or the Experience Online Testing Georgia website (<http://www.gaexperienceonline.com>) in order to learn how VSL functions within INSIGHT. It is also recommended that students interact with VSL prior to the actual administration. Additionally, the Examiner and sign language interpreter should review the script in “Part 4: Directions for Examiners” of this *Test Administration Manual* to understand how the following procedures apply to the script and to a successful administration of the Georgia Milestones assessments.

Procedures for Online Testing with Video Sign Language (VSL)

1. Begin the administration by signing the administration directions for online testing in Part 4 of this *End-of-Course Test Administration Manual*.
2. The remaining directions are available in VSL format and will be signed to students within INSIGHT. These directions are also printed on the test screen. Instruct students to press the  on the first page of the directions to launch the video player. Note: Students will need to advance the directions screens by clicking the “Next” button on each screen.
3. After students have reached the end of the directions and once the script directs students to review the practice item(s), students will need to press the  on the item(s) to launch the sign language video.
4. When students are told to “Click the ‘Begin Section’ button,” students will then work at their own pace and may replay passages and/or questions as needed.

LARGE PRINT/LARGE FONT

Students who are eligible for the “Large Print/Large Font” accommodation have the option of taking the online Georgia Milestones assessments. The test is fully scalable, so students needing a large-print version of the test can view items in a larger format by testing on a workstation with a larger monitor. Students will also have access to the magnifier tool, which will allow them to enlarge each test item if/as needed, either 1.5 or 2 times the standard size.

To determine if an Online Administration is a viable option for students with the Large Print accommodation, use the Experience Online Testing Georgia demonstrations set at full screen display (use F11) or the Secure Test Practice can be accessed to determine if the displayed font size meets the need of the student. Supplemental Large-Print paper materials are available for students with disabilities who are unable to access a computer or online platform.

BRAILLE

Students who are identified as visually impaired and require Braille material for their instructional program qualify for the Braille version of the Georgia Milestones assessments and will take the paper-and-pencil format of the assessment. A Braille administration is to be transcribed into an online form. Examiners should check with the School or System Test Coordinator for more information about this process.

SUPPLEMENTAL PAPER MATERIALS

Supplemental paper materials in both regular and Large Print format are available for students who are unable to directly access the Milestones test through an online administration. Student responses that are marked in a *Student Test Booklet* or on a *Student Answer Document* should be transcribed into an online test form. Supplemental paper materials can be ordered through eDIRECT during the Enrollment Count windows or by contacting DRC customer service. If for some reason the district believes student responses cannot be transcribed into an online form, the System Testing Coordinator should contact the assigned Assessment Specialist at the Georgia Department of Education. Guidance for managing paper materials and for administering a paper test administration is found in the *Georgia Milestones End-of-Course Paper-and-Pencil Test Administration Supplement*. A digital copy of this manual is posted on the Georgia Department of Education Website at <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-EOC-Resources.aspx> and under General Information>Documents>Document Type>Manuals in eDIRECT.

USE OF A SCRIBE

If a student requires a scribe for the Georgia Milestones assessments, refer to the *Student Assessment Handbook* for information about the appropriate procedures, requirements, and examiner validation forms.

Part 1: Introduction

TRANSCRIBING FROM A STUDENT TEST BOOKLET OR STUDENT ANSWER DOCUMENT INTO AN ONLINE FORM

All responses for students requiring a paper answer document must be transcribed by GaPSC-certified and trained personnel into an online form. This action must be completed by certified personnel in the presence of a GaPSC-certified witness. All transcription of student responses must be coordinated securely by the School Test Coordinator. However, the online form must match the *Student Test Booklet* used during test administration. See the *EOC Paper-and-Pencil Test Administration Supplement* for details pertaining to materials management. In addition, please use the bulleted list as guidance to ensure the *Student Test Booklet* form number mirrors that of the online form.

- For the Georgia Milestones assessments, if the student whose responses are to be transcribed is tested using a standard *Student Test Booklet*, the online form must be set to the corresponding online form.
- For students with a Braille accommodation that use a Braille *Student Answer Document*, the **Braille (Transcription form only)** option should be selected prior to signing in to transcribe the answer document.
- For students with the Large Print Accommodation that use the Large Print *Student Answer Document*, the **Large Print and/or Marks Answers in Test Booklet (Transcription form only)** option should be selected **prior** to signing in to transcribe the answer document.
- For students with an accommodation that require a paper *Student Answer Document* (other than Braille or Large Print), the **Scribe (Transcription)** option should be selected prior to signing in to transcribe the answer document.
- Students with answer documents must be placed into an Online Test Session and the means of test administration (Braille, Large/Print, other paper, etc.) should be entered prior to the scribe signing into the online form with the student’s login credentials. Please refer to the following screen shot from the Accommodations tab in the Edit Student Menu. Refer to the *Student Assessment Handbook* for information about the appropriate procedures, requirements, and validation forms.

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"/>

SETTING UP AND CODING ACCOMMODATIONS

This is guidance for setting up and coding accommodations in eDIRECT. Use each student’s IEP, Section 504 IAP, or EL/TPC and this *End-of-Course Test Administration Manual (TAM)* as references to accurately complete this task. Setting up and coding accommodations should be a pre-test, not a post-test, task.

First, (**Step 1**) verify the student’s SRC code is populated in eDIRECT. It is possible for a student to have an SRC code but no accommodation(s). For accommodated students, select the testing plan that is the basis of the accommodation (**Step 2**) and accommodation type(s) (**Step 3**). **Step 4** activates the accommodation(s) in the INSIGHT testing client and MUST be selected prior to student login. Finally (**Step 5**), if applicable, select Accommodation Resulted in a Conditional Administration.

End-of-Course Test Administration Windows

Step	Entry	Entry Method	Options	Guidance
1	SRC Code: based on primary disability, Section 504, or EL status	Pre-ID File: Field 14 SRC Code OR eDIRECT Demographics Tab: <i>TAM</i> page 23	<ul style="list-style-type: none"> • SWD: SRC 1–12, 15 • Section 504: SRC 14 • EL: SRC 13 or 19 	<ul style="list-style-type: none"> • Only 1 for SRC 1–12, 15 • Can also include SRC 14 and SRC 13 or 19
2	Basis of the Accommodation	eDIRECT Accommodations Tab: <i>TAM</i> page 22	<ul style="list-style-type: none"> • IEP • EL/TPC • Section 504 IAP 	Can choose more than 1 based on documented basis
3	Type of Accommodation	eDIRECT Accommodations Tab: <i>TAM</i> page 22	<ul style="list-style-type: none"> • Setting • Scheduling • Presentation • Response 	<ul style="list-style-type: none"> • All that apply • Content specific
4	Choose Accommodation(s) to be accessed through INSIGHT	eDIRECT Accommodations Tab: <i>TAM</i> page 22	<ul style="list-style-type: none"> • Human Reader/Signer • VSL • TTS-Standard • TTS-Conditional • Braille • Large Print • Scribe 	Choose 1
			<ul style="list-style-type: none"> • Color Chooser • Contrasting Text • Masking 	Choose all that apply
5	Conditional Administration	eDIRECT Testing Codes Tab: <i>TAM</i> page 24	Accommodation resulted in Conditional Administration	Choose only if applicable

USER EXPERIENCE

DRC INSIGHT delivers assessments and related resources online for all content areas and grade levels by incorporating computerized testing, related resources, and a suite of tools. It works with the Central Office Services (COS) to help manage network traffic, maintain connectivity, and handle bandwidth issues.

The main component of DRC INSIGHT is the secure web-browser testing interface installed on each testing device. This software communicates with the DRC INSIGHT server to provide online tools training and test questions to the test taker and to send responses to the DRC INSIGHT server, which stores them securely.

The eDIRECT system provides distribution and administrative functions for the DRC INSIGHT Online Learning System.

- Technical users download INSIGHT*, COS Service Devices, and other software and links from the eDIRECT system to set up their testing environment.
- Administrative users use the eDIRECT system to create student records and test sessions to help manage or monitor their testing environment and report the results.

Details of the eDIRECT system are covered in the *eDIRECT User's Guide*, available at <https://ga.drccedirect.com>.

When students successfully log in to the Georgia Milestones assessments, they will see a Welcome screen for their test session. When students click “Begin The Test,” the test begins. Students proceed through the test one item at a time, and then click the “Next” arrow to move to the next question.

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 “Flag” 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 “Submit” to close the test.

SECURE PRACTICE TEST

The online testing engine contains a training component—the Secure Practice Test with Response Transmission—which simulates the testing environment. The primary purpose of the training session is for the students to try out the testing software and tools before the “real” administration of Georgia Milestones. Examiners are strongly advised to participate in a training session and become familiar with the testing tools and the online system features before the students sit for the actual online tests.

The items in the training session have been chosen to demonstrate various computerized testing features. The training sessions are not scored and no score reports are generated.

It is recommended that all schools complete the Secure Practice Test with Response Transmission prior to the operational window to ensure that all components of the system are configured and operating correctly. This will test connectivity, and can also be used as a means to test capacity.

* Exception is the iPad application which is downloaded from Apple's App Store

NETWORK AND WORKSTATION SECURITY

The Technology Coordinator and School Test Coordinator are responsible for ensuring that all workstations and the school network meet the configuration requirements detailed in the *INSIGHT Technology User's Guide*. The multi-set volume user guide is designed primarily for the System Technology Coordinators who are responsible for setting up and managing online testing, and ensuring their systems work effectively and securely. System Technology Coordinators should be knowledgeable about the technical details of the Windows, Mac (OS X), iOS (iPad), and Chrome (Chromebook) operating systems, and have the necessary security privileges to perform the tasks discussed in this guide.

THE DRC INSIGHT PORTAL (eDIRECT)

The DRC INSIGHT Portal (eDIRECT) is a single point of access for providing test administration information, managing student demographic information for test takers, as well as downloading student reports, manuals, and PowerPoint presentations for the applicable administrations.

All student profiles will reside in eDIRECT. This will allow School and System Test Coordinators one place to manage, correct, and update reported student demographic information, as well as code accommodations and other testing codes such as testing irregularities.

Student information can be entered into eDIRECT through the following ways:

1. The submission of a Pre-ID file during the Pre-ID Cycle window (not applicable to EOC Summer Main and Mid-Month administrations)
2. Uploading a supplemental file via Upload Multiple Students function in Student Management
3. Manually entering student information in eDIRECT

Detailed information on managing students in eDIRECT will be included in the *eDIRECT User's Guide* and in administration webinars.

SYSTEM ACCESS

The online test management system can be accessed via eDIRECT at <https://ga.drcredirect.com>. System Test Coordinators have the responsibility to set up additional users in their districts. All School Test Coordinators must be set up in eDIRECT and given the appropriate permissions for managing test administrations. This is accomplished via the User Administration tab.

Users will have access to perform the following tasks:

- Print Student *Test Tickets*
- View the testing status of students

System Test Coordinators (at a district-level) and School Test Coordinators (at a school-level) will also have access to perform the following tasks:

- Add students
- Review and edit student data
- Review, edit, and add test sessions

More details about managing test sessions can be found in the *eDIRECT User's Guide*.

Part 1: Introduction

TEST TICKETS

On the day of testing, the School Test Coordinator should provide the Examiner with a *Student Test Roster* (identifying the test session and providing the usernames and passwords) and *Test Tickets* for all students scheduled to take part in the test session. These are secure materials and must be delivered immediately before and returned immediately after the test administration. Specific directions for printing *Test Tickets* can be found in the *eDIRECT User's Guide*. Online *Test Tickets* should be maintained securely until all students have completed testing. Districts should securely destroy tickets at the end of the state testing window.

ENCODING STUDENT INFORMATION

ACCOMMODATIONS TAB

Activate/Assign Prior to Student Login*

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"/>
Online	Masking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Code for Data File and Reporting

Setting	Setting Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduling	Scheduling Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	Presentation Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response	Response Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select one as basis of the accommodation

Allowed	Accommodation based on IEP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowed	Accommodation based on EL/TPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowed	Accommodation based on Section 504	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* For certain Georgia Milestones administrations, the online Video Sign Language (VSL) accommodation is available for use by qualifying students. Guidance will be given in pre-administration trainings hosted by the GaDOE for those administrations.

DEMOGRAPHICS TAB

Ethnicity/Race: Provide a value for Ethnicity and one or more values for Race.

Ethnicity - Hispanic or Latino

Race - American Indian or Alaska Native

Race - Asian

Race - Black or African American

Race - Native Hawaiian or Other Pacific Islander

Race - White

SRC: Use the State Required Code (SRC) to code students with disabilities and EL students. Students with disabilities must have a current IEP or IAP on file. If the student has a State Required Code, it must be indicated in eDIRECT under the student profile. For SRC 01 through 12 and 15, select one primary disability; for other SRCs, select all that apply.

Primary SRC

Primary SRC - 01 - Visual Impairment or Blind

SRC Code 13 (EL)

SRC Code 14 (Section 504)

SRC Code 18 (Migrant)

SRC Code 19 (EL Monitored)

SDU-A: Used by Georgia Network for Educational and Therapeutic Support (GNETS) to report their assigned facilities identification code. The two-digit code should be marked for all students who are served at a location other than their home school (FTE site. Refer to Appendix: State-Directed Use (SDU-A) Codes.

SDU-A (GNETS)

SDU-A (GNETS) - 01 - FUTURES Program

Local Optional Coding: Systems may choose to use this section to code additional subgroups of students to gauge their performance on the EOC. System Test Coordinators will designate a code to be filled in for this section; fill in the code number starting with the first space in the Local Optional Coding field.

Note that systems will not receive any special reports based on this coding. Instead, the coding will generate information on the system's data file for the system to extract and disaggregate based on its requirements. Coding convention for eDIRECT, up to four numerical digits or spaces between 0 and 9. Example, this entry 2, space, 5, space:

Local Optional Coding

2 5

Will populate the data fields:

LocalOptCoding1	LocalOptCoding2	LocalOptCoding3	LocalOptCoding4
2		5	

Part 1: Introduction

TESTING CODES TAB

Purpose for Taking the EOC

Purpose for Taking the EOC	1 - Completion of Course <input type="button" value="v"/>
----------------------------	---

Georgia Virtual School (GAVS)

GAVS	<input type="checkbox"/>
------	--------------------------

PTNA: If the student was present during testing but did not participate, mark the Present, Test Not Attempted (PTNA). A parental/student refusal to take a state assessment is not an allowable use of PTNA.

PTNA	<input type="checkbox"/>
------	--------------------------

Accommodation resulted in Conditional Administration: Conditional accommodations may only be provided to students who meet specified eligibility criteria. State Board Rule restricts this accommodation to a small percentage of students.

Accommodation resulted in Conditional Administration	<input type="checkbox"/>
--	--------------------------

Irregularity Status and Irregularity Code: System Test Coordinators should communicate with Georgia Milestones Assessment Specialists in the Assessment Division at the Georgia Department of Education for instructions for completing. If necessary, the System Test Coordinator can provide assistance to the School Test Coordinator. This information is to be entered in eDIRECT for test takers.

Irregularity Status	Irregularity <input type="button" value="v"/>
Irregularity Code	42365 <input type="button" value="v"/>

Part 2: System Test Coordinators

DIRECTIONS FOR SYSTEM TEST COORDINATORS

BEFORE TESTING

Scheduling and Monitoring Staff Training

System Test Coordinators are responsible for making sure that all School Test Coordinators, Examiners, and Technology Coordinators are trained in proper online test administration and security procedures. The GaDOE and DRC will conduct training sessions covering both the technical and the administrative aspects of the online Georgia Milestones assessments. System Test Coordinators should schedule selected staff for these training sessions and monitor their attendance. The training slides with links to the recordings of these training sessions will also be posted online at <https://ga.drctdirect.com>.

Receiving Materials

For EOC Main administrations, systems will have their manuals delivered by UPS.

Any system boxes will be marked with the system number, name, and box number on the delivery label.

All school boxes will be identified with the school number, name, and box number on the delivery label.

Ordering Additional Materials

If additional materials are needed, make sure that material counts for each school are complete so that only one request for extra materials is necessary. To order additional materials, go to <https://ga.drctdirect.com>. Additional materials may be requested by the System Test Coordinator only and are shipped using UPS Ground prior to the start of the state testing window. Additional materials requests will ship two-day during the state testing window. If expedited delivery is required, DRC must receive orders for additional materials by 4 p.m. ET, and a note requesting expedited delivery should be added to the request under the “Client Notes” field when placing the additional materials order.

Managing User Profiles

System Test Coordinators are also responsible for managing the user profiles of all personnel who will participate in the administration of the online Georgia Milestones assessments: Technology Coordinators, School Test Coordinators, and Examiners. Specific directions on how to add, edit, or inactivate a user in your system are located in the *eDIRECT User’s Guide*.

DURING TESTING

Monitoring Test Administration

To support School Test Coordinators, System Test Coordinators should be thoroughly familiar with the student registration, test scheduling, and data management tasks described in Part 1 of this manual. System Test Coordinators should also be available during the test administration period to answer questions and help with the reporting and recording of testing irregularities (as directed by GaDOE). System Test Coordinators should monitor each school involved in online testing to ensure that test administration and security procedures are being followed.

If questions arise or if any situations occur that could cause any part of the test administration to be compromised, the System Test Coordinator should call their Assessment Specialist at (800) 634-4106 or (404) 656-2668. Have a plan for School Test Coordinators to maintain a list of students not tested and the reason and to document and report students with incomplete tests.

AFTER TESTING

Verify that School Test Coordinators have collected all test materials after testing is complete. Test materials consist of the *Student Test Roster*, *Test Tickets*, scratch/graph paper, and this *Test Administration Manual*.

Once scores have been received, the System Test Coordinator should securely destroy the *Test Tickets* and scratch/graph paper.

At the System Test Coordinator’s direction, this *Test Administration Manual* should be retained at either the school- or system-level for use in future administrations until a replacement version is delivered. Do NOT return this *Test Administration Manual* to DRC.

CHECKLIST FOR SYSTEM TEST COORDINATORS

Before Testing:

- Notify School Test Coordinators and System Technology Coordinators of the dates for the training sessions.
- Become familiar with all testing procedures by reading this *Test Administration Manual*.
- Make adjustments to user profile information in eDIRECT as necessary.
- Using the information in the *eDIRECT User’s Guide*, work with appropriate personnel to ensure that Student Profiles and demographics are complete in eDIRECT and that accommodations have been appropriately assigned and that students have been placed into test sessions.
- Have a plan to collect a list of students not tested and the reason.
- Confirm with Technology Coordinators that sites are configured for online testing.
- Develop a process for verifying student identity and recording attendance. The *Student Test Roster* is an option for recording attendance.

During Testing:

- Monitor test administration and ensure that prescribed administration procedures are followed at all schools in your system.
- Monitor students with In Progress status whose tests are locked.
- Be available to answer questions from School Test Coordinators.
- Report and record any testing irregularities and invalidations as directed by GaDOE.

After Testing:

- Verify, enter, or correct SRCs, code any testing accommodations that are associated with the SRCs, and code any irregularities, invalidations, and participation invalidations.
- Verify that School Test Coordinators have returned all specified test materials to you after testing is complete.
- Collect list of students not tested.
- Verify that all students are in Completed status after testing completes.

CHECKLIST FOR DESTRUCTION OF TEST MATERIALS

Securely destroy the following test materials at the system level after student scores have been received and verified:

- All scratch/graph paper
- Individual Student *Test Tickets*

Part 3: School Test Coordinators

DIRECTIONS FOR SCHOOL TEST COORDINATORS

BEFORE TESTING

Preparing Test Environment and Computer Workstations

To facilitate a successful online testing experience for students and Examiners alike, School Test Coordinators must make sure the classroom or computer lab is properly set up and checked prior to the start of testing.

The Georgia Milestones assessments should be administered in a room that has comfortable seating and good lighting. The room should be adequately ventilated and free of distractions. There should be a visual barrier between computers, or computers should be arranged in such a way so that students cannot easily view other students' answers. For the assessments that allow it, each student should have a sufficient workspace for using scratch paper. Posters, charts, and other instructional materials related to the content being tested should not be displayed in the testing location during test administration.

School Test Coordinators should supervise the preparation of student workstations and verify that the Technology Coordinator has successfully downloaded all the software necessary for test administration. Specific directions for setting up workstations and installing software can be found in the *INSIGHT Technology User's Guide* available at <https://ga.drceirect.com>.

Before starting the test, the Examiner should know how to contact the Technology Coordinator or School Test Coordinator for technical support without leaving the room unattended.

Students may be told to bring a book to read or some other work to do in the event they finish the test early. This material must be unrelated to the content being tested, and students should not be permitted to use the computer again once they have completed the test.

Preparing Examiners

The Georgia Milestones assessments must be administered by a certified educator. During test administration, Examiners are directly responsible for the security of the test and must account for all test materials at all times. All instances of test security breaches and irregularities must be reported to the School Test Coordinator immediately.

Examiners must be trained in proper online testing procedures prior to the actual administration of tests. The thoroughness and quality of this training are critical to the success of the program.

Emphasize to Examiners the importance of the following general test administration principles:

- **Reviewing Test Security:** The online Georgia Milestones assessments are secure tests. Examiners are directly responsible for the security of the test. While test materials are in their possession, they must be kept in locked storage when not in use. Only authorized individuals should have access. At the conclusion of testing, Examiners are responsible for returning all test materials to the School Test Coordinator. Test materials may not remain in the testing location overnight.
- **Checking the Test Materials:** Examiners should check that the *Student Test Roster* lists the names and relevant accommodations of all students registered to take part in the test session they are administering and that this information matches that on the student *Test Tickets* prior to students logging into the system. These materials must always be stored in a secure place.

- **Setting a Proper Testing Atmosphere:** Examiners should be aware that their attitudes toward the online Georgia Milestones assessment and their administration of the tests can affect student scores. Students should be informed that the tests are important; however, a tense atmosphere should be avoided.
- **Administering the Tests According to Established Procedures:** Examiners should be thoroughly familiar with Parts 4 and 5 of this *Test Administration Manual*. It is imperative that all tests be administered in a uniform manner. For this purpose, detailed directions are provided for test administration. Examiners must follow the directions exactly to ensure standardized administration.
- **Returning the Test Materials:** All test materials must be accounted for and returned to the School Test Coordinator.

Distributing Materials to Examiners

The following set of materials should be distributed to Examiners immediately prior to testing:

- *Test Administration Manual*, one per Examiner
- Blank scratch paper for students, which can include lined notebook paper. Students are allowed to have one sheet for each content area tested with the exception of Mathematics and Section 1 of English Language Arts, for which students can have two sheets. The student *Test Tickets* can be used as one sheet of scratch paper. If needed, students can have additional blank scratch paper if they request it.
- For End-of-Course Mathematics testing, the scratch paper can be blank graph paper. If needed, students can have additional blank scratch paper if they request it.
 - One-quarter-inch graph paper for students taking Coordinate Algebra, Analytic Geometry, Algebra I, and Geometry may be printed from the GaDOE website at <https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Documents/Approved%20Graph%20Paper%20for%20GaDOE%20Web%20Posting%20%28Blue%20Line%29.pdf>.
- A “Testing—Do Not Disturb” sign to post on the testing location door*
- A “No Electronic Devices” sign to post in the testing location*
- *Student Test Roster*
- Student *Test Ticket* for each student for each section of the assessment
- A timing device
- Contact information for the Technology Coordinator or School Test Coordinator for technical support

* “Testing—Do Not Disturb” and “No Electronic Devices” signs can be found within the Documents tab in eDIRECT

DURING TESTING

Supervising Test Administration and Monitoring Test Status

During test administration, the School Test Coordinator should visit each room to make sure that Examiners are following proper procedures and reading the administration scripts word for word. The School Test Coordinator should be available to answer any questions that may arise during the administration and to help with technical problems.

If a student is disconnected from the test and is not able to resume testing, the Examiner should contact the School Test Coordinator or the Technology Coordinator for technical assistance. Refer to the troubleshooting guide online at <https://ga.drctdirect.com> to troubleshoot problems. If the problem persists, contact the DRC Georgia Milestones support team at (866) 282-2249. If another computer has been properly set up for testing, try to move the student to that computer to resume testing. Student responses are automatically saved, so the student should be able to resume testing wherever he or she left off. If another computer is not available and the student cannot continue testing, call the Assessment and Accountability Specialist at (404) 656-2668 or (800) 634-4106 to report the issue and receive further instructions from GaDOE.

School Test Coordinators can monitor the completion status of all students assigned to test sessions in a testing program. Student completion status can be monitored in eDIRECT.

Common Workstation Errors

Error messages may appear on the student workstation during testing. Technology Coordinators should refer to the troubleshooting guide online at <https://ga.drctdirect.com> for resolution. If the problem persists, contact the DRC Georgia Milestones support team at (866) 282-2249.

AFTER TESTING

All test materials must be accounted for and returned. Examiners are responsible for returning all test materials to the School Test Coordinator immediately after completion of a testing session. Test materials consist of the *Student Test Roster*, *Test Tickets*, scratch/graph paper, and this *Test Administration Manual*.

The School Test Coordinator will collect all test materials and return the specified materials to the System Test Coordinator.

At the System Test Coordinator's direction, this *Test Administration Manual* should be retained at either the school- or system-level for use in future administrations until a replacement version is delivered. Do NOT return this *Test Administration Manual* to DRC.

CHECKLIST FOR SCHOOL TEST COORDINATORS

Before Testing:

- Become familiar with all testing procedures by reading this *Test Administration Manual*.
- Attend all training sessions on the technical and administrative aspects of the Georgia Milestones assessments, and make sure that Examiners attend the sessions pertinent to their administrative function.
- Supervise the secure storage area for all online Georgia Milestones assessment materials.
- Add or edit student information in eDIRECT Student Management as necessary.
- Assign students to test sessions and, as needed, assign accommodations **prior** to printing *Test Tickets*.
- Supervise the preparation of the testing room(s), making sure there is at least one computer for every participating student and workstations are arranged to prevent cheating.
- Assist the Technology Coordinator in preparing workstations for testing (installing test client software and downloading test content).
- Complete the Secure Practice Test with Response Transmission prior to the operational window to ensure that all components of the system are configured and operating correctly.
- Distribute the *Student Test Roster* and student *Test Tickets* to Examiners on the day of testing.
- Ensure that there are enough working headphones for students who require a read-aloud accommodation for the online Georgia Milestones assessments.

During Testing:

- Monitor test administration and ensure that prescribed administration procedures are followed.
- Monitor students with In Progress status whose tests are locked.
- Be available to answer questions and to help with technical problems during test administration.

After Testing:

- Verify that Examiners cleared the memories of all calculators.
- Verify, enter, or correct SRCs, code any testing accommodations that are associated with the SRCs, and code in coordination with the System Test Coordinator any irregularities, invalidations, and participation invalidations.
- Verify the return of all test materials at the end of each day of testing, and store materials in a secure storage area.
- Return all specified test materials to the System Test Coordinator.
- Verify transcriptions have been entered into the online test form.
- Verify that there are no students with In Progress status after testing completes.

Part 4: Directions for Examiners

PREPARING FOR THE TEST ADMINISTRATION

The information below will help ensure a successful test administration:

- Workspace for each student should be large enough to accommodate test 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 for students who may finish early during the testing session (e.g., something to read). The work or reading material should be unrelated to the content being tested and should be stored somewhere other than the student's workspace while the student is actively testing. Students should not be permitted to resume work on their tests once they begin working on other tasks.
- The *End-of-Course Test Administration Manual* will be used to administer all EOC online assessments.
- Proctors are recommended for every 20 students and are required if 30 or more students are being tested in one location.
- Review "Procedures for Online Testing with Video Sign Language" in Part 1 of this manual so as to be prepared for how procedures differ for students using Video Sign Language (VSL).

EXAMINER TEST MATERIALS

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

- A copy of this *End-of-Course Test Administration Manual*
- A *Student Test Roster* containing usernames and passwords and GTID (this is a default field on the roster). The roster can also be used to record student attendance.
- 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 testing location door
- A "No Electronic Devices" sign to post in the testing location
- Contact numbers for the Technology Coordinator and the School Test Coordinator
- Contact information for the DRC Georgia Milestones support team: (866) 282-2249

STUDENT TEST MATERIALS

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

- Printed *Test Ticket* for each test section being administered. Every student should have three *Test Tickets* each for English Language Arts and two tickets each for Mathematics, Science, and Social Studies.
- Two No. 2 pencils with erasers
- Blank/clean scratch paper, which can include lined notebook paper; students are allowed to have one blank sheet for each course (two for Mathematics and Section 1, Reading and Evidence-Based Writing, of English Language Arts). If needed, students can have additional scratch paper if they request it. The *Test Ticket* may be used as a piece of scratch paper.
- One-quarter-inch graph paper (x and y axis can be marked on the graph paper to generate coordinate grids) for Coordinate Algebra, Analytic Geometry, Algebra I, and Geometry may be printed from the GaDOE website at <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-End-of-Course-Assessment-Guides.aspx>.

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

- Scientific calculators are available in the online testing system and are supplemented with the Online Graphing Calculator for Section 1, Part B, and Section 2 of the Coordinate Algebra, Analytic Geometry, Algebra I, and Geometry assessments. Scientific calculators are also available for Physical Science and Economics/Business/Free Enterprise assessments.
- **One allowable hand-held calculator is permitted in online testing locations during the 2019–2020 school year.** Districts may elect to allow use of only the online calculator; however, districts must ensure that all schools (and examiners) are consistent across the district. The School Testing Coordinator will coordinate the use of hand-held calculators based on system-wide guidance.
- 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, smartwatch, 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, a 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 4 of this manual.

TEST TICKETS

On the day of testing, the School Test Coordinator will provide you with the secure materials needed to administer each assessment: the *Student Test Roster* for the assessment you will administer and *Test Tickets* for each student who will take the assessment. Students will receive a *Test Ticket* for each section of the test. *Test Tickets* must be given to students immediately before they begin each section of the test. Verify with the School Test Coordinator that all *Test Tickets* correctly identify the test session and section you will be administering. **Students should be given usernames and passwords only for the test and section they are scheduled to take.**

The *Student Test Roster* (shown below) contains a list of students and the usernames and passwords for each student (which must be kept secure and confidential). **The School Test Coordinator should verify the listed accommodations before distributing *Test Tickets* to Examiners. As a reminder, all *Test Tickets* are secure documents and must be returned to the Test Examiner at the end of each test session.**

End of Course <Admin> <20YY> Student Test Roster					
District: Sample District					
School: Sample School					
Assessment: American Literature - Section 1					
Test Session: Sample test					
Student Name	GTID	Username	Password	Form	Accommodation(s)
Samples, JR	1234567890	JSAMPLES7	SURE4143	01	

Each *Test Ticket* (shown below) contains the student’s username and password for the test session. Note that the student will have a separate *Test Ticket* for each section of the test. **Examiners should verify the listed accommodations before students log in to the test.**

End of Course <Admin> <20YY> Test Ticket
American Literature and Composition
American Literature - Section1

Student Name: Samples, JR
Username: JSAMPLES7
Password: SURE4143
GTID: 1234567890
School: Sample School
Test Session: Sample test
Accommodations:

Signature: _____

Examiner

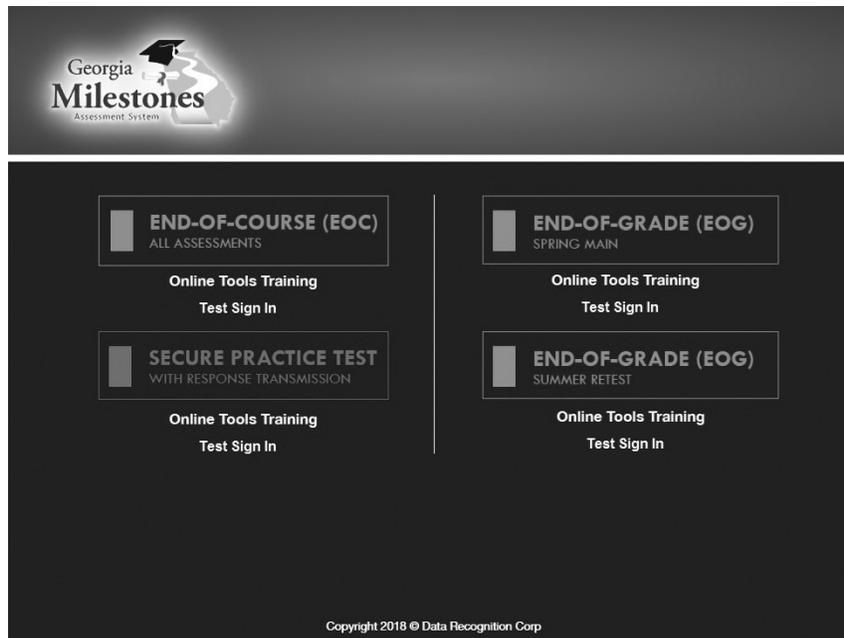
PREPARING WORKSTATIONS AND THE CLASSROOM FOR TESTING

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 loading the test client and opening it to the student login screen.

- To open the student login screen, select the DRC INSIGHT Online Assessments icon (shown below) on the device.



- From the Main Page, select Test Sign In under End-of-Course (EOC) for the current administration.



- 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 or the placement of workstations is such 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 number for the Technology Coordinator and the School Test Coordinator in case you need technical assistance during the test.

BEFORE ADMINISTERING THE EOC ASSESSMENTS

Before administering the EOC:

- Post a “Testing—Do Not Disturb” sign on testing location door.
- Post a “No Electronic Devices” sign in the testing location.
- Write the name of the school, system, and assessment to be administered on the board.
- Make sure students have all test materials. (See the Student Test Materials section in Part 4 of this manual.)
- Verify that students are assigned accommodations **before** testing by viewing *Test Tickets*.
- Verify the identity of each student present for testing and record attendance.

IMPORTANT:

- If an accommodation needs to be added, contact the School Test Coordinator prior to the student logging into a test session. New *Test Tickets* will need to be created and printed.
- 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 testing irregularity.
- If students will be using online Text to Speech, review ORAL READING OF TEST QUESTIONS AND ENGLISH LANGUAGE ARTS PASSAGES on page 15 of this manual.
- **If a student loses connection/closes his or her test without completing it, contact the School Test Coordinator.**

GENERAL DIRECTIONS

Follow the exact script provided in this *End-of-Course Test Administration Manual*.

- You may repeat any part of the directions exactly as printed as many times as needed. Directions may **not** be paraphrased.
- **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.
- Under no circumstances should students be allowed to access other software applications or Internet sites in the testing environment.

CHECKLIST FOR EXAMINERS

Before Testing

- Help the School Test Coordinator notify students and parents about the testing program.
- Read Parts 1, 4, and 5, which are the directions for test administration, in this *End-of-Course Test Administration Manual*.
- Meet with the School Test Coordinator to review the testing schedule and procedures.
- Secure No. 2 pencils, scratch/graph paper, and as appropriate, calculators.
- Secure *Student Test Rosters* and *Test Tickets*. Consult with your School Test Coordinator if the *Test*

Tickets may be used as scratch paper.

- Discuss any needs for a Proctor with your School Test Coordinator.
- Prepare testing location (remove or cover posters, etc.).
- Remind students to bring what is necessary for the planned activity after testing (such as something to read unrelated to the content tested).
- Write the school and system names and assessment to be administered on the board.
- Post a “Testing—Do Not Disturb” sign on your testing location door.
- Post a “No Electronic Devices” sign in the testing location.
- 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 assessments that allow calculator use.
- Verify that students are assigned accommodations before testing by viewing *Test Tickets*.

Pause Functionality

During the test administration, if a student needs to leave the testing location for a short break (e.g., restroom break, office visit) the student should click on the **Pause** button in INSIGHT. A countdown, beginning with 20 minutes, appears on the screen notifying the student of the time left before the system automatically exits the test.

If the test is not resumed within 20 minutes, the student has to log back in to finish the test. If it is still the same day that the student originally logged into the test, the student will log in again using the *Test Ticket* information to regain access to the test. On a subsequent day, the system requires the *Student Test Ticket* to be unlocked prior to the student logging back in to the assessment.

Note: When a student logs back in after a test has timed out, all answer choices, sticky notes, or flags will be saved.

Inactivity

After 20 minutes of inactivity, the DRC Online Assessments software will automatically exit the test. The student will then have to log back in to finish the test. If it is still the same day that the student originally logged into the test, the software will only require the original student login for the student to regain access to the test. On a subsequent day, the system requires the *Student Test Ticket* to be unlocked prior to the student logging back in to the assessment.

Note: When a student logs back in after a test has timed out, all answer choices, sticky notes, or flags will be saved.

Students who Pause and Exit or do not End Test correctly due to Inactivity will have their test showing In Progress. In Progress tests will become Locked at the end of the day. In order for the Locked assessments to be scored, test coordinators must Unlock the session and students will need to enter the session and end/submit test for scoring.

System Test Coordinators should review to ensure that all In Progress tests that should be scored have been submitted. Should a test remain In Progress after the test window, the test will be submitted and scored according to the number of items attempted by the student.

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 English Language Arts Section 1, verify student identity, record attendance, and check that students have the following test materials:*

- *One Test Ticket for each student for each section of the test*
- *Two No. 2 pencils with erasers*
- *Two sheets of clean, blank scratch paper for Section 1. One sheet of clean, blank scratch paper for Section 2 and Section 3. For two-day and three-day administrations, students may receive a new sheet of scratch paper. It is permissible for the Test Ticket to be used as scratch paper. Consult with your School Test Coordinator for local guidance. The Test Ticket is a secure document and must be returned at the end of a testing session.*

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 score. Are there any devices in the room that I need to collect?**

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 Test Ticket.

SAY **Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, 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.**

The following tools are available on your test:

Online Tool	Ninth Grade Literature and Composition and American Literature and Composition
Cross-off	Yes
Highlighter	Yes
Line Guide	Yes
Sticky Note	Yes
Magnifier	Yes
Calculator	No
Equation Builder	No
References	No

Online Tool	Ninth Grade Literature and Composition and American Literature and Composition
Writer’s Checklist	Yes
Undo	Yes
Redo	Yes
Cut	Yes
Copy	Yes
Paste	Yes

- SAY** You should see a screen that says “Sign in to DRC INSIGHT with the Username and Password provided to you.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

- SAY** Type your Username and Password as shown on your *Test Ticket* and click Sign In.

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

- SAY** You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Welcome screen and assist them as necessary.

- SAY** 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 Username and Password.

3. **SAY** 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, Reading and Evidence-Based Writing, you will be asked to read passages, answer questions about the passages, and then write an essay. In Section 2 and Section 3, 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 create a response. There will also be some questions that do not have passages.

Read each passage and question carefully. If there are reading passages, you must click on the right- or left-hand border of the passage to turn the pages or view additional passages for multiple-part questions. You may look back at pages in the reading passages as often as necessary. Do your best to answer every question.

Pause.

SAY Now click the “Continue” button. You should see the Test Selection screen. Now click on the name of the test section.

Pause.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button.

Pause and wait until the Practice Question is displayed on all screens.

SAY 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 *Flag* button. 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 at the top 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 circle in front of the answer you have chosen. Read and answer Practice Question 1 and Practice Question 2 now. Stop after you answer Practice Question 2.

Allow time for students to read and answer Practice Question 1 and Practice Question 2. Review the Practice Questions with students using the following pages for the appropriate course. Then continue with the directions on page 29 of this manual.

Ninth Grade Literature and Composition Practice Questions

When all students have finished the Practice Questions,

SAY **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

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

Are there any questions?

Answer any questions the students may have.

SAY **Click on the Next arrow 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.

SAY **For Practice Question 2, you should have marked choice B for the correct answer.**

Are there any questions?

Answer any questions the students may have.

American Literature and Composition Practice Questions

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 weakness 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 marked choice A for the correct answer.

Are there any questions?

Answer any questions the students may have.

SAY

Click on the Next arrow to go to Practice Question 2.

Which punctuation should be added after *duties*?

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 marked choice C for the correct answer.

Are there any questions?

Answer any questions the students may have.

- SAY** Since Practice Question 2 is the last question of this part, when you click the “Next” button, you will see a prompt, asking if you wish to leave this part of the test. When you are sure you have finished with the Practice Questions, click on the “Yes, Continue” button.

SECTION 1

Administration time: 70–90 minutes

5. **SAY** Next you will see a screen that says “You are now about to begin the Georgia Milestones Assessment.”

You will have up to 90 minutes to complete Section 1 of the (insert name of EOC assessment) End-of-Course assessment. At the end of the test you will find a review page. 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 “Review/End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” 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 “Begin Section” button. 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, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer.

6. *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 #7.

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,

- SAY** Continue working.

When 80 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.

Part 4: Directions for Examiners

7. *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 “Review/End Test” button. Then click on “End Test.” Then click “Submit.”

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

Collect the Test Ticket from each student.

Collect all scratch paper.

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

Return materials to the School Test Coordinator.

SECTION 2*Administration time: 60–85 minutes*

SECTION 2 AND SECTION 3 ARE ADMINISTERED ON A DAY SEPARATE FROM SECTION 1.

Verify student identity and record attendance.

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

Distribute one sheet of clean, blank scratch paper 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 score. Are there any devices in the room that I need to collect?**

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

1. **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 Test Ticket.

- SAY** **Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, 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.**

Now you will take Section 2 of the (insert name of EOC assessment) End-of-Course assessment. You will have up to 85 minutes to complete Section 2. At the end of the test you will find a review page. 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 "Review/End Test" button to go to the review page. Then click the "End Test" button. A new screen will ask if you are done with the test. If you are done, click the "Submit" button. Remember that once you have clicked the "Submit" button, you cannot go back to Section 2.

You should see a screen that says "Sign in to DRC INSIGHT with the Username and Password provided to you." If you do not see this screen, please raise your hand.

If a student's hand is raised, help the student(s) reach the Sign In screen.

- SAY** **Type your Username and Password as shown on your *Test Ticket* and click Sign In.**

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

SAY You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Welcome screen and assist them as necessary.

SAY 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 Username and Password.

SAY Now click the “Continue” button. You should see the Test Selection screen. Now click on the name of the test section.

Pause.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button. 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, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer.

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 #4.

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.

3. *When 75 minutes have passed,*

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

If no hands are raised, go to #4. If any student needs additional time,

SAY You have 10 minutes remaining to complete Section 2.

4. *When all students have completed this section, or after 85 minutes have passed,*

SAY **If you have not already done so, please stop working. Click on the “Review/End Test” button. Then click on “End Test.” Then click “Submit.”**

IF ADMINISTERING THE ENGLISH LANGUAGE ARTS SECTION 2 AND SECTION 3 TESTS IN ONE DAY,

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

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

Collect the Test Ticket from each student.

*At this time, allow the students to stand and stretch. After no more than **10 minutes**,*

SAY **Please sit down and wait quietly as we get ready to move to Section 3. Please do not begin until told to do so.**

IF ADMINISTERING THE ENGLISH LANGUAGE ARTS SECTION 2 AND SECTION 3 TESTS IN TWO DAYS,

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

Collect the Test Ticket from each student.

Collect all scratch paper.

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

Return materials to the School Test Coordinator.

SECTION 3

Administration time: 60–85 minutes

IF ADMINISTERING THE ENGLISH LANGUAGE ARTS SECTION 2 AND SECTION 3 TESTS IN ONE DAY,

Distribute Test Tickets for Section 3.

IF ADMINISTERING THE ENGLISH LANGUAGE ARTS SECTION 2 AND SECTION 3 TESTS IN TWO DAYS,

Verify student identity and record attendance.

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

Distribute one sheet of clean, blank scratch paper 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 score. Are there any devices in the room that I need to collect?

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

1. **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 Test Ticket.

SAY

Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, 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.

Now you will take Section 3 of the (insert name of EOC assessment) End-of-Course assessment. You have up to 85 minutes to complete Section 3. At the end of the test you will find a review page. 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 "Review/End Test" button to go to the review page. Then click the "End Test" button. A new screen will ask if you are done with the test. If you are done, click the "Submit" button. Remember that once you have clicked the "Submit" button, you cannot go back to Section 3.

You should see a screen that says "Sign in to DRC INSIGHT with the Username and Password provided to you." If you do not see this screen, please raise your hand.

If a student's hand is raised, help the student(s) reach the Sign In screen.

SAY

Type your Username and Password as shown on your *Test Ticket* and click Sign In.

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

SAY You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Welcome screen and assist them as necessary.

SAY 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 Username and Password.

SAY Now click the “Continue” button. You should see the Test Selection screen. Now click on the name of the test section.

Pause.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button. 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, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer.

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 #4.

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.

3. *When 75 minutes have passed,*

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

If no hands are raised, go to #4. If any student needs additional time,

SAY You have 10 minutes remaining to complete Section 3.

Part 4: Directions for Examiners

4. *When all students have completed this section, or after 85 minutes have passed,*

SAY **If you have not already done so, please stop working. Click on the “Review/End Test” button. Then click on “End Test.” Then click “Submit.”**

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

Collect the Test Ticket from each student.

Collect all scratch paper.

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

Return materials to the School Test Coordinator.

DIRECTIONS FOR ADMINISTERING THE MATHEMATICS EOC ASSESSMENTS

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

1. *Before you begin, verify student identity, record attendance, and check that students have the following test materials:*

- *One Test Ticket for each student for each section of the test*
- *Two No. 2 pencils with erasers*
- *Two sheets of clean, blank scratch/graph paper. It is permissible for the Test Ticket to be used as scratch paper. Consult with your School Test Coordinator for local guidance. The Test Ticket is a secure document and must be returned at the end of a testing session.*
- *Graphing calculator or scientific calculator (**IMPORTANT:** Graphing calculators or scientific calculators are **not** allowed for Section 1, Part A, for Analytic Geometry, Coordinate Algebra, Algebra I, and Geometry. So withhold issuing any student a calculator until Section 1, Part A, is completed.)*

You must ensure that all calculators have been cleared of any stored text before beginning the assessment. A failure to confirm that calculator memory has been cleared will constitute a testing irregularity.

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 score. Are there any devices in the room that I need to collect?**

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

Confirm that any stored memory on students' hand-held calculators has been cleared.

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

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 Test Ticket.

SAY **Please write your name in the upper right-hand corner of the scratch/graph paper. If you need additional scratch/graph paper during the test, raise your hand and I will bring you a sheet. 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.**

SAY The following tools are available on your test:

Online Tool	Coordinate Algebra, Analytic Geometry, Algebra I, and Geometry
Cross-off	Yes
Highlighter	Yes
Line Guide	Yes
Sticky Note	Yes
Magnifier	Yes
Calculator	<ul style="list-style-type: none"> • Section 1, Part A: No • Section 1, Part B: Scientific and Graphing Calculators • Section 2: Scientific and Graphing Calculators
Equation Builder	Yes
References	Formula Sheet
Undo	No
Redo	No
Cut	No
Copy	No
Paste	No

SAY You should see a screen that says “Sign in to DRC INSIGHT with the Username and Password provided to you.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

SAY Type your Username and Password as shown on your *Test Ticket* and click Sign In.

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

SAY You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Welcome screen and assist them as necessary.

SAY 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 Username and Password.

3. **SAY** 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. You may NOT use a calculator in Section 1, Part A. You may use a graphing or scientific calculator to answer questions in Section 1, Part B, 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 score. Remember, you may NOT use a calculator in Section 1, Part A.

SAY Read each question carefully. For some questions, you will be asked to choose the one BEST response, and for others, you will be asked to create a response. Do your best to answer every question.

Pause.

SAY Now click the “Continue” button. You should see the Test Selection screen. Now click on the name of the test section.

Pause.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button.

Pause and wait until the Practice Question is displayed on all screens.

SAY 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 *Flag* button. 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 at the top 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 circle in front of the answer you have chosen. Read and answer Practice Question 1 and Practice Question 2 now. Stop after you answer Practice Question 2.

Allow time for students to read and answer Practice Question 1 and Practice Question 2. Review the Practice Questions with students using the following pages for the appropriate course. Then continue with the directions on page 56 of this manual.

Coordinate Algebra and Algebra I 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 $x = 6$?

A. $\frac{1}{36}$

B. $\frac{1}{9}$

C. 18

D. 36

SAY

For Practice Question 1, you should have marked choice C for the correct answer.

Are there any questions?

Answer any questions the students may have.

SAY

Click on the Next arrow to go to Practice Question 2.

For which values of x is $7 - x > 3x - 1$?

A. $x < 2$

B. $x < 3$

C. $x > 2$

D. $x > 3$

SAY

For Practice Question 2, you should have marked choice A for the correct answer.

Are there any questions?

Answer any questions the students may have.

Analytic Geometry and Geometry Practice Questions

When all students have finished the Practice Questions,

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

A sphere has a diameter of 6 inches. Which measurement is closest to the volume of the sphere?

- A. 24π cubic inches
- B. 36π cubic inches
- C. 216π cubic inches
- D. 288π cubic inches

SAY**For Practice Question 1, you should have marked choice B for the correct answer.****Are there any questions?**

Answer any questions the students may have.

SAY**Click on the Next arrow 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 chooses is red. What is the probability that the second mug is yellow?

- A. $\frac{1}{3}$
- B. $\frac{3}{7}$
- C. $\frac{4}{7}$
- D. $\frac{2}{3}$

SAY**For Practice Question 2, you should have marked choice D for the correct answer.****Are there any questions?**

Answer any questions the students may have.

- SAY** Since Practice Question 2 is the last question of this part, when you click the “Next” button, you will see a prompt, asking if you wish to leave this part of the test. When you are sure you have finished with the Practice Questions, click on the “Yes, Continue” button.

SECTION 1

Administration time: 60–85 minutes

5. **SAY** Next you will see a screen that says “You may not use a calculator on Section 1, Part A of your test.”

You will have up to 85 minutes to complete Section 1, Part A, and Section 1, Part B. Part A has ten (10) questions.

You may **NOT** use a calculator to answer questions in Part A **ONLY**. You may use a graphing or scientific calculator for Section 1, Part B, and for Section 2.

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

When you reach the end of Section 1, Part A, you will be asked if you are ready to move on to the next section of the test. When you are sure you have finished, click on the “Yes, Continue” button. Then read the test directions that appear on-screen and click on the “Begin Section” button.

At the end of the test you will find a review page. 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 B, click the “Review/End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” 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 “Begin Section” button. You may begin.

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

Circulate and monitor students during test administration.

Calculators may not be used for Section 1, Part A, of Mathematics.

Section 1, Part A (calculators not allowed), consists of items 1–10. Check to be sure that, when students are working on these items, they are not using a calculator:

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, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer.

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 75 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.

Part 4: Directions for Examiners

7. *When all students have completed this section, or after 85 minutes have passed,*

SAY **If you have not already done so, please stop working. Click on the “Review/End Test” button. Then click on “End Test.” Then click “Submit.”**

IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,

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

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

Collect the Test Ticket from each student.

*At this time, allow the students to stand and stretch. After no more than **10 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 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.

Return materials to the School Test Coordinator.

SECTION 2*Administration time: 60–85 minutes**IF COMPLETING SECTION 2 ON DAY 1,**Distribute Test Tickets for Section 2.**IF COMPLETING SECTION 2 ON DAY 2,**Verify student identity and record attendance.**Check to be sure the memory stored in each calculator has been cleared.**Make sure that all desks are cleared and distribute the Test Tickets. Make sure each student receives his or her own Test Ticket.**Distribute scratch/graph paper and calculators.**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 score. Are there any devices in the room that I need to collect?

*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 score. Please complete this task at this time.

- 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 Test Ticket.***SAY**

Please write your name in the upper right-hand corner of the scratch/graph paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, 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.

Now you will take Section 2 of the (insert name of EOC assessment) End-of-Course assessment. You will have up to 85 minutes to complete Section 2. At the end of the test you will find a review page. 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 "Review/End Test" button to go to the review page. Then click the "End Test" button. A new screen will ask if you are done with the test. If you are done, click the "Submit" button. Remember that once you have clicked the "Submit" button, you cannot go back to Section 2.

You may use a calculator to answer questions in Section 2. You may not use a cell phone as a calculator. To do so will result in invalidation of your test score.

Part 4: Directions for Examiners

SAY You should see a screen that says “Sign in to DRC INSIGHT with the Username and Password provided to you.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

SAY Type your Username and Password as shown on your *Test Ticket* and click Sign In.

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

SAY You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Welcome screen and assist them as necessary.

SAY 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 Username and Password.

SAY Now click the “Continue” button. You should see the Test Selection screen. Now click on the name of the test section.

Pause.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button. 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, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer.

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 75 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 85 minutes have passed,*

SAY If you have not already done so, please stop working. Click on the “Review/End Test” button. Then click on “End Test.” Then click “Submit.”

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

Collect the 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.

Return materials to the School Test Coordinator.

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, verify student identity, record attendance, and check that students have the following test materials:*

- *One Test Ticket for each student for each section of the test*
- *Two No. 2 pencils with erasers*
- *One sheet of clean, blank scratch paper. It is permissible for the Test Ticket to be used as scratch paper. Consult with your School Test Coordinator for local guidance. The Test Ticket is a secure document and must be returned at the end of a testing session.*
- *Scientific or basic calculator (for Physical Science 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 score. Are there any devices in the room that I need to collect?**

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

IF ADMINISTERING PHYSICAL SCIENCE,

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

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 Test Ticket.

SAY **Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, 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.**

SAY The following tools are available on your test:

Refer to the appropriate assessment and name the tools available.

Online Tool	Biology	Physical Science
Cross-off	Yes	Yes
Highlighter	Yes	Yes
Line Guide	Yes	Yes
Sticky Note	Yes	Yes
Magnifier	Yes	Yes
Calculator	No	Scientific/Basic
Equation Builder	No	No
Periodic Table	No	Yes
Reference Sheet	No	Yes
Undo	No	No
Redo	No	No
Cut	No	No
Copy	No	No
Paste	No	No

SAY You should see a screen that says “Sign in to DRC INSIGHT with the Username and Password provided to you.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

SAY Type your Username and Password as shown on your *Test Ticket* and click Sign In.

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

SAY You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Welcome screen and assist them as necessary.

SAY 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 Username and Password.

3. **SAY** 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 some questions, you will be asked to choose the one BEST response, and for others, you will be asked to create a response. Do your best to answer every question.

Pause.

- SAY** Now click the “Continue” button. You should see the Test Selection screen. Now click on the name of the test section.

Pause.

- SAY** Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

- SAY** Now click the “Begin the Test” button.

Pause and wait until the Practice Question is displayed on all screens.

- SAY** 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 *Flag* button. 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 at the top 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 YOU ARE ADMINISTERING PHYSICAL SCIENCE,

- SAY** You may click on the References or Periodic Table tools at any time during the test. The References tool reveals the Reference Sheet that shows important formulas. The Periodic Table tool reveals the Periodic Table of Elements that shows the position and characteristics of the elements. You may refer to these tools for both sections.

- SAY** Are there any questions?

Answer any questions the 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 circle in front of the answer you have chosen. Read and answer Practice Question 1 and Practice Question 2 now. Stop after you answer Practice Question 2.

Allow time for students to read and answer Practice Question 1 and Practice Question 2. Review the Practice Questions with students using the following pages for the appropriate course. Then continue with the directions on page 67 of this manual.

Biology Practice Questions

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 marked choice B for the correct answer.

Are there any questions?

Answer any questions the students may have.

SAY

Click on the Next arrow 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 marked choice A for the correct answer.

Are there any questions?

Answer any questions the students may have.

Physical Science Practice Questions

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 marked choice A for the correct answer.

Are there any questions?

Answer any questions the students may have.

SAY

Click on the Next arrow 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 marked choice C for the correct answer.

Are there any questions?

Answer any questions the students may have.

- SAY** Since Practice Question 2 is the last question of this part, when you click the “Next” button, you will see a prompt, asking if you wish to leave this part of the test. When you are sure you have finished with the Practice Questions, click on the “Yes, Continue” button.

SECTION 1

Administration time: 45–70 minutes

5. **SAY** Next you will see a screen that says “You are now about to begin the Georgia Milestones Assessment.”

You will have up to 70 minutes to complete Section 1 of the (insert name of EOC assessment) End-of-Course assessment. At the end of the test you will find a review page. 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 “Review/End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” 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 “Begin Section” button. 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, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer.

6. *When 45 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 45-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.

Part 4: Directions for Examiners

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 “Review/End Test” button. Then click on “End Test.” Then click “Submit.”**

IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,

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

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

Collect the Test Ticket from each student.

*At this time, allow the students to stand and stretch. After no more than **10 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 Test Ticket from each student.

Collect all scratch paper.

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

Return materials to the School Test Coordinator.

SECTION 2*Administration time: 45–70 minutes**IF COMPLETING SECTION 2 ON DAY 1,**Distribute Test Tickets for Section 2.**IF COMPLETING SECTION 2 ON DAY 2,**Verify student identity and record attendance.**Make sure that all desks are cleared and distribute the Test Tickets. Make sure each student receives his or her own Test Ticket.**Distribute clean, blank scratch paper.**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 score. Are there any devices in the room that I need to collect?

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

1. **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 Test Ticket.***SAY**

Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, 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.

Now you will take Section 2 of the (insert name of EOC assessment) End-of-Course assessment. You will have up to 70 minutes to complete Section 2. At the end of the test you will find a review page. 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 "Review/End Test" button to go to the review page. Then click the "End Test" button. A new screen will ask if you are done with the test. If you are done, click the "Submit" button. Remember that once you have clicked the "Submit" button, you cannot go back to Section 2.

You should see a screen that says "Sign in to DRC INSIGHT with the Username and Password provided to you." If you do not see this screen, please raise your hand.

*If a student's hand is raised, help the student(s) reach the Sign In screen.***SAY**

Type your Username and Password as shown on your *Test Ticket* and click Sign In.

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

SAY You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Welcome screen and assist them as necessary.

SAY 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 Username and Password.

SAY Now click the “Continue” button. You should see the Test Selection screen. Now click on the name of the test section.

Pause.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button. 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, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer.

2. When 45 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 45-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 #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 “Review/End Test” button. Then click on “End Test.” Then click “Submit.”**

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

Collect the Test Ticket from each student.

Collect all scratch paper.

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

Return materials to the School Test Coordinator.

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, verify student identity, record attendance, and check that students have the following test materials:*

- *One Test Ticket for each student for each section of the test*
- *Two No. 2 pencils with erasers*
- *One sheet of clean, blank scratch paper. It is permissible for the Test Ticket to be used as scratch paper. Consult with your School Test Coordinator for local guidance. The Test Ticket is a secure document and must be returned at the end of a testing session.*
- *Scientific or basic 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 score. Are there any devices in the room that I need to collect?**

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

IF ADMINISTERING ECONOMICS/BUSINESS/FREE ENTERPRISE,

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

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 Test Ticket.

SAY **Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, 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.**

SAY The following tools are available on your test:

Refer to the appropriate assessment and name the tools available.

Online Tool	United States History	Economics/Business/ Free Enterprise
Cross-off	Yes	Yes
Highlighter	Yes	Yes
Line Guide	Yes	Yes
Sticky Note	Yes	Yes
Magnifier	Yes	Yes
Calculator	No	Scientific/Basic
Equation Builder	No	No
References	No	No
Undo	No	No
Redo	No	No
Cut	No	No
Copy	No	No
Paste	No	No

SAY You should see a screen that says “Sign in to DRC INSIGHT with the Username and Password provided to you.” If you do not see this screen, please raise your hand.

If a student’s hand is raised, help the student(s) reach the Sign In screen.

SAY Type your Username and Password as shown on your *Test Ticket* and click Sign In.

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

SAY You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Welcome screen and assist them as necessary.

SAY 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 Username and Password.

3. **SAY** 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 some questions, you will be asked to choose the one BEST response, and for others, you will be asked to create a response. Do your best to answer every question.

Pause.

- SAY** Now click the “Continue” button. You should see the Test Selection screen. Now click on the name of the test section.

Pause.

- SAY** Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

- SAY** Now click the “Begin the Test” button.

Pause and wait until the Practice Question is displayed on all screens.

- SAY** 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 *Flag* button. 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 at the top 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 circle in front of the answer you have chosen. Read and answer Practice Question 1 and Practice Question 2 now. Stop after you answer Practice Question 2.

Allow time for students to read and answer Practice Question 1 and Practice Question 2. Review the Practice Questions with students using the following pages for the appropriate course. Then continue with the directions on page 77 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 marked choice D for the correct answer.

Are there any questions?

Answer any questions the students may have.

SAY

Click on the Next arrow 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 marked choice C for the correct answer.

Are there any questions?

Answer any questions the students may have.

Economics/Business/Free Enterprise Practice Questions

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 marked choice D for the correct answer.

Are there any questions?

Answer any questions the students may have.

SAY

Click on the Next arrow 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?

- A. Money Supply Aggregate Demand
increases increases
- B. Money Supply Aggregate Demand
increases decreases
- C. Money Supply Aggregate Demand
decreases increases
- D. Money Supply Aggregate Demand
decreases decreases

SAY

For Practice Question 2, you should have marked choice A for the correct answer.

Are there any questions?

Answer any questions the students may have.

- SAY** Since Practice Question 2 is the last question of this part, when you click the “Next” button, you will see a prompt, asking if you wish to leave this part of the test. When you are sure you have finished with the Practice Questions, click on the “Yes, Continue” button.

SECTION 1

Administration time: 45–70 minutes

5. **SAY** Next you will see a screen that says “You are now about to begin the Georgia Milestones Assessment.”

You will have up to 70 minutes to complete Section 1 of the (insert name of EOC assessment) End-of-Course assessment. At the end of the test you will find a review page. 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 “Review/End Test” button to go to the review page. Then click the “End Test” button. A new screen will ask if you are done with the test. If you are done, click the “Submit” button. Remember that once you have clicked the “Submit” 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 “Begin Section” button. 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, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer.

6. *When 45 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 45-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

- SAY** Continue working.

Part 4: Directions for Examiners

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 “Review/End Test” button. Then click on “End Test.” Then click “Submit.”

IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,

SAY You may now take a short break. You may stand and stretch. Please do not talk.

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

Collect the Test Ticket from each student.

*At this time, allow the students to stand and stretch. After no more than **10 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 Test Ticket from each student.

Collect all scratch paper.

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

Return materials to the School Test Coordinator.

SECTION 2*Administration time: 45–70 minutes**IF COMPLETING SECTION 2 ON DAY 1,**Distribute Test Tickets for Section 2.**IF COMPLETING SECTION 2 ON DAY 2,**Verify student identity and record attendance.**Make sure that all desks are cleared and distribute the Test Tickets. Make sure each student receives his or her own Test Ticket.**Distribute clean, blank scratch paper.**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 score. Are there any devices in the room that I need to collect?

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

1. **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 Test Ticket.***SAY**

Please write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test, raise your hand and I will bring you a sheet. Remember, 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.

Now you will take Section 2 of the (insert name of EOC assessment) End-of-Course assessment. You will have up to 70 minutes to complete Section 2. At the end of the test you will find a review page. 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 "Review/End Test" button to go to the review page. Then click the "End Test" button. A new screen will ask if you are done with the test. If you are done, click the "Submit" button. Remember that once you have clicked the "Submit" button, you cannot go back to Section 2.

You should see a screen that says "Sign in to DRC INSIGHT with the Username and Password provided to you." If you do not see this screen, please raise your hand.

*If a student's hand is raised, help the student(s) reach the Sign In screen.***SAY**

Type your Username and Password as shown on your *Test Ticket* and click Sign In.

Pause.

IF ADMINISTERING THE ASSESSMENT ON iPADS:

SAY You will see a message box that reads “Confirm App Self-Lock.” Click on the “Yes” button.

Make sure that all students have proceeded to the Welcome screen and assist them as necessary.

SAY 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 Username and Password.

SAY Now click the “Continue” button. You should see the Test Selection screen. Now click on the name of the test section.

Pause.

SAY Now review the test directions. Use the Next and Back buttons to navigate through the directions. Do not click the “Begin the Test” button until I instruct you to do so.

Pause and wait until the “Begin the Test” button is displayed on all screens.

SAY Now click the “Begin the Test” button. 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, you may click “Pause” and “Exit” and move the student to another workstation if one is available, or contact the School Test Coordinator or the appropriate technology support staff for help. Document the issue and notify the System Test Coordinator. Collect the Test Ticket from the student if he or she cannot complete the test on another computer.

2. When 45 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 45-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 #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 “Review/End Test” button. Then click on “End Test.” Then click “Submit.”

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

Collect the Test Ticket from each student.

Collect all scratch paper.

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

Return materials to the School Test Coordinator.

Part 5: After Each Day of 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:

- *Test Administration Manual*
- Scratch/graph paper
- *Student Test Roster*
- *Test Tickets*

Return materials as designated in the box below.

Top of Stack
<i>Test Administration Manual</i>
Scratch/graph paper
<i>Student Test Roster</i>
<i>Test Tickets</i>
Bottom of Stack

CHECKLIST FOR EXAMINERS

After Testing

- Account for all secure test materials before releasing students from the test site.
- Immediately after testing, ensure that all hand-held calculators are cleared of any stored text for assessments that allow calculator use.
- Check each computer to be sure all students have exited the test.
- Verify that you have collected a *Test Ticket* for every student in your classroom.
- Collect any scratch/graph paper used. Ensure student names are on the scratch/graph paper.
- Return all test materials to the School Test Coordinator at the conclusion of every test administration session.
- Notify the School Test Coordinator of any students who did not take any part of the test.

**THANK YOU VERY MUCH FOR YOUR ASSISTANCE
WITH THE ADMINISTRATION OF THE GEORGIA MILESTONES.**

APPENDIX: STATE-DIRECTED USE (SDU-A) CODES

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

* GAVS does not participate in EOG testing.



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Winter 2019; Spring, Summer,
and Fall Mid-Month 2020
End-of-Course
Test Administration Manual

