Georgia
Milestones
Assessment System

Spring 2018
Online Examiner's Manual
End-of-Grade

Online Examiner's Manual

TEST SECURITY

Source: 2017–18 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 *School and System Test Coordinator's Manual*, the *Paper-and-Pencil Examiner's Manual*, and the *Online Examiner's Manual*) cannot be viewed by any individual or entity prior to or after testing. To do so is a direct violation of testing policies and procedures established by Georgia law (§20-2-281) and State Board of Education (Rule 160-3-1-.07(4)) in addition to copyright laws and the Georgia Code of Ethics for Educators. Georgia Milestones materials may not be provided to any persons except those conducting the test administration and those being tested. All test booklets (used and unused) and all supporting materials must be accounted for and returned at the completion of the test administration and in the manner prescribed in the *School and System Test Coordinator's Manual*.

Table of Contents

Part 1: Introduction

ABOUT THIS MANUAL

This manual describes the pre-test, test administration, and post-test procedures the Examiner must follow to administer the Georgia Milestones End-of-Grade (EOG) assessments.

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

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

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

FOR ASSISTANCE

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

THE GEORGIA MILESTONES ASSESSMENT SYSTEM

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

The State Board of Education is required by Georgia law (O.C.G.A. §20-2-281) to adopt assessments designed to measure student achievement relative to the knowledge and skills set forth in the state-adopted content standards. The Georgia Milestones Assessment System (Georgia Milestones) fulfills this requirement and, as a key component of 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. Specifically, Georgia Milestones is designed to provide students and their parents with critical information about the students' achievement and, importantly, their preparedness for the next educational level. The ultimate goal of Georgia's assessment and accountability system is to ensure that all students are provided the opportunity to engage with high-quality content standards, receive high-quality instruction predicated upon those standards, and are positioned to meet high academic expectations.

GEORGIA MILESTONES END-OF-GRADE ASSESSMENTS

As previously mentioned, Georgia law (§20-2-281) mandates that the State Board of Education adopt annual measures of student achievement in the content areas of English Language Arts (ELA) and Mathematics in grades 3 through 8 and also in Science and Social Studies in grades 5 and 8. Students must participate in the Georgia Milestones content areas measured at the end of each grade in which they are enrolled. State law further mandates that student achievement in reading, as measured as a component of the Georgia Milestones ELA EOG assessment, be utilized in promotion and retention decisions for students in grades 3, 5, and 8, while student achievement in Mathematics, as measured by the Georgia Milestones Mathematics EOG assessment, be considered in grades 5 and 8. Students who fail to demonstrate grade-level achievement on these measures must receive remediation and be offered an opportunity for a retest prior to consideration for promotion to grades 4, 6, and 9 (§20-2-283 and State Board of Education Rule 160-4-2-.11).

Results of the EOG 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;
- provide a clear signal of each student's preparedness for the next educational level (i.e., grade);
- allow for the detection of the academic progress made by each student from one assessed grade to the next;
- be suitable for use in promotion and retention decisions at grades 3 (reading), 5 (reading and Mathematics), and 8 (reading and Mathematics);
- support and inform educator effectiveness measures; and
- inform state and federal accountability measures at the school, district, and state levels.

The EOG assessment consists of selected-response and technology-enhanced questions. English Language Arts and Mathematics also contain constructed-response questions. 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)
English Language Arts	✓	✓	✓	✓	✓
Mathematics	✓	✓	✓	✓	
Science	✓	✓			
Social Studies	✓	✓			

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

The Georgia Milestones EOG assessments are primarily criterion-referenced tests designed to provide information about how well a student has mastered the state-adopted content standards for the core content areas of English Language Arts, Mathematics, Science, and Social Studies. Each student will receive one of four proficiency levels, depending on how well the student has mastered the subject/grade content standards. In addition to criterion-referenced information, the Georgia Milestones measures will also include a limited sample of nationally norm-referenced items to provide a signal of how Georgia students are achieving relative to their peers nationally.

The norm-referenced information provided is supplementary to the criterion-referenced proficiency designation and will not be utilized in any manner other than to serve as a barometer of national comparison. Only the criterion-referenced scores and proficiency designations will be utilized in the accountability metrics associated with the assessment program. It is important to note that with the inclusion of the norm-referenced items, students may encounter items for which they have not received direct instruction. These items will not contribute to the student's criterion-referenced proficiency designation; only items that align to the 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 in class. For a complete overview, please refer to the *Georgia Milestones End-of-Grade Assessment Guide*s at http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-End-of-Grade-Assessment-Guides.aspx.

SCHEDULING THE TESTS

The Georgia Milestones EOG assessment will be administered over nine consecutive school days or twelve consecutive school days for online testing set by the system. The nine-day or twelve-day local window will fall within the state testing window of April 9 through May 18, 2018.

The development of the local EOG testing schedule is the responsibility of each System Test Coordinator. It is then the responsibility of the Examiner to follow the system's prescribed EOG administration schedule.

End-of-Grade Test Administration Windows

Test Administration Paper-and-Pencil & Online	Testing Window
Spring Main	April 9 through May 18, 2018
Summer Retest	May 14 through July 20, 2018

Suggested Administration Schedule

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

One-Day Administration

Content Area	Task	Time Allotted
English Language Arts: Section 1, Reading and Evidence-Based Writing • Grades 3–8	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 • Grades 3–8	Distribute test materials and read test instructions	10 minutes
	Testing Time Section 2	60–75 minutes
	Break	10 minutes
	Testing Time Section 3	60–75 minutes
	Collect test materials	15 minutes
Mathematics • Grades 3–8	Distribute test materials, read test instructions, and Practice Questions	10 minutes
	Testing Time Section 1	60–85 minutes
	Break	10 minutes
	Testing Time Section 2	60–85 minutes
	Collect test materials	15 minutes
Science • Grades 5 and 8	Distribute test materials, read test instructions, and Practice Questions	10 minutes
	Testing Time Section 1	45–70 minutes
	Break	10 minutes
	Testing Time Section 2	45-70 minutes
	Collect test materials	15 minutes
Social Studies • Grades 5 and 8	Distribute test materials, read test instructions, and Practice Questions	10 minutes
	Testing Time Section 1	45–70 minutes
	Break	10 minutes
	Testing Time Section 2	45–70 minutes
	Collect test materials	15 minutes

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Two-Day Administration

Content Area	Day	Task	Time Allotted
English Language Arts: Section 1, Reading and Evidence-Based Writing • Grades 3–8	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* • Grades 3–8	1	Distribute test materials and read test instructions	10 minutes
		Testing Time Section 2	60–75 minutes
		Collect test materials	15 minutes
	2	Distribute test materials and read test instructions	10 minutes
		Testing Time Section 3	60–75 minutes
		Collect test materials	15 minutes
Mathematics • Grades 3–8	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 • Grades 5 and 8	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 • Grades 5 and 8	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.

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

• The EOG assessment must be administered in the following order: English Language Arts, Mathematics, Science, and Social Studies.

• For the EOG 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) and should be completed within the same week following the district's testing protocols for EOG measures (in keeping with state guidance).

• EOG 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.

IMPORTANT: The Examiner <u>must</u> keep time during testing according to the script to be read aloud to students. When time has been called, the Examiner must instruct the students to stop the test according to the script provided.

TEST SECURITY PROCEDURES AND REMINDERS

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

- All school system personnel are prohibited from reviewing the contents of the EOG assessments.

- All EOG assessments must be administered by a Georgia-certified educator.

- Examiners are directly responsible for the security of test materials and must account for all materials while in the Examiner's custody.

- The testing environment should be designed, and maintained, to minimize the potential for cheating. Any sign of cheating must be handled immediately. Contact the School Test Coordinator if you have any questions or if cheating or security violations are suspected.

- 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 Ticket*s.

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

- Examiners must account for all test materials before dismissing students from the testing room.

- At the conclusion of each test session, Examiners are responsible for immediately returning all test materials to the School Test Coordinator.

- For EOG assessments that allow hand-held calculator use, it is **required** that Examiners 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 the Georgia Department of Education (GaDOE).

  - Should it be confirmed that a student either brought information into a test setting through stored text, or left the test setting with secure test information stored on a device, the student's test will be invalidated. Such an event must be reported to GaDOE.

- Please note that should an emergency arise during testing, the Examiner should make sure that test materials are locked in the classroom and that students do not remove test materials from the test setting as they exit.

ALL individuals who have the responsibility for handling the EOG 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 School Test Coordinator.

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STUDENTS TO BE TESTED

All students who are enrolled in grades 3 through 8, including students with disabilities and English Learners for whom English is a second language, must participate in the EOG assessment. Exceptions are made for students who qualify for the Georgia Alternate Assessment (GAA). Please refer to the *Student Assessment Handbook* for detailed information concerning GAA participation.

TESTING ACCOMMODATIONS

Students who are identified as visually impaired and require Braille or Large-Print material for their instructional program qualify for the Braille or Large-Print version of the EOG assessments and will take the paper-and-pencil format of the assessment.

Students who are eligible for read-aloud accommodations should be administered the online version of the EOG assessments utilizing Text-to-Speech (TTS). Examiners must read the script to all students, including students with read-aloud accommodations. Examiners should tell these students to place their headphones on and start the TTS after they have completed the Practice Questions and have had an opportunity to ask any questions related to starting the assessment.

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

Students who are eligible for a signed administration have the opportunity to take the online versions of the Georgia Milestones beginning with the Spring 2018 End-of-Grade administration.

Students who are eligible for English Learner (EL) status according to the Board of Education Rule 160-4-5-.02 may receive accommodations. These accommodations should be documented in the EL Test Participation Committee (TPC) Plan and should be consistent with the student's current instructional program.

Specific requirements and guidelines pertaining to the assessment of Students with Disabilities and English Learners (EL) can be located in the *Student Assessment Handbook* that is available on the GaDOE website. Included in the handbook are tables that outline the state-approved accommodations for Students with Disabilities and English Learners. 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 allows access to Text-to-Speech (TTS) that is a part of DRC INSIGHT. Examiners should read the script in Part 3: Administering the EOG Assessment 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 *Online Practice Test Directions for End-of-Course and End-of-Grade* 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 3 of this manual, to students.

Text-to-Speech Accommodation

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** 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-EOG-Resources.aspx.

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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. 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.
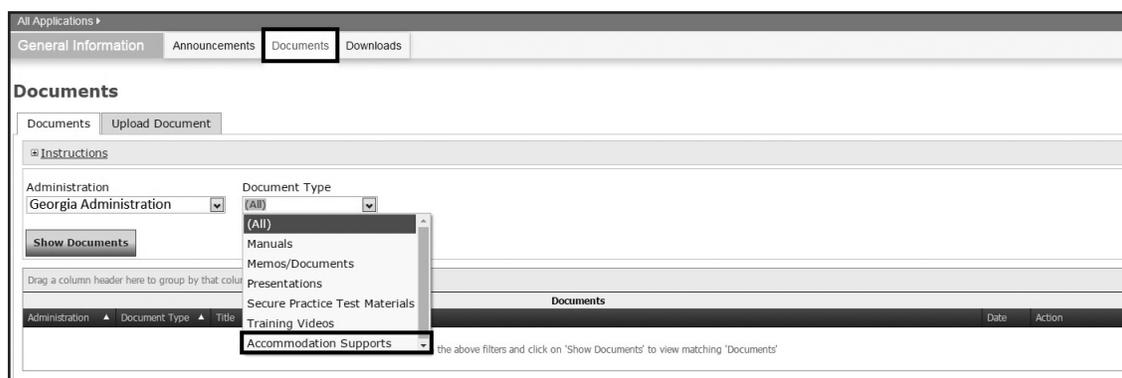
Signed Administration

Students who are eligible for a standard signed administration—Video Sign Language (VSL)—can complete the EOG 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 TSM 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 3: Administering the EOG Assessments" of this *End-of-Grade Online Examiner's Manual* to understand how the following procedures apply to the script and to a successful administration of the EOG assessments.

Procedures for Online Testing with Video Sign Language (VSL)

1. Begin the administration by signing the administration directions for online testing in Part 3 of this *End-of-Grade Online Examiner's 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 [image] 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. The sign language video will continue to play.

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 [image] 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 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 EOG assessment. 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.

Braille

Students who are identified as visually impaired and require Braille material for their instructional program qualify for the Braille version of the EOG assessment and will take the paper-and-pencil format of the assessment. To expedite the scoring process, a Braille administration can be transcribed into an online form. Please check with the School or System Test Coordinator for more information about this process.

Use of a Scribe

If a student requires a scribe for the EOG assessments, refer to the *Student Assessment Handbook* for information about the appropriate procedures and requirements.

Part 2: 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 something 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. Students should not be permitted to resume work on their tests once they begin working on other tasks. Students can access these materials only after completing Section 2 of Mathematics, Science, and Social Studies or ELA Section 1, Reading and Evidence-Based Writing, and ELA Section 3.
- The *End-of-Grade Online Examiner's Manual* will be used to administer all EOG 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-Grade Online Examiner's Manual*
- A *Student Test Roster* containing usernames and passwords and GTID numbers
- One *Test Ticket* for each student for each section of the assessment. Each student must verify his or her first and last name and the test he or she is scheduled to take. Note that each test has multiple sections:
  - ELA, Section 1, Reading and Evidence-Based Writing: 1 ticket
  - ELA, Sections 2 and 3: 2 tickets
  - Mathematics: 2 tickets
  - Science: 2 tickets
  - Social Studies: 2 tickets
- A timing device such as a clock or watch to keep time during test administration
- A "Testing—Do Not Disturb" sign to post on the classroom door
- A "No Electronic Devices" sign to post in the classroom
- 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 sheet for each content area tested (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.

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

- Headphones (for students who require a read-aloud accommodation)

- Calculator for applicable grades and/or content areas as follows:

  - Grades 3–5: calculator not allowed

  - Grade 6: online or hand-held basic calculator

  - Grades 7 and 8: online scientific or online basic calculator, hand-held basic or hand-held scientific calculator

  IMPORTANT: Calculator use is not allowed in Mathematics Section 1, Part A, of the EOG assessment for grades 6–8. Scientific calculators cannot have the capacity to graph or store text.

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 EOG Assessments" and "General Directions" in Part 3 of this manual.

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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 Ticket*s for each student who will take the assessment. Students will receive a *Test Ticket* for each section of the test. Verify with the School Test Coordinator that all *Test Ticket*s 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 required 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 and only given to students immediately before they begin the test).

End Of Grade Spring 2018
Student Test Roster

District: Sample District
School: Sample School
Assessment: Grade 3 – ELA Section 1
Test Session: Sample test

Student Name	GTID	Username	Password	Form	Accommodation(s)
Samples, JR	1235647980	JSAMPLES7	SKIP8178	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.

End of Grade Spring 2018 Test Ticket
Gr 3 – English Language Arts
Grade 3 – ELA Section 1

Student Name: Student, Training
Username: TSTUDENT1
Password: SURE4143
GTID: 1234567890
School: Sample School
Test Session: TestDor
Accommodations:

Signature: _____

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.

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

2. From the Main Page, select Test Sign In under End-of-Grade (EOG) for the current administration. The administration is printed on the top of each student's test ticket.
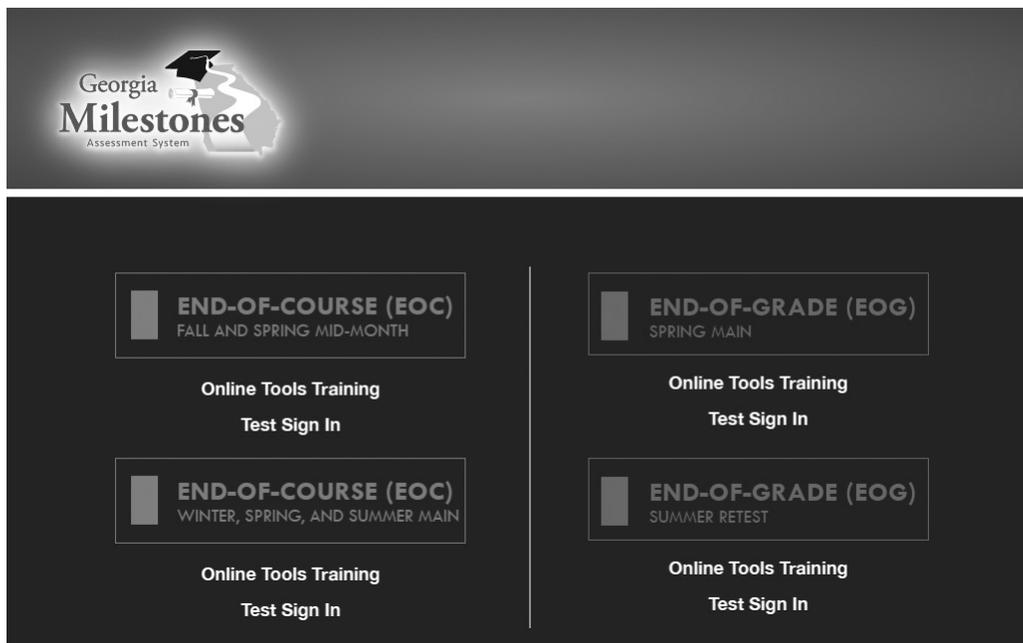
3. When the connection is established, the student login page will display on the screen. The workstation is now ready for the student to begin.

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.

Part 3: Administering the EOG Assessments

BEFORE ADMINISTERING THE EOG ASSESSMENTS

- Post a "Testing—Do Not Disturb" sign on testing room door.
- Post a "No Electronic Devices" sign in the classroom.
- Write the name of the school, system, and EOG assessment to be administered on the board.
- Make sure students have all test materials. (See the Student Test Materials section in Part 2 of this manual.)
- For grades 6–8 students who will be using hand-held calculators, do not distribute them for Section 1 of Mathematics. Section 1, Part A, is the no-calculator portion of the assessment. Examiners should hold the calculators to be distributed to students when students request them after finishing Section 1, Part A. Hand-held calculators should not have the capacity to graph or store text.
- **IMPORTANT:** For EOG assessments that allow hand-held 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 will constitute a testing irregularity.

IMPORTANT: 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-Grade Online Examiner's 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 EOG 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 <u>not</u> 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 all directions for test administration in this *End-of-Grade Online Examiner's Manual*.
- ☐ Meet with the School Test Coordinator to review the testing schedule and procedures.
- ☐ Secure No. 2 pencils and scratch paper.
- ☐ Secure *Student Test Rosters* and *Test Ticket*s. Consult with your School Test Coordinator if the *Test Ticket*s may be used as scratch paper.
- ☐ Discuss any needs for a Proctor with your School Test Coordinator.
- ☐ Prepare classroom (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 EOG assessment to be administered on the board.

☐ Post a "Testing—Do Not Disturb" sign on your classroom door.

☐ Post a "No Electronic Devices" sign in the classroom.

☐ 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 EOG assessments that allow calculator use.

Pause Functionality

During the test administration, if a student needs to leave the computer lab/classroom for a short break (e.g., restroom break, office visit, etc.) 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.

Loss of Internet Connectivity

The TSM (see "Testing Site Manager (TSM)" section in the *INSIGHT Technology User's Guide*) offers two types of caching: content caching for tests and test items, and response caching for student responses. With response caching, if the Internet connection to DRC fails, students can continue testing. When the TSM is communicating with DRC, it transmits its cached response information every fifteen minutes. If the TSM is not currently communicating with the testing computers, testing is halted until communication with the TSM is re-established.

A TSM can help students during exams. During testing, if the test computers can communicate with the DRC INSIGHT server, responses go directly to the server.

End-of-Grade Online Examiner's Manual

- With no TSM, if that communication stalls because the Internet connection is congested, messages between the testing computers and DRC are delayed. If the delay is too long, the software stops testing and the student loses the connection.

- With a TSM, if the communication stalls because the Internet connection is congested, the testing computer sends its answers to the TSM response cache. Every fifteen minutes, the TSM attempts to automatically submit its collected test responses to DRC, which helps manage message traffic. You also can submit test responses manually.

IMPORTANT: A TSM is required for TTS.

If the connectivity issue cannot be resolved on the day of testing, contact the Georgia Help Desk.

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

DIRECTIONS FOR ADMINISTERING THE ENGLISH LANGUAGE ARTS EOG ASSESSMENT

1. *Distribute the following Student Test Materials:*

   - *One Test Ticket for each student for each section of the test*
   - *Two No. 2 pencils with erasers*
   - *Two sheets of scratch paper for Section 1, Reading and Evidence-Based Writing. One sheet of scratch paper each for Section 2 and Section 3. The Test Ticket may be used as scratch paper.*

   After all students have materials,

   SAY **The testing period has begun. Please do not talk until after you have been dismissed. Cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. 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 **If you are using scratch paper other than your *Test Ticket*, 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:

   Refer to the table below and name the tools available.

Online Tool	English Language Arts
Cross-off	Yes
Highlighter	Yes
Line Guide	Yes
Sticky Note	Yes
Magnifier	Yes
Calculator	No
References	No
Writer's Checklist	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 take Section 1, Reading and Evidence-Based Writing, of the Georgia Milestones End-of-Grade assessment for English Language Arts. 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 you will be asked to read two 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 type your answer. There will also be some questions that do not have passages.**

Read each passage and question carefully. Some questions will ask you to select an answer from among four choices. Some questions will have two parts. For other questions, you will be asked to type your response in the space provided. 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.

English Language Arts

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 Question. The Practice Question is provided to show you what the questions in the test are like. You should choose the one BEST answer and click on the circle in front of the answer you have chosen. Read and answer the Practice Question now. Stop after you have answered it.**

Allow time for students to read and answer the Practice Question. Review the Practice Question with students using the following pages for the appropriate grade level. Then continue with the directions on page 27 of this manual.

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Grades 3–5 Practice Passage and Practice Question

When all students have finished the Practice Question,

SAY **Look at the Practice Passage, Pigs.**

When you think of pigs, you may think they are dirty. Pigs like to lie in the mud. But pigs are very clean animals. They stay in the mud only when it is hot. The mud keeps them cool.

Some people say that pigs are lazy. But pigs can run quickly on their little feet.

We use pigs for many things. They give us food. Their hair is used in brushes.

SAY **Look at the Practice Question.**

Why do people think pigs are dirty animals?

A. because they live on farms
B. because they lie in the mud
C. because they play in the rain
D. because they are lazy animals

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

Are there any questions?

Answer any questions the students may have.

Grades 6–8 Practice Passage and Practice Question

When all students have finished the Practice Question,

SAY **Look at the Practice Passage, Delivering the Mail.**

Many people think that the pony express was the earliest mail delivery service, but stagecoaches carried the mail first. The pony express carried only light mail (short messages and letters). This delivery system lasted only two years because telegraph lines were built and short messages no longer had to be carried as mail. However, stagecoaches continued to carry heavier mail because they still had passengers to keep their business alive. Later, railroads were built and trains took over the job of carrying the mail. Even mail delivery by railroad was replaced in part by the airplane.

SAY **Look at the Practice Question.**

Which of the following carried the mail FIRST?

A. stagecoaches
B. pony express
C. trains
D. airplanes

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

Are there any questions?

Answer any questions the students may have.

| SAY | Because the Practice Question 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 Question, 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. 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.**

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 <u>before</u> *the students are allowed to leave the testing site.*

Return materials to the School Test Coordinator.

SECTION 2

Administration time: 60–75 minutes

> *Sections 2 and 3 are administered on a day separate from Section 1, Reading and Evidence-Based Writing.*
>
> *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 scratch paper to each student for each section.*
>
> *After all students have materials,*

1. SAY **The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. 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 **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 **If you are using scratch paper other than your *Test Ticket*, 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.**

Today you will be taking Section 2 of the English Language Arts End-of-Grade assessment. You will have up to 75 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.*

English Language Arts

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 | **You have 15 minutes remaining to complete Section 2.** |

3.   *When all students have completed this section, or after 75 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 10-minute 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 for 10 minutes. After no more than 10 minutes,

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

Directions for Section 3 begin on page 32 in this manual.

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 <u>before</u> the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

SECTION 3

Administration time: 60–75 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,

> *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 scratch paper to each student.*

> *After all students have materials,*

SAY **The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. 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 **If you are using scratch paper other than your *Test Ticket*, 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 English Language Arts End-of-Grade assessment. You have up to 75 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 #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 **You have 15 minutes remaining to complete Section 3.**

3. *When all students have completed this section, or after 75 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.

English Language Arts

Count the test materials <u>before</u> the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

DIRECTIONS FOR ADMINISTERING THE MATHEMATICS EOG ASSESSMENT

1.   *Before you begin, 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 scratch paper. The* Test Ticket *may be used as scratch paper.*
- *Calculator applicable to grades and/or content areas as follows:*

Grades 3–5	Calculator not allowed
Grade 6	Basic* calculator
Grades 7 and 8	Basic* calculator or scientific** calculator

* A basic hand-held calculator usually includes square root and percentage function. The online Basic Calculator will not have these functions.
** The scientific calculator should not have the capacity to graph or store text.

IMPORTANT: *Calculator use is* not *allowed in Mathematics Section 1, Part A, of the EOG assessment for grades 6–8 and the online calculator will be suppressed for these items.*

Students testing online and using a hand-held calculator will raise their hand at the beginning of Section 1, Part B, to receive their calculator from the Examiner.

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,

1.   SAY **The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. 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 **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 **If you are using scratch paper other than your *Test Ticket*, 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.**

Mathematics

SAY **The following tools are available on your test:**

Refer to the table below and name the tools available for the grade level being tested.

Online Tool	Grades 3–5 Mathematics	Grade 6 Mathematics	Grades 7 and 8 Mathematics
Cross-off	Yes	Yes	Yes
Highlighter	Yes	Yes	Yes
Line Guide	Yes	Yes	Yes
Sticky Note	Yes	Yes	Yes
Magnifier	Yes	Yes	Yes
Calculator	No	• **Section 1, Part A:** No • **Section 1, Part B, and Section 2:** Online or hand-held basic calculator	• **Section 1, Part A:** No • **Section 1, Part B, and Section 2:** Online scientific calculator, hand-held basic, or hand-held scientific calculator
References	No	Formula Sheet	Formula Sheet

IMPORTANT: *Calculator use is not allowed in Mathematics Section 1, Part A, of the EOG assessment for grades 6–8.*

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-Grade assessment for Mathematics. You will be presented with a variety of items throughout the test and some may be more familiar to you than others. For some questions, you will be asked to choose the one BEST response and, for others, you will be asked to type your answer.**

IF ADMINISTERING GRADES 6–8,

SAY **You may NOT use a calculator to answer questions in Section 1, Part A. You may use a hand-held or the online calculator for Section 1, Part B, and in all of Section 2. When you are ready to move to Section 1, Part B, the directions will tell you to raise your hand to notify the Examiner that you are ready to use your calculator. Remember, you may NOT use a calculator in Section 1, Part A.**

SAY **Read each question carefully. Some questions will ask you to select an answer from among four choices. Some questions will have two parts. Some questions will ask you to select more than one answer. For other questions, you will be asked to type your response in the space provided. 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 Question. The Practice Question is provided to show you what the questions in the test are like. You should choose the one BEST answer and click on the circle in front of the answer you have chosen. Read and answer the Practice Question now. Stop after you have answered it.**

> *Allow time for students to read and answer the Practice Question. Review the Practice Question with students using the following page for the appropriate grade level and then continue with the directions on page 39 of this manual.*

Grades 3–5 Mathematics Practice Question

When all students have finished the Practice Question,

SAY | **Look at the Practice Question.**

Look at the number sentence. $100 \ \square \ 5 = 105$

Which symbol belongs in the box to make the number sentence true?

A. $+$
B. $-$
C. $\times$
D. $\div$

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

Are there any questions?

Answer any questions the students may have.

Grades 6–8 Mathematics Practice Question

When all students have finished the Practice Question,

SAY | **Look at the Practice Question.**

13 boys and 14 girls are in Mr. Brown's class. All of them went on a field trip. Which number sentence shows how many students went on the trip?

A. $14 + 13$
B. $14 - 13$
C. $27 - 14$
D. $27 - 13$

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

Are there any questions?

Answer any questions the students may have.

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| SAY | Since the Practice Question 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 Question, click on the "Yes, Continue" button. |

SECTION 1

Administration time: 60–85 minutes

DIRECTIONS FOR GRADES 3–5 ONLY

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 85 minutes to complete Section 1. 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 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.**

Mathematics

Mathematics

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

| DIRECTIONS FOR GRADES 3–5 ONLY |

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 10-minute 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.**

Directions for Section 2 begin on page 43 in this manual.

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 <u>before</u> *the students are allowed to leave the testing site.*

Return materials to the School Test Coordinator.

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SAY **Since the Practice Question 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 Question, click on the "Yes, Continue" button.**

SECTION 1

Administration time: 60–85 minutes

DIRECTIONS FOR GRADES 6–8 ONLY

Mathematics

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 basic 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. If you will be using a hand-held calculator, raise your hand to receive one.

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.

Monitor students who will use a hand-held calculator as they move from Section 1, Part A, to Section 1, Part B.

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,*

DIRECTIONS FOR GRADES 6–8 ONLY

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.**

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 10-minute 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 for 10 minutes. 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.**

   Directions for Section 2 begin on page 43 in this manual.

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.

   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.

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SECTION 2

Administration time: 60–85 minutes

Mathematics

IF COMPLETING SECTION 2 ON DAY 1,

> *Distribute* Test Tickets *for Section 2.*

IF COMPLETING SECTION 2 ON DAY 2,

> *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 paper.*

> *After all students have materials,*

| SAY | **The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. 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 GRADES 6–8,

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

> *Distribute calculators.*

| 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.** |

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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 | **If you are using scratch paper other than your *Test Ticket*, 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 Mathematics End-of-Grade 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.

Mathematics

IF ADMINISTERING GRADES 6–8,

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

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.

<u>Circulate and monitor students during test administration.</u>

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.*

End-of-Grade Online Examiner's Manual

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 paper.

IF ADMINISTERING GRADES 6–8,

> *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.

Mathematics

DIRECTIONS FOR ADMINISTERING THE SCIENCE EOG ASSESSMENT

1.   *Distribute the following Student Test Materials:*

   - *One* Test Ticket *for each student for each section of the test*
   - *Two No. 2 pencils with erasers*
   - *One sheet of scratch paper. The* Test Ticket *may be used as scratch paper.*

   After all students have materials,

   SAY   **The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. 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   **If you are using scratch paper other than your *Test Ticket*, 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 table below and name the tools available.

Online Tool	Science
Cross-off	Yes
Highlighter	Yes
Line Guide	Yes
Sticky Note	Yes
Magnifier	Yes
References (8th Grade only)	Periodic Table

   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-Grade assessment for Science. 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.**

Pause.

SAY **Some questions will ask you to select an answer from among four choices. Some questions will have two parts. Some questions will ask you to select more than one answer. 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 the students may have.

Science

4.   SAY   **Now, we will review the Practice Question. The Practice Question is provided to show you what the questions in the test are like. You should choose the one BEST answer and click on the circle in front of the answer you have chosen. Read and answer the Practice Question now. Stop after you have answered it.**

> *Allow time for students to read and answer the Practice Question. Review the Practice Question with students using the page for the appropriate grade level, and then continue with the directions on page 50 of this manual.*

Science

Grade 5 Science Practice Question

When all students have finished the Practice Question,

SAY **Look at the Practice Question.**

How does heat affect an ice cube?

A. turns it to snow
B. freezes it
C. melts it
D. does not change it

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

Are there any questions?

Answer any questions the students may have.

Grade 8 Science Practice Question

When all students have finished the Practice Question,

SAY **Look at the Practice Question.**

Where is food digested?

A. heart
B. lung
C. stomach
D. brain

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

Are there any questions?

Answer any questions the students may have.

Science

SAY **Since the Practice Question 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 Question, 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 Science EOG 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. 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.**

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 10-minute 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.**

Directions for Section 2 begin on page 52 in this manual.

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.

Science

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,

> *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 paper.*

> *After all students have materials,*

SAY **The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. 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.*

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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 **If you are using scratch paper other than your *Test Ticket*, 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 Science End-of-Grade 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 <u>before</u> *the students are allowed to leave the testing site.*

Return materials to the School Test Coordinator.

DIRECTIONS FOR ADMINISTERING THE SOCIAL STUDIES EOG ASSESSMENT

1.   *Distribute the following Student Test Materials:*

- *One* Test Ticket *for each student for each section of the test*
- *Two No. 2 pencils with erasers*
- *One sheet of scratch paper. The* Test Ticket *may be used as scratch paper.*

After all students have materials,

SAY **The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. 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 **If you are using scratch paper other than your *Test Ticket*, 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.**

The following tools are available on your test:

Refer to the table below and name the tools available.

Online Tool	Social Studies
Cross-off	Yes
Highlighter	Yes
Line Guide	Yes
Sticky Note	Yes
Magnifier	Yes
References	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.

Social Studies

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-Grade assessment for Social Studies. 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.**

Pause.

SAY   **Some questions will ask you to select an answer from among four choices. Some questions will have two parts. Some questions will ask you to select more than one answer. 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.

Social Studies

4.　SAY　**Now, we will review the Practice Question. The Practice Question is provided to show you what the questions in the test are like. You should choose the one BEST answer and click on the circle in front of the answer you have chosen. Read and answer the Practice Question now. Stop after you have answered it.**

Allow time for students to read and answer the Practice Question. Review the Practice Question with students using the following page for the appropriate grade level, and then continue with the directions on page 59 of this manual.

Social Studies

Grade 5 Social Studies Practice Question

When all students have finished the Practice Question,

SAY **Look at the Practice Question.**

Tomatoes are usually ripe (ready to pick) in the summer. During which season will tomatoes MOST LIKELY be cheapest at the grocery store?

A. fall
B. winter
C. spring
D. summer

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

Are there any questions?

Answer any questions the students may have.

Grade 8 Social Studies Practice Question

When all students have finished the Practice Question,

SAY **Look at the Practice Question.**

Who elects the governor of Georgia?

A. the president
B. the chief justices
C. the people of the state
D. the Speaker of the House

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

Are there any questions?

Answer any questions the students may have.

Social Studies

SAY Since the Practice Question 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 Question, 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 Social Studies EOG 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. A new screen will ask if you are done with the test. 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.

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."

Social Studies

IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,

SAY **You may now take a 10-minute 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.**

Directions for Section 2 begin on page 61 in this manual.

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 <u>before</u> the students are allowed to leave the testing site.

Return materials to the School Test Coordinator.

Social Studies

End-of-Grade Online Examiner's Manual

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,

>*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 paper.*

>*After all students have materials,*

SAY **The testing period has begun. Please do not talk until after you have been dismissed. I must remind you that cell phones, smartphones, smartwatches, tablets, or other electronic devices are NOT allowed in the testing room. The use, or intended use, of an electronic device to look up correct answers, take pictures of test materials, or share information with others will result in an invalidation of your test score and possible disciplinary action. Invalidation means that you would not receive a test score for this content area test. 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.*

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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 **If you are using scratch paper other than your *Test Ticket*, 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 Social Studies End-of-Grade 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.*

Social Studies

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.**

End-of-Grade Online Examiner's Manual

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.

Social Studies

Part 4: 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:

- *End-of-Grade Online Examiner's Manual*
- Scratch paper
- *Student Test Roster*
- *Test Ticket*s

Return materials as designated in the box below.

Top of Stack
End-of-Grade Online Examiner's Manual
Scratch paper
Student Test Roster
*Test Ticket*s
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 the grades 6–8 Mathematics 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 paper used. Ensure student names are on the scratch 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.**

End-of-Grade Online Examiner's Manual

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