TEST SECURITY

Source: 2017–2018 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.
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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.

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Selected Response (1 point)</th>
<th>Technology Enhanced (2 points)</th>
<th>Constructed Response (2 points)</th>
<th>Extended Constructed Response (4 points)</th>
<th>Extended Writing Response (7 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mathematics</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Science</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Guides 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**

<table>
<thead>
<tr>
<th>Test Administration Paper-and-Pencil &amp; Online</th>
<th>Testing Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Main</td>
<td>April 9 through May 18, 2018</td>
</tr>
<tr>
<td>Summer Retest</td>
<td>May 14 through July 20, 2018</td>
</tr>
</tbody>
</table>
**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**

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Task</th>
<th>Time Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Language Arts: Section 1, Reading and Evidence-Based Writing</strong>&lt;br&gt;• Grades 3–8</td>
<td>Distribute test materials, read test instructions, and Practice Questions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>Testing Time</td>
<td>70–90 minutes</td>
</tr>
<tr>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
<tr>
<td><strong>English Language Arts: Sections 2 and 3</strong>&lt;br&gt;• Grades 3–8</td>
<td>Distribute test materials and read test instructions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>Testing Time Section 2</td>
<td>60–75 minutes</td>
</tr>
<tr>
<td></td>
<td>Break</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>Testing Time Section 3</td>
<td>60–75 minutes</td>
</tr>
<tr>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
<tr>
<td><strong>Mathematics</strong>&lt;br&gt;• Grades 3–8</td>
<td>Distribute test materials, read test instructions, and Practice Questions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>Testing Time Section 1</td>
<td>60–85 minutes</td>
</tr>
<tr>
<td></td>
<td>Break</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>Testing Time Section 2</td>
<td>60–85 minutes</td>
</tr>
<tr>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
<tr>
<td><strong>Science</strong>&lt;br&gt;• Grades 5 and 8</td>
<td>Distribute test materials, read test instructions, and Practice Questions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>Testing Time Section 1</td>
<td>45–70 minutes</td>
</tr>
<tr>
<td></td>
<td>Break</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>Testing Time Section 2</td>
<td>45–70 minutes</td>
</tr>
<tr>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
<tr>
<td><strong>Social Studies</strong>&lt;br&gt;• Grades 5 and 8</td>
<td>Distribute test materials, read test instructions, and Practice Questions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>Testing Time Section 1</td>
<td>45–70 minutes</td>
</tr>
<tr>
<td></td>
<td>Break</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>Testing Time Section 2</td>
<td>45–70 minutes</td>
</tr>
<tr>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
</tbody>
</table>

* If students will be completing demographic information, add 10 minutes to English Language Arts: Section 1, Reading and Evidence-Based Writing.
### Two-Day Administration*

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Day</th>
<th>Task</th>
<th>Time Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Language Arts:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Section 1, Reading and Evidence-Based Writing</strong></td>
<td>1</td>
<td>Distribute test materials, read test instructions, and Practice Questions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Testing Time</td>
<td>70–90 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Grades 3–8</td>
<td></td>
</tr>
<tr>
<td><strong>Sections 2 and 3</strong></td>
<td>1</td>
<td>Distribute test materials and read test instructions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Testing Time Section 2</td>
<td>60–75 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Distribute test materials and read test instructions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Testing Time Section 3</td>
<td>60–75 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
<tr>
<td></td>
<td>Grades 3–8</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>1</td>
<td>Distribute test materials, read test instructions, and Practice Questions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Testing Time Section 1</td>
<td>60–85 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Distribute test materials and read test instructions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Testing Time Section 2</td>
<td>60–85 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
<tr>
<td></td>
<td>Grades 3–8</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>1</td>
<td>Distribute test materials, read test instructions, and Practice Questions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Testing Time Section 1</td>
<td>45–70 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Distribute test materials and read test instructions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Testing Time Section 2</td>
<td>45–70 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
<tr>
<td></td>
<td>Grades 5 and 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td>1</td>
<td>Distribute test materials, read test instructions, and Practice Questions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Testing Time Section 1</td>
<td>45–70 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Distribute test materials and read test instructions</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Testing Time Section 2</td>
<td>45–70 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collect test materials</td>
<td>15 minutes</td>
</tr>
<tr>
<td></td>
<td>Grades 5 and 8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* If students will be completing demographic information, add 10 minutes to English Language Arts: Section 1, Reading and Evidence-Based Writing.

** 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 the EOG measures (in keeping with state guidance).
Part 1: Introduction

- The 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 must 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. Lost test booklets constitute a breach of test security and will result in a referral to the Georgia Professional Standards Commission (GaPSC).
- 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 write their names on the cover of their test booklets and each sheet of scratch paper to help account for materials at the end of each test session.
- 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 used and unused materials to the School Test Coordinator.
- For EOG assessments that allow 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 score 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.
For additional security, each test booklet has a unique bar code security number printed on the front cover. A record of the numbers of test booklets sent to, and returned by, each system is maintained. Every test booklet, used and unused, will be scanned and tracked electronically. **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.

**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. For more information, refer to the sections of this manual called, “Administering the Braille Version” and “Administering the Large-Print Version.”

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 who are eligible for a signed administration should take the online version of the EOG assessments. Video Sign Language (VSL) is now available within INSIGHT. The directions, questions, and answer choices are signed to the student in American Sign Language (ASL). Reference the End-of-Grade Online Examiner’s Manual for the procedures for online testing with VSL.

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 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.
Administering the Braille Version

The directions in this manual also apply to the administration of the Braille version of the EOG assessments. Additional Braille instructions are as follows:

- Disregard references to class packs. Braille test booklets will be individually packaged.
- Disregard references to breaking the test booklet seal. Braille test booklets do not have seals.
- References to specific page numbers in the standard Student Test Booklet may be incorrect for the Braille version. To supply the correct page numbers and other references, Examiners should review—prior to testing—all test materials that accompany the Braille test booklet, including the supplemental instructions and the standard Student Test Booklet.
- Follow the procedures in Part 5 of this manual regarding the bubbling of demographic information and other coding. Additionally, the student’s name, Examiner, school, and system must be printed on the front cover of each Braille test booklet.

**NOTE:** All answer documents must be returned with the correct label applied. If the appropriate label is not correctly applied to a student document, the scoring of the answer document will be delayed.

- Indicate on the Student Answer Document that the student was administered the Braille version by filling in the circle next to “Braille” in the “For Teacher Use Only” section.
- Because extra time may be needed for administering the Braille version, it is recommended that students be tested individually or in a small-group setting.
- Examiners who administer the Braille version will use the standard Student Test Booklet shipped with the Braille forms throughout testing.
- The student responses must be transcribed onto the Student Answer Document exactly as provided by the student. When a Braille student responds by pointing to the answers or giving a verbal response in English only, the Examiner is permitted during the course of test administration to fill in student responses on the Student Answer Document. When a Braille student responds by using a Braille writer or marking answers in the test booklet, see the Student Assessment Handbook for more information. In each instance, the Examiner must provide written affirmation to the School Test Coordinator that student responses have been completed on the Student Answer Document with fidelity. Under no circumstances should a student’s answer be altered or edited—to do so is a direct violation of test security.
- Keep the transcribed Student Answer Document with the other used Student Answer Documents from the student’s class. The School Test Coordinator should return the Braille test booklets with the shipment of nonscorable materials.
- The Examiner may record student responses taking a Braille test via INSIGHT. The Examiner should use the student’s test ticket to log into INSIGHT. The Examiner will follow the instructions in the Accommodations Transcription memo, which is included in the Braille kit in order to transcribe the student responses from the test.
Administering the Large-Print Version

The directions in this manual also apply to the administration of the Large-Print version of the EOG assessments. Additional Large-Print instructions are as follows:

- Disregard references to class packs. Large-Print test booklets will be individually packaged.
- Disregard references to breaking the test booklet seal. Large-Print test booklets do not have seals.
- Follow the procedures in Part 5 of this manual regarding the bubbling of demographic information and other coding. Additionally, the student’s name, Examiner, school, and system must be printed on the front cover of each Large-Print test.
- Indicate on the standard Student Answer Document that the student was administered the Large-Print version by filling in the circle next to “Large-Print” in the “For Teacher Use Only” section.
- Because extra time may be needed for administering the Large-Print version, it is recommended that students be tested individually or in a small-group setting.
- Students taking the Large-Print version of the EOG assessment should record or have their answers recorded as specified in their IEP. A typical testing accommodation is for the student to record answers directly in the Large-Print test booklet by circling the letters for their selected responses, or using a similar marking system. The Large-Print Student Answer Document that will accompany the Large-Print Student Test Booklet is also an option. Regardless of the means of response, student answers must be transcribed onto a standard Student Answer Document or online test form. In instances where transcription is needed, please follow procedures outlined in the Georgia Milestones School and System Test Coordinator Manual and the Student Assessment Handbook. The Student Assessment Handbook can be found at http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Information-For-Educators.aspx.
- Keep the transcribed Student Answer Document with the other used Student Answer Documents from the student’s class to be included in the return shipment for scoring. The School Test Coordinator should return the Large-Print test booklets with the nonscorable shipment.

Oral Reading of Test

An online administration utilizing text-to-speech (TTS) is the preferred administration mode for students who are eligible for the oral reading of test questions accommodation. However, for students with the oral reading accommodation who are taking the test through a paper and pencil administration, the human reader should utilize the Georgia Milestones Read-Aloud Guidelines posted at http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-EOG-Resources.aspx.

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. Do NOT insert, for scoring, a printed paper copy of a scribed response into an answer document; these will not be scored. The scribe must transcribe student responses onto a standard Student Answer Document or into an online test form.
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 Paper-and-Pencil Examiner’s Manual will be used to administer all EOG assessments.
- Become familiar with the information needed on the Student Answer Document. It may be helpful to have general testing information written on the board prior to testing.
- Proctors are recommended for every 20 students and are required if 30 or more students are being tested in one location.

EXAMINER TEST MATERIALS

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

- A copy of this End-of-Grade Paper-and-Pencil Examiner’s Manual
- Student Test Materials
- 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
- Class roster with GTID numbers
- Contact numbers for the School Test Coordinator

STUDENT TEST MATERIALS

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

- Student Test Booklet
- Student Answer Document
- 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.

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 scratch paper and return it as directed at the end of the test.
Part 2: Preparing for the Test Administration

- Calculator for applicable grades and/or content areas as follows:
  - Grades 3–5: calculator not allowed
  - Grade 6: basic calculator
  - Grades 7–8: basic or 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 booklet and/or answer document 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.**
Part 3: Administering the EOG Assessments

BEFORE ADMINISTERING THE EOG ASSESSMENTS

Before administering the EOG:

- Write the name of the EOG assessment to be administered and the school and system names on the board.
- Post a “Testing—Do Not Disturb” sign on testing room door.
- Post a “No Electronic Devices” sign in the classroom.
- 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 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. Calculators should not have the capacity to graph or store text.

IMPORTANT: For EOG assessments that allow calculator use, Examiners must ensure that all calculators are cleared of any stored text before beginning the assessment and immediately after completion. A failure to confirm that text is cleared will constitute a testing irregularity.

GENERAL DIRECTIONS

- Follow the exact script provided in this End-of-Grade Paper-and-Pencil Examiner’s Manual. Coordinate with the School Test Coordinator to determine if student demographic information is to be completed by the student. If yes, the directions are on page 55.
- Circulate around the room to see that students are recording their information on the correct section of their Student Answer Document.
- 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 not be read to the students.
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 Paper-and-Pencil Examiner’s Manual*.
☐ Meet with the School Test Coordinator to review the testing schedule and procedures.
☐ Secure No. 2 pencils and scratch paper, and as appropriate, calculators.
☐ Inventory test materials received from School Test Coordinator, and sign out all secure materials on the School Security Checklist.
☐ 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).
☐ If requested and under direct administrator supervision, ensure that all *Student Answer Documents* have a Pre ID label or District/School label applied and the student demographic information in the following sections is filled in on the *Student Answer Document*.
  - Last Name
  - First Name
  - Middle Initial
  - Date of Birth
  - Ethnicity
  - Race
  - Gender
  - GTID
☐ 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 calculators are cleared of any stored text for EOG assessments that allow calculator use.

THANK YOU VERY MUCH FOR YOUR ASSISTANCE WITH THE ADMINISTRATION OF THE GEORGIA MILESTONES.
DIRECTIONS FOR ADMINISTERING THE ENGLISH LANGUAGE ARTS EOG ASSESSMENT

Write your name, the name of the school, and the name of the system on the board.

Distribute the following Student Test Materials:

- Student Test Booklets
- Student Answer Documents (NOTE: At the direction of the School Test Coordinator, follow the directions in Part 5 of this manual called “Completing Student Demographic Information” to complete the student demographic information on the Student Answer Documents prior to the start of the English Language Arts assessments.)
- 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.

After all students have materials,

1. 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.

   You will be taking the Georgia Milestones End-of-Grade assessment for English Language Arts. You must complete your answers on the Student Answer Document with a No. 2 pencil. If you do not have a sharpened No. 2 pencil, please raise your hand.

   Supply sharpened No. 2 pencils to students who need them.

   Locate your answer document and look at the front page.

   Find Section 1 labeled Please Print and using your No. 2 pencil, print your name and the school and system names in the spaces provided. The information that you need to complete the school and system names is written on the board. If your answer document has a Pre-ID label affixed, verify the name on the label matches your name. If not, please raise your hand and notify the Examiner.

   If students will be completing demographic information, read directions on page 55 and then return to this page to continue reading the directions.

   Locate your test booklet.

   Print your name on the front cover of your test booklet on the line labeled Student Name.

   Circulate and check that students have written their names in the appropriate space on the test booklet.

   If you need additional scratch paper, 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.
2. **SAY** Now break the seal on your test booklet and open your test booklet to English Language Arts, Section 1. Read the General Instructions silently as I read them aloud.

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 write 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 write your response in the space provided on your answer document. If there is a reading passage, you may look back at it as often as necessary.

When answering test questions, be sure that the question number on your answer document matches the question number on your test. Do not write your answers in your test booklet. Only answers marked on your answer document or written on the lines provided on your answer document will be scored. If you do not know the answer to a question, skip it and go on. If time permits, you may return to questions in that section only. Do your best to answer every question.

If you need to change an answer on your answer document, be sure to erase your first mark completely. Do not make any stray marks on your answer document.

If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not go on to the next section of the test until directed by your Examiner and do not return to the previous section. Doing so may invalidate your test score.

Are there any questions?

**Answer any procedural questions the students may have.**

3. **SAY** Open your answer document to English Language Arts, Section 1, and find the word “Practice.” Look at the Practice Question in your test booklet.

The Practice Question below is provided to show you what the questions in the test are like. Choose the one BEST answer and fill in the circle in the space provided on your answer document.

Read and answer the Practice Question now.

*Have students read the Practice Passage and answer the Practice Question independently. Be sure they fill in the answer to the Practice Question in the appropriate place on their answer document. Review the Practice Question with students using the following pages for the appropriate grade level and then continue with the directions on page 22 of this manual.*
### Grades 3–5 Practice Passage and Practice Question

When all students have finished the Practice Question,

**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.

**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

**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.*
When all students have finished the Practice Question,

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.

Look at the Practice Question.

Which of the following carried the mail FIRST?

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

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.
Part 3: Administering the EOG Assessments

SECTION 1
Administration time: 70–90 minutes

4. **SAY** Now you will take Section 1 of the English Language Arts End-of-Grade assessment. You will have up to 90 minutes to complete Section 1. Stop when you reach the stop sign at the end of Section 1.

If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not go on to the next section of the test until directed by your Examiner. Doing so may invalidate your test score.

Do you have any questions about what to do or where to mark your answers?

Answer any procedural questions the students may have.

**SAY** Make sure you are turned to Section 1 of English Language Arts in your answer document and Section 1 in your test booklet. Read the directions silently. You may begin.

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

Circulate and monitor students during test administration. Check that students are in the correct place in their test booklet and answer document.

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 #5.

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 #6. If any student needs additional time,

**SAY** You have 10 minutes remaining to complete Section 1.

5. **SAY** When all students have completed this section, or after 90 minutes have passed,

**SAY** If you have not already done so, please stop working. Close your test booklet and your answer document.

Place your answer document and scratch paper next to your test booklet.

Collect the test booklets and check that each student’s full name is written on the front cover of the test booklet before collecting it. Check that the answer document has not been placed inside the test booklet.

Collect the answer document 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.

CHECKLIST FOR EXAMINERS

During Testing

☐ Monitor students’ handling of Student Test Booklets and Student Answer Documents to keep the materials in good condition.
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 booklets, scratch paper, pencils, and answer documents. Make sure each student receives his or her own test booklet and his or her own answer document.

After all students have materials,

Before we begin, if you have not done so, print your name on the front cover of your test booklet and answer document.

If necessary, pause and check that students have done this.

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. If you need additional scratch paper, 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.

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. Stop when you reach the stop sign at the end of Section 2 in your test booklet.

If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not go on to the next section of the test until directed by your Examiner and do not return to the previous section. Doing so may invalidate your test score.

Do you have any questions about what to do or where to mark your answers?

Answer any procedural questions the students may have.

Break the seal on your test booklet if it is still intact. Open your answer document to English Language Arts, Section 2. Turn to English Language Arts, Section 2, in your test booklet. Read the directions silently. You may begin.

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

Circulate and monitor students during test administration. Check that students are in the correct place in their test booklet and answer document.
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. Close your test booklet and your answer document.

---

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

**SAY** Place your answer document and scratch paper inside your test booklet. You may now take a 10-minute break. You may stand and stretch. Your test booklet should remain closed on your desk. Please do not talk.

Allow students to stand and stretch. Make sure that the answer documents are inserted into the test booklets and that the test booklets are closed. After no more than 10 minutes,

**SAY** Please sit down, keep your test booklet closed, 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 26 in this manual.

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

**SAY** Place your answer document and scratch paper next to your test booklet.

Collect the test booklets and check that each student’s full name is written on the front cover of the test booklet before collecting it. Check that the answer document has not been placed inside the test booklet.

Collect the answer document 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.

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**CHECKLIST FOR EXAMINERS**

**During Testing**

☐ Monitor students’ handling of Student Test Booklets and Student Answer Documents to keep the materials in good condition.
SECTION 3
Administration time: 60–75 minutes

IF ADMINISTERING THE ENGLISH LANGUAGE ARTS TEST IN THREE DAYS,

Make sure that all desks are cleared and distribute the test booklets, scratch paper, pencils, and answer documents. Make sure each student receives his or her own test booklet and his or her own answer document.

After all students have materials,

Before we begin, if you have not done so, print your name on the front cover of your test booklet and answer document.

If necessary, pause and check that students have done this.

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 you need additional scratch paper, 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.

1. Now you will take Section 3 of the English Language Arts End-of-Grade assessment. You will have up to 75 minutes to complete Section 3. Stop when you reach the stop sign at the end of Section 3 in your test booklet.

If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not go on to the next section of the test until directed by your Examiner and do not return to the previous section. Doing so may invalidate your test score.

When you have completed this section, place your answer document in your test booklet and sit quietly or take out a book to read.

Do you have any questions about what to do or where to mark your answers?

Answer any procedural questions the students may have.

Break the seal on your test booklet if it is still intact. Open your answer document to English Language Arts, Section 3. Turn to English Language Arts, Section 3 in your test booklet. Read the directions silently. You may begin.

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

Circulate and monitor students during test administration. Check that students are in the correct place in their test booklet and answer document.
Part 3: Administering the EOG Assessments

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. Close your test booklet and your answer document.

   Place your answer document next to your test booklet.

   Collect the test booklets and check that each student’s full name is written on the front cover of the test booklet before collecting it. Check that the answer document has not been placed inside the test booklet.

   Collect the answer document 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.

**CHECKLIST FOR EXAMINERS**

**During Testing**

- Monitor students’ handling of Student Test Booklets and Student Answer Documents to keep the materials in good condition.
DIRECTIONS FOR ADMINISTERING THE MATHEMATICS EOG ASSESSMENT

Write your name, the name of the school, and the name of the system on the board.

Distribute the following Student Test Materials:

- Student Test Booklets
- Student Answer Documents (NOTE: At the direction of the School Test Coordinator, follow the directions in Part 5 of this manual called “Completing Student Demographic Information” to complete the student demographic information on the Student Answer Documents prior to the start of the Mathematics assessments.)
- Two No. 2 pencils with erasers
- Two sheets of scratch paper
- Calculator applicable to grades and/or content areas as follows:

<table>
<thead>
<tr>
<th>Grades 3–5</th>
<th>Calculator not allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 6</td>
<td>Basic* calculator</td>
</tr>
<tr>
<td>Grades 7 and 8</td>
<td>Basic* calculator or scientific** calculator</td>
</tr>
</tbody>
</table>

* A basic calculator usually includes square root and percentage 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.

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. 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.

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

You will be taking the Georgia Milestones End-of-Grade assessment for Mathematics. You must complete your answers on the Student Answer Document with a No. 2 pencil. If you do not have a sharpened No. 2 pencil, please raise your hand.

Supply sharpened No. 2 pencils to students who need them.
Part 3: Administering the EOG Assessments

Locate your answer document and look at the front page.

Find Section 1 labeled Please Print and using your No. 2 pencil, print your name and the school and system names in the spaces provided if you have not already done so. The information that you need to complete the school and system names is written on the board. If your answer document has a Pre-ID label affixed, verify the name on the label matches your name. If not, please raise your hand and notify the Examiner.

If students will be completing demographic information, read directions on page 55 and then return to this page to continue reading the directions.

Locate your test booklet.

If you have not already done so, print your name on the front cover of your test booklet on the line labeled Student Name.

Circulate and check that students have written their names in the appropriate space on the test booklet.

If you need additional scratch paper, 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.

2. Break the seal on your test booklet if it is still intact. Open your test booklet to Mathematics, Section 1. Read the General Instructions silently as I read them aloud.

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.

**IF ADMINISTERING GRADES 6–8.**

You may NOT use a calculator to answer questions in Section 1, Part A. You may use a 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.

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 write your response in the space provided in your answer document.

When answering test questions, be sure that the question number on your answer document matches the question number on your test. Do not write your answers in your test booklet. Only answers marked on your answer document or written in the space provided on your answer document will be scored. If you do not know the answer to a question, skip it and go on. If time permits, you may return to questions in that section only. Do your best to answer every question.

If you need to change an answer on your answer document, be sure to erase your first mark completely. Do not make any stray marks on your answer document.

If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not go on to the next section of the test until directed by your Examiner and do not return to the previous section. Doing so may invalidate your test score.
Are there any questions?

Answer any procedural questions the students may have.

**IF ADMINISTERING GRADES 3–5.**

3. **SAY** Open your answer document to Mathematics, Section 1, and find the word “Practice.” Look at the Practice Question in your test booklet.

**IF ADMINISTERING GRADES 6–8.**

**SAY** Open your answer document to Mathematics, Section 1, and find the word “Practice.” Turn the page in your test booklet and find the Practice Question.

**SAY** The Practice Question below is provided to show you what the questions in the test are like. Choose the one BEST answer and fill in the circle in the space provided on your answer document.

Read and answer the Practice Question now.

Have students read and answer the Practice Question independently. Be sure they fill in the answer to the Practice Question in the appropriate place on their answer document. Review the Practice Question with students using the following page for the appropriate grade level and then continue with the directions on page 32 of this manual.
Grades 3–5 Mathematics Practice Question

When all students have finished the Practice Question,

Look at the Practice Question.

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

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

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

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,

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. $27 - 13$

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.
Part 3: Administering the EOG Assessments

Be sure to read the appropriate directions for the grade to be administered.

**SECTION 1: GRADES 3–5**
Administration time: 60–85 minutes

4. **SAY** Now you will take Section 1 of the Mathematics End-of-Grade assessment. You will have up to 85 minutes to complete Section 1. Stop when you reach the stop sign at the end of Section 1.

   If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not go on to the next section of the test until directed by your Examiner and do not return to the previous section. Doing so may invalidate your test score.

   Do you have any questions about what to do or where to mark your answers?

   Answer any procedural questions the students may have.

   **SAY** Make sure you are turned to Section 1 of Mathematics in your answer document and Section 1 in your test booklet. Read the directions silently. You may begin.

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

   Circulate and monitor students during test administration. Check that students are in the correct place in their test booklet and answer document.

5. **SAY** When 60 minutes have passed,

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

   If no hands are raised, go to #6.

   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 #6. If any student needs additional time,

   **SAY** You have 10 minutes remaining to complete Section 1.

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

   **SAY** If you have not already done so, please stop working. Close your test booklet and your answer document.
IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,

**SAY** Place your answer document and scratch paper inside your test booklet. You may now take a 10-minute break. You may stand and stretch. Your test booklet should remain closed on your desk. Please do not talk.

Allow students to stand and stretch. Make sure that the answer documents are inserted into the test booklets and that the test booklets are closed. After no more than 10 minutes,

**SAY** Please sit down, keep your test booklet closed, 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 36 in this manual.

IF COMPLETING SECTION 1 AND SECTION 2 IN TWO DAYS,

**SAY** Place your answer document and scratch paper next to your test booklet.

Collect the test booklets and check that each student’s full name is written on the front cover of the test booklet before collecting it. Check that the answer document has not been placed inside the test booklet.

Collect the answer document 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.

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**CHECKLIST FOR EXAMINERS**

**During Testing**

- Monitor students’ handling of Student Test Booklets and Student Answer Documents to keep the materials in good condition.
4. **SAY**

Now you will take Section 1 of the Mathematics End-of-Grade assessment. 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. When you are ready to move to Part B of Section 1, the directions will tell you to raise your hand to notify the Examiner that you are ready to use your calculator. You may NOT use a calculator for Section 1, Part A. The use of your calculator on Section 1, Part A, will invalidate your test score.

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

If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not go on to the next section of the test until directed by your Examiner and do not return to the previous section. Doing so may invalidate your test score.

For Section 1, Part A, you may refer to the Formula Sheet at the beginning of Mathematics in your test booklet. For Section 1, Part B, you may refer to the Formula Sheet directly before Part B.

Do you have any questions about what to do or where to mark your answers?

Answer any procedural questions the students may have.

**SAY**

Make sure you are turned to Section 1, Part A, of Mathematics in your answer document. Find Section 1, Part A, in your test booklet. Read the directions silently. You may begin.

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

*Circulate and monitor students during test administration. Check that students are in the correct place in their test booklet and answer document.*

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

**IMPORTANT:** At the top of each page in Section 1, Part A (calculators not allowed), of each Student Test Booklet, you will see the banner that appears below:

**MATHEMATICS Calculator NOT Allowed SECTION 1, PART A**

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.

**IMPORTANT:** Please monitor carefully to be sure students ask for a calculator at the end of Section 1, Part A, and continue testing Section 2, Part B.

5. **SAY**

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

*If no hands are raised, go to #6.*

*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,
Part 3: Administering the EOG Assessments

**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 #6. If any student needs additional time,*

**SAY** You have 10 minutes remaining to complete Section 1.

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

**SAY** If you have not already done so, please stop working. Close your test booklet and your answer document.

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**IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,**

**SAY** Place your answer document and scratch paper inside your test booklet. You may now take a 10-minute break. You may stand and stretch. Your test booklet should remain closed on your desk. Please do not talk.

*Allow students to stand and stretch. Make sure that the answer documents are inserted into the test booklets and that the test booklets are closed. After no more than 10 minutes,*

**SAY** Please sit down, keep your test booklet closed, 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 36 in this manual.*

**IF COMPLETING SECTION 1 AND SECTION 2 IN TWO DAYS,**

**SAY** Place your answer document and scratch paper next to your test booklet.

*Collect the test booklets and check that each student’s full name is written on the front cover of the test booklet before collecting it. Check that the answer document has not been placed inside the test booklet.*

*Collect the answer document 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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**CHECKLIST FOR EXAMINERS**

**During Testing**

- Monitor students’ handling of *Student Test Booklets* and *Student Answer Documents* to keep the materials in good condition.
SECTION 2
Administration time: 60–85 minutes

IF COMPLETING SECTION 2 ON DAY 2,

Make sure that all desks are cleared and distribute the test booklets and answer documents. Make sure each student receives his or her own test booklet and his or her own answer document.

Distribute scratch paper and pencils.

IF ADMINISTERING GRADERS 6–8,

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

Distribute calculators.

After all students have materials,

SAY Before we begin, if you have not done so, print your name on the front cover of your test booklet and answer document.

If necessary, pause and check that students have done this.

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 If you need additional scratch paper, 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.

1. SAY Now you will take Section 2 of the Mathematics End-of-Grade assessment. You will have up to 85 minutes to complete Section 2. Stop when you reach the stop sign at the end of Section 2.

IF ADMINISTERING GRADERS 6–8,

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

The Formula Sheet is located at the start of Section 2. You may refer to the Formula Sheet for Section 2.
If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not go on to the next section of the test until directed by your Examiner and do not return to the previous section. Doing so may invalidate your test score.

When you have completed this section, place your answer document in your test booklet and sit quietly or take out a book to read.

Do you have any questions about what to do or where to mark your answers?

Answer any procedural questions the students may have.

Open your answer document to Mathematics, Section 2. Turn to Mathematics, Section 2, in your test booklet. Read the directions silently. You may begin.

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

Circulate and monitor students during test administration. Check that students are in the correct place in their test booklet and answer document.

2. When 60 minutes have passed,

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,

Continue working.

When 75 minutes have passed,

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,

You have 10 minutes remaining to complete Section 2.

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

If you have not already done so, please stop working. Close your test booklet and your answer document.

Place your answer document and scratch paper next to your test booklet.

Collect the test booklets and check that each student’s full name is written on the front cover of the test booklet before collecting it. Check that the answer document has not been placed inside the test booklet.

Collect the answer document 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.
Part 3: Administering the EOG Assessments

CHECKLIST FOR EXAMINERS

During Testing

☐ Monitor students’ handling of Student Test Booklets and Student Answer Documents to keep the materials in good condition.
DIRECTIONS FOR ADMINISTERING THE
SCIENCE EOG ASSESSMENT

Write your name, the name of the school, and the name of the system on the board.

Distribute the following Student Test Materials:

- Student Test Booklets
- Student Answer Documents (NOTE: At the direction of the School Test Coordinator, follow the directions in Part 5 of this manual called “Completing Student Demographic Information” to complete the student demographic information on the Student Answer Documents prior to the start of the Science assessments.)
- Two No. 2 pencils with erasers
- One sheet of scratch paper

After all students have materials,

1. 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.

You will be taking the Georgia Milestones End-of-Grade assessment for Science. You must complete your answers on the Student Answer Document with a No. 2 pencil. If you do not have a sharpened No. 2 pencil, please raise your hand.

Supply sharpened No. 2 pencils to students who need them.

Locate your answer document and look at the front page.

Find Section 1 labeled Please Print and using your No. 2 pencil, print your name and the school and system names in the spaces provided if you have not already done so. The information that you need to complete the school and system names is written on the board. If your answer document has a Pre-ID label affixed, verify the name on the label matches your name. If not, please raise your hand and notify the Examiner.

If students will be completing demographic information, read directions on page 55 and then return to this page to continue reading the directions.

Locate your test booklet.

If you have not already done so, print your name on the front cover of your test booklet on the line labeled Student Name.

Circulate and check that students have written their names in the appropriate space on the test booklet.
If you need additional scratch paper, 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.

2. Break the seal on your test booklet if it is still intact. Open your test booklet to Science, Section 1. Read the General Instructions silently as I read them aloud.

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.

When answering test questions, be sure that the question number on your answer document matches the question number on your test. 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 not write your answers in your test booklet. Only answers marked on your answer document will be scored. If you do not know the answer to a question, skip it and go on. If time permits, you may return to questions in that section only. Do your best to answer every question.

If you need to change an answer on your answer document, be sure to erase your first mark completely. Do not make any stray marks on your answer document.

If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not go on to the next section of the test until directed by your Examiner and do not return to the previous section. Doing so may invalidate your test score.

Are there any questions?

Answer any procedural questions the students may have.

3. Open your answer document to Science, Section 1, and find the word “Practice.” Look at the Practice Question in your test booklet.

The Practice Question below is provided to show you what the questions in the test are like. Choose the one BEST answer and fill in the circle in the space provided on your answer document.

Read and answer the Practice Question now.

Have students read and answer the Practice Question independently. Be sure they fill in the answer to the Practice Question in the appropriate place on their answer document. Review the Practice Question with students using the following page for the appropriate grade level and then continue with the directions on page 42 of this manual.
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.
SECTION 1
Administration time: 45–70 minutes

4. **SAY** Now you will take Section 1 of the Science End-of-Grade assessment. You will have up to 70 minutes to complete Section 1. Stop when you reach the stop sign at the end of Section 1.

   If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not go on to the next section of the test until directed by your Examiner and do not return to the previous section. Doing so may invalidate your test score.

   **Do you have any questions about what to do or where to mark your answers?**

   Answer any procedural questions the students may have.

   **SAY** Make sure you are turned to Section 1 of Science in your answer document and Section 1 in your test booklet. Read the directions silently. You may begin.

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

   Circulate and monitor students during test administration. Check that students are in the correct place in their test booklet and answer document.

5. **SAY** When 45 minutes have passed,

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

   If no hands are raised, go to #6.

   **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 #6. If any student needs additional time,

   **SAY** You have 10 minutes remaining to complete Section 1.

6. **SAY** When all students have completed this section, or after 70 minutes have passed,

   **SAY** If you have not already done so, please stop working. Close your test booklet and your answer document.
IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,

**SAY** Place your answer document and scratch paper inside your test booklet. You may now take a 10-minute break. You may stand and stretch. Your test booklet should remain closed on your desk. Please do not talk.

Allow students to stand and stretch. Make sure that the answer documents are inserted into the test booklets and that the test booklets are closed. After no more than 10 minutes,

**SAY** Please sit down, keep your test booklet closed, 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 44 in this manual.

IF COMPLETING SECTION 1 AND SECTION 2 IN TWO DAYS,

**SAY** Place your answer document and scratch paper next to your test booklet.

Collect the test booklets and check that each student’s full name is written on the front cover of the test booklet before collecting it. Check that the answer document has not been placed inside the test booklet.

Collect the answer document 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.

CHECKLIST FOR EXAMINERS

During Testing

- Monitor students’ handling of Student Test Booklets and Student Answer Documents to keep the materials in good condition.
SECTION 2
Administration time: 45–70 minutes

IF COMPLETING SECTION 2 ON DAY 2,

Make sure that all desks are cleared and distribute the test booklets, scratch paper, pencils, and answer documents. Make sure each student receives his or her own test booklet and his or her own answer document.

After all students have materials,

Before we begin, if you have not done so, print your name on the front cover of your test booklet and answer document.

If necessary, pause and check that students have done this.

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 you need additional scratch paper, 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.

1. Now you will take Section 2 of the Science End-of-Grade assessment. You will have up to 70 minutes to complete Section 2. Stop when you reach the stop sign at the end of Section 2.

If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not go on to the next section of the test until directed by your Examiner and do not return to the previous section. Doing so may invalidate your test score.

When you have completed this section, place your answer document in your test booklet and sit quietly or take out a book to read.

Do you have any questions about what to do or where to mark your answers?

Answer any procedural questions the students may have.

Open your answer document to Science, Section 2. Turn to Science, Section 2, in your test booklet. Read the directions silently. You may begin.

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

Circulate and monitor students during test administration. Check that students are in the correct place in their test booklet and answer document.
Part 3: Administering the EOG Assessments

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. Close your test booklet and your answer document.

Place your answer document and scratch paper next to your test booklet.

Collect the test booklets and check that each student’s full name is written on the front cover of the test booklet before collecting it. Check that the answer document has not been placed inside the test booklet.

Collect the answer document 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.

CHECKLIST FOR EXAMINERS

During Testing

☐ Monitor students’ handling of Student Test Booklets and Student Answer Documents to keep the materials in good condition.
DIRECTIONS FOR ADMINISTERING THE SOCIAL STUDIES EOG ASSESSMENT

Write your name, the name of the school, and the name of the system on the board.

Distribute the following Student Test Materials.

- Student Test Booklet
- Student Answer Documents (NOTE: At the direction of the School Test Coordinator, follow the directions in Part 5 of this manual called “Completing Student Demographic Information” to complete the student demographic information on the Student Answer Documents prior to the start of the Social Studies assessments.)
- Two No. 2 pencils with erasers
- One sheet of scratch paper

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 will be taking the Georgia Milestones End-of-Grade assessment for Social Studies. You must complete your answers on the Student Answer Document with a No. 2 pencil. If you do not have a sharpened No. 2 pencil, please raise your hand.

   Supply sharpened No. 2 pencils to students who need them.

   SAY Locate your answer document and look at the front page.

   Find Section 1 labeled Please Print and using your No. 2 pencil, print your name and the school and system names in the spaces provided if you have not already done so. The information that you need to complete the school and system names is written on the board. If your answer document has a Pre-ID label affixed, verify the name on the label matches your name. If not, please raise your hand and notify the Examiner.

   If students will be completing demographic information, read directions on page 55 and then return to this page to continue reading the directions.

   SAY Locate your test booklet.

   If you have not already done so, print your name on the front cover of your test booklet on the line labeled Student Name.

   Circulate and check that students have written their names in the appropriate space on the test booklet.
If you need additional scratch paper, 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.

2. Break the seal on your test booklet if it is still intact. Open your test booklet to Social Studies, Section 1. Read the General Instructions silently as I read them aloud.

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.

When answering test questions, be sure that the question number on your answer document matches the question number on your test. 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 not write your answers in your test booklet. Only answers marked on your answer document will be scored. If you do not know the answer to a question, skip it and go on. If time permits, you may return to questions in that section only. Do your best to answer every question.

If you need to change an answer on your answer document, be sure to erase your first mark completely. Do not make any stray marks on your answer document.

If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not go on to the next section of the test until directed by your Examiner and do not return to the previous section. Doing so may invalidate your test score.

Are there any questions?

Answer any procedural questions the students may have.

3. Open your answer document to Social Studies, Section 1, and find the word “Practice.” Look at the Practice Question in your test booklet.

The Practice Question below is provided to show you what the questions in the test are like. Choose the one BEST answer and fill in the circle in the space provided on your answer document.

Read and answer the Practice Question now.

Have students read and answer the Practice Question independently. Be sure they fill in the answer to the Practice Question in the appropriate place on their answer document. Review the Practice Question with students using the following page for the appropriate grade level and then continue with the directions on page 49 of this manual.
Grade 5 Social Studies Practice Question

When all students have finished the Practice Question,

**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

**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,

**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

**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.*
SECTION 1
Administration time: 45–70 minutes

4. **SAY** Now you will take Section 1 of the Social Studies End-of-Grade assessment. You will have up to 70 minutes to complete Section 1. Stop when you reach the stop sign at the end of Section 1.

If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not go on to the next section of the test until directed by your Examiner and do not return to the previous section. Doing so may invalidate your test score.

Do you have any questions about what to do or where to mark your answers?

Answer any procedural questions the students may have.

**SAY** Make sure you are turned to Section 1 of Social Studies in your answer document and Section 1 in your test booklet. Read the directions silently. You may begin.

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

Circulate and monitor students during test administration. Check that students are in the correct place in their test booklet and answer document.

5. **SAY** When 45 minutes have passed,

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

If no hands are raised, go to #6.

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 #6. If any student needs additional time,

**SAY** You have 10 minutes remaining to complete Section 1.

6. **SAY** When all students have completed this section, or after 70 minutes have passed,

**SAY** If you have not already done so, please stop working. Close your test booklet and your answer document.
IF COMPLETING SECTION 1 AND SECTION 2 IN ONE DAY,

**SAY** Place your answer document and scratch paper inside your test booklet. You may now take a 10-minute break. You may stand and stretch. Your test booklet should remain closed on your desk. Please do not talk.

Allow students to stand and stretch. Make sure that the answer documents are inserted into the test booklets and that the test booklets are closed. After no more than 10 minutes,

**SAY** Please sit down, keep your test booklet closed, 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 51 in this manual.

IF COMPLETING SECTION 1 AND SECTION 2 IN TWO DAYS,

**SAY** Place your answer document and scratch paper next to your test booklet.

Collect the test booklets and check that each student’s full name is written on the front cover of the test booklet before collecting it. Check that the answer document has not been placed inside the test booklet.

Collect the answer document 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.

CHECKLIST FOR EXAMINERS

**During Testing**

- Monitor students’ handling of Student Test Booklets and Student Answer Documents to keep the materials in good condition.
SECTION 2
Administration time: 45–70 minutes

IF COMPLETING SECTION 2 ON DAY 2,

Make sure that all desks are cleared and distribute the test booklets, scratch paper, pencils, and answer documents. Make sure each student receives his or her own test booklet and his or her own answer document.

After all students have materials,

**SAY** Before we begin, if you have not done so, print your name on the front cover of your test booklet and answer document.

If necessary, pause and check that students have done this.

**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** If you need additional scratch paper, 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.

1. **SAY** 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. Stop when you reach the stop sign at the end of Section 2.

If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not return to the previous section. Doing so may invalidate your test score.

When you have completed this section, place your answer document in your test booklet and sit quietly or take out a book to read.

Do you have any questions about what to do or where to mark your answers?

Answer any procedural questions the students may have.

**SAY** Open your answer document to Social Studies, Section 2. Turn to Social Studies, Section 2, in your test booklet. Read the directions silently. You may begin.

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

Circulate and monitor students during test administration. Check that students are in the correct place in their test booklet and answer document.
Part 3: Administering the EOG Assessments

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. Close your test booklet and your answer document.

Place your answer document and scratch paper next to your test booklet.

Collect the test booklets and check that each student’s full name is written on the front cover of the test booklet before collecting it. Check that the answer document has not been placed inside the test booklet.

Collect the answer document 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.

CHECKLIST FOR EXAMINERS

During Testing

☐ Monitor students’ handling of Student Test Booklets and Student Answer Documents to keep the materials in good condition.
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:

- Used and unused *Student Answer Documents*
- Used and unused *Student Test Booklets*
- *End-of-Grade Paper-and-Pencil Examiner’s Manuals*
- Scratch paper

Return materials as designated in the box below.

<table>
<thead>
<tr>
<th>Top of stack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any <em>Student Answer Documents</em> that cannot be scanned or any damaged <em>Student Answer Documents</em>. Place <em>Do Not Score</em> labels on these documents and include the reason on the Security Checklist.</td>
</tr>
<tr>
<td>Completed <em>Student Answer Documents</em></td>
</tr>
<tr>
<td><em>End-of-Grade Paper-and-Pencil Examiner’s Manuals</em></td>
</tr>
<tr>
<td>All used <em>Student Test Booklets</em></td>
</tr>
<tr>
<td>All unused <em>Student Test Booklets</em></td>
</tr>
<tr>
<td>All unused <em>Student Answer Documents</em></td>
</tr>
<tr>
<td>Scratch paper</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bottom of stack</th>
</tr>
</thead>
</table>

**REMEMBER**

All *Student Test Booklets* and *Student Answer Documents* are secure materials and may not be copied or duplicated in any way or retained in the school after testing is completed.
CHECKLIST FOR EXAMINERS

After Testing

☐ Verify that you have collected and counted a Student Test Booklet and a Student Answer Document for every student in your classroom.

☐ Collect any scratch paper used. Ensure student names are on the scratch paper.

☐ Immediately after testing has completed, ensure that all calculators are cleared of any stored text for EOG assessments that allow calculator use.

☐ If requested by the School Test Coordinator and under direct administrator supervision, check to see that student identification information is accurate and correctly bubbled, that necessary coding/labeling is complete, and that documents are in good condition for scoring.

☐ If requested by the School Test Coordinator and under direct administrator supervision, complete the “FOR TEACHER USE ONLY” section on the Student Answer Documents, as applicable.

☐ Count and return all test materials to the School Test Coordinator immediately following the test session. Initial or sign and date the School Security Checklist each day.

☐ When testing has completed, organize all test materials as directed in this manual and return them to the School Test Coordinator.

☐ Notify the School Test Coordinator of any students who did not take any part of the test.

☐ Notify the School Test Coordinator if student answers need to be transcribed onto a Student Answer Document due to a soiled/damaged answer document or when answers have been marked in a Student Test Booklet.

THANK YOU VERY MUCH FOR YOUR ASSISTANCE WITH THE ADMINISTRATION OF THE GEORGIA MILESTONES.
Part 5: Completing Student Demographic Information

If directed by the School Test Coordinator, follow these directions to complete the student demographic information on the **Student Answer Documents** that have a District/School label. Coding of this demographic information is not required for answer documents with Pre-ID labels. **Students should fill in this information on the first day of testing.** Alternatively, school personnel may fill in this information prior to testing.

<table>
<thead>
<tr>
<th>Step</th>
<th>Directions</th>
</tr>
</thead>
</table>
| 1.   | **On Page 1 of the Student Answer Document, look at Section 2 that says “DATE OF BIRTH.” Fill in the circle beside the month in which you were born. Then print the day and the numbers of the year in which you were born in the appropriate boxes. Fill in the circles under the appropriate day and year. Days under 10 should begin with a zero. For example, if your birthday is on the fifth day of the month, you should print and fill in “zero five.”**  
   Circulate and check. |
| 2.   | **Look at Section 3 that says “GTID.” Print your ten-digit GTID number starting in the first box on the left. Fill in the corresponding circles under the numbers you have printed. If you do not know your GTID number, please raise your hand.**  
   Circulate and check, providing GTID numbers to students who have their hands raised. |
| 3.   | **Look at Section 6 that says “LAST NAME” and “FIRST NAME.” In the boxes below “LAST NAME,” print the letters of your last name starting in the first box on the left. Do not leave any spaces between the letters in your last name. If your last name does not fit, write as many letters as you can.**  
   Pause to allow students time to write their last names.  
   In the boxes below “FIRST NAME,” print the letters of your first name. This should be your full first name, not a nickname. Do not leave any spaces between the letters in your first name. If your first name does not fit, write as many letters as you can.  
   Pause to allow students time to write their first names.  
   In the box below “MI,” print the initial letter of your middle name, if you have a middle name.  
   Pause to allow students time to write the initial letter of their middle names.  
   Now fill in corresponding circles under the letters that you have printed for Last Name, First Name, and Middle Initial. For example, if you wrote “R,” you should fill in the circle containing “R.”**  
   Circulate and check. |
| 4.   | **Look at Section 4 that says “ETHNICITY.” Fill in the circle next to the ethnic group that best describes you. You should fill in only one circle.**  
   Circulate and check. |
Look at Section 4 that says “RACE.” Fill in the circle next to all racial categories that apply to you: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. You may fill in more than one circle in this section. If you have any questions about which circles you should fill in, please raise your hand.

Circulate and check.

Look at Section 5 that says “GENDER.” Fill in the circle next to “Female” if you are a female or the circle next to “Male” if you are a male.

Circulate and check.

Are there any questions before we continue?

Answer all questions. Walk around the room to see if students have completed the identifying information correctly.

If administering one of the English Language Arts EOG Assessments, turn to page 18 to continue.

If administering one of the Mathematics EOG Assessments, turn to page 28 to continue.

If administering one of the Science EOG Assessments, turn to page 39 to continue.

If administering one of the Social Studies EOG Assessments, turn to page 46 to continue.

Note about GTID: A GTID is a Georgia Testing Identifier that is used to maintain a student’s data within the local Student Information System. All PK–12 students who attend a public school in Georgia must have a GTID. The GTID is the key identifier used in all state data collections.