

Georgia Milestones

Assessment System



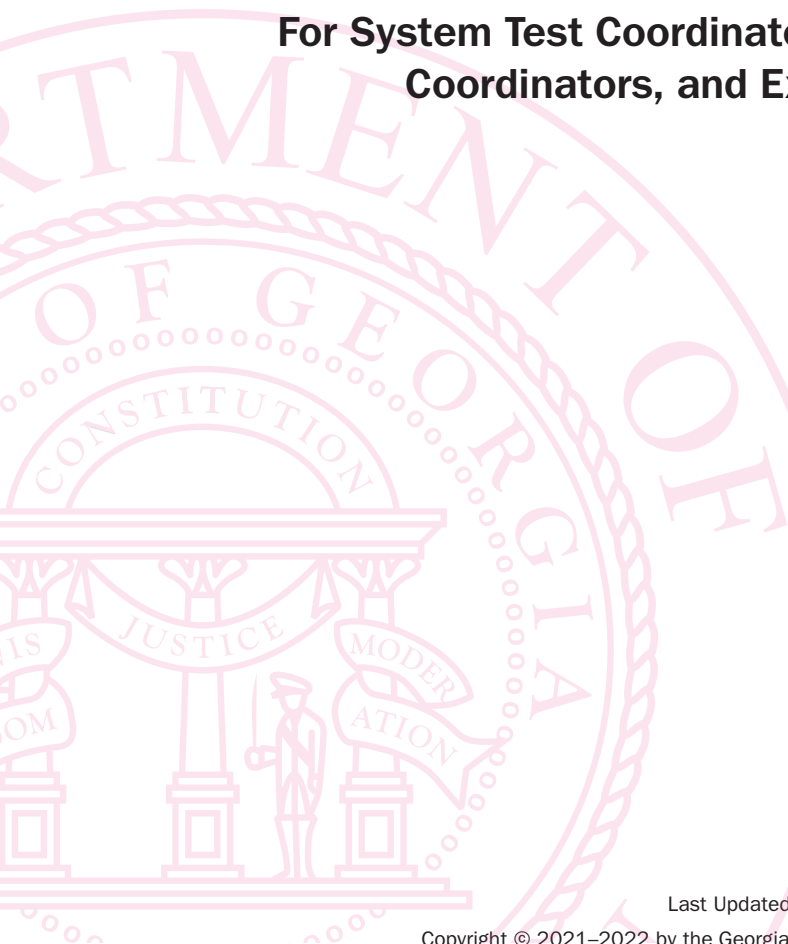
Winter 2021; Spring, Summer, and Fall Mid-Month 2022

End-of-Course

Paper-and-Pencil

Test Administration Supplement

For System Test Coordinators, School Test
Coordinators, and Examiners

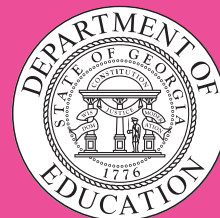


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Paper/Pencil Test Administration Supplement



TEST SECURITY

Source: 2021–22 Student Assessment Handbook

Below is a list, although not all-inclusive, of actions that constitute a breach of test security:

- coaches examinees during testing, or alters or interferes with examinees' responses in any way;
- gives examinees access to test questions or prompts prior to testing;
- copies, reproduces, or uses in any manner inconsistent with test security regulations all or any portion of secure test booklets/online testing forms;
- makes answers available to examinees;
- reads or reviews test questions before, during (unless specified in the IEP, IAP, or EL/TPC), or after testing, this is applicable to both paper and online test forms;
- questions students about test content after the test administration;
- fails to follow security regulations for distribution and return of secure test materials as directed, or fails to account for all secure test materials before, during, and after testing (**NOTE:** lost test booklets constitute a breach of test security and will result in a referral to the Georgia Professional Standards Commission [GaPSC]);
- uses or handles secure test booklets, answer documents, online testing logins/passwords/test forms for any purpose other than examination;
- fails to follow administration directions for the test;
- fails to properly secure and safeguard logins/passwords necessary for online test administration;
- erases, marks answers, or alters responses on an answer document or within an online test form;
- participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts.

SECURE TEST MATERIALS—DO NOT COPY

All test booklets and supporting materials associated with the Georgia Milestones Assessment System are confidential and secure. No part of any test booklet or electronic online test form may be reproduced or transmitted in any form or by any means, including but not limited to electronic, mechanical, manual, or verbal (e.g., photocopying, photography, scanning, recording, paraphrasing—rewording or creating mirror items for instruction—and/or copying). Georgia Milestones materials must remain secure at all times and (excluding the *Paper-and-Pencil Test Administration Supplement* and the *Test Administration Manual*) cannot be viewed by any individual or entity prior to or after testing. To do so is a direct violation of testing policies and procedures established by Georgia law (§20-2-281) and State Board of Education (Rule 160-3-1-.07(4)) in addition to copyright laws and the Georgia Code of Ethics for Educators. Georgia Milestones materials may not be provided to any persons except those conducting the test administration and those being tested. All test booklets (used and unused) and all supporting materials must be accounted for and returned at the completion of the test administration and in the manner prescribed in the *Test Administration Manuals*.

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Part 1: Introduction

ABOUT THIS SUPPLEMENT

The purpose of this manual is to supplement the *End-of-Course Test Administration Manual* for student populations who will utilize paper test materials during the Georgia Milestones test administration. This applies to those students whose disability does not allow the student access to the online platform with appropriately assigned accommodations.

Student responses that are marked in a *Student Test Booklet* or on a *Student Answer Document* are expected to be transcribed into an online test form. If for some reason the district believes student responses cannot be transcribed into an online form, the System Test Coordinator should contact the assigned Assessment Specialist at the Georgia Department of Education for guidance.

Contact DRC Customer service to order Braille or supplemental paper materials if these counts were not provided during Enrollment Collections windows for the Winter and Spring administrations; EOC Summer materials are to be ordered via Additional Materials Ordering within the DRC INSIGHT Portal (Portal).

TEST SECURITY PROCEDURES AND REMINDERS

The security of the Georgia Milestones 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. If questions arise, or if any situations occur that could cause any part of the test administration to be compromised, System Test Coordinators should contact their Assessment Specialist or call (470) 579-3244.

- All school system personnel are prohibited from reviewing the contents of the Georgia Milestones assessments.
- All Georgia Milestones assessments must be administered by a GaPSC Certified educator.
- System and School Test Coordinators and Examiners are directly responsible for the security of test materials and must account for all materials while in your custody. Lost test booklets constitute a breach of test security and will result in a referral to the Georgia Professional Standards Commission (GaPSC).
- Testing conditions, especially the supervision and seating arrangements of students, should be designed to minimize the potential for cheating. Any sign of cheating must be handled immediately. Examiners are to contact the School Test Coordinator if you have any questions or if cheating or security violations are suspected. School Test Coordinators must contact System Test Coordinators immediately if cheating or security violations are suspected.
- Instructional materials that are displayed/posted must 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/graph 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 may result in disciplinary action.
- Examiners must account for all test materials before dismissing students from the testing room.
- At the conclusion of each test session, Examiners are responsible for returning all test materials to the School Test Coordinator.

Part 1: Introduction

- For Georgia Milestones assessments that allow hand-held calculator use, it is required that procedures are developed to confirm **prior to testing and immediately after testing, before dismissing students**, that all calculators are cleared of any stored text.
 - A failure to confirm that text is cleared may raise school-wide (and possibly system-wide) security concerns.
 - A failure to take these steps constitutes an irregularity that must be reported to GaDOE.
 - Should it be confirmed that a student either brought information into a test setting through stored text, or left the test setting with secure test information stored on a device, the student’s test will be invalidated. Such an event must be reported to GaDOE.
- Please note that should an emergency arise during testing, educators must **first** act to ensure the safety of all children and adults, and to protect property from damage. Beyond that, and to the greatest extent practical, Examiners should make sure that test materials are locked in the classroom and that students do not remove test materials from the test setting as they exit.

For additional security, each test booklet has a unique bar code security number printed on the back 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 Georgia Milestones assessments are accountable for all test materials assigned to them before, during, and after the test administration. Any discrepancies should be documented and reported to the appropriate persons: Examiners report to School Test Coordinators and School Test Coordinators report to System Test Coordinators. System Test Coordinators will report to the Georgia Department of Education, where applicable.

TESTING ACCOMMODATIONS

Follow guidance outlined in the *End-of-Course Test Administration Manual* regarding test administration for students with disabilities who have an Individualized Education Program (IEP) or a Section 504 Plan/ Individual Accommodation Plan (IAP), EL-Test Participation Committee (EL-TPC) Plan.

Any departure from the list of allowable accommodations may alter the nature of the task being assessed, resulting in an invalid administration.

ORAL READING OF TEST

Reference the *End-of-Course Test Administration Manual* for details.

SIGNED ADMINISTRATION

Reference the *End-of-Course Test Administration Manual* for details.

ENLARGED FONT

Students who are eligible for the Enlarged Font (Large Print/Large Font) accommodation have the option of taking the online Georgia Milestones assessments. Reference the *End-of-Course Test Administration Manual* for additional details about testing Large Print/Large Font within INSIGHT.

BRAILLE

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

Reference *Part 3: Directions for Examiners* for details for the procedures for administering the Braille version.

SCRIBE/TRANSCRIBE

All paper-and-pencil student responses are expected to be transcribed into the online system and students moved to an online test session. Encode student information into DRC INSIGHT Portal prior to online transcription. This action must be completed by certified personnel in the presence of a GaPSC certified witness. All transcriptions of student responses must be coordinated by the School Test Coordinator and a Validation Form for Transcription of Answer Documents should be completed by the scribe and witnesses.

Test Examiners who will scribe/transcribe student responses into the online platform must refer to the *Student Assessment Handbook* for information about the appropriate procedures, requirements, and validation forms. Do NOT insert, for scoring, a printed paper copy of a scribed response into an answer document; these will not be scored. Scribes must transcribe student responses into an online test form.

Please contact your system's assigned Assessment Specialist if it is believed that student responses from a paper administration cannot be transcribed into an online form.

Part 2: System and School Test Coordinators

DIRECTIONS FOR SYSTEM AND SCHOOL TEST COORDINATORS

BEFORE TESTING

Receiving Materials

Braille and supplemental paper materials are delivered by UPS to the district's shipping address location and will be boxed by school based on numbers that were provided during the Enrollment Collections windows for EOC Winter and Spring Main administrations. Because these materials are ordered to be used by specific students, no district or school overage is included.

A colored box label will be affixed to all boxes containing secure materials. For the current administration, reference the Label Colors below.

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

Label Colors

	Winter	Spring MM	Spring	Summer	Fall MM
Box Labels	Turquoise	x	Purple	Yellow	x
DRC Nonscorable Return Labels	White	x	White	White	x
Do Not Score Answer Document Labels	Fluorescent Red	x	Fluorescent Red	Fluorescent Red	x

System Administration Materials

- System Packing List
- School Packing Lists
- School Security Checklists (listing all secure test materials)

Note: An electronic version of the Security Checklist is available in the DRC INSIGHT Portal at the school level. Select Report Delivery and then Security Checklists from the Report drop-down menu.

- Nonscorable DRC Return Shipping Labels
- Ground (Nonscorable) UPS Return Service Labels

School Administration Materials

- School Packing List
- School Security Checklist (listing all secure test materials)

Note: An electronic version of the Security Checklist is available in the DRC INSIGHT Portal at the school level. Select Report Delivery and then Security Checklists from the Report drop-down menu.

- *Student Test Booklets*
- *Student Answer Documents*
- Do Not Score Labels

Distributing Materials to Schools

- Distribute materials to schools as close to the beginning of the local testing window as possible.
- School Test Coordinators should use the Packing List to count and sign for all materials received. Materials must be stored in a locked, secure location at all times.
- **Do not discard shipping boxes.** The boxes must be used to return test materials at the end of testing.

Scheduling and Conducting Training of Examiners and Proctors

The purpose of school-level training sessions is to familiarize Examiners and Proctors with procedures and protocols for conducting the administration of the Georgia Milestones assessments. The Examiner's responsibilities are outlined in detail in Part 4, Part 5, and Appendices B–F of the *Test Administration Manual* and Part 3, Part 4, and Appendices B–E of this *Paper-and-Pencil Test Administration Supplement*, and **must** be reviewed thoroughly during the training.

- Following test security procedures
- Training Examiners on procedures for transcription of student responses
- Training and monitoring Examiners
- Accountability for all test materials
- Creating an appropriate test environment
- Following test protocols
- Returning test materials

Preparing Materials for Testing

The following set of materials should be assembled for each testing location prior to testing:

- *Paper-and-Pencil Test Administration Supplement*
- *Student Test Booklets*, one per student
- *Student Answer Documents*, one per student
- No. 2 pencils with functional erasers, two per student
- Blank scratch paper for students, which can include lined notebook paper. Students can have one clean, blank sheet for each content area tested with the exception of Mathematics and Section 1 of English Language Arts, for which students can have two sheets. If needed, students can have additional scratch paper if they request it.
- For End-of-Course Mathematics testing only, the scratch paper can be clean, blank graph paper. One-quarter-inch graph paper for students taking Coordinate Algebra and Algebra I may be printed from the GaDOE website.
- A “Testing—Do Not Disturb” sign to post on the testing location door*
- A “No Electronic Devices” sign to post in the testing location*
- A timing device
- *Student Test Roster* for recording attendance

NOTE: Graphing or scientific calculators are allowed only for Section 1, Part B, and Section 2 of the Mathematics EOC assessments.

DURING TESTING

- Verify student identity and record attendance.
- Use the Security Checklist to assign test booklets and answer documents to individual students. A digital version is also available in the DRC INSIGHT Portal under Report Delivery.
- Check out test materials and check them in at the close of the test session using a documented line of possession.
- Students should not be dismissed from the testing site until all materials are collected and accounted for.
- Materials should not be held by the Examiner until the close of the school day.
- Test materials should always be secure.

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

AFTER TESTING

- All test materials should be returned to the System Test Coordinator using a documented line of possession.
- The System Test Coordinator should return all *Student Answer Documents* and *Student Test Booklets* to DRC in boxes with a nonscorable label affixed. **Materials can be returned as a district shipment and do not have to be sorted by school.**
- **The System Test Coordinator should verify that all *Student Answer Documents* have been transcribed into the online system, and that the *Validation Form for Transcription of Answer Documents* has been completed and signed by a GaPSC-certified Scribe and Witness for each transcribed *Student Answer Document*.**
- All transcribed *Student Answer Documents* should be marked with a “Do Not Score” label and shipped with nonscorables.
- Identify the sequence of boxes by filling in the line on the white nonscorable label that reads “Nonscorable Box _____ of _____.”
- Any *Student Test Booklet* or *Student Answer Document* that is soiled and considered a biohazard should be stored and destroyed in keeping with the district’s guidelines for managing hazardous materials. A copy of the security checklist noting the retention of these materials by the district should be included in Box 1 of the district’s return shipment.
- Administration manuals, scratch paper, and other materials should be securely destroyed by the school district based on the district’s records retention/destruction guidelines. The current version of this *Paper-and-Pencil Test Administration Supplement* can be found on the Documents tab within the DRC INSIGHT Portal.
- The System Test Coordinator should contact UPS at 866-857-1501 to schedule a pickup. Retain the district’s portion of the shipping label that contains the tracking number.

Part 3: Directions for Examiners

PREPARING FOR THE TEST ADMINISTRATION

The information below will help ensure a successful test administration:

- The *End-of-Course Paper-and-Pencil Test Administration Supplement* will be used to administer all EOC paper assessments.
- Proctors are recommended for every 20 students and are required if 30 or more students are being tested in one location.
- Workspace for each student should be large enough to accommodate test materials.
- Workspace should be cleared of all other materials. Posters, charts, and other classroom materials related to the content being tested should be removed or covered during testing.
- Plan for students who may finish early during the testing session (e.g., something to read). The work or reading material should be unrelated to the content being tested and should be stored somewhere other than the student's workspace while the student is actively testing. Students should not be permitted to resume work on their tests once they begin working on other tasks.
- 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.

EXAMINER TEST MATERIALS

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

- A copy of the content area script from Appendices B–E of this *Paper-and-Pencil Test Administration Supplement*
- Class roster with GTID numbers
- A timing device such as a clock or watch to keep time during test administration
- A “Testing—Do Not Disturb” sign to post on the testing location door
- A “No Electronic Devices” sign to post in the testing location
- Contact numbers for the 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 course (two for Mathematics and Section 1, Reading and Evidence-Based Writing, of English Language Arts). If needed, students can have additional scratch paper if they request it.

- One-quarter-inch clean, blank graph paper (x and y axis can be marked on the graph paper to generate coordinate grids) for Coordinate Algebra and Algebra I may be printed from the GaDOE website.
NOTE: Scratch paper and graph paper are considered secure and must be returned to the School Test Coordinator with other test materials. Students should put their names on each piece of scratch/graph paper and return it with their printed *Test Tickets*.
- Graphing calculator or scientific calculator for Section 1, Part B and Section 2 of Coordinate Algebra and Algebra I assessments

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 supplement contains, in a later section, a script that must be read to students regarding this topic. **Districts and schools must have a plan to collect and secure such devices so that they are not accessible during testing.**

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

The steps to be completed before you begin administering the tests are outlined in the sections called “Before Administering the EOC Assessments” and “General Directions” in Part 3 of this supplement.

BEFORE ADMINISTERING THE EOC ASSESSMENTS

Before administering the EOC:

- Post a “Testing—Do Not Disturb” sign on testing location door.
- Post a “No Electronic Devices” sign in the testing location.
- Write the name of the school, system, and EOC assessment to be administered on the board.
- Make sure students have all test materials. (See the Student Test Materials section in Part 3 of this supplement.)
- For 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.
IMPORTANT: If any students use hand-held calculators for EOC assessments that allow calculator use, Examiners **must** ensure that all calculators are cleared of any stored text before beginning the assessment and immediately after completion. A failure to confirm that text is cleared may constitute a testing irregularity.

GENERAL DIRECTIONS

- Follow the exact script provided in this *End-of-Course Paper-and-Pencil Test Administration Supplement*.
- You may repeat any part of the directions exactly as printed as many times as needed. Directions may not be paraphrased.
- Circulate around the room to see that students are recording their information on the correct section of their *Student Answer Document*.
- **Under no circumstances** should you suggest answers or evaluate student work during the testing session.
- **All school system personnel are prohibited from examining the contents of the EOC assessment.**
- Read aloud **word for word** the material that is printed in **bold type** and preceded by the word “Say.” The material in *italicized type* is information for you and should not be read to the students.
- There is no minimum time for testing. If all students have submitted the test the examiner should complete the test section.

ADMINISTERING THE BRAILLE VERSION

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

- 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 supplement 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.
- 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 should 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 supplement also apply to the administration of the Large-Print version of the EOC assessments. Additional Large-Print instructions are as follows:

- Disregard references to breaking the test booklet seal. Large-Print test booklets do not have seals.
- Follow the procedures in Part 5 of this supplement 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 EOC assessments 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 into an online test form.** Please follow procedures outlined in the *Georgia Milestones Test Administration Manual*, this *Paper-and-Pencil Test Administration Supplement*, 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. The School Test Coordinator should return the Large-Print test booklets with the nonscorable shipment.

CHECKLIST FOR EXAMINERS

Before Testing

- Help the School Test Coordinator notify students and parents about the testing program.
- Read Parts 1, 3–5, and Appendices B–E, which are the directions for test administration, in this *End-of-Course Paper-and-Pencil Test Administration Supplement*.
- Meet with the School Test Coordinator to review the testing schedule and procedures.
- Secure No. 2 pencils, scratch/graph 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 the testing location (remove or cover posters, etc.).

- Remind students to bring what is necessary for the planned activity after testing (such as something to read unrelated to the content tested).
- Write the school and system names and assessment to be administered on the board.
- Post a “Testing—Do Not Disturb” sign on your testing location door.
- Post a “No Electronic Devices” sign in the testing location.
- Be sure that all students have a comfortable and adequate workspace.
- Immediately before testing, ensure that all hand-held calculators are cleared of any stored text for assessments that allow calculator use.

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*
- All: *End-of-Course Paper-and-Pencil Test Administration Supplements* and Examiner Scripts
- Scratch/graph paper

Return materials as designated in the box below.

Top of stack
Any damaged <i>Student Answer Documents</i> . Place Do Not Score Labels on these documents and include the reason on the Security Checklist.
Transcribed <i>Student Answer Documents</i> . Place Do Not Score Labels on these documents.
<i>End-of-Course Paper-and-Pencil Test Administration Supplements</i> and Examiner Scripts
All used <i>Student Test Booklets</i>
All unused <i>Student Test Booklets</i>
All unused <i>Student Answer Documents</i>
Scratch/graph paper
Bottom of stack

REMINDER

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/graph paper used. Ensure student names are on the scratch/graph paper.
- Immediately after testing has completed, ensure that all calculators are cleared of any stored text for 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 supplement 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*.
- Notify the School Test Coordinator of student answer documents that need to be transcribed into an online form.

**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*. **Students should fill in this information on the first day of testing.** Alternatively, school personnel may fill in this information prior to testing.

- SAY** **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.

SAY **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.

SAY **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.

SAY **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.

SAY **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.

SAY **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.

SAY **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.

SAY

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.

SAY

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.

SAY

Look at Section 5a that says “GRADE.” Fill in the circle next to your grade.

Circulate and check.

SAY

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 the American Literature and Composition EOC Assessment, turn to page 22 to continue.

If administering one of the Mathematics EOC Assessments, turn to page 30 to continue.

If administering the Biology EOC Assessment, turn to page 37 to continue.

If administering the United States History EOC Assessment, turn to page 43 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.

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

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

* GAVS does not participate in EOG testing.

APPENDIX B: TEST EXAMINER SCRIPT FOR ADMINISTERING THE AMERICAN LITERATURE AND COMPOSITION EOC ASSESSMENT

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

Verify student identity and record attendance.

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 supplement 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 clean, blank scratch paper for Section 1. One sheet of scratch paper for Section 2 and Section 3. For two-day and three-day administrations, students may receive a new sheet of scratch paper.

After all students have materials,

1. SAY **Before we begin, I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. 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 American Literature and Composition End-of-Course assessment. 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. The information that you need to complete the school and system names is written on the board.

If students will be completing demographic information, read directions on page 19 and then return to this page to continue reading the directions.

- SAY **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.

- 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.**

2. **SAY** Now break the seal on your test booklet and turn to page 3. Read the directions silently as I read them aloud.

Today you will be taking the Georgia Milestones End-of-Course assessment for American Literature and Composition. You will be presented with a variety of items throughout the test, and some may be more familiar to you than others. In Section 1, Reading and Evidence-Based Writing, you will be asked to read passages, answer questions about the passages, and then write an essay. In Section 2 and Section 3, you will be asked to read some passages and then answer questions about the passages. For some questions, you will be asked to choose the one BEST response and, for others, you will be asked to 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. Some questions will ask you to select more than one answer. For other questions, you will be asked to write your response on 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 in the answer document matches the question number on the test. Do not write your answers in the 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 in your answer document, be sure to erase your first mark completely. Do not make any stray marks in the 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 page 3 and find the word “Practice.” Look at the Practice Questions in your test booklet.

The two Practice Questions below are provided to show you what the questions in the test are like. For each question, you should choose the one BEST answer and fill in the circle in the space provided on your answer document.

Read and answer Practice Question 1 and Practice Question 2 now.

Allow time for students to read and answer Practice Question 1 and Practice Question 2. Then continue with the directions that follow.

When all students have finished the Practice Questions,

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

Answer any questions the students may have.

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

Answer any questions the students may have.

SECTION 1*Typical Testing Time: 45–65 minutes**Maximum Testing Time: 90 minutes*

4. **SAY** **Now you will take Section 1 of the American Literature and Composition End-of-Course 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 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 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** **Open your answer document to Section 1. Turn to 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. *When 65 minutes have passed,*

- SAY** **Please raise your hand if you need additional time to complete Section 1.**

If no hands are raised, go to #6.

No student who is productively working at the 65-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 Section 1.**

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 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.

End of Section 1



SECTION 2

Typical Testing Time: 40–60 minutes

Maximum Testing Time: 80 minutes

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

Verify student identity and record attendance.

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

Distribute clean, blank scratch paper and pencils.

After all students have materials,

SAY Before you begin the test, 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 I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. 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. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.

- SAY** Now you will take Section 2 of the American Literature and Composition End-of-Course assessment. Remember, you will have up to 80 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.

SAY Break the seal on your test booklet if it is still intact. Open your answer document to Section 2. Turn to 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.

- When 60 minutes have passed,*

SAY Please raise your hand if you need additional time to complete Section 2.

If no hands are raised, go to #4.

No student who is productively working at the 60-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY Continue working.

3. When 70 minutes have passed,

SAY Please raise your hand if you need additional time to complete Section 2.

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

SAY You have 10 minutes remaining to complete Section 2.

4. When all students have completed this section, or after 80 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 AMERICAN LITERATURE AND COMPOSITION 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 short 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 to Section 3. Please do not begin until told to do so.

IF ADMINISTERING THE AMERICAN LITERATURE AND COMPOSITION SECTION 2 AND SECTION 3 TESTS IN TWO DAYS,

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.

End of Section 2

SECTION 3

Typical Testing Time: 40–60 minutes

Maximum Testing Time: 80 minutes

IF ADMINISTERING THE AMERICAN LITERATURE AND COMPOSITION TESTS IN THREE DAYS,

Verify student identity and record attendance.

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.

After all students have materials,

SAY **Before you begin the test, 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 **I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. 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. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.**

- SAY** **Now you will take Section 3 of the American Literature and Composition End-of-Course assessment. You will have up to 80 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 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 **Break the seal on your test booklet if it is still intact. Open your answer document to Section 3. Turn to 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.

2. When 60 minutes have passed,

SAY Please raise your hand if you need additional time to complete Section 3.

If no hands are raised, go to #4.

No student who is productively working at the 60-minute point should be stopped. To do so is a testing irregularity. If any student needs additional time,

SAY Continue working.

3. When 70 minutes have passed,

SAY Please raise your hand if you need additional time to complete Section 3.

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

SAY You have 10 minutes remaining to complete Section 3.

4. When all students have completed this section, or after 80 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.

End of Section 3

APPENDIX C: TEST EXAMINER SCRIPT FOR ADMINISTERING THE MATHEMATICS EOC ASSESSMENTS

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

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

Verify student identity and record attendance.

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 supplement 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 clean, blank scratch/graph paper

Wait to distribute until the beginning of Section 1, Part B:

- Graphing calculator or scientific calculator (**IMPORTANT:** Graphing calculators or scientific calculators are **not** allowed for Section 1, Part A. Withhold issuing any student a calculator until Section 1, Part A, is completed.)

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

1. SAY **Before we begin, I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. 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 (insert name of EOC assessment) End-of-Course assessment. 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. The information that you need to complete the school and system names is written on the board.

If students will be completing demographic information, read directions on page 19 and then return to this page to continue reading the directions.

SAY 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.

SAY If you need additional scratch/graph 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/graph paper. I will collect all scratch/graph paper at the end of testing.

2. **SAY** Now break the seal on your test booklet and turn to page 3. Read the directions silently as I read them aloud.

Today you will be taking the Georgia Milestones End-of-Course assessment for (insert name of EOC assessment). You will be presented with a variety of items throughout the test and some may be more familiar to you than others. You may NOT use a calculator in Section 1, Part A. You may use a graphing or scientific calculator to answer questions in Section 1, Part B, and in all of Section 2. If you are using a handheld calculator, you must clear any information or text that may be contained in the calculator’s memory. Failure to do so will result in the invalidation of your test. 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.

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 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 or part 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 or part 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 page 3 and find the word “Practice.” Look at the Practice Questions in your test booklet.

The two Practice Questions below are provided to show you what the questions in the test are like. For each question, you should choose the one BEST answer and fill in the circle in the space provided in your answer document.

Read and answer Practice Question 1 and Practice Question 2 now.

Allow time for students to read and answer Practice Question 1 and Practice Question 2. Then continue with the directions that follow.

When all students have finished the Practice Questions,

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

Answer any questions the students may have.

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

Answer any questions the students may have.

SECTION 1

Typical Testing Time: 30–50 minutes
Maximum Testing Time: 65 minutes

4. **SAY** Now you will take Section 1 of the (insert name of EOC assessment) End-of-Course assessment.

You will have up to 65 minutes to complete Section 1, Part A, and Section 1, Part B. Part A has ten (10) questions.

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

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 until directed by your Examiner. Doing so may invalidate your test score.

For Section 1, Part A, you may refer to the Formula Sheet at the beginning of 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** Open your answer document to Section 1, Part A. Turn to 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:



Calculator
NOT Allowed

COORDINATE ALGEBRA

Calculator
NOT Allowed



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 1, Part B.

5. When 45 minutes have passed,

SAY **Please raise your hand if you need additional time to complete Section 1.**

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 55 minutes have passed,

SAY **Please raise your hand if you need additional time to complete Section 1.**

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 65 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 short 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 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.**

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/graph paper.

Check to be sure the memory stored in each calculator has been cleared. If students have supplied their own calculators, be sure to return them to students.

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

Return materials to the School Test Coordinator.

CHECKLIST FOR EXAMINERS

During Testing

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

End of Section 1

SECTION 2

Typical Testing Time: 30–50 minutes

Maximum Testing Time: 65 minutes

IF COMPLETING SECTION 2 ON DAY 2,

Verify student identity and record attendance.

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

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

Distribute clean, blank scratch/graph paper, pencils, and calculators.

After all students have materials,

SAY **Before you begin the test, 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 **I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. Are there any devices in the room that I need to collect?**

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

SAY **If you have a hand-held calculator, you must clear any stored memory at this time. Failure to do so may result in an invalidation of your test. Please complete this task at this time.**

If you need additional scratch/graph paper, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch/graph paper. I will collect all scratch/graph paper at the end of testing.

- SAY** **Now you will take Section 2 of the (insert name of EOC assessment) End-of-Course assessment. You will have up to 65 minutes to complete Section 2. Stop when you reach the stop sign at the end of Section 2 in your test booklet.**

You may use a graphing or scientific 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.

The Formula Sheet is located at the end of the test. 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 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** Break the seal on your test booklet if it is still intact. Open your answer document to Section 2. Turn to 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 45 minutes have passed,*

- SAY** Please raise your hand if you need additional time to complete Section 2.

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 55 minutes have passed,

- SAY** Please raise your hand if you need additional time to complete Section 2.

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 65 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.

At this time, clear the memory in your calculator.

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/graph paper.

Check to be sure the memory stored in each calculator has been cleared. If students have supplied their own calculators, be sure to return them to students.

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

Return materials to the School Test Coordinator.

CHECKLIST FOR EXAMINERS

During Testing

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

End of Section 2

APPENDIX D: TEST EXAMINER SCRIPT FOR ADMINISTERING THE BIOLOGY EOC ASSESSMENT

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

Verify student identity and record attendance.

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 supplement called “Completing Student Demographic Information” to complete the student demographic information on the Student Answer Documents prior to the start of the Science assessment.)
- Two No. 2 pencils with erasers
- One sheet of clean, blank scratch paper

After all students have materials,

1. **SAY** Before we begin, I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. 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 Biology End-of-Course assessment. 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. The information that you need to complete the school and system names is written on the board.

If students will be completing demographic information, read directions on page 19 and then return to this page to continue reading the directions.

- SAY** 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.

- 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.

2. **SAY** Now break the seal on your test booklet and turn to page 3. Read the directions silently as I read them aloud.

Today you will be taking the Georgia Milestones End-of-Course assessment for Biology. 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 in your answer document, be sure to erase your first mark completely. Do not make any stray marks in the 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 page 3 and find the word “Practice.” Look at the Practice Questions in your test booklet.

The two Practice Questions below are provided to show you what the questions in the test are like. For each question, you should choose the one BEST answer and fill in the circle in the space provided in your answer document.

Read and answer Practice Question 1 and Practice Question 2 now.

Allow time for students to read and answer Practice Question 1 and Practice Question 2. Then continue with the directions that follow.

When all students have finished the Practice Questions,

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

Answer any questions the students may have.

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

Answer any questions the students may have.

SECTION 1*Typical Testing Time: 20–30 minutes**Maximum Testing Time: 40 minutes*

4. **SAY** **Now you will take Section 1 of the Biology End-of-Course assessment. You will have up to 40 minutes to complete Section 1. Stop when you reach the stop sign at the end of Section 1 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 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** **Open your answer document to Section 1. Turn to 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. *When 30 minutes have passed,*

- SAY** **Please raise your hand if you need additional time to complete Section 1.**

If no hands are raised, go to #6.

No student who is productively working at the 30-minute point should be stopped. To do so is a testing irregularity. 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 40 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 short 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 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.

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.

End of Section 1



SECTION 2

Typical Testing Time: 20–30 minutes

Maximum Testing Time: 40 minutes

IF COMPLETING SECTION 2 ON DAY 2,

Verify student identity and record attendance.

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 clean, blank scratch paper and pencils.

After all students have materials,

SAY **Before you begin the test, 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 **I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. 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 during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.**

1. **SAY** **Now you will take Section 2 of the Biology End-of-Course assessment. You will have up to 40 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 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 **Break the seal on your test booklet if it is still intact. Open your answer document to Section 2. Turn to 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 30 minutes have passed,

SAY Please raise your hand if you need additional time to complete Section 2.

If no hands are raised, go to #3.

No student who is productively working at the 30-minute point should be stopped. To do so is a testing irregularity. 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 40 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.

End of Section 2

APPENDIX E: TEST EXAMINER SCRIPT FOR ADMINISTERING THE UNITED STATES HISTORY EOC ASSESSMENT

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

Verify student identity and record attendance.

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 supplement 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 clean, blank scratch paper

After all students have materials,

1. SAY **Before we begin, I must remind you that you may not have in your possession during testing a cell phone or any other device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. 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 United States History End-of-Course assessment. You must complete your answers in 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. The information that you need to complete the school and system names is written on the board.

If students will be completing demographic information, read directions on page 19 and then return to this page to continue reading the directions.

- SAY **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.

- 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.**

2. **SAY** Now break the seal on your test booklet and turn to page 3. Read the directions silently as I read them aloud.

Today you will be taking the Georgia Milestones End-of-Course assessment for United States History. 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 the 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 in your answer document, be sure to erase your first mark completely. Do not make any stray marks in the 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 page 3 and find the word “Practice.” Look at the Practice Questions in your test booklet.

The two Practice Questions below are provided to show you what the questions in the test are like. For each question, you should choose the one BEST answer and fill in the circle in the space provided in your answer document.

Read and answer Practice Question 1 and Practice Question 2 now.

Allow time for students to read and answer Practice Question 1 and Practice Question 2. Then continue with the directions that follow.

When all students have finished the Practice Questions,

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

Answer any questions the students may have.

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

Answer any questions the students may have.

SECTION 1*Typical Testing Time: 15–25 minutes**Maximum Testing Time: 35 minutes*

4. **SAY** **Now you will take Section 1 of the United States History End-of-Course assessment. You will have up to 35 minutes to complete Section 1. Stop when you reach the stop sign at the end of Section 1 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 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** **Open your answer document to Section 1. Turn to 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. *When 25 minutes have passed,*

- SAY** **Please raise your hand if you need additional time to complete Section 1.**

If no hands are raised, go to #6.

No student who is productively working at the 25-minute point should be stopped. To do so is a testing irregularity. 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 35 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 short 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 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.

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.

End of Section 1



SECTION 2

Typical Testing Time: 15–25 minutes

Maximum Testing Time: 35 minutes

IF COMPLETING SECTION 2 ON DAY 2,

Verify student identity and record attendance.

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.

SAY **Before you begin the test, 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 **I must remind you that you may not have in your possession during testing a cell phone or any other electronic device that would allow you to access, retain, or transmit information. The use, or intended use, of such a device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test will result in invalidation of your test. 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 during the test, raise your hand and I will bring you a sheet. Remember, you must write your name in the upper right-hand corner of the scratch paper. I will collect all scratch paper at the end of testing.**

1. **SAY** **Now you will take Section 2 of the United States History End-of-Course assessment. You will have up to 35 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 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 **Break the seal on your test booklet if it is still intact. Open your answer document to Section 2. Turn to 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 25 minutes have passed,

SAY Please raise your hand if you need additional time to complete Section 2.

If no hands are raised, go to #3.

No student who is productively working at the 25-minute point should be stopped. To do so is a testing irregularity. 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 35 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.

End of Section 2

Winter 2021; Spring, Summer,
and Fall Mid-Month 2022
End-of-Course Paper-and-Pencil
Test Administration Supplement

