



**Georgia Assessments for the Certification of Educators® (GACE®) Newsletter
November 2015**

The *GACE® Newsletter* is intended to be a resource for Educator Preparation Program Providers to gain access to all the important information and changes happening around the GACE program. The *Newsletter* includes important dates, information about tests and policies, reminders about testing windows and more. The latest GACE program information can always be found at www.gace.ets.org.

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PROGRAM UPDATES

ETS Holiday Closings

ETS offices will be closed:

- Thursday and Friday, **November 26 and 27**, 2015
- Thursday and Friday, **December 24 and 25**, 2015
- Friday, **January 1**, 2016

During these times, please visit the ETS GACE website at www.gace.ets.org for information about GACE tests, registration, and scores.

Program Provider Section of the GACE Website

The Program Provider section of the GACE website at www.gace.ets.org/program_providers contains materials specifically for program providers — information about the tests, preparing your teacher candidates, and scores. Within the Program Provider section is a “GACE Services and Tools” section that contains information about ETS® Data Manager (EDM) for GACE and how to gain access to that tool.

A program provider “Resources” section provides information that will help you keep up to date about the GACE assessments. It includes the following:

- GACE Interactive Practice Test Order Form for program providers
- GACE Newsletter (both current and past issues)
- GACE Registration Quick-reference Guide
- Registration Flyers for programs to download and distribute to their educators
- Understanding Your GACE Scores

GACE Computer Science Assessment Launched

The GACE Computer Science assessment (554) launched in October. A study companion for GACE Computer Science has been developed and can be downloaded from the “Prep Materials” section of the GACE website at www.gace.ets.org/prepare/materials. This study companion is designed to familiarize you with the content material to be tested, test question formats, and pertinent study resources for this assessment.

Test Center Policies

Please remind your educators of the following test center policies:

- Test takers are not permitted to leave the test center during the administration or during breaks; anyone leaving the test center will be dismissed and their scores will be canceled
- Cell phones, smartphones, tablets, personal digital assistants (PDAs), and other electronic, listening, recording, scanning, or photographic devices into the test center; **anyone found to be in possession of any of these devices inside the test center before, during, or after the test administration (including breaks) will be dismissed, their test fees will be forfeited, and their scores will be canceled**
- Watches are not allowed in the testing room; watches must be removed and stored before entering the testing room

GACE Quick and Custom Reports for Ethics Available in Late November

The Quick and Custom Analytical Reports function will be available via ETS Data Manager for GACE for the Georgia Ethics assessments in late November. This interactive statistical tool can be used to explore aggregated test taker performance data using GACE data. It encompasses many analytical functions, such as sophisticated searching, data comparison, and chart and table creation. This tool is easy to use and allows you to get the data you want, how and when you want it.

Quick and Custom Analytical Reports do not provide scores for individual test takers. Test taker groups are customized for the individual user to ensure the privacy of the test takers as well as the individual agencies and institutions that serve them.

ETS Customer Satisfaction Surveys

Last summer, ETS conducted Customer Satisfaction Surveys for Georgia test takers and program providers. Test taker satisfaction with the test day experience earned the highest satisfaction score among the set of key metrics, with all aspects of the test day experience meeting or exceeding the satisfaction threshold (8 out of 10). Feedback on test center staff and test administration substantially exceeded the satisfaction threshold. Test takers also indicated satisfaction with the convenience and availability of testing center locations.

Website satisfaction was high as well. Most test takers and program providers do visit the website and are able to locate the information they need. However, we did receive input about changes that could be helpful in finding what they need more quickly. The following are some of the enhancements we are currently working on based on that feedback. In the coming editions of the GACE Newsletter, we will provide updates on continued enhancements.

- Addition of a chart on the website that includes the testing windows and score reporting date for each test
- Link to a Quick-registration Guide posted on the Registration, Test Centers, and Dates page of website
- More direct naming of links and pages on GACE website (e.g., Getting Your Scores changed to Score Reporting Dates)
- More free test preparation offerings (e.g., Test at a Glance)
- Additional links to specific information added to Order Confirmation email sent to test takers when they register

GEORGIA ETHICS ASSESSMENTS

Who Needs to Take the Georgia Ethics Assessments

When candidates must take and complete the assessments varies based on where they are in their professional career as an educator.

Georgia Educator Ethics – Program Entry (350)

- Candidates entering a state-approved traditional or non-traditional educator preparation program for an initial teaching field must take and complete Georgia Educator Ethics – Program Entry (350).
- Candidates entering a state-approved preparation program on or after January 1, 2015 must take and complete Georgia Educator Ethics – Program Entry prior to program admission.

Although test takers will not receive a score, all of the training modules and end-of-module tests must be completed to receive credit toward program admission.

Georgia Educator Ethics – Program Exit (360)

Candidates completing a state-approved educator preparation program for an initial teaching field must pass Georgia Educator Ethics – Program Exit (360) prior to program completion.

- Candidates completing a state-approved traditional educator preparation program must pass Georgia Educator Ethics – Program Exit as part of the requirement to hold either Induction Certification or a Certificate of Eligibility. **Note:** If candidates have completed a state-approved preparation program by December 31, 2014, they are exempt from passing the Georgia Ethics assessment if all certification application materials were received by the GaPSC's Certification Division by March 1, 2015.
- State-approved non-traditional educator preparation program completers (GaTAPP, etc.) must pass Georgia Educator Ethics – Program Exit prior to program completion. **Note:** If candidates have completed a state-approved preparation program by December 31, 2014, they are exempt from passing the Georgia Ethics assessments if all certification application materials were received by the GaPSC's Certification Division by March 1, 2015.

- Candidates enrolled in an out-of-state educator preparation program who are completing clinical practice in Georgia must pass Georgia Educator Ethics – Program Exit (360).
- Candidates who hold Professional certification from another state or have completed a state-approved program in another state, but have fewer than three years successful teaching experience, must pass Georgia Educator Ethics – Program Exit (360) for Georgia certification.

Georgia Ethics for Educational Leadership – Program Entry (370)

- All candidates **admitted** to any GaPSC-approved Educational Leadership program (current program or the new tiered model) on or after July 1, 2016, **must complete** (do not have to pass) Georgia Ethics for Educational Leadership – Program Entry (370) prior to becoming enrolled. A candidate who completes this program entry requirement for Tier I does not have to complete it again for Tier II.

Georgia Ethics for Educational Leadership – Program Exit (380) (available January 2016)

- All candidates **completing** any GaPSC-approved Educational Leadership program (current program or the new tiered model) on or after July 1, 2016, **must attempt** Georgia Ethics for Educational Leadership – Program Exit (380) prior to completion and **must pass** the assessment to earn certification in the field of Educational Leadership. A candidate who **passes** Georgia Ethics for Educational Leadership – Program Exit for Tier I certification does not have to pass it again for Tier II certification.

Eligibility for Georgia Ethics Assessments

Georgia Educator Ethics – Program Entry (350)

To gain eligibility, candidates must select the appropriate reason for testing in their MyPSC account.

- State-approved traditional educator preparation program candidates (colleges/universities) should select reason **7**.
- State-approved non-traditional educator preparation program initial teaching candidates (GaTAPP) should select reason **7**.
- Out-of-state initial teaching candidates doing field experiences/clinical practice in Georgia should select reason **4**.

Georgia Educator Ethics – Program Exit (360)

To gain eligibility, candidates must claim their enrollment (if applicable) and select the appropriate reason for testing in their MyPSC account.

- State-approved traditional educator preparation program candidates (colleges/universities) should claim their enrollment in the Traditional Program Management System (TPMS) and select reason **2** in their MyPSC account.
- State-approved non-traditional educator preparation program initial teaching candidates (GaTAPP) do not have to claim enrollment in their MyPSC account. Program providers determine eligibility on an individual basis. View the bottom of the Assessments screen in MyPSC to verify eligibility.
- Out-of-state initial teaching candidates doing field experiences/clinical practice in Georgia should claim enrollment in MyPSC and select **4** as their reason for testing.
- Out-of-state educators seeking certification in Georgia via reciprocity with less than three years of experience should select **4** in their MyPSC account.

Georgia Ethics for Educational Leadership – Program Entry (370)

- State-approved traditional educational leadership preparation program candidates (colleges/universities) should select reason **7**.
- State-approved non-traditional educational leadership preparation program candidates (GaTAPP) should select reason **7**.

Georgia Ethics for Educational Leadership – Program Exit (380) (available January 2016)

Information about eligibility for the Program Exit level of this assessment will be available before the launch of the Program Exit assessment in January 2016.

Updated Reasons for Testing

The reasons for testing below have been updated to include information about the Program Entry level (370) of the Georgia Ethics for Educational Leadership assessment. Reasons for testing will be updated again with information about the Program Exit level of the test (380) before it launches in January 2016. Test takers must indicate a reason for testing when they create or update their MyPSC account.

1. I am testing to satisfy the Program Admission assessment requirement.
2. I am enrolled in or have completed a Georgia-approved program and have obtained eligibility from my program provider to take a content assessment and/or the Program Exit level of the Georgia Educator Ethics (Test 360). **Note:** GaTAPP candidates should not ask for eligibility to take the Program Exit level of the Georgia Educator Ethics (Test 360). Your provider will grant eligibility at the appropriate time and you will receive an email with the information needed to register.
3. I am taking a content assessment to gain eligibility for employment and plan to complete a state-approved program such as GaTAPP, a certification-only program, or a Master's degree with a certification program embedded.
4. I am enrolled, or plan to enroll, in an **out-of-state (non-Georgia)** certification program, excluding Educational Leadership, and am taking a content assessment and/or the Program Entry (Test 350) or Program Exit level (Test 360) of the Georgia Educator Ethics to meet Georgia's certification assessment requirements.
5. I am taking a content assessment to add a field to my valid teaching certificate or Certificate of Eligibility.
6. I am testing because the GaPSC informed me of a required educator assessment, or my reason for testing is not covered by the reasons above.
7. I am taking the Program Entry level (Test 350) of the Georgia Educator Ethics or the Program Entry level (Test 370) of the Georgia Ethics for Educational Leadership assessment (candidates enrolled in out-of-state programs, excluding Educational Leadership, need to select Reason 4).

Vouchers

Program providers wishing to purchase vouchers can do so by sending a request to GACESupport@ets.org with the subject line Georgia Educator Ethics Assessment — Voucher Request. Vouchers are associated with your program and are valid only during the testing year in which they are ordered. Each voucher covers a single test fee. Vouchers can be distributed directly to your candidates.

Scores

Candidate scores are displayed on-screen after each end-of-module test and are also available through "My History" when the candidate is logged in to the Georgia Ethics system.

The Program Entry level of the Georgia Ethics assessments are reported as "Completed" or "Not Completed." Although candidates will not receive a score, they must complete all training modules and end-of-module tests to receive credit toward program admission.

The Program Exit level of the assessments is reported as "Passed" or "Not Passed."

Once candidates have successfully completed or passed the assessment, they will be able to print a certificate that indicates their status.

Sending Scores

When candidates register for one of the Georgia Ethics assessments, they may choose up to three score recipients. **All score recipients must be selected before the assessment is completed.** Once the candidate completes and exits the assessment, they cannot add or change score recipients. Score recipients can be selected via "My Profile" in the Educator Ethics system.

Scores are available to program providers through the ETS Data Manager for GACE. A file layout for the Georgia Educator Ethics assessment scores is provided in EDM. New scores are typically available every Tuesday and Friday after 4 p.m. ET.

Live Webinar for Georgia Ethics for Educational Leadership

The GaPSC and ETS will be presenting a webinar about the new Georgia Ethics for Educational Leadership assessment. This assessment is offered at two levels:

- Program Entry (370) (available now)
- Program Exit (380) (available January 2016)

Each level is comprised of a series of interactive modules that combine instruction and testing. The modules focus on professionalism in education — in educational leaders’ relationships with students, their schools, their colleagues, and their communities — as well as on ethical understanding to guide decision making and the specific regulations and expectations that educators face in Georgia. It also focuses on the unique role educational leaders play in fostering an ethical and professional culture within their schools.

This webinar is designed for faculty of Georgia state-approved Educational Leadership programs. It will be offered three times and will last approximately one hour.

Date	Time
November 30, 2015	3 p.m. ET
January 14, 2016	3 p.m. ET
March 15, 2016	4 p.m. ET

Invitations and registration links for this webinar have been emailed to Educator Preparation Providers (EPPs) with state-approved Educational Leadership programs. Upon registering, you will receive a confirmation email containing information about joining the webinar.

TEACHER LEADERSHIP ASSESSMENT

Spring 2016 Registration and Submission Windows

Please remind your educators to register for the GACE Teacher Leadership assessment early enough to allow themselves plenty of time to complete the assessment (**we suggest at least six months in advance**). Information about registration is available in the Teacher Leadership section of the GACE website at www.gace.ets.org/teacher_leadership/register.

Spring 2016 Testing

Registration	July 15, 2015–April 15, 2016
Submission Window	January 17, 2016–April 30, 2016

All candidates completing state-approved Teacher Leadership programs between spring 2014 and summer 2016 must attempt, but do not have to pass, the GACE Teacher Leadership assessment to meet the assessment requirement of the certificate upgrade. These candidates will receive their certificate upgrade upon program completion and recommendation by their EPP, but have **two (2) years** to attempt the GACE Teacher Leadership assessment before their certificate upgrade expires. **While passing is not a requirement, a scorable response must be entered for each task.**

All candidates completing state-approved Teacher Leadership programs in the fall of 2016 or later must pass the GACE Teacher Leadership assessment to meet the assessment requirement of the certificate upgrade. These

candidates will receive their certificate upgrade upon program completion and recommendation by their EPP, but have **one (1) year** to pass the GACE Teacher Leadership assessment before their certificate upgrade expires.

PREPARING CANDIDATES

New Study Companion

The new GACE Engineering and Technology Education assessment will launch in October 2016. GACE Engineering and Technology Education will replace the current Technology Education assessment. A study companion for the new Engineering and Technology Education assessment is expected to be available in January 2016. The current Technology Education study companion will remain posted until this assessment is no longer offered.

Live Webinars

Live webinars are offered to help candidates and their program providers prepare for the GACE assessments and give helpful tips for studying for the test. Webinar attendees can ask questions in real time at the conclusion of each webinar.

Each free 60-minute webinar includes practical suggestions and tips on preparing for and taking the GACE assessments and developing an individual study plan. It also walks attendees through the different parts of a GACE assessment and presents a plan to guide them as they prepare to test. The webinar explores the online resources available to test takers for test familiarization and preparation. These resources include interactive practice tests and demonstrations, Study Companions that include test content specifications, and test familiarization videos.

See tentative webinar dates for 2016 below. A list of webinar dates can also be found on the **GACE Webinars** page of the ETS GACE website. Participants are sent a PDF of the presentation after each webinar.

Date	Time
Wednesday, January 20, 2016	1 p.m. ET
Wednesday, April 13, 2016	1 p.m. ET

IMPORTANT REMINDERS

Test Center Procedures Regarding ID Requirements

Test takers must bring valid and acceptable identification documents to the test center in order to be admitted to the test. Please remind your test takers to read and understand the ID requirements and test center procedures and regulations in the *Registration Bulletin* and on the **ETS GACE website** prior to the test administration. It is **not** the responsibility of the test centers to relay these policies to test takers.

Policy Regarding Test Takers Leaving the Test Center Building

Test takers are **not permitted to leave the test center building** during the administration or during breaks. Anyone who leaves the test center will be dismissed, and their scores will be canceled.

Cell Phone Policy

Test takers are not allowed to bring cell phones, smartphones (e.g., Android®, BlackBerry®, iPhone®), tablets, personal digital assistants (PDAs), and other electronic, listening, recording, scanning, or photographic devices into the test center. **Anyone found to be in possession of any of these devices inside the test center before, during, or after the test administration (including breaks) will be dismissed, their test fees will be forfeited, and their scores will be canceled.** Test administrators are not permitted to collect and hold cell phones. If test takers bring cell phones into the test center and then have to leave to store them in their vehicles, they must be back before the doors to the test center are closed. **Once the doors to the test center are closed, no one will be admitted**, even if they have already been in the test center and left to store a cell phone. If test

takers are dropped off, they must not have their cell phones in their possession. If they do, they will not be admitted to test. Please remind your test takers of this policy.

Testing with Accommodations

It is important to remind educator certification candidates that they can apply for testing accommodations if they meet ETS requirements. ETS is committed to serving test takers with disabilities or health-related needs by providing services and accommodations that are reasonable and appropriate given the purpose of the test.

The 2015–16 *GACE Registration Bulletin* and *Bulletin Supplement for Test Takers with Disabilities and Health-related Needs* are available on the GACE website. The supplement contains procedures for requesting testing accommodations and registration forms. The supplement should be used in conjunction with the information in the *Registration Bulletin*.

Candidates requesting accommodations must have their testing accommodations approved by ETS **before they can register to test**. Test takers requesting testing accommodations are encouraged to apply as early as possible, as the approval process may take six weeks or longer to complete. See the **Accommodations for Test Takers with Disabilities or Health-related Needs** page of the ETS GACE website for more information.

GACE Newsletters

The current edition of the *GACE Newsletter* can now be downloaded from the Program Provider section of the GACE website at www.gace.ets.org/program_providers/resources. A link to an archive of all of the previous versions is also available.

If you have suggestions about topics you'd like us to focus on in the newsletter, or information that you'd like to see more information about, submit them to GACESupport@ets.org.

If someone you know wants to be added to the newsletter mailing list, you can direct them to www.gace.ets.org/program_providers to sign up. They will be added to the newsletter distribution list for the next issue.

If your email address has changed and you would like to receive the *GACE Newsletter* at your new email address, please visit the GACE Program Providers website at www.gace.ets.org/program_providers and sign up again with your new email address, using the sign-up links found on the right-hand side of the screen throughout the website.

You may also click the "Subscribe" button in any *GACE Newsletter* email to sign up again with your new email address.

CONTACTING THE PROGRAM

ETS Customer Service

ETS is committed to handling all inquiries related to the GACE program such as registration information, testing schedules, test costs, test codes, how to study, etc. It is important to let them provide this service. The GaPSC will still assist educators with certification questions related to which test they need for their certification. Calls about any aspect of GACE, not related to certification, should be directed to ETS Customer Service.

U.S. Mail

ETS–GACE
P.O. Box 6001
Princeton, NJ 08541-6001

Phone

1-855-225-7178 (U.S., U.S. Territories, and Canada)
1-609-359-5161 (all other locations)
Monday–Friday, 8 a.m.–5 p.m. ET

Overnight Mail

ETS–GACE
Document Processing

Fax

1-973-735-0156 or 1-866-484-5860

Email

gace_inquiries@ets.org
GACESupport@ets.org (for EPPs only)

GaPSC Call Center

If your educators have questions about which test(s) they need to take or about certification requirements, contact the GaPSC or go to the **GaPSC website**. Calls requiring assistance with certification or MyPSC questions should be directed to the GaPSC Call Center.

U.S. Mail

Georgia Professional Standards Commission
200 Piedmont Avenue
Suite 1702
Atlanta, GA 30334-9032

Phone

1-404-232-2500 (Metro Atlanta and long distance)
1-800-869-7775 (toll free outside Metro Atlanta area)

Fax

1-404-232-2560

Email

mail@gapsc.com

The GaPSC's toll-free Certification Call Center is available to answer your questions and provide assistance from 7 a.m.–4:30 p.m., Monday, Wednesday, and Friday, except on state holidays. The Call Center is closed on Tuesdays, Thursdays, and all state holidays.

Test Center Comments

Every effort is made to ensure the success of all test administrations and minimize the possibility of distractions or problems. A test taker who has a comment about a test center or the conditions under which a test was taken should submit the comment **in writing by mail, email, or fax directly to ETS** in order for it to be addressed properly. ETS will acknowledge receipt of the comment, launch an investigation, and respond to the test taker with the status/results of the investigation within 15 business days. See contact information below. Comments must be **submitted or postmarked** no later than **two days** after the test date.

Mail

ETS–GACE
Computer-delivered Testing Comments
P.O. Box 6051
Princeton, NJ 08541-6051

Fax

1-609-530-0851

Email

gacetesting@ets.org