



**Georgia Assessments for the Certification of Educators® (GACE®) Newsletter
January 2016**

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:

- Monday, **February 15**, 2016

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

Performance Assessment for School Leaders (PASL)

The Georgia Professional Standards Commission (GaPSC) recently adopted a two-tiered Educational Leadership Preparation rule:

- Tier I, or entry level preparation, is designed to prepare Educational Leadership candidates for entry leadership positions that include P–12 school level positions below the principal and district level positions that do not supervise principals.
- Tier II, or advanced level preparation, is designed to prepare Educational Leadership candidates for advanced leadership positions that include P–12 school level principals or the equivalent, superintendents, or other Local Unit of Administration (LUA) staff who supervise principals.

The ETS® Performance Assessment for School Leaders (PASL) will be used as a certification requirement for Educational Leadership Tier II. This assessment will be closely aligned to standards described in GaPSC Educator Preparation Rules 505-3-.76 and 503-3-.77. More information about the PASL and a link to the PASL section of the ETS website is on the GACE website at www.gace.ets.org/pasl/about.

Adding Fields to a Clear Renewable Teaching Certificate

The following assessments cannot be used to add a field to a clear renewable teaching certificate — they are intended only for those who have completed a state-approved educator preparation program in these fields. Contact the GaPSC for more information.

- Curriculum and Instruction
- Early Childhood Education
- Early Childhood Special Education General Curriculum
- Educational Leadership
- Instructional Technology
- Media Specialist
- School Counseling
- School Psychology
- Teacher Leadership

Testing Accommodations Requests

Requests for testing accommodations can now be submitted via either mail or email. The *2015–16 Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs* for GACE contains contact information, procedures for requesting testing accommodations, and registration forms. The *Supplement* should be used together with the information in the *GACE Registration Bulletin*. The *Supplement* and the *Registration Bulletin* can both be downloaded free of charge from the GACE website at www.gace.ets.org/register/accommodations.

Score Reporting Notification

Score reporting dates are posted in the “Scores” section of the GACE website at www.gace.ets.org/scores/get. There is also a document under Test Dates at www.gace.ets.org/register/centers_dates that lists the testing windows and score reporting dates for each GACE assessment.

Program providers receive notification via email when scores are released.

Delay of Test Scores

Scores are released on the score reporting date published in the GACE *Registration Bulletin* and on the GACE website. Scores for continuous testing are reported on Tuesday and Fridays. Scores may be delayed in some circumstances, including:

- Problems with registration, failure to comply with program policies and procedures, and/or instructions given by the test administrator
- Problems with payment
- Standard setting for newly developed or substantially revised assessments
- Score reporting date falls on a Friday ETS holiday (scores will be released on the following Tuesday)
- Testing on or near the last day of some testing windows

GEORGIA ETHICS ASSESSMENTS

Georgia Ethics for Educational Leadership Program Exit Launches

The Program Exit level (380) of the Georgia Ethics for Educational Leadership assessment launches this month. 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.

Georgia Ethics for Educational Leadership Program Webinar

A free one-hour webinar will be offered to give program providers information about the Georgia Ethics for Educational Leadership assessment. Webinar attendees will be able to ask questions in real time at the conclusion of each webinar. See webinar dates below.

Date	Time
Tuesday, March 15, 2016	3 p.m. ET

Eligibility for Georgia Ethics for Educational Leadership Program Exit

- State-approved traditional educational leadership preparation program candidates (colleges/universities) should select reason **2**.
- State-approved non-traditional educational leadership preparation program candidates (GaTAPP) should select reason **2**.

Updated Reasons for Testing

The reasons for testing below have been updated to include information about the Program Exit level (380) of the Georgia Ethics for Educational Leadership assessment. These updated reasons for testing go into effect on January 29, 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 (360) or the Georgia Ethics for Educational Leadership (380) assessment. **Note:** GaTAPP candidates should not ask for eligibility to take the Program Exit level of the Georgia Educator Ethics (360) or the Georgia Ethics for Educational Leadership (380) assessment. 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 (350) or Program Exit level (360) of the Georgia Educator Ethics assessment or the Program Entry (370) or Program Exit level (380) level of the Georgia Ethics for Educational Leadership assessment 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 of the Georgia Educator Ethics (350) or the Georgia Ethics for Educational Leadership (370) 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 is 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.

PREPARING CANDIDATES

Birth Through Kindergarten

An updated GACE Birth Through Kindergarten assessment will be launched in June 2016. The new assessment reflects recent updates to the National Association for the Education of Young Children (NAEYC) standards. The changes to the assessment are in Test I only, and they do not affect the broad content areas covered or the proportion of test questions allotted to them. The detailed knowledge statements listed under two Objectives, one in Subarea I and one in Subarea II, have been updated to reflect the new standards, as noted in red on the following page. As a result, test questions that address these new knowledge statements may appear on test forms starting in April. As each test form reflects a sampling of the domain described by the test framework, the number of questions that address the new statements will vary across forms.

Test I Objectives

Subarea I: Professionalism and Building Relationships

Objective 1: Understands professional roles such as staying current, teaming, problem solving, advocating, and relating

The beginning Birth through Kindergarten teacher:

- A. Demonstrates knowledge of the current trends and issues in early childhood education
- B. Understands the dynamics of team-building, problem solving, and conflict resolution
- C. Understands the importance of serving as an educational advocate for children and their families
- D. Understands the importance of being sensitive to and respectful of family values, beliefs, experiences, and educational goals
- E. Understands how to establish and build positive relationships with children
- F. Demonstrates knowledge of strategies to engage and support families and communities in children's development and learning
- G. Understands the importance of continuous, collaborative learning to demonstrate a reflective and critical perspective on teaching
- H. Knows and uses the ethical guidelines and other professional standards

Subarea II: Child Development and Learning

Objective 1: Understands child development, designing rich learning environments, and when to refer for social services

The beginning Birth through Kindergarten teacher:

- A. Understands factors that influence physical, social-emotional, language, cognitive, and aesthetic development of all children and understands how to incorporate content, concepts, and activities to foster them
- B. Understands how to design an enriched learning environment to stimulate exploration, experimentation, discovery, and learning
- C. Understands how to use appropriate health appraisal procedures and make referrals to appropriate community health and social services when needed
- D. Understands how to provide meaningful and challenging learning experiences for individuals with exceptionalities

A revised study companion is available in the Test Preparation section of the GACE website. The older Study Companion will continue to be posted until the updated assessment is launched in June. Please alert your educators that they should be certain that they are using the correct Study Companion.

Engineering and Technology Education

The new GACE Engineering and Technology Education assessment will launch on October 7, 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 available in the Test Preparation section of the GACE website. 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 scheduled webinar dates for 2016 below. 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, April 13, 2016	1 p.m. ET

TEACHER LEADERSHIP ASSESSMENT

Spring 2016 Registration and Submission Window

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.

Permission Form Requirements

Test takers must obtain a signed permission form for the use of any materials they submit as artifacts that are not created solely by them. Examples of these materials are:

- feedback from colleagues and students, such as emails, letters, documents
- forms/charts/surveys created by involved colleagues or participants
- print media

Permission forms must be completed, scanned and uploaded to the Permission Forms Library in the Teacher Leadership submission system **before tasks are submitted**. The following forms must be submitted as they apply:

- GACE Teacher Leadership Assessment Permission Form for Students Under 18
- GACE Teacher Leadership Assessment Permission Form for Students Over 18
- GACE Teacher Leadership Assessment Permission Form for Colleagues and Other Adult Participants

These permission forms can be downloaded from the “Teacher Leadership” section of the ETS GACE website at www.gace.ets.org/teacher_leadership/resources.

Note: These specific GACE permission forms must be used; district or school forms will not be accepted.

Score Report Layout

The Teacher Leadership score report layout is available in the ETS Data Manager for GACE Help Manual for Test Taker Reports and Test Taker Reports via Web Service.

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.

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 *GACE 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 ETS 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