



**Georgia Assessments for the Certification of Educators® (GACE®) Newsletter
February 2014**

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 will include important dates, information about tests and policies, reminders about testing windows, and more. *Latest On GACE* program updates can be found on www.gapsc.com.

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PROGRAM UPDATES

New Assessments for 2014

Three new GACE assessments will be launched in 2014 — Curriculum and Instruction (300), Instructional Technology (302), and Educational Leadership (301).

Curriculum and Instruction and Instructional Technology are newly developed certificate upgrade assessments that will be offered with accompanying test preparation materials including a Study Companion.

The ETS version of the Educational Leadership assessment will also be launched in 2014. This assessment is currently being offered by Pearson, and test takers can register for this assessment by visiting the Pearson website at www.gace.nesinc.com. The final administration by Pearson will be May 8–21, 2014 (excluding May 11 and May 18).

The Study Companions for all three of these new assessments will be available in early February as a free, downloadable PDF in the [Test Preparation Resources](#) section of the ETS GACE website. The first testing window for these administrations will be **June 21–27, 2014**. Additional testing dates will be announced later.

Interactive Practice Tests: What to Expect

GACE Interactive Practice Tests (IPTs) are full-length practice tests that allow test takers to answer a set of test questions to simulate what they will experience on the actual day of the test. Each assessment's interactive practice test contains a single set of questions. After completing the interactive practice test, candidates are able to see if they answered questions correctly or incorrectly and get explanations for the correct answers. **There is only one practice test with one set of test questions for each GACE test; purchasing more than one practice test for the same test title will not provide additional practice test questions.**

Each interactive practice test subscription is \$15 and can be purchased through the [ETS Store](#). Each subscription consists of a single practice test that is valid for 90 days after the first use or 10 uses, whichever comes first. A total of 52 IPTs are now available. The remainder of the practice tests will become available on a rolling basis throughout the rest of the year.

For the most up-to-date listing of available interactive practice tests and upcoming IPT release dates, visit the [GACE Interactive Practice Test Release Dates](#) page of the ETS GACE website.

Program providers seeking to purchase IPTs for their educator candidates may do so in one of two ways:

- **Online:** IPTs are available for purchase by credit card or PayPal® through the [ETS Store](#). Visit the [GACE Test Prep Materials](#) page and select the test title you wish to purchase from the drop-down menu. On the resulting page, links will be present for any practice tests available for purchase. Once you have made your selections, you will be able to click the Continue Shopping button to add additional practice test titles to your order, if desired.
- **Purchase order:** If you wish to purchase bulk quantities of GACE interactive practice tests but do not have an electronic form of payment, an order form can be downloaded on the [Resources](#) page of the ETS GACE website. **Note: The order form is only for program providers not using an electronic form of payment. Program providers using an electronic form of payment and all candidates ordering practice tests must do so by making their purchases through the ETS Store.**

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 IPTs and demonstrations, Study Companions that include test content specifications, and test familiarization videos.

See the upcoming webinar dates below. They can also be found on the [GACE Webinars](#) page of the ETS GACE website.

Upcoming GACE Study Plan Development Webinar Dates

Date	Time
April 16, 2014	1 p.m. ET
July 10, 2014	1 p.m. ET
September 16, 2014	1 p.m. ET

Curriculum Mapping

The [Course Mapping Chart for GACE Test Subareas and Objectives](#) may be used to compare an educator preparation program's course offerings to the content described by the objectives in the subareas for a particular test.

The completed chart can be used to direct candidates who are preparing to take a GACE test. If the candidates have taken those courses already, the form will direct the candidates to the previously used course notes and texts. The chart may also help candidates select additional courses in order to learn more about areas in which they feel further preparation is needed.

Examples and instructions for how to fill out a course mapping chart, as well as a blank, downloadable sample chart are available in the [Preparing Candidates](#) section of the Program Provider website.

PARAPROFESSIONAL ASSESSMENT

Paraprofessional Assessment Overview

The GACE Paraprofessional assessment is taken by prospective and practicing paraprofessionals to demonstrate that they are knowledgeable in reading, writing, and mathematics, and that they are capable of applying those skills and knowledge when assisting in classroom instruction.

Test Administrations to Date

Since the GACE Paraprofessional assessment launched in July 2013, there have been nearly 400 tests administered at various test sites throughout Georgia.

Paraprofessional Test Sites

There are 51 active test sites administering the Paraprofessional assessment at this time. The GACE Paraprofessional assessment is administered in computer-delivered format only, and at this time administrations are held at three different types of testing sites:

- **Regional Education Service Agencies (RESAs):** There are five RESAs offering the GACE Paraprofessional assessment in the state of Georgia.
- **School Districts:** Participating school districts serve as the largest group of providers for the GACE Paraprofessional assessment. There are currently 37 active school districts that serve as test sites for this assessment.
- **Universities and Technical Colleges:** Some universities and technical colleges offer the GACE Paraprofessional assessment in computer labs on their campuses. There are eight active university or college test sites offering the Paraprofessional assessment.

A current list of the available test sites administering the GACE Paraprofessional assessment can be found on the [Registration](#) page of the GACE Paraprofessional assessment website. This list is updated frequently, so check back often for the most up-to-date list.

Paraprofessional Assessment Retake Policy Changes

As of October 3, 2013, Paraprofessional test takers can retake the GACE Paraprofessional assessment 28 days after their last test administration. This is a change from the 30 days required between tests for other GACE assessments.

The adjustment from 30 days to 28 days allows test sites (school districts, RESAs, and other agencies) to schedule their administrations more effectively.

In addition, Paraprofessional test takers will be required to enter their Social Security number as a part of the registration process beginning in February. This change allows test site administrators to monitor repeat test takers more accurately.

Candidates should be made aware of these changes, and are encouraged to have their Social Security number handy when calling to register for the Paraprofessional assessment.

TEACHER LEADERSHIP ASSESSMENT

Teacher Leadership Assessment Overview

The GACE Teacher Leadership assessment was developed to assess the critical leadership roles that teachers play in contributing to student and school success. The assessment measures these leadership roles in the following six areas, called tasks:

- Task 1 – Adult Learning and the Collaborative Culture
- Task 2 – Research for the Improvement of Practice
- Task 3 – Professional Learning
- Task 4 – Observation and Use of Assessment Data
- Task 5 – Collaboration with Families and the Community
- Task 6 – Collaborative Teams and Advocacy

Candidates complete each task by submitting a written response and additional documentation, called artifacts. The written responses and artifacts are submitted via an online submission platform.

Candidates are expected to write descriptively, analytically, and reflectively when completing each task. The tasks are scored according to task-specific rubrics, which are included in the materials supplied to candidates.

More information about the GACE Teacher Leadership assessment, scoring, and administration will be available on the GACE Teacher Leadership website.

GACE Teacher Leadership Website

The GACE Teacher Leadership website is currently being developed and will include information about the assessment, how to prepare candidates, eligibility requirements, scoring information, and more. The website is scheduled to launch in May and will be accessible via the ETS GACE website at www.gace.ets.org.

Registration and Submission Deadlines

Candidates will register for the assessment and then compose and submit their responses within a submission window. The actual submission windows have not yet been determined.

If candidates do not successfully complete the assessment after their first attempt, they will have an opportunity to resubmit one or more tasks. A maximum of two resubmissions, after the original submission, is permitted. Within these resubmission windows, candidates can resubmit any number of tasks.

Preparing Candidates

Test preparation materials for the GACE Teacher Leadership assessment will be widely available on the GACE Teacher Leadership assessment website in May. Prior to that time, the assessment, rubrics, and accompanying materials will be made available to programs offering preparation in Teacher Leadership.

IMPORTANT REMINDERS

Test Administration Windows

A complete listing of the 2013-14 testing windows for GACE assessments is available for download in PDF format on the [Test Centers and Dates](#) page of the ETS GACE website. Testing windows for each assessment are also searchable by selecting a test title from the drop-down list on this page.

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 [2013–14 Bulletin Supplement for Test Takers with Disabilities or Health-related Needs \(PDF\)](#) contains procedures for requesting testing accommodations and registration forms. The *Supplement* should be used in conjunction with the information in the [2013–14 GACE® Registration Bulletin \(PDF\)](#).

Candidates requesting accommodations must have their testing accommodations approved **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.

Reporting Locations and Location Changes

The reporting location for each test administration can be found on the candidate's admission ticket, which they can access and print at any time from their [ETS GACE testing account](#). On occasion, weather conditions or other circumstances beyond the test center's or ETS's control may require a delayed start or the rescheduling of a test. If there is a change (e.g., a different building than originally scheduled, delayed start, or test cancellation/rescheduling), it will be updated in the candidate's testing account.

ETS will make every effort to contact test takers affected by reporting location and/or reporting time changes prior to the originally scheduled test administration. Please advise your test takers to check their testing account 24 hours prior to their test to ensure their reporting location and reporting time have not changed, and print a new admission ticket, if necessary.

Note for candidates taking the Paraprofessional assessment: A list of Paraprofessional test sites is available on the ETS GACE website. The test sites listed are updated on a weekly basis and test sites may be added and removed without notice. Please tell your educator candidates to check back frequently to ensure the site they wish to test at is available.

Test Center Procedures Regarding ID Requirements

Test takers must bring valid and acceptable identification documents to be admitted to the test. Please remind your test takers to be sure 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 the test takers.

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 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.

Newsletter Mailing List

If someone you know would like 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 Georgia Professional Standards Commission (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, 7 a.m.–6 p.m. ET

Overnight Mail

ETS–GACE
Document Processing
1425 Lower Ferry Road
Ewing, NJ 08618-1414

Fax

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

Email

gace_inquiries@ets.org

GaPSC Customer Service

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

Fax

1-404-232-2560

Email

mail@gapsc.com

Phone

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

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

Email

gacetesting@ets.org

Fax

1-609-530-0851