



## Georgia Assessments for the Certification of Educators® (GACE®) Newsletter February 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](http://www.gace.ets.org).

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## PROGRAM UPDATES

### ETS Closings

ETS offices will be closed on **Monday, February 16, 2015**. During this time, please visit the ETS GACE website at [www.gace.ets.org](http://www.gace.ets.org) for information about GACE tests, registration, and scores.

### Updated Customer Service Hours

Beginning in February, GACE Customer Service Representatives will be available from 8 a.m.–5 p.m. ET, excluding holidays. GACE Customer Service can be reached at **1-855-225-7178**.

### Changes in Reasons for Testing

When candidates set up their MyPSC account on the GaPSC website ([www.gapsc.com](http://www.gapsc.com)), they must indicate their reason for testing. Depending on their reason for testing, they may also need to specify additional score recipients during registration. The reasons for testing have changed for 2015. The chart below shows the updated reasons for testing and indicates whether an additional score recipient must be added.

Reason Number	Reason for Testing	Score Recipient Information
1	I am testing to satisfy the Program Admission assessment requirement (formerly the Basic Skills assessment).	You must add the program you are enrolled in or seeking admission into as a score recipient.
2	I am enrolled in or have completed a <b>Georgia</b> -approved program and have obtained eligibility from my program provider to take a content assessment and/or the Georgia Educator Ethics – Program Exit assessment. GaTAPP candidates should not ask for eligibility to take the Georgia Educator Ethics – Program Exit assessment. Your provider will grant eligibility at the appropriate time.	Your scores will automatically be sent to the GaPSC and the program provider granting approval to test. You do not need to add them as a score recipient.
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.	You must add the program you are enrolled in or seeking admission into as a score recipient.
4	I am enrolled, or plan to enroll, in an out-of-state (non-Georgia) certification program and am taking a content assessment and/or the Georgia Educator Ethics – Program Entry or Program Exit assessment to meet Georgia's certification assessment requirements.	Your scores will automatically be sent to the GaPSC. You do not need to add them as a score recipient.
5	I am taking a content assessment to add a field to my valid teaching certificate or Certificate of Eligibility.	Your scores will automatically be sent to the GaPSC. You do not need to add them as a score recipient.
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.	Your scores will automatically be sent to the GaPSC. You do not need to add them as a score recipient.
7	I am taking the Georgia Educator Ethics – Program Entry assessment (candidates enrolled in out-of-state programs should select Reason #4).	You must add the program you are seeking admission into as a score recipient. Your scores will automatically be sent to the GaPSC. You do not need to add them as a score recipient.

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## TEACHER LEADERSHIP ASSESSMENT

### Scores for Fall 2014 Submission Window

Scores for the fall Teacher Leadership assessment submission window will be available on February 10, 2015. Test takers can access their scores via their testing account in the Teacher Leadership submission system. Scores are automatically reported to GaPSC, the program provider who provided eligibility for the candidate to test, and any additional score recipients the candidate identified during registration.

### Resubmitting Tasks from Fall Submission Window

Candidates who did not pass the assessment can resubmit tasks from the Fall 2015 submission window that received a score of 5 or lower, or nonscorable. Tasks that received a score of 6 and above cannot be resubmitted. There is a \$75 fee for each task that is resubmitted.

Tasks must be resubmitted in one of the two submission windows following their initial submission window. If tasks are not resubmitted within that time, candidates will have to pay another registration fee and take the assessment all over again. Candidates may resubmit in the window below or in the Fall 2015 window which will be announced soon.

#### Fall 2014 Resubmission

Resubmission Registration	February 13, 2015–May 15, 2015
Resubmission Window	February 13 2015–May 31, 2015

### Spring 2015 Registration and Submission Window Dates

Registration for the spring 2015 submission window begins on January 18, 2015. This is for new registrations only, not for task resubmissions.

#### Spring 2015 Testing

Registration	November 3, 2014–May 15, 2015
Submission Window	January 18, 2015–May 31, 2015

### Teacher Leadership Reasons for Testing

Candidates registering for the GACE Teacher Leadership assessment must first create a MyPSC account on the GaPSC website at [mypsc.gapsc.org](http://mypsc.gapsc.org) before they can register. Candidates who completed their educator preparation program before July 1, 2014, should select **6** as their reason for testing during the creation of their MyPSC account. Candidates who will complete their program after July 1, 2014, must select **2** as their reason for testing.

The GaPSC will provide the candidate's profile and eligibility information to ETS. Once the profile and eligibility information has been received by ETS, a Customer Service Representative will create a testing account for the candidate in the registration system for this assessment and will notify the candidate via email when it is complete.

### Scores and Score Reporting Dates

The total number of points that can be earned in the Teacher Leadership assessment is 48. Test takers must receive a valid score (non-zero) on each task and a minimum of 31 points to pass the assessment. Candidates must successfully complete all six tasks to pass this assessment.

Scores for the Fall 2014 submissions will be reported on February 10, 2015, and scores for the Spring 2015 submissions will be reported in July 2015.

## GACE Teacher Leadership Assessment Candidate Handbook

Each task in the Teacher Leadership assessment has textboxes with guiding prompts to help test takers provide evidence that supports their responses. Responses need to address all parts of each of the guiding prompts. These guiding prompts have been added to the *Teacher Leadership Assessment Candidate Handbook* posted in the Teacher Leadership section of the GACE website.

A PDF of each task, including the guiding prompts, is also available in the Tasks and Requirements section of the Teacher Leadership section of the GACE website.

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## EDUCATOR ETHICS ASSESSMENT

### Eligibility

The Georgia Educator Ethics – Program Entry (350) assessment is required for educator candidates who are entering an educator preparation program. Candidates seeking beginning educator/induction certification will take Educator Ethics – Program Exit (360).

Candidates who are entering a state-approved traditional or nontraditional educator preparation program for an initial teaching field and are taking Georgia Educator Ethics – Program Entry (350) to receive credit for program entry must also take Georgia Educator Ethics – Program Exit (360) **prior to completion** of their program to achieve certification. The Educator Ethics – Program Exit (360) assessment must be passed by traditionally prepared candidates as part of the induction certificate requirements, and must be passed prior to program completion for GaTAPP candidates.

### Registration Dates

Registration for Educator Ethics – Program Entry (350) opened October 1, 2014, and is ongoing. Registration for Educator Ethics – Program Exit (360) opened on January 28. Instructions on how to register can be found in the Educator Ethics section of the GACE website at [www.gace.ets.org/ethics/register](http://www.gace.ets.org/ethics/register).

There are no specific testing dates or testing windows for this assessment, but candidates must confirm their eligibility to test before they can register. Further information about eligibility and registration is available on the website.

### Candidate Test Preparation

Candidates seeking to take the Georgia Educator Ethics – Program Entry (350) or the Georgia Educator Ethics – Program Exit (360) should visit the **Ethics section of the GaPSC website** and review the information and resources that are offered.

The 2014–15 GACE *Registration Bulletin* and a list of tips for taking the Georgia Educator Ethics assessment are also available in the Ethics section of the ETS GACE website at [www.gace.ets.org/ethics/prepare](http://www.gace.ets.org/ethics/prepare).

### 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 Educator Ethics assessment system.

Educator Ethics – Program Entry is reported as "Completed" or "Not Completed." Educator Ethics – Program Exit is reported "Passed" or "Not Passed."

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

### Vouchers

ETS offers vouchers for program providers that wish to pay the Georgia Educator Ethics assessment test fee on behalf of candidates. Participating program providers can order vouchers that they then distribute directly to their candidates. Vouchers are associated to your program and are valid only during the testing year in which they are ordered. Each voucher covers a single test fee.

Program providers wishing to purchase vouchers can do so by sending a request to [GACESupport@ets.org](mailto:GACESupport@ets.org) with the subject line Georgia Educator Ethics Assessment — Voucher Request.

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## PREPARING CANDIDATES

### 2015 Webinar Dates

#### Educator Ethics Webinars

Live webinars are available to help program providers prepare candidates for the Educator Ethics assessment. These free webinars include:

- an overview of the assessment
- information on how it was developed
- information about each module
- information about eligibility and how to register

Webinar attendees can ask questions in real time at the conclusion of each webinar.

Upcoming webinar dates will be posted as they are scheduled on the **Preparing Candidates** page in the Georgia Educator Ethics section of the GACE website. Invitations to participate in these webinars are sent out approximately two weeks before the webinar.

#### Study Plan Development Webinars

Study plan development 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 the upcoming webinar dates below. A current list of webinar dates can also be found on the **GACE Webinars** page of the ETS GACE website.

Date	Time
Tuesday, April 14, 2015	1 p.m. ET

#### Teacher Leadership Webinars

Webinars to help program providers prepare their candidates for the GACE Teacher Leadership assessment have been offered during the past few months. These webinars included an overview of the assessment, how it was developed, information about each task and its requirements, registration and submission deadlines, and helpful tips on how to prepare for the assessment.

A recording of the Teacher Leadership assessment webinar and a slide deck of the webinar are available on the **Resources** page of the Teacher Leadership section of the GACE website.

#### New Interactive Practice Tests

Interactive Practice Tests (IPTs) for the Curriculum and Instruction (300) and Instructional Technology (302) certificate upgrade assessments, as well as the Educational Leadership (301) assessment are available for purchase through the **ETS Store**.

IPTs are full-length practice tests that allow you to answer one set of test questions to simulate what you will experience on the actual day of the test. Each assessment's interactive practice test contains a single set of questions. After you complete the interactive practice test, you can see if you 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.**

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## IMPORTANT REMINDERS

### Inclement Weather Updates and Test Center Closures

When inclement weather strikes do you know where to find information about test center closings and other important information? The home page of the GACE website always has the latest updates on test center delays and closures, as well as ETS office closures.

The GACE website home page is continually updated with important messages and program updates; check back often to find information about registration, score reporting dates, and scheduled website maintenance. The *Registration Bulletin* is a free, downloadable resource available on the GACE website that also includes information about test types, testing windows, and scoring policies.

### 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 2014–15 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 2014–15 GACE *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.

### 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. If a test center delay or closure occurs due to inclement weather, an alert will be posted on the home page of the GACE website listing the affected test center(s).

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 test takers 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. Test takers should check back frequently to ensure that the site where they wish to test is available.

### 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.

### Sending GACE Scores

Remind your educator candidates that any time they ask to have scores for an assessment sent to a new score recipient that all scores for the assessment are included in the report. Information about sending scores is available on the GACE website at [www.gace.ets.org/scores/send](http://www.gace.ets.org/scores/send).

### 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](http://www.gace.ets.org/program_providers/resources). A link to an archive of all of the previous versions is also available.

If someone you know wants to be added to the newsletter mailing list, you can direct them to [www.gace.ets.org/program\\_providers](http://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](http://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.

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## 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

**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

**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

**Fax**

1-609-530-0851

**Email**

gacetesting@ets.org