



**Georgia Assessments for the Certification of Educators® (GACE®) Newsletter  
April 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](http://www.gapsc.com).

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## PROGRAM UPDATES

### Change in GACE Testing Year

The first GACE testing year with ETS as the vendor was from September 1, 2013–August 31, 2014. The 2014–15 testing year will be from July 1, 2014–June 30, 2015, which will enable Local Education Agencies (LEAs) and Educator Preparation Providers (EPPs) to have the testing schedule prior to the beginning of the academic year. The 2014–15 GACE *Registration Bulletin* will be available on the GACE website at the beginning of July and will reflect all policies and procedures for the 2014–15 testing year. Annual updates on the GACE website will also be posted by July 1.

### 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.

### Three New Study Companions

Study Companions for the three new GACE assessments — Curriculum and Instruction (300), Educational Leadership (301), and Instructional Technology (302) — have been posted as free downloadable PDFs in the **Test Preparation Resources** section of the ETS GACE website.

Curriculum and Instruction and Instructional Technology are newly developed certificate upgrade assessments. The Educational Leadership assessment has previously been offered by Evaluation Systems group of Pearson (ES). The last administration of this assessment by ES will be May 8–21, 2014, (excluding May 11 and May 18). Please note that all parts of an assessment must be passed with the same testing supplier. The first ETS testing window for the Curriculum and Instruction and Educational Leadership assessments is **June 21–27, 2014**. The first testing window for the Instructional Technology assessment will be determined later this year.

### Assessments Offered Listing on Website

The list of GACE assessments offered has been updated to include the following information, plus any additional important information, about the assessment:

- Assessment Name
- Test(s) (most assessments have more than one test)
- Test Code
- Question Types (selected response, constructed response, or both)
- Testing Time (the timed part of the actual test)
- Test Duration (the testing time plus any time allowed for tutorials or directional screens that may be included in the test)

### Interactive Practice Tests

GACE Interactive Practice Tests (IPTs) for 29 additional assessments will be available by the end of July 2014. A chart listing of all of the IPTs is on the GACE website at [gace.ets.org/prepare/ipt\\_release\\_dates](http://gace.ets.org/prepare/ipt_release_dates). IPTs can be purchased through the [ETS Store](#).

There is a new function in the GACE registration system. When candidates register to test, they will now be offered the option to select and purchase the IPT that matches the test title(s) they are registering for. If they choose to purchase the IPT, the cost will be added to their registration fees so that both the test registration and the IPT can be purchased in a single online transaction.

### 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 the upcoming webinar dates below. They can also be found on the **GACE Webinars** page of the ETS GACE website.

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

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## EDUCATOR ETHICS ASSESSMENT

### About the Assessment

The Educator Ethics assessment is intended for educator candidates who are entering an educator preparation program, and candidates who have recently completed their educator preparation program and are seeking beginning educator certification.

The Georgia Professional Standards Commission (GaPSC) is working with ETS and national experts in school law and in ethics, along with a representative Ethics Assessment Advisory Committee, to develop the Georgia Educator Ethics Assessment. This is a low-cost assessment in the form of online instructional ethics modules that will also assess and measure the candidates' understanding of the Georgia Code of Ethics, their knowledge of the compliance obligations they face as Georgia educators, and their capacity and disposition to act ethically as professional educators.

The assessment is comprised of seven engaging modules that combine instruction and testing. The modules focus on professionalism in education — in teachers' relationships with their students, their schools, and their community — as well as on ethical decision-making, and the specific regulations and expectations that educators face in Georgia. Candidates will be able to complete the modules at their own pace and at their convenience. There are no specific testing windows assigned for this assessment.

### GaPSC Rules

The Educator Ethics assessment will adhere to the following GaPSC Rules:

#### **GaPSC Rule 505-3-.01 – Effective May 15, 2014**

The GaPSC Rule 505-3-.01: Requirements and Standards for Approving Educator Preparation Providers and Educator Preparation Programs expands on the requirement for educator certification program providers to include instruction and/or experiences to prepare candidates with knowledge and skills to guide their decision making when they face ethical dilemmas.

In addition, the rule addresses the Educator Ethics assessment, which is designed to both teach and assess knowledge and skills in the areas of the Georgia Code of Ethics for Educators and in ethical understanding to guide behaviors and decision making.

In the rule 505-3-.01, candidates admitted in Fall 2014 must take (do not have to pass) the assessment prior to December 31, 2014. Candidates admitted to programs on or after January 1, 2015, must take (do not have to pass) the assessment at or prior to program admission.

#### **GaPSC Rule 505-2-.03 Pre-service Teaching Certificate – Effective July 1, 2015**

Candidates entering into an educator preparation program must take (but do not have to pass) the Georgia Educator Ethics Assessment to attain the Pre-Service Teaching Certificate. Although a minimum score is not required for program admission, assessment results will be used to determine the amount and type of ethics instruction needed for each candidate.

#### **GaPSC Rule 505-2-.04 Induction Certificate – Effective July 1, 2014**

Beginning January 1, 2015, educators must pass the Georgia Educator Ethics Assessment to attain the Induction level certificate.

## GACE Educator Ethics Assessment Website

Information about the GACE Educator Ethics assessment, how to register, available test preparation materials, and more will be available in the Educator Ethics section of the GACE website. The website is scheduled to launch in August 2014. Registration for the GACE Educator Ethics assessment will open in September 2014.

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## PARAPROFESSIONAL ASSESSMENT

### Verifying Candidate Eligibility to Test

Paraprofessional test takers are required to supply their Social Security number as part of the registration process. Supplying a Social Security number allows you to confirm that test takers are eligible to test (i.e., 28 days have passed if the test taker has previously taken the test) before the day of the test. All registrations should be reviewed to confirm eligibility. Please be sure to do this before the day of the test so test takers don't arrive at the testing site and find out testing is not possible. See Retesting on page 21 of the *GACE Paraprofessional Administrative Guide* for details on how to check a test taker's testing history. The *Administrative Guide* is available through the administrator's Paraprofessional assessment website.

### Technical Guide

A technical guide is now available with tips on how to handle some of the most common issues in delivering the Paraprofessional assessment. The guide was distributed to test administrators via email on February 21. If you did not receive the guide and would like to have it, email [GACEInfo@ets.org](mailto:GACEInfo@ets.org). A lot of ground is covered in this guide, so be sure to check to see if your issue has been included before calling Technical Support.

### Paraprofessional Assessment Test Sites

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.

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## TEACHER LEADERSHIP ASSESSMENT

### GACE Teacher Leadership Website

The Teacher Leadership section of the GACE website is scheduled to launch in May at [www.gace.ets.org](http://www.gace.ets.org). It will include information about the assessment, how to prepare candidates, eligibility requirements, scoring information, and more.

### Teacher Leadership Registration and Submission Deadlines

Candidates will register for the assessment and then compose and submit their responses. Registration for this assessment opens on **November 3, 2014**.

Submission deadlines for the first year are scheduled for **December 31, 2014**, and **May 31, 2015**.

### Preparing Candidates

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

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## IMPORTANT REMINDERS

### ETS Offices Closed on May 26

ETS offices will be closed on Monday, May 26, for Memorial Day.

### 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 windows for the 2014–15 testing year will be available on the GACE website on July 1.

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## 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 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.

## Purchasing Interactive Practice Tests for Candidates

Program providers seeking to purchase Interactive Practice Tests (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 IPTs 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.**

## 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 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](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 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](mailto: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](mailto: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](mailto:gacetesting@ets.org)