



**Georgia Assessments for the Certification of Educators® (GACE®) Newsletter
April 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 Closing

ETS offices will be closed on **Monday, May 25, 2015**, for Memorial Day. During this time, please visit the ETS GACE website at www.gace.ets.org for information about GACE tests, registration, and scores.

GACE Registration Bulletin

The effective date for policies and procedures contained in the GACE *Registration Bulletin* has been extended through August 30, 2015. The *Bulletin* for the 2015-16 testing year will be posted on the GACE website on July 1, 2015. The effective date for that bulletin will be September 1, 2015 through August 31, 2016.

Testing Windows Added for July, August 2015

Testing windows for July and August 2015 have been added to the *Registration Bulletin* and the GACE website. Score reporting dates for those windows have also been added.

New Testing Window	Score Reporting Date	
	SR-Only Tests	SR/CR Tests
7/10/15–7/16/15; 7/10/15–7/19/15	7/31/15	8/7/15
7/31/15–8/6/15; 7/31/15–8/9/15	8/21/15	8/28/15

Continuous Testing for Program Admission Assessment

Beginning September 1, 2015, the GACE Program Admission assessment will be offered on a continuous basis instead of in specified testing windows. While there are many test dates available in testing windows, continuous testing offers test takers more flexibility in choosing a date. Test takers will be able to determine specific test date availability during the registration process.

Customer Satisfaction Survey

In April 2015, ETS will be contacting program providers asking them to participate in a Customer Satisfaction Survey. ETS takes program satisfaction seriously and your input is crucial to this end. We urge you to participate in this survey and thank you in advance for your feedback.

TEACHER LEADERSHIP ASSESSMENT

Taking the Teacher Leadership Assessment

Candidates who complete a state-approved Teacher Leadership program **between Spring 2014 and Summer 2016**, will receive their certificate upgrade upon program completion and recommendation by their program provider. These candidates have **two years** before their certificate upgrade expires, during which time they must **attempt** the Teacher Leadership assessment to meet the assessment requirement of the certificate upgrade. **While passing is not a requirement, a scorable response must be entered for each task.**

Candidates who complete a state-approved Teacher Leadership program **in the fall of 2016 or later**, will receive their certificate upgrade upon program completion and recommendation by their program provider. These candidates have **one year** before their certificate upgrade expires, during which time they must **pass** the GACE Teacher Leadership assessment to meet the assessment requirement of the certificate upgrade.

Spring 2015 Registration and Submission Window Dates

Registration for the spring 2015 submission window began on January 18, 2015. This window 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 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.

Teacher Leadership, Coaching, and Teacher Support Specialist Endorsement Holders

One of the requirements to earn the Lead Professional Certificate requires passing the Teacher Leadership assessment. Teacher Leadership, Coaching, and Teacher Support Specialists (TSS) endorsement holders who completed their programs prior to July 1, 2014, are automatically granted eligibility to take the Teacher Leadership assessment. Individuals completing programs after that time will be granted eligibility to test by their program providers. Eligibility to test must still be confirmed by following the procedures for confirming/requesting eligibility in the GACE *Registration Bulletin*.

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 Spring 2015 submissions will be reported in July 2015.

EDUCATOR ETHICS ASSESSMENT

Updated Reasons for Testing

Educator Ethics – Program Entry (350) Candidates

To gain automatic 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**.

Educator Ethics – Program Exit (360) Candidates

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 should claim their enrollment in the Traditional Program Management (TPMS) system 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 MyPSC. Program providers determine eligibility on an individual basis. View the bottom of the Assessments screen in MyPSC to verify your eligibility.
- Out-of-state initial teaching candidates doing field experiences/clinical practice in Georgia should claim enrollment in MyPSC and select reason **4**.
- Out-of-state educators seeking certification in Georgia via reciprocity with less than three years of experience should select reason **4** in MyPSC.

Updated Registration Steps

Registration steps for Educator Ethics – Program Entry and Educator Ethics – Program Exit assessments:

1. Create or update your MyPSC account on the GaPSC website and enter your reason for testing.
2. The GaPSC sends your profile and eligibility information to ETS.
3. ETS sends you an email with a link to the Educator Ethics system.
4. Access the Educator Ethics system, select Test Takers under Registration, create your account, and register and pay for the assessment.

Program Entry (350)

- State-approved traditional educator preparation program candidates (colleges/universities) must complete Program Entry to hold a Pre-service certificate.
- State-approved non-traditional educator preparation program initial teaching candidates (GaTAPP) must complete Program Entry prior to program admission.
- Out-of-state initial teaching candidates doing field experiences/clinical practice in Georgia must complete Program Entry to hold a Pre-service certificate.

Program Exit (360)

- State-approved traditional educator preparation program candidates (colleges/universities) must attempt Program Exit prior to program completion; they must pass Program Exit to hold an Induction certificate.
- State-approved non-traditional educator preparation program initial teaching candidates (GaTAPP) must pass Program Exit prior to program completion.
- Out-of-state initial teaching candidates doing field experiences/clinical practice in Georgia must attempt Program Exit prior to program completion.
- Out-of-state educators seeking certification in Georgia via reciprocity with less than three years of experience must pass Program Exit.

Registration Dates

Registration for Educator Ethics – Program Entry (350) and Educator Ethics – Program Exit (360) is now open. Instructions on how to register can be found in the Educator Ethics section of the GACE website at 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.

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 with the subject line Georgia Educator Ethics Assessment — Voucher Request.

Ethics Flyers

A Georgia Educator Ethics flyer is available for you to distribute to your educator candidates. The flyer gives a brief overview of the assessment and answers questions that candidates may have about the assessment, registration, taking the assessment, and scores.

There is also a flyer available for program providers that provides clarification about eligibility, registration, and data availability. Both flyers can be downloaded from the Ethics section of the GACE website under Preparing Candidates at www.gace.ets.org/ethics/program_providers/preparing_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 Educator Ethics assessment system.

Educator Ethics – Program Entry is reported as “Completed” or “Not Completed.” Candidates do not receive a score; however, all training modules and end-of-module tests must be completed to receive credit toward program admission.

Educator Ethics – Program Exit is reported as “Passed” or “Not Passed.” As of January 1, 2015, candidates must pass Educator Ethics – Program Exit to attain Induction Certification or a Certificate of Eligibility.

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 the Educator Ethics assessment, 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 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.

Georgia Ethics Assessment for Educational Leadership

The Georgia Ethics Assessment for Educational Leadership will be launching in August 2015. It will be offered at two levels:

- Program Entry (370)
- Program Exit (380)

More information about this new assessment will be available in our next newsletter.

PREPARING CANDIDATES

Interactive Practice Tests (IPTs)

IPTs are full-length practice tests that allow candidates to answer **one set** of authentic test questions to simulate what they will experience on the actual day of the test. The tests are timed just like the real test and allow users to move easily from one question to the next to simulate the test day experience. After completing the test, they can also see the correct answers and explanations for each correct answer and view their results by content category.

Note: There is only one version available for each test title, so **each time candidates take the practice test, they answer the same questions in the same order**. Retaking or repurchasing the same practice test more than once does not give them different practice questions or change the order in which the questions are delivered.

Study Companion Update

Tests may include technically enhanced/interactive types of questions. These questions take advantage of technology to assess knowledge and skills that go beyond what can be assessed using standard single-selection selected-response questions. More information about these item types is being added to the GACE Study Companions.

IMPORTANT REMINDERS

GACE Website

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 updated program policies, contact information, tests offered, testing windows, registration, fees and payment policies, identification (ID) requirements, test center procedures, and score reporting.

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.

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 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

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