



**Georgia Assessments for the Certification of Educators® (GACE®) Newsletter
June 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 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.

PROGRAM UPDATES

2014-15 Testing Year Begins on July 1.....	2
Annual Updates to GACE Websites.....	2
Reasons for Testing Changes.....	2
New Testing Windows for Birth Through Kindergarten and Instructional Technology Assessments.....	2

TEACHER LEADERSHIP ASSESSMENT

GACE Teacher Leadership Website.....	2
Teacher Leadership Registration and Submission Deadlines.....	2
Teacher Leadership Assessment Webinars.....	3

EDUCATOR ETHICS ASSESSMENT

GACE Educator Ethics Assessment Website.....	3
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PREPARING CANDIDATES

Interactive Practice Tests for New Assessments.....	3
New Test Prep Purchase Functionality in GACE Registration System.....	3
Purchasing Interactive Practice Tests for Candidates.....	3
Live Webinars.....	4

IMPORTANT REMINDERS

Important Updates Available on the GACE Home Page.....	4
ETS Offices Closed on July 4.....	4
Registration Bulletin Updates.....	4
Testing with Accommodations.....	4
Reporting Locations and Location Changes.....	5
Test Center Procedures Regarding ID Requirements.....	5
Cell Phone Policy.....	5
Newsletter Mailing List.....	5

CONTACTING THE PROGRAM

ETS Customer Service.....	6
GaPSC Customer Service.....	6
Test Center Comments.....	6

PROGRAM UPDATES

2014-15 Testing Year Begins on July 1

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 to GACE Website

Information on the **GACE website** will be updated for the new testing year at the beginning of July. Updates will include new program policies, the 2014-15 testing windows, and score reporting dates.

The GACE *Registration Bulletin*, *Bulletin Supplement for Test Takers with Disabilities and Health-related Needs*, *GACE Registration Quick-Reference Guide*, and *Understanding Your GACE Scores* documents will all be updated for the new testing year. These documents can be found on the **Bulletin and Reference Documents** page of the GACE website.

The new Educator Ethics assessment section of the GACE website will launch in August 2014.

Reasons for Testing Changes

The **Reasons for Testing** for GACE assessments will be updated as part of the annual changes being implemented on the GACE website. These revised rules will be available on the website in early July.

New Testing Windows for Birth Through Kindergarten and Instructional Technology

The following testing windows have been added for July and August 2014:

- Birth Through Kindergarten (005, 006, and 505): Saturday July 12–Friday, July 18
- Instructional Technology (302): Saturday, August 9–Friday, August 15

See the **Test Centers and Dates** page on the GACE website for a complete list of upcoming testing windows.

TEACHER LEADERSHIP ASSESSMENT

GACE Teacher Leadership Website

The **Teacher Leadership** section of the GACE website launched successfully in May, as scheduled. The new section of the website includes information about the Teacher Leadership assessment, how to prepare candidates, eligibility requirements, scoring information, and more.

Helpful documents such as the *GACE Teacher Leadership Assessment Candidate Handbook*, a *Glossary* of terms, required permission forms, the Georgia Teacher Leadership Standards, and the current GACE *Registration Bulletin* are also available on the **Resources** page.

Teacher Leadership Registration and Submission Deadlines

Registration for this assessment opens on **November 3, 2014**. The fall submission deadline is **December 31, 2014**, and the spring submission deadline is **May 31, 2015**.

Scores for the fall 2014 submissions will be reported in February 2015 and scores for the spring 2015 submissions will be reported in July 2015.

Teacher Leadership Assessment Webinars

Live webinars are going to be offered to help program providers prepare their candidates for the GACE Teacher Leadership assessment. These free webinars will include 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. Webinar attendees can ask questions in real time at the conclusion of each webinar.

Webinars will be offered on the dates below. Invitations to participate in these webinars will be sent out approximately two weeks before the first webinar.

Date	Time
July 24, 2014	10 a.m. ET
August 20, 2014	3 p.m. ET

ETS is also preparing webinars about the Teacher Leadership assessment for candidates. Information about these webinars will be in the next newsletter.

EDUCATOR ETHICS ASSESSMENT

Georgia Educator Ethics Assessment Website

The Georgia 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.

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

PREPARING CANDIDATES

Interactive Practice Tests for New Assessments

GACE Interactive Practice Tests (IPTs) for the three new GACE assessments – Curriculum and Instruction, Educational Leadership, and Instructional Technology – will be launched in January 2015. Prior to that time, candidates seeking additional test preparation for these assessments should review the current *Registration Bulletin* and the free test familiarization videos that are available on the **Videos** page of the GACE website.

New Test Prep Purchase Functionality in GACE Registration System

There is a new function in the GACE registration system for candidates seeking to purchase priced test preparation materials, such as IPTs, when they register for a GACE test. Candidates will now be offered the option to select and purchase the IPT that matches the test title(s) they are registering for when they register to test. 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.

Purchasing Interactive Practice Tests for Candidates

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 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.

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.

Important Note: 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.

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

IMPORTANT REMINDERS

Important Updates Available on the GACE Home Page

The home page of the GACE website always has the latest updates on test center delays and closures, ETS office closures, registration outages and scheduled maintenance, and test center seat availability. Check the GACE home page often to see the latest updates and alerts.

ETS Offices Closed on July 4

ETS offices will be closed on Friday, July 4, for Independence Day. Some departments and ETS offices may have early closures on Thursday, July 3. Check the **GACE website** for details.

Registration Bulletin Updates

The GACE *Registration Bulletin* is available as a free download on the **Bulletin and Reference Documents** page of the GACE website. The *Bulletin* is updated periodically throughout the testing year, and a **summary of changes** can also be found on this page. The 2014-15 GACE *Registration Bulletin* and *Bulletin Supplement for Test Takers with Disabilities and Health-related Needs* will be added to the GACE website in early July.

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 Bulletin Supplement for Test Takers with Disabilities or Health-related Needs* will be available in early July. 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* that will also be available in early July.

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 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 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

Fax

1-609-530-0851

Email

gacetesting@ets.org