



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

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## PROGRAM UPDATES

### GACE Annual Updates

Updated program policies, testing windows, and score reporting dates for the 2014-15 testing year were posted on the **GACE website** on July 8.

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 were all updated for the new testing year. These documents can be found on the **Bulletin and Reference Documents** page of the GACE website.

### Change in Reasons for Testing

The **Reasons for Testing** for GACE assessments have been streamlined into the seven reasons listed below. Candidates must indicate their reason for testing in their MyPSC account.

1. I am testing to satisfy the Program Admission assessment requirement (formerly the Basic Skills assessment).
2. I am enrolled in or have completed a Georgia-approved program and have obtained eligibility to test from my program provider.
3. I am testing 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.
4. I am enrolled, or plan to enroll, in an out-of-state (non-Georgia) certification program and am testing to meet Georgia's certification assessment requirements.
5. I am testing to add a field to my valid teaching certificate.
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.
7. I am taking the Georgia Educator Ethics assessment.

### Adding Score Recipients

When candidates register to test, they are given the option to add up to three additional score recipients. The recipients added should be based on the selection they made as their Reason for Testing in their MyPSC account. See "Change in Reasons for Testing" above. Scores are automatically sent to the GaPSC.

#### Reasons 1 and 3

- Candidates must add the program they are enrolled in or seeking admission into as a score recipient.

#### Reason 2

- Candidates' scores will automatically be sent to the GaPSC and their program provider. They do not need to add the GaPSC as a score recipient. Program providers will automatically receive scores for candidates indicating Reason 2 as their reason for testing.

#### Reasons 4, 5, and 6

- Candidates' scores will automatically be sent to the GaPSC. They do not need to add the GaPSC as a score recipient.

#### Reason 7

- Candidates must add the program they are seeking admission into as a score recipient if they are taking Educator Ethics – Program Entry (350). Scores for those taking Educator Ethics – Program Exit (360) will automatically be sent to the program provider granting approval to test.

### 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.

## 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).

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## ETS DATA MANAGER (EDM) FOR GACE

### Candidates Not “Claiming” Enrollment

Student ID has been added to the file layout for obtaining scores for the GACE assessments via the ETS Data Manager (EDM) web service. However, this field will not be populated unless candidates “claim” their enrollment record in their MyPSC account.

To do this, program providers must first create enrollment records for their candidates in the GaPSC system. Then candidates must log in to their MyPSC account and select “Program” in the MyPSC menu to claim their enrollment record. After claiming their enrollment record, they need to go back to the “Assessments” page, select reason 2, and select the program for which they want to add the assessment.

Please remind your educator candidates to follow these steps. This is key in linking the student IDs to the Georgia CERT IDs.

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## TEACHER LEADERSHIP ASSESSMENT

### 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*.

### Registration and Submission Deadlines

Registration for this assessment opens on **November 3, 2014**. Candidates should register early enough to allow themselves plenty of time to complete the assessment. See the dates and deadlines for this assessment below.

#### Fall 2014 Testing

Registration	November 3, 2014–December 12, 2014
Submission Window	November 3, 2014–December 31, 2014

#### Spring 2015 Testing

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

#### Fall 2015 Testing

Registration	To be announced
Submission Window	To be announced

### 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.

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.

### Task Resubmissions

Candidates who do not pass the assessment are allowed to resubmit any task that received a score of 5 or lower or Nonscorable. Scored tasks that received scores of 6 and above cannot be resubmitted. There is a \$75 resubmission fee for each task that is resubmitted.

Tasks must be resubmitted in one of the next two submission windows after their initial submission window. If they test in the fall of 2014, they can resubmit in the resubmission window below or in the fall 2015 testing window (see above). If tasks are not resubmitted within that time, candidates will have to pay another registration fee and take the assessment all over again. Candidates must successfully complete all six tasks to pass this assessment.

### Fall 2014 Resubmissions

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

### 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.

Slides from the Teacher Leadership Assessment webinar are available for download in the Teacher Leadership section of the GACE website at [www.gace.ets.org/teacher\\_leadership/resources](http://www.gace.ets.org/teacher_leadership/resources). A recording of the most recent webinar will also be posted on the website in the coming weeks.

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## EDUCATOR ETHICS ASSESSMENT

### Georgia Educator Ethics Assessment

The Educator Ethics assessment differs quite a bit from other GACE assessments. The Educator Ethics assessment is a training and assessment program that offers a “learn by doing” approach around true-to-life scenarios, including actions, dispositions, and values. Designed not only to reinforce ethical standards or “code,” this tool also allows candidates to navigate through “real life” scenarios, deepening their understanding of obligations and situations to clarify how to avoid risk. Learning modules in the assessment are followed by end-of-module tests related to what is covered in the modules. The assessment will be initially offered at two levels:

- Educator Ethics – Program Entry (350)
- Educator Ethics – Program Exit (360)

Educator Ethics – Program Entry differs from Educator Ethics – Program Exit in that, while much of the learning content is the same, the Program Exit level has different questions in the end-of-module tests, building upon the Program Entry level of the assessment. Additionally, Program Exit test takers must complete and pass an end-of-course, or summative, test that includes questions related to the topics covered in all of the modules.

### Georgia Educator Ethics – Program Entry (350)

Individuals entering a state-approved traditional or non-traditional educator preparation program for an initial teaching field, must take and complete Georgia Educator Ethics – Program Entry (350).

- Those who entered a state-approved educator preparation program in the fall of 2014, must take and complete Georgia Educator Ethics – Program Entry by **December 31, 2014**.
- Those entering a state-approved educator preparation program on or after **January 1, 2015** must take and complete Georgia Educator Ethics – Program Entry **prior to program admission**.

Although test takers will not receive a score, they must complete all training modules and end-of-module tests to receive credit toward program admission.

### Georgia Educator Ethics – Program Exit (360)

Beginning January 1, 2015, individuals who complete a state-approved educator preparation program for an initial teaching field must **attempt** Georgia Educator Ethics – Program Exit (360) **prior to program completion**.

- If they complete a state-approved traditional educator preparation program, they must pass Georgia Educator Ethics – Program Exit as part of the requirement to hold either an Induction Certification or a Certificate of Eligibility. **Note:** If they complete a state-approved educator preparation program by December 31, 2014, they are exempt from passing the Georgia Educator Ethics assessment if all certification application materials are received by the GaPSC's Certification Division by **March 1, 2015**.
- State-approved non-traditional educator preparation program completers (GaTAPP, etc.) must pass Georgia Educator Ethics – Program Exit for program completion. **Note:** If they complete a state-approved educator preparation program by December 31, 2014, they are exempt from passing the Georgia Educator Ethics assessment if all certification application materials are received by the GaPSC's Certification Division by **March 1, 2015**.
- Individuals enrolled in an out-of-state educator preparation program, completing clinical practice in Georgia, must pass Georgia Educator Ethics – Program Exit (360).
- Individuals who hold Professional certification from another state or have completed a state-approved program in another state, but have fewer than three years successful teaching experience, must pass Georgia Educator Ethics – Program Exit (360) for Georgia certification.

### Website

The Georgia Educator Ethics assessment section of the GACE website ([www.gace.ets.org/ethics](http://www.gace.ets.org/ethics)) is scheduled to launch in September 2014. It will include information for both test takers and program providers about the Georgia Educator Ethics assessment, eligibility, registration, resources, and scores.

### Registration

Registration for Educator Ethics – Program Entry (350) will be available on September 30.

The opening of registration for Educator Ethics – Program Exit (350), which will be offered beginning in January 2015, will be announced in the next few months.

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 will be available on the website.

### Webinars

Webinars will be offered to help program providers prepare their candidates for the new Georgia Educator Ethics assessment. These free webinars will include an overview of the assessment, how it was developed, information about each module, and registration. 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 each webinar.

Date	Time
September 23, 2014	3-4 p.m. ET
October 1, 2014	9-10 a.m. ET
October 7, 2014	1-2 p.m. ET
November 7, 2014	10-11 a.m. ET

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## ETS TITLE II REPORTING

### Title II User Accounts

If you are a Dean or Director, you may have recently received several emails from [GACESupport@ets.org](mailto:GACESupport@ets.org) talking about Title II. These emails offered instructions on how your Title II Coordinator can create a user account for the ETS Title II website. That website is now open. If you have not already done so, please identify your Title II Coordinator and have that person go to [tlcs.ets.org](http://tlcs.ets.org) and create a user account. It is imperative that program providers create an account and verify their student information. This is your only chance to review your student information before the initial pass rate reports for Title II reporting are created.

If you have any questions, email [GACESupport@ets.org](mailto:GACESupport@ets.org) or view the Georgia-specific help documents at [www.ets.org/s/praxis/title2/gace\\_title\\_ii\\_reporting\\_services\\_web\\_guide\\_2013\\_14.pdf](http://www.ets.org/s/praxis/title2/gace_title_ii_reporting_services_web_guide_2013_14.pdf).

### Webinars

The GaPSC will be offering webinars on Preparation Approval Annual Report (PAAR)/Title II, Traditional Program Management System (TPMS), and Non-Traditional Reporting Management System (NTRS) in September. These systems replace the Title II Data Collection Worksheet in fall 2014.

Dates for traditional program providers:

Date	Time
September 23, 2014	10 – 12 a.m. ET
September 25, 2014	1:30 – 3:30 p.m. ET
September 26, 2014	10 – 12 a.m. ET

Dates for non-traditional program providers:

Date	Time
September 24, 2014	1:30 – 3:30 p.m. ET
September 25, 2014	10 – 12 a.m. ET

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## PREPARING CANDIDATES

### Interactive Practice Tests

With the exception of the three new GACE assessments — Curriculum and Instruction (300), Educational Leadership (301), and Instructional Technology (302) — Interactive Practice Tests (IPTs) for all assessments are now available in the ETS Store ([www.ets.org/store](http://www.ets.org/store)). IPTs for the three new assessments 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.

### How Interactive Practice Tests (IPTs) Work

Interactive Practice Tests (IPTs) are full-length practice tests that include correct answers and explanations for the correct answers. Subscriptions are \$15 and each subscription consists of a **single practice test**. It is valid for 90 days after the first use, or 10 uses, whichever comes first. There is only one practice test with a single set of test questions for each GACE test; **purchasing more than one practice test for the same test title will not provide additional practice questions.**



Once users click **Begin** the practice test starts and an automatic timer indicates how much time is left. Candidates can use the timer to pace themselves and simulate an actual test administration. The practice test automatically times out after 5 hours; if more time is needed, the practice test must be started again. The test will also time out if it is idle for more than 15 minutes.

After completing the practice test, users can see if they answered questions correctly or incorrectly and get explanations for the correct answers and an automatic score summary report. Scores must be printed before exiting the practice test. They are not saved by the practice test program.

### 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.

### Webinars

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
Monday, January 12, 2015	1 p.m. ET
Tuesday, April 14, 2015	1 p.m. ET

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## IMPORTANT REMINDERS

### 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* is 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.

### 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.

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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)