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

## PROGRAM UPDATES

### 2015–16 GACE Registration Bulletin

The policies and procedures contained in the 2015–16 GACE *Registration Bulletin* went into effect September 1, 2015. If you download and print a copy of the *Bulletin*, be sure to occasionally go to the copy posted on the GACE website and check the "last updated" date on page 2. If program policies change during the testing year, the *Bulletin* will be updated. There is a summary of all changes available on the "Bulletin and Reference Documents" page at **www.gace.ets.org/about/bulletin**.

### Continuous Testing for Program Admission Assessment Launches

The GACE Program Admission assessment is now offered on a continuous basis instead of in specified testing windows. While there are many test dates available in testing windows, continuous testing gives test takers more flexibility in choosing a date. Test takers can determine specific test date availability during the registration process.

### Scores for Continuous Testing

Scores for the GACE Program Admission Reading (200) and Mathematics (201) tests, whether taken separately or as part of the combined test (700), will be reported within seven (7) days after the test date. Scores for the Writing (202) test, whether taken separately or as part of the combined test (700), will be reported within 28 days after the test date. Test takers will be notified by email when their score report becomes available.

### GACE Quick and Custom Reports for Ethics

The Quick and Custom Analytical Reports function will be available via *ETS*® Data Manager for GACE for the Georgia Ethics assessments in late November. This interactive statistical tool can be used to explore aggregated test taker performance data using GACE data. It encompasses many analytical functions, such as sophisticated searching, data comparison, and chart and table creation. This tool is easy to use and allows you to get the data you want, how and when you want it.

Quick and Custom Analytical Reports do not provide scores for individual test takers. Test taker groups are customized for the individual user to ensure the privacy of the test takers as well as the individual agencies and institutions that serve them.

### GACE Computer Science Assessment

The GACE Computer Science assessment (554) is expected to launch in late October 2015. A study companion for GACE Computer Science has been developed and can be downloaded from the "Prep Materials" section of the GACE website at **www.gace.ets.org/prepare/materials**. This study companion is designed to familiarize you with the content material to be tested, test question formats, and pertinent study resources for this assessment.

### New Policy Regarding Watches in the Testing Room

To ensure security and fairness to all, test takers are no longer permitted to wear watches in the testing room. This policy has changed due to the many different types of watches that are now available (e.g., calculator, computing, digital, watches with alarms, smart watches, stopwatches) and the functions that can be included in these watches.

Some watches have functions, such as alarms, that are distracting to other test takers. Many smart watches are capable of higher-end functions such as connecting to other mobile devices where data can be transferred to and from the other devices. These types of watches can also run apps that can include functions such as a camera or a recording device.

Test takers will be asked to remove and store their watches before they enter the testing room. Test administrators are not permitted to hold watches for test takers.

Not having a watch does not mean that test takers do not have access to a timer for the test. There is an automatic timer built in to each test that indicates the time remaining after the test begins. Test takers can use this timer to help pace themselves.

# GEORGIA ETHICS ASSESSMENTS

## Georgia Ethics for Educational Leadership Launch

Georgia Ethics for Educational Leadership – Program Entry (370) becomes available for EPP optional use on September 30, 2015. Although this assessment will not be required until July 1, 2016, you should encourage your educational leadership candidates to take the assessment to ensure they have knowledge of the Georgia Code of Ethics for Educators and its application in today's schools, as well as knowledge of ethical principles to guide decision making.

Georgia Ethics for Educational Leadership – Program Exit (380) is expected to launch in January 2016.

Data from this assessment is available through ETS Data Manager for GACE to guide programs with their preparation.

## Eligibility for Georgia Ethics for Educational Leadership

All candidates **admitted** to any GaPSC-approved Educational Leadership program (current program or the new tiered model) on or after July 1, 2016, **must complete** (do not have to pass) Georgia Ethics for Educational Leadership – Program Entry (370) prior to becoming enrolled. A candidate who completes this program entry requirement for Tier I does not have to complete it again for Tier II.

All candidates **completing** any GaPSC-approved Educational Leadership program (current program or the new tiered model) on or after July 1, 2016, **must attempt** Georgia Ethics for Educational Leadership – Program Exit (380) prior to completion and **must pass** the assessment to earn certification in the field of Educational Leadership. A candidate who **passes** Georgia Ethics for Educational Leadership – Program Exit for Tier I certification does not have to pass it again for Tier II certification.

## Reasons for Testing Updated

The reasons for testing below have been updated to include information about the Georgia Ethics for Educational Leadership assessment. Test takers must indicate a reason for testing when they create or update their MyPSC account.

1. I am testing to satisfy the Program Admission assessment requirement.

2. I am enrolled in or have completed a Georgia-approved program and have obtained eligibility from my program provider to take a content assessment and/or the Program Exit level of the Georgia Educator Ethics (Test 360). **Note:** GaTAPP candidates should not ask for eligibility to take the Program Exit level of the Georgia Educator Ethics (Test 360). Your provider will grant eligibility at the appropriate time and you will receive an email with the information needed to register.

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.

4. I am enrolled, or plan to enroll, in an **out-of-state (non-Georgia)** certification program, excluding Educational Leadership, and am taking a content assessment and/or the Program Entry (Test 350) or Program Exit level (Test 360) of the Georgia Educator Ethics to meet Georgia's certification assessment requirements.

5. I am taking a content assessment to add a field to my valid teaching certificate or Certificate of Eligibility.

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 Program Entry level (Test 350) of the Georgia Educator Ethics or the Program Entry level (Test 370) of the Georgia Ethics for Educational Leadership assessment (candidates enrolled in out-of-state programs, excluding Educational Leadership, need to select Reason 4).

## Registration for Georgia Ethics for Educational Leadership Assessment

Registration for the Program Entry (370) level of the **Georgia Ethics for Educational Leadership** assessment will open when the assessment launches on September 30, 2015. 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 unless established by a program provider. However, candidates must confirm their eligibility to test in their MyPSC account before they can register. Further information about eligibility and registration is available in the Georgia Ethics Assessment section of the GACE website at **www.gace.ets.org/ethics**.

## Vouchers

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. Vouchers are associated with your program and are valid only during the testing year in which they are ordered. Each voucher covers a single test fee. Vouchers can be distributed directly to your 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 Georgia Ethics system.

The Program Entry level of the Georgia Ethics assessments are reported as "Completed" or "Not Completed." Although candidates will not receive a score, they must complete all training modules and end-of-module tests to receive credit toward program admission.

The Program Exit level of the assessments is reported as "Passed" or "Not Passed."

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 one of the Georgia Ethics assessments, 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 Tuesday and Friday after 4 p.m. ET.

## TEACHER LEADERSHIP ASSESSMENT

### Fall 2015 and Spring 2016 Registration and Submission Windows

Please remind your educators to register for the GACE Teacher Leadership assessment early enough to allow themselves plenty of time to complete the assessment (**we suggest at least six months in advance**). Information about registration is available in the Teacher Leadership section of the GACE website at **www.gace.ets.org/teacher_leadership/register**.

**Fall 2015 Testing**

| Registration | July 15, 2015–December 11, 2015 |
| --- | --- |
| Submission Window | July 15, 2015–December 31, 2015 |

**Spring 2016 Testing**

| Registration | July 15, 2015–April 15, 2016 |
|---|---|
| Submission Window | January 17, 2016–April 30, 2016 |

All candidates completing state-approved Teacher Leadership programs between spring 2014 and summer 2016 must attempt, but do not have to pass, the GACE Teacher Leadership assessment to meet the assessment requirement of the certificate upgrade. These candidates will receive their certificate upgrade upon program completion and recommendation by their EPP, but have **two (2) years** to attempt the GACE Teacher Leadership assessment before their certificate upgrade expires. **While passing is not a requirement, a scorable response must be entered for each task.**

All candidates completing state-approved Teacher Leadership programs in the fall of 2016 or later must pass the GACE Teacher Leadership assessment to meet the assessment requirement of the certificate upgrade. These candidates will receive their certificate upgrade upon program completion and recommendation by their EPP, but have **one (1) year** to pass the GACE Teacher Leadership assessment before their certificate upgrade expires.

## Permission Form Requirements

Test takers must obtain a signed permission form for the use of any materials they submit as artifacts that are not created solely by them. Examples of these materials are:

- feedback from colleagues and students such as emails, letters, documents
- forms/charts/surveys created by involved colleagues or participants
- print media

Permission forms must be completed, scanned and uploaded to the Permission Forms Library in the Teacher Leadership submission system **before tasks are submitted**. The following forms must be submitted as they apply:

- GACE Teacher Leadership Assessment Permission Form for Students Under 18
- GACE Teacher Leadership Assessment Permission Form for Students Over 18
- GACE Teacher Leadership Assessment Permission Form for Colleagues and other Adult Participants

These permission forms can be downloaded from the "Teacher Leadership" section of the ETS GACE website at **www.gace.ets.org/teacher_leadership/resources**.

**Note:** These specific GACE permission forms must be used; district or school forms will not be accepted.

## Candidate Handbook

The GACE *Teacher Leadership Assessment Candidate Handbook* includes the most recent version of the tasks and rubrics. If your educators will be submitting tasks for the Teacher Leadership assessment during the upcoming submission windows, remind them to be sure to download the most recent version of the *Handbook*. There is a "last updated" date on the front cover. The latest version is dated July 1, 2015.

## Score Report Layout

The Teacher Leadership score report layout has been added to the ETS Data Manager for GACE Help Manual for Test Taker Reports and Test Taker Reports via Web Service.

## PREPARING CANDIDATES

### 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. A current list of webinar dates can also be found on the **GACE Webinars** page of the ETS GACE website. Participants are sent a PDF of the presentation after each webinar.

| Date | Time |
|------|------|
| Wednesday, November 11, 2015 | 1 p.m. ET |

## IMPORTANT REMINDERS

### GACE Website

The GACE website home page is continually updated with important messages and program updates; check back frequently 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 2015–16 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 2015–16 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
GACESupport@ets.org (for EPPs only)

### 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

**Phone**
1-404-232-2500 (Metro Atlanta and long distance)
1-800-869-7775 (toll free outside Metro Atlanta area)

**Fax**
1-404-232-2560

**Email**
mail@gapsc.com

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