



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

New Director of Client Relations

We would like to introduce Cory M. Murphy, Ph.D., the new ETS Director of Client Relations for Georgia. Prior to his current role with ETS, Cory served as Coordinator of the Office of Educator Testing at the Alabama State Department of Education (ALSDE), Bureau Director of the Office of Educator Licensure, Education Specialist, and Senior and Regional Service Officer in the Office of School Improvement at the Mississippi Department of Education (MDE). He also taught middle grades Special Education for Clayton County Public Schools in the state of Georgia and in the Jackson Public School District in Mississippi.



Cory is taking over for Rick Cullors who is transitioning to a new role at ETS. We wish Rick the best of luck in his new position. Rick will miss his Georgia EPP colleagues, but knows that their needs will be well taken care of by Cory. You can reach Cory directly at cmmurphy@ets.org.

GACE Website Annual Updates

Information on the **GACE website** has been updated for the 2015–16 testing year. Updates include new program policies, 2015–16 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 have also been updated for the new testing year. These documents can be found on the **Bulletin and Reference Documents** page of the GACE website.

2015–16 GACE Registration Bulletin and Bulletin Supplement

The policies and procedures contained in the 2015–16 GACE *Registration Bulletin* and the *Bulletin Supplement for Test Takers with Disabilities or Health-related Needs* are in effect from September 1, 2015, through August 30, 2016. The 2014–15 *Registration Bulletin* and *Bulletin Supplement* will remain posted until September 1 when the new testing year begins.

2015–16 Testing Windows

Tests are offered throughout the year during the specific testing windows. The 2015–16 testing windows are listed in the *Registration Bulletin* and on the GACE website at www.gace.ets.org/register/centers_dates. Test takers can determine specific test-date availability in the ETS GACE online registration system.

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 gives test takers more flexibility in choosing a date. Test takers can determine specific test date availability during the registration process.

Scores for the Reading (200) and Mathematics (201) tests, whether taken separately or as part of the combined test (700), will be reported within 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.

Choosing Score Recipients

Scores are automatically sent to the GaPSC for all GACE assessments. Test takers may add up to three additional score recipients as part of their test fee. For all assessments except the Georgia Ethics assessments and the Teacher Leadership assessment, test takers can choose score recipients via their ETS GACE testing account. Score recipients for the Georgia Ethics assessments and the Teacher Leadership assessment should be selected in their respective registration systems.

Score recipients should be chosen based on the selection test takers make as their Reason for Testing in their MyPSC account. More information about choosing score recipients is available on page 19 of the 2015–16 GACE *Registration Bulletin*.

GEORGIA ETHICS ASSESSMENTS

Georgia Ethics for Educational Leadership

The GaPSC and ETS have developed the Georgia Ethics for Educational Leadership assessment. While this assessment is closely aligned with the Georgia Educator Ethics assessment for teachers, it has been customized for educational leaders (principals/assistant principals, superintendents/assistant superintendents) to include additional instruction from a leadership perspective. Focus is on the critical role of the leader in fostering professionalism and building a positive school culture, as well as ethical challenges educational leaders face.

The Georgia Ethics for Educational Leadership assessment will be offered at two levels:

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

Timeline for Georgia Ethics for Educational Leadership

September 30, 2015

Georgia Ethics for Educational Leadership – Program Entry (370) becomes available for EPP optional use. 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.

Data from this assessment will be available to EPPs through ETS® Data Manager for GACE® to guide their programs and preparation.

July 1, 2016

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.

Registration Dates

Registration for both the Program Entry (350) and Program Exit (360) levels of the **Georgia Educator Ethics** assessment 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.

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.

There are no specific testing dates or testing windows for these assessments unless established by a program provider. However, candidates must confirm their eligibility to test in their MyPSC account before they can register. Eligibility for Georgia Educator Ethics Program Entry (350) is granted upon the candidate's request; eligibility for Program Exit (360) must be granted by the program provider. Further information about eligibility and registration is available in the Georgia Ethics Assessment section of the GACE website at www.gace.ets.org/ethics.

Georgia Ethics Assessments Flyers

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

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.

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

Scores for Fall 2015 and Spring 2016 Submission Windows

Scores for the Teacher Leadership submission windows are released on the dates shown below.

Submission Window	Score Reporting Date
July 15, 2015–December 31, 2015	February 9, 2016
January 17, 2016–April 30, 2016	June 7, 2016

Permission Form Requirements Change

New permission forms have been created for use beginning with the fall 2015 submission window. 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

These new 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.

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

Teacher Leadership Assessment Candidate Handbook Updated

The GACE *Teacher Leadership Assessment Candidate Handbook* has been updated to include the most recent version of the tasks and rubrics and information about collaborating with other Teacher Leadership candidates (see below). 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.

Teacher Leadership Assessment Collaboration with Other Teacher Leaders

All six of the Teacher Leadership tasks require test takers to work with colleagues. A colleague, in this context, is a member of the faculty of the school/district where the test taker is experiencing his/her Teacher Leader internship; a colleague cannot be another candidate in the same Teacher Leadership preparation program class.

As much as possible, the colleagues chosen should be different for each task. Although there may be fellow Teacher Leadership candidates in the same school/district who are involved in the activity of the task, it's best if non-candidates are chosen to focus on since the tasks require the development of colleagues' skills; a fellow Teacher Leadership candidate's skills should already be finely honed.

Test takers may use artifacts that are the same as, or similar to, those used by another colleague. However, the completed artifact should be different, reflecting the different colleagues with whom the test taker worked. If the same artifacts are used, care should be taken when writing commentary. Commentary should be original work; commentary that is similar to another candidate's submission can constitute overlap, which is in violation of the Rules of Test Participation. Work should be focused around the requirements of each task. If a test taker is thinking about using something he/she has already created (e.g., a graduate classwork project) and adjusting it for a response, the test taker should be sure it is very closely aligned with the task. Sometimes using completed class projects as submissions can result in responses that miss key points of a task, if they are not closely aligned with the Teacher Leadership tasks.

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

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.

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, September 9, 2015	1 p.m. ET
Wednesday, November 11, 2015	1 p.m. ET

Pre-recorded Webinars

A live webinar has been recorded and is available for test takers in the Test Preparation Resources section of the GACE website at www.gace.ets.org/prepare/webinars.

The webinar has been divided into sessions covering several different areas:

- Overview of the GACE Program
- Using the GACE Website
- Setting Up Your MyPSC and ETS GACE Testing Accounts
- Reasons for Testing and Registration
- Test Preparation Resources
- Taking the Assessments

These sessions can be viewed at a test taker's convenience and include a transcript of the recording.

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

Overnight Mail

ETS–GACE
Document Processing

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

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