Georgia CRCT-M

Criterion-Referenced Competency Tests - Modified

Summer 2011

RETEST

School and System Test Coordinator's Manual

READING - GRADES 3, 5, 8
MATHEMATICS - GRADES 5, 8

GEORGIA DEPARTMENT OF EDUCATION

Georgia Department of Education
Dr. John D. Barge, State School Superintendent

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INTRODUCTION TO THE CRCT-M PROGRAM

Georgia's Criterion-Referenced Competency Tests – Modified (CRCT-Ms) are designed to measure student acquisition of the knowledge and skills set forth in the Georgia Performance Standards (GPS). The CRCT-M program has been developed for those students with disabilities who are receiving special education services and whose Individualized Education Program (IEP) documents that they would be best assessed through an alternate assessment based on modified academic achievement standards. The CRCT-M Retest is offered in grades 3, 5 and 8 in Reading, and grades 5 and 8 in Mathematics. The Retest is comprised of two content areas—Reading and Mathematics; all items are multiple-choice (40 Reading items and 60 Mathematics items). Each *Student Test Booklet* contains a single content area test. Student responses to all content areas are to be recorded on the **same** *Student Answer Sheet*.

This *Retest School and System Test Coordinator's Manual* (TCM) provides procedural information for schools and systems to follow prior to, during, and after the **Main** and **Makeup** administrations for the CRCT-M Retest only.

This manual has been prepared for both School and System Test Coordinators. Specific instructions for test administration are contained in the *Retest Test Examiner's Manual* (*TEM*). **Be sure to read both manuals carefully prior to test administration.**

TEST COORDINATOR ROLES AND RESPONSIBILITIES

The following provides an overview of the responsibilities of School and System Test Coordinators in the administration of the CRCT-M Retests.

School Test Coordinator Responsibilities

- Become familiar with all testing procedures by reading the *Retest Test Examiner's Manual* and the *Retest School and System Test Coordinator's Manual*.
- Organize orientation sessions for all Test Examiners.
- Supervise the secure storage area for CRCT-M materials.
- Receive CRCT-M Retest materials from the System Test Coordinator.
- Verify that all boxes and all materials for the CRCT-M Retests have been received. Report shortages to the System Test Coordinator.
- Distribute CRCT-M Retest materials to Test Examiners.
- Ensure that prescribed administration procedures are followed.
- Collect and store (in a secure area) all test materials at the end of each testing day.
- Collect and return all test materials to the System Test Coordinator after testing is complete, following the directions provided in this manual.
- Verify the receipt and return of all materials.

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System Test Coordinator Responsibilities

- Become familiar with all testing procedures by reading the *Retest Test Examiner's Manual* and the *Retest School and System Test Coordinator's Manual*.
- Ensure that each school has a School Test Coordinator.
- Organize training sessions for School Test Coordinators and Test Examiners.
- Confirm that School Test Coordinators have a secure storage area for CRCT-M Retest materials.
- Receive CRCT-M Retest materials from GCA.
- Verify that all boxes and all materials for the CRCT-M retests have been received.
- Distribute CRCT-M Retest materials to School Test Coordinators.
- Ensure that prescribed administration procedures are followed.
- Verify the receipt and return of all materials.
- Order additional materials by calling the GCA CRCT-M support team toll-free at (888)392-8977.
- Collect test materials from all schools in the system and return them to the GCA Scoring Center, following the directions provided in this manual.

STUDENTS TO BE TESTED

Only students with disabilities who meet all of the following criteria are tested using the CRCT-M. These must be documented in the student's IEP. Students eligible to take the CRCT-M retests are as follows:

- The student's disability has precluded the student from achieving grade-level proficiency, as demonstrated by the student's performance on the previous year's state-mandated test (i.e., CRCT) in the content area under consideration or another state's assessment, if appropriate.
- The student's progress to date in response to appropriate instruction, including special education and related services designed to address the student's individual needs, is such that, even if significant growth occurs, the IEP team is reasonably certain that the student will not achieve grade-level proficiency within the year covered by the student's IEP. The determination of the student's progress has been based on multiple measurements (i.e. benchmarks, unit assessments, progress monitoring, etc.), that are valid for the content area under consideration and that have been collected over a period of time.
- For each content area under consideration, the student has access to and instruction in the GPS for the grade in which the student is enrolled. The student's IEP includes goals that: 1) are related to the content area under consideration; 2) support access to the grade level content standards; and 3) are designed to promote the student's progress in the content area GPS.
- For each content area under consideration, in the previous year the student:
    - did not meet the standard for the state-mandated test (CRCT or was not proficient on another state's assessment) OR
    - reached extending progress on the GAA.

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Students with disabilities that meet the CRCT-M eligibility criteria and who are also English Language Learner (ELL) students should be tested. A student is eligible to be coded as ELL if the student's native language is not English and he or she is eligible for English to Speakers of Other Languages (ESOL) services in accordance with Rule 160-4-5-.02, regardless of whether or not the student receives ESOL services. Students who were formerly identified as ELL but who are no longer considered ELL may not be identified as ELL.

Students with disabilities who are also classified as ELL-Monitored students (students who have exited the ESOL program but who are still being monitored) should be tested if they meet the other criteria. For more information on testing ELL students, refer to the *2010-2011 Student Assessment Handbook*, which can be downloaded at www.gadoe.org/ci_testing.aspx.

The Georgia Department of Education (GaDOE) requires System Test Coordinators to account for and explain discrepancies between the number of students enrolled in the school at the time the test was administered and the actual number of students who were tested.

STANDARD CRCT-M RETEST ADMINISTRATIONS

There are several types of CRCT-M administrations.

Retest Administration

Students enrolled in promotion/retention grades who perform at Level 1 in Reading and/or Mathematics must be offered a Retest opportunity. Each system identifies a four-day testing period-or two separate four-day periods-within the state Retest administration window (May 16 through July 29, 2011) to administer the CRCT-M Retests in Reading (grades 3, 5, and 8) and Mathematics (grades 5 and 8).

Systems can choose either one or two separate testing periods within the state Retest window to accommodate varying summer school schedules for elementary and middle grades. A grade level can only be assessed during one retest window. A separate shipment of Retest administration materials will be sent to each system before the first scheduled testing period. If the system selects two separate testing periods, Retest materials will arrive two weeks before the first four-day testing period.

Retest Exception Administration

"Exception" students are those students enrolled in promotion/retention grades who received a Level 1 score and missed the scheduled Retest administration testing period(s) at their respective systems. Pending approval from GaDOE, these students may take a Retest for Reading (grades 3, 5, and 8) and/or for Mathematics (grades 5 and 8) at any time during the state Retest administration window (May 16 through July 29, 2011). **All requests for "exception" testing or additional materials must be received by July 22.** Next day delivery is available.

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GNETS PROGRAM RETEST ADMINISTRATIONS

Each program in the Georgia Network for Educational and Therapeutic Support (GNETS) sets its own four-day testing period within the Retest administration window to administer the CRCT-M retests. GNETS programs receive CRCT-M Retest materials from the home schools they serve. GNETS programs should contact the systems they serve to let the systems know that they need materials and when they will be testing the students. However, regardless of which option they choose for delivery of test materials, **GNETS programs must return all materials to their students' home schools.**

Retest Administration

GNETS program students enrolled in promotion/retention grades who perform at Level 1 in Reading and/or Mathematics must be offered a Retest opportunity. The home school will provide information on where and when the Retest administration will be offered to GNETS program students. The state Retest administration window is May 16 through July 29, 2011.

BRAILLE AND LARGE-PRINT RETEST ADMINISTRATIONS

The CRCT-M program includes provisions for administering Braille and Large-Print versions of the CRCT-M Retests. Test Examiners assigned to administer the Braille or Large-Print versions must read and follow the directions in the standard *Retest Test Examiner's Manual*. Students taking the Braille version should be tested individually or in a group with other students taking the same version, because the scripted instructions for the Braille version may not be the same as the instructions for the standard and Large-Print versions.

Only one form of the test will be available in Braille. The Braille version is always based on Form 1 of the test, regardless of the form(s) shipped to the school for the test administration. When a system receives its Braille version, the shipment will include corresponding standard Form 1 *Student Test Booklets* to be used as reference documents. In order to supply the correct page number references during test administration, Test Examiners need to review all Braille test materials prior to testing, including the supplemental instructions that accompany these versions.

Test Examiners who administer the Braille version must record the student's responses on a standard *Student Answer Sheet*, using a No. 2 pencil.

The Large-Print version of the Retest is the same form number as the Retest administration *Student Test Booklet*. Students who use the Large-Print version should record their answers directly on the Large-Print test book by circling the letters for their selected answers, writing their responses, or using a similar marking system. **The Test Examiner must then transcribe the student's responses onto a standard *Student Answer Sheet* exactly as they appear in the Large-Print test book.** Because extra time may be needed for administering the Large-Print version, it is recommended that students be tested individually or in a small-group setting.

Student answers should be recorded exactly as students have indicated or dictated. Under no circumstance should a student's answer be altered or edited—**to do so is a direct violation of test security.**

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Test Examiners for Braille and Large-Print versions must also fill in the student's demographic information on the *Student Answer Sheet*. Additionally, they should indicate that the student was administered the Braille or Large-Print version by filling in the appropriate circle next to "Braille" or "Large-Print" in Section 15. The student's name, teacher, school, and system should also be written on the front cover of each Braille or Large-Print test book.

After testing is complete, the Test Examiner should group the student's answer document together with his or her class's standard *Student Answer Sheets* for return to the GCA Scoring Center. The original Braille and Large-Print test books should also be returned with the shipment.

TEST SECURITY

The CRCT-M Retests are secure tests. Maintaining the security of all test materials is crucial to obtaining valid and reliable test results. Therefore, test materials must be kept in locked storage, except during actual test administration. Access to secure materials must be restricted to authorized individuals only (e.g., Test Examiners and the School Test Coordinator). It is the direct responsibility of all individuals who administer the test to follow security procedures.

Student Test Booklets and the items therein are to be used solely for test purposes and may not be disclosed or used for any other purpose. *Student Test Booklets* must remain secure until they are distributed to Test Examiners. *Student Test Booklets* must remain individually sealed until test administration begins.

The CRCT-M Retests must be administered by a certified educator. During test sessions, Test Examiners are directly responsible for test security and must account for all test materials at all times. When the materials are not in use, they must be kept in locked storage. At the conclusion of each day's test session, Test Examiners must return all used and unused test materials to the School Test Coordinator. School Test Coordinators should verify and account for all materials at the end of each test day.

Testing conditions, especially supervision and seating arrangements of students, should be designed to minimize the potential for cheating. The Test Examiner must supervise the test administration at all times. **All instances of test security breaches and testing irregularities must be reported to the School Test Coordinator immediately.** If questions arise, or if any situations occur that could cause any part of the test administration to be compromised, the System Test Coordinator should contact Assessment and Accountability as soon as possible at (800) 634-4106 or (404) 656-2668.

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SCHEDULING THE RETEST

The CRCT-M Retests must be administered within the state testing window of May 16 through July 29, 2011. Each system must choose four consecutive school days within the Retest window for all schools to administer all Retest and Makeup tests. Makeup tests are 100 percent mandatory, except for students who are absent during all four Retest days or who transfer into the system after the state Retest window.

Each content area Retest (Reading and Mathematics) is designed to be administered in one block of time. Content area tests may not be split over multiple days; that is, **both sections of a content area test must be administered on the same day.** It is highly recommended that Test Examiners administer only one content area test per day.

The time allotted for administration of the CRCT-M Retests (indicated in the following tables) should be sufficient for students to complete each test section. **All** students should be given a minimum of 45 minutes to complete each test section. If all students finish the section before 70 minutes have passed, the Test Examiner may end the session early. However, if there are students who are still productively engaged in completing the section, testing should continue for the full 70 minutes. Unless specified in an IEP, IAP, or ELL/TPC Plan, students should have a minimum of 45 minutes and a maximum of 70 minutes to complete each section.

CRCT-M RETEST ADMINISTRATION SCHEDULE

CONTENT AREA	TASK	TIME ALLOTTED
READING Grades 3, 5, and 8	Distribute *Student Test Booklets*, *Student Answer Sheets*, and read directions Complete the student demographic section Code Reading Form	15-20 minutes
	Test Administration, Section 1	45-70 minutes
	Break	10 minutes
	Test Administration, Section 2	45-70 minutes
	TOTAL ADMINISTRATION TIME	115 - 170 minutes
MATHEMATICS Grades 5 and 8	Distribute *Student Test Booklets*, *Student Answer Sheets*, and read directions Complete the student demographic section Code Mathematics Form	15-20 minutes
	Test Administration, Section 1	45-70 minutes
	Break	10 minutes
	Test Administration, Section 2	45-70 minutes
	TOTAL ADMINISTRATION TIME	115 - 170 minutes

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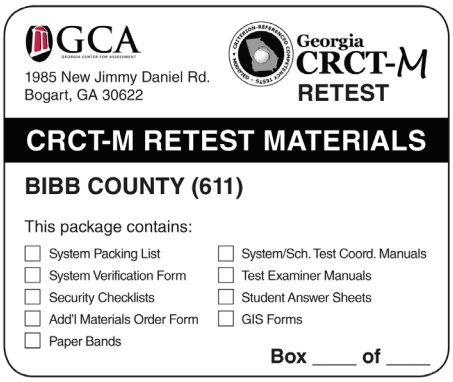
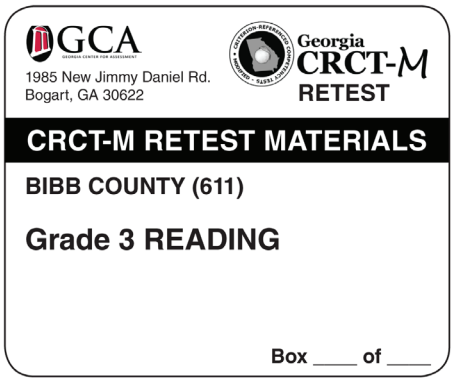
RECEIVING AND DISTRIBUTING RETEST MATERIALS

All materials for the Retest administration will arrive in systems prior to the preestablished testing window. The following points detail how test materials will be packaged, labeled, and identified.

- All system boxes will be marked with the system number, name, and box number on the delivery label. The boxes will be sequentially numbered. The system box will be marked "System Materials."
- Box number 1 of the system shipment will include the packing list, Test Coordinator's Kit, and Security Checklists. It will be identified by a label indicating "Packing List Enclosed."
- All CRCT-M Retest materials will arrive in GCA boxes. This will enable systems to quickly identify CRCT-M materials while maintaining test security because the packaging will not indicate that secure documents are enclosed.
- All boxes will be sequentially numbered by shipment (e.g., System Q, box 1, 2, 3 of X).
- Boxes will arrive at systems two weeks prior to the preestablished testing window. If materials arrive less than two weeks prior, the system may request temporary personnel to assist with material sorting and distribution.
- Retest administration materials for students enrolled in a GNETS Program will be shipped to the home system. It is the responsibility of the home system to forward these materials to the respective GNETS program. (See note below.)
- When forwarding Braille materials to schools, do not ship Braille materials lying flat. Braille test books must be packed and stored in an upright position because pressure on the test books can render the materials unreadable.

The boxes will be sequentially numbered. The system box will be marked "System Materials." Shown below are examples of System labels.





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The following is a list of materials found in the system box(es) of the Retest administration materials.

Administration Materials

- System Packing List
- System Shipment Verification Form
- Security Checklist (listing all secure materials)

Return Materials

- Security Checklist (listing all secure materials)
- Return Labels

System Overage Materials

- Group Information Sheets
- *Retest School & System Test Coordinator's Manuals*
- *Retest Test Examiner's Manuals*
- *Student Test Booklets*
- *Student Answer Sheets* (grades 3, 5, and 8)

  Note: There is only ONE *Student Answer Sheet* for the CRCT-M program. There is not a special Retest Answer Document, therefore, it is important that students **DO NOT USE** the ELA section to record answers for Reading or Mathematics.
- Paper Bands
- Empty Cartons

To order additional materials, contact the GCA CRCT-M support team toll-free at (888)392-8977.

Illustrations of the System Packing List, System Shipment Verification Form, and Security Checklist are shown in Appendix C.

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SYSTEM AND/OR SCHOOL INVENTORY CHECKLIST

This checklist provides step-by-step instructions for receiving materials and taking inventory. These activities should be completed by the School Test Coordinator immediately upon receipt of materials from the System Test Coordinator (STC).

____1. Locate the Packing List and verify the quantities for all items listed.

- School Test Coordinator should report any discrepancies to the STC
- STC should report any discrepancies on the enclosed Shipment Verification Form to GCA

____2. Samples of all administration forms, manuals, and test materials have been provided, should questions arise during administration.

____3. Materials were packed based on Spring TestTime orders and should be sufficient. However, if additional materials are required, carefully check to make sure that your list of needed items is complete so that only one request for additional materials is necessary.

- (Schools) School Test Coordinator should contact the STC for additional materials.
- (Systems) After the system's overage supply has been depleted, carefully check to make sure that your list of needed items for each school is complete so that only one request for extra materials is necessary. To order additional materials, use the enclosed additional materials order form. If you have any questions call the GCA CRCT-M support team toll-free at (888) 392-8977. Additional materials may be requested by the System Test Coordinator only.

____4. Place all materials in locked storage until they are distributed. Access to this area must be restricted to authorized personnel only.

____5. (Schools) Before distributing secure test materials to Test Examiners, record the Test Examiner's name on the Security Checklist next to the security number of each test booklet assigned to him or her. At the beginning of each day of testing, **the Test Examiner must date and initial the receipt of secure test materials**. At the end of each day of testing, **the School Coordinator must date and initial the return of secure test materials, prior to placing them back in locked storage. Store the Security Checklists in a safe place until testing is complete**.

____6. Keep all shipping boxes. After testing is complete, use these boxes to return the test materials to your System Test Coordinator/GCA scoring center.

____7. (Systems) The return shipping labels are to be used when returning the test materials to the GCA Scoring Center. Place them in your files for safekeeping until testing is complete.

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DISTRIBUTING MATERIALS TO SCHOOLS

CRCT-M Retest materials will be shipped to arrive at systems two weeks prior to the preestablished testing window. If materials arrive less than two weeks prior, the system may request temporary personnel to assist with material sorting and distribution. The System Test Coordinator will distribute materials to individual schools accordingly. The following is a list of Retest administration materials found in the individual school box(es):

Retest Administration Materials

- Security Checklist (listing all secure test materials)
- Group Information Sheets
- *Retest School and System Test Coordinator's Manuals*
- *Retest Test Examiner's Manuals*
- *Student Test Booklets*, including Large Print and Braille booklets
- *Student Answer Sheets*
- It should be noted that there is only one answer document for the CRCT-M program. This answer sheet is used for grades 3, 5 and 8.

Return Materials

- Security Checklist
- Paper bands
- Empty cartons

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PREPARING FOR THE RETEST

The following set of materials should be assembled for each classroom prior to testing:

- *Retest Test Examiner's Manual*, one per Test Examiner
- *Student Test Booklets*, one per student per content area
- *Student Answer Sheets*, one per student
- No. 2 pencils with functional erasers, two per student
- Group Information Sheet, one per grade for each home school represented in the testing group

NOTE: For the Mathematics Retest, scratch paper will be needed, **but calculators are NOT allowed unless specified in the student's IEP.** Test Examiners should provide each student with two sheets of blank scratch paper at the beginning of the Mathematics test. Students may ask for more scratch paper during the test administration, if necessary. Students should write their name on each sheet of scratch paper. **All scratch paper must be accounted for and returned with the used test materials to the School Test Coordinator.**

Students may write in their *Student Test Booklets* (using a No. 2 pencil), but only answers filled in on the *Student Answer Sheets* will be scored. **Highlighters may NOT be used to mark words or passages in the *Student Test Booklets*.**

All students should complete Sections 1 through 8 on the front cover of the *Student Answer Sheets*. The Test Examiner should complete Sections 10 through 17 on the inside front cover of the *Student Answer Sheets*, as applicable for each student. (There is only one form of the Retest for grade level, so Section 9 does not need to be filled in.)

For Sections 7 and 8, Test Examiners must ensure that each student's *Student Answer Sheet* is correctly identified with both his or her nine-digit state FTE Student ID number and his or her ten-digit GTID number. No other student identification numbers may be used. School Test Coordinators, System Test Coordinators, and System Superintendents are responsible for ensuring that all student identification codes are correct.

TRAINING TEST EXAMINERS PRIOR TO TESTING

Test Examiners must be trained prior to the actual administration of tests. The thoroughness and quality of this training are vital to the success of the program.

Instruct Test Examiners to review testing procedures and become familiar with the instructions in the *Retest Test Examiner's Manual* prior to the training session.

Training should focus on the following topics:

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Reviewing Test Security

The CRCT-M Retests are secure tests. Test Examiners are directly responsible for the security of the tests. While test materials are in their possession, they must be kept in locked storage when not in use. Only authorized individuals should have access. At the conclusion of each day's testing, Test Examiners are responsible for returning all used and unused testing materials to the School Test Coordinator. Test materials may not remain in the classroom overnight.

Checking the Testing Materials

Each Test Examiner should check the quantities of materials provided to ensure that they are adequate for the number of students to be tested. *Student Test Booklets* and *Student Answer Sheets* may not be opened prior to test administration. These materials must always be stored in a secure place.

Setting a Proper Testing Atmosphere

The CRCT-M Retests should be administered in a normal classroom setting. Test Examiners should be informed that their attitudes toward the CRCT-M program and their administration of the tests can affect student scores. Students should be informed that the tests are important; however, a tense atmosphere should be avoided.

Administering the Tests According to Established Procedures

Test Examiners should be thoroughly familiar with the CRCT-M *Retest Test Examiner's Manual*. It is imperative that all tests be administered in a uniform manner. For this purpose, detailed directions are provided for test administration. Test Examiners should follow these directions exactly to ensure a standardized administration.

FOR TEACHER USE ONLY

Test Examiners should be instructed to follow the directions in the *Retest Test Examiner's Manual* for completing the "FOR TEACHER USE ONLY" section of the *Student Answer Sheet*, if applicable. Accurate coding is essential for federal-and state-required reporting. School and System Test Coordinators should be familiar with proper coding procedures.

Returning Retest Materials

All test materials must be accounted for and returned. It is not necessary to alphabetize the *Student Test Booklets* and/or *Student Answer Sheets* by student name. Specific instructions for assembling the test materials for return to the GCA Scoring Center are included in this manual and in the *Retest Test Examiner's Manuals*. These instructions must be followed precisely.

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MONITORING RETEST ADMINISTRATION

School Test Coordinators are responsible for monitoring all test procedures at their schools. Before test administration begins, the School Test Coordinator should make sure that each Test Examiner has an adequate supply of materials and that proctors have been assigned as needed. It is recommended that for every 20 students, one additional proctor be available. When more than 30 students are to be tested in one location, the assistance of a proctor is **required**. The School Test Coordinator should also make sure that Test Examiners are aware that the test administration directions are to be followed word for word. During the test administration, the School Test Coordinator should be available to answer questions that may arise and should visit each room to make sure that the tests are being administered exactly as directed.

TESTING ACCOMMODATIONS AND IRREGULARITIES

Testing accommodations are permissible for students with a current IEP, IAP, or ELL/TPC Plan on file. Regular program students who do not qualify under IDEA or Section 504, including those served by Student Support Teams (SST), may not, under any circumstances, be granted testing accommodation(s)—**to do so is a direct violation of state regulations**.

Accommodations must be specified in the student's IEP, IAP, or ELL/TPC Plan and must be consistent with accommodations used during daily classroom instruction and testing. The use of any accommodation must be reported in the appropriate section of the *Student Answer Sheet* .A list of GaDOE-approved accommodations is provided on page 31 of this manual.

COMPLETING SECTIONS 10-16

It is imperative that information be filled in correctly for each student taking the CRCT-M. Federal and state regulations require complete and accurate coding of student information for reporting purposes. Response circles in Sections 10-16 should be left blank if they are not applicable to the student.

Test Examiners must ensure that each student's answer document is correctly identified by his or her nine-digit state FTE Student ID number **and** his or her ten-digit GTID number. No other student identification number may be used. The GTID and FTE numbers should be written and bubbled in Sections 3 and 4 of the answer document. School Test Coordinators, System Test Coordinators, and System Superintendents are responsible for ensuring that student identification codes and all other descriptive codes (such as gender, ethnicity, and state- required codes) are correct.

Section 10: SRC

The information provided below will help Test Examiners assign the correct State-Required Codes (SRCs):

Fill in the appropriate circle next to the student's primary disability classification. Please refer to the student's Individualized Education Plan (IEP) for the appropriate classification.

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NOTE: All students taking the CRCT-M should have a primary classification in the SRC range of 01–12, 14, or 15 (grades K-5 only). Additional circles for SRCs 13 and 16–19 may be filled in as applicable. SRCs are listed in the following table.

SRCs	
01 Visual Impairments	11 Emotional and Behavioral Disorders
02 Deaf/Hard of Hearing	12 Other Health Impairments
03 Deaf/Blind	13 English Language Learner (ELL)
04 Specific Learning Disabilities	14 Section 504
05 Mild Intellectual Disabilities	15 Significant Development Delay (K–5 Only)
06 Traumatic Brain Injury	16 Title I Reading
07 Moderate/Severe/Profound Intellectual Disabilities	17 Title I Math
08 Autism	18 Migrant Certified
09 Orthopedic Impairments	19 English Language Learner-Monitored
10 Speech-Language Impairments	

- If a Georgia Migrant Education Agency has identified the student as Migrant Certified, fill in the appropriate circle (18). The four regional Georgia Migrant Education Agencies have provided each system with a listing of students who are Migrant Certified. Only certified students should be coded.
- If the student is classified under Section 504, fill in the appropriate circle (14). A student is eligible to be coded as Section 504 if he or she has a current Individual Accommodation Plan (IAP) on file.
- If the student is identified as an English Language Learner (ELL) according to Board of Education Rule 160-4-5-.02, fill in the appropriate circle (13). A student is eligible to be coded as ELL if the student's native language is not English and he or she is eligible for English to Speakers of Other Languages (ESOL) services in accordance with Rule 160-4-5-.02, regardless of whether or not the student receives ESOL services. Students who are not eligible for ESOL services (as specified in Rule 160-4-5-.02) may not be coded as ELL. Fill in circle 19 for students who have exited the ESOL program but who are still being monitored.

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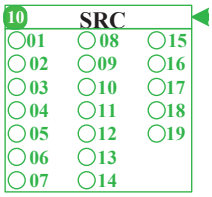
Section 11: Accommodations (Requires at least one SRC Code 01-15, and possibly 19)



If the student was given a test administration accommodation based on his or her Individualized Education Plan (IEP), Individual Accommodation Plan (IAP), or English Language Learner/Testing Participation Committee (ELL/TPC) Plan, fill in the appropriate circle in the Accommodations section. A current IEP, IAP, or ELL/TPC Plan must be on file for each student who receives an accommodation. Only state-approved accommodations may be used, following the guidance issued by GaDOE. If an accommodation is included in a student's plan that is not on the approved list, it must be reported as an irregularity. Students who are served by Student Support Teams (SST), but do not qualify for services under IDEA or Section 504 status, may NOT be granted accommodations. **Failure to provide appropriate accommodations or providing accommodations to students who are not eligible is a direct violation of state regulations and must be reported.**

Accommodation Type

If the student was given a test administration accommodation based on his or her IEP, IAP, or ELL/TPC Plan, fill in the appropriate circle(s) under Accommodation Type to identify it as a Setting (S), Presentation(P), Response (R), or Scheduling (SC) accommodation.

Conditional Administration

Conditional administrations result from the use of conditional accommodations. Conditional accommodations are more expansive than standard accommodations, and are intended to provide access to students with more severe disabilities or very limited English proficiency who would not be able to access the tests without such assistance. Only students meeting strict criteria (outlined in the *2010–2011 Student Assessment Handbook*) are eligible for conditional accommodations. Any use of conditional accommodations **must** be coded. Per State Board rule, only a small number of students should participate in conditional administrations. **ELL-M students are NOT eligible for conditional accommodations.**

Definitions of Setting, Presentation, Response, and Scheduling accommodations (both standard and conditional) are provided on page 31 of this manual.

Section 12: GNETS

This two-digit code should be filled in for all students who are served at a GNETS facility. This information is being collected in order to provide reports to each center. A list of all GNETS facility codes is provided on page 32 of this manual.

Section 13: Local Use

Systems may choose to use this section to code special program students to gauge their performance on the CRCT-M Retests. System Test Coordinators will designate a code to be filled in for this section. **Note that systems will not receive any special reports based on this coding.** Instead, the coding will generate information on the system's data file for the system to extract and disaggregate based on its requirements.

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Section 14: EIP Served

If the student has received services from the state's Early Intervention Program (EIP) at any time during the current school year, fill in the "Yes" circle under "EIP Served" (relevant to grades 3 through 5 only).

Section 15: Braille/Large-Print

If the student was tested with a Braille or Large-Print version of the CRCT-M Retests, this must be coded in the appropriate circle.

Section 16: IR/IV/PIV

Only School Test Coordinators should complete this section **only as directed by GaDOE.** The procedure for reporting testing irregularities to Assessment and Accountability is described below. If GaDOE determines that an Irregularity (IR), Invalidation (IV), or Participation Invalidation (PIV) has occurred and should be coded in Section 16, the GaDOE Program Manager will provide the proper codes and instructions for completing this section.

For each affected content area, fill in **only one** bubble on the top line: IR, IV, or PIV. Then, write in the four-digit code number provided by GaDOE and fill in the corresponding circles.

COMPLETING SECTIONS 17-19

The following fields (17–19) are to be entered on the response page for each content area taken, if applicable.

Section 17: Form Code

Appears on the each content area test. Remember that there is a different test booklet for each subject area. Please code the form number each day as you begin testing each subject.

Section 18: PTNA

If the student was present for the test administration but did not attempt any items **in the content area,** this must be coded in the appropriate circle on the correct content area (Reading and/or Mathematics) under "PTNA."

Section 19: ELL Deferred

ELL students enrolled for the first time in a school in the United States may receive a one-time deferment from assessments in Reading. If the student was deferred from any CRCT-M Retest in Reading, fill in the appropriate circles in this section. Note that the ELL-Deferred bubble only appears on the Reading sections of the answer document. There is no deferment for Mathematics.

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TESTING IRREGULARITIES

Testing irregularities may take many forms. They include, but are not limited to, the following scenarios:

- A student is given access to test questions or prompts prior to testing.
- A Test Examiner or other personnel copies or otherwise reproduces and distributes secure test materials.
- A Test Examiner or other personnel coaches students during testing.
- A Test Examiner or other personnel alters or otherwise interferes with a student's responses.
- A Test Examiner or other personnel fails to follow security regulations when distributing and returning test materials before, during, or after testing, resulting in a breach of security.
- A Text Examiner or other personnel uses or handles test materials for purposes other than test administration (e.g., taking a *Student Test Booklet* home to review, or reading a *Student Test Booklet* after school).
- A Test Examiner or other personnel fails to follow prescribed test administration directions.
- A student's *Student Test Booklet* or *Student Answer Sheet* is lost.
- Teaching aids are displayed in the classroom during testing (e.g., a poster or bulletin board that reveals relevant instructional material).

School Test Coordinators who become aware of testing irregularities within the system's Retest administration testing period should report the incident(s) to the System Test Coordinator. The System Test Coordinator should then follow the steps below:

1. **Immediately** contact Assessment and Accountability at (404) 656-2668 or (800) 634-4106.
2. Explain the irregularity in the testing session, including details of all actions taken to that point.
3. The GaDOE representative will determine whether or not testing should continue or if further documentation is needed. If asked to do so by GaDOE, go to the MyGaDOE Portal (at https://portal.doe.k12.ga.us) and fill out the CRCT-M Testing Irregularities: School/System Test Coordinator Report Form.

If GaDOE determines that testing should **not** continue for the student or class, the GaDOE representative will provide instructions for invalidating the applicable section(s) of the *Student Test Booklet* or *Student Answer Sheet* before returning them for scoring.

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VOIDED AND DEFECTIVE ANSWER DOCUMENTS

The following table explains in detail how hazardous, voided, and defective *Student Test Booklets* and *Student Answer Sheets* should be handled. The table provides examples and directions for returning or destroying these types of documents.

TYPE	CLASSIFICATION	EXAMPLES	RETURN PROCESS
Biohazard Document	Soiled answer document	Bodily fluids, nail polish, food, coffee, or soda	Test Examiner should transcribe answers and student demographic information onto a new answer document following GaDOE procedure. Submit the transcribed answer document with the used materials. **Mark soiled answer document as SOILED and VOID on School Security Checklist, then destroy the soiled version.** Do NOT send back soiled answer documents. Destroy at the school/ system level.

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TYPE	CLASSIFICATION	EXAMPLES	RETURN PROCESS
Voided Document	Damaged answer document	Tears or holes caused by excessive erasing	Test Examiner should transcribe answers and student demographic information onto a new answer document following GaDOE procedure. Submit the transcribed answer document with the used materials. **Write VOID on the damaged answer document.** Submit the VOID document with unused materials. Do NOT include VOID documents in the group information count.
	Answer document error	Student marks answers on the wrong page.	Test Examiner should transcribe answers and student demographic information onto a newanswer document following GaDOE procedure. Submit the transcribed answer document with the used materials. **Write VOID on the incorrectly marked answer document.** Submit the VOID document with unused materials. Do NOT include VOID documents in the group information count.

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TYPE	CLASSIFICATION	EXAMPLES	RETURN PROCESS
Defective Document	Unused answer document (no marks on document)	Missing pages; duplicate pages; incorrect cover; smudged or unreadable security barcodes; damaged or broken seals	Test Examiner should contact School Test Coordinator to receive a replacement document and to return the defective document. School Test Coordinator should notify System Test Coordinator of the defective document. System Test Coordinator should send an e-mail to GaDOE Program Manager. GaDOE Program Manager may ask System Test Coordinator to provide samples of defective documents.
	Used answer document (demographic information or answers marked on document)	Missing pages; duplicate pages; incorrect cover; smudged or unreadable security barcodes; damaged or broken seals	Test Examiner should contact School Test Coordinator to receive a replacement document and to return the defective document. Test Examiner should transcribe answers and student demographic information onto the replacement document following GaDOE procedure. School Test Coordinator should notify System Test Coordinator of the defective document. System Test Coordinator should send an e-mail to the GaDOE Program Manager, who may ask System Test Coordinator to provide samples of defective documents.

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AFTER TESTING

TEST EXAMINER INSTRUCTIONS

All test materials must be accounted for and returned. The Test Examiner is responsible for returning all test materials to the School Test Coordinator immediately after testing is complete. Test materials consist of all Group Information Sheets, *Student Test Booklets*, *Student Answer Sheets*, scratch paper for Mathematics test, and *Retest Test Examiner's Manuals*. Test Examiners must follow the instructions in the *Retest Test Examiner's Manual* for returning test materials to the School Test Coordinator.

The *Retest Test Examiner's Manual* provides directions for completing the Group Information Sheet. Test Examiners must complete a separate Group Information Sheet for each grade tested and place it on top of the completed *Student Answer Sheets* for that grade. It is critical that the Group Information Sheet be coded properly and that it remain with the answer documents it represents.

If any precoded information is incorrect on the Group Information Sheet, the Test Examiner should not use the incorrect form. Extra Group Information Sheets will be provided, and the Test Examiner will bubble the information directly on a new sheet. If necessary, the System Test Coordinator should contact the GCA CRCT-M support team toll-free at (888)392-8977 to order replacements.

The following table illustrates the packing order for the return of materials to the School Test Coordinator.

TOP OF STACK
Completed Group Information Sheet
Used *Student Answer Sheets*
Scratch paper for Mathematics Retest
Used and Unused *Student Test Booklets* (including Braille and Large-Print)
Unused and VOID *Student Answer Sheets* (But not SOILED *Student Answer Sheets*)
Retest Test Examiner's Manuals
BOTTOM OF STACK

NOTE: Unused *Student Answer Sheets* that contain completed demographic information (for students who were not administered any part of the exam) must be returned with the unused materials. Mark these documents as VOID.

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SCHOOL TEST COORDINATOR INSTRUCTIONS

All test materials must be accounted for and returned. The School Test Coordinator is responsible for returning all materials, used and unused, to the System Test Coordinator immediately after completion of testing. Coordinators must follow the instructions in this section when returning testing materials to the System Test Coordinator.

Preparing Materials for Return to System Test Coordinator

Follow these steps for preparing materials for return to the System Test Coordinators:

____1. Verify that each Test Examiner has returned all test materials. On the School Security Checklist, enter and initial the RETURNED date for each *Student Test Booklet* and *Student Answer Sheet* returned by Test Examiners. If an answer document or a *Student Test Booklet* is not returned for any reason, provide an explanation in the "IF DOCUMENT IS NOT RETURNED, STATE REASON" column of the checklist. (See pages 23–25 for instructions on how to handle voided and defective answer documents.) Retain a copy of the School Security Checklist for your records.

____2. Assemble the following materials:

- Completed Security Checklist
- Completed Group Information Sheets
- Used *Student Answer Sheets*

____3. Check that each Group Information Sheet has been properly completed and is placed on top of the corresponding stack of *Student Answer Sheets*. Confirm that the count on the Group Information Sheet reflects the number of answer documents returned for that group. Confirm that all damaged, contaminated, or soiled *Student Answer Sheets* have been transcribed, if applicable.

____4. Check that each *Student Answer Sheet* has gridded student demographic and school information.

- All answer documents must have gridded student demographic information.
- All answer documents should be arranged with the front cover grid face-up.

  NOTE: Answer documents do not need to be alphabetized.
- If testing irregularities occurred that resulted in a test administration being discontinued, complete the coding in Section 16: IR/IV/PIV for the appropriate content area on the affected *Student Answer Sheet(s)*, following the instructions provided by the GaDOE representative.

____5. Bundle each testing group's *Student Answer Sheets* with the correct Group Information Sheet, following instructions on pages 28–29.

NOTE: CRCT-M does NOT have a School/Group List.

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Packing and Returning Materials to System Test Coordinator

____1. Pack all used *Student Answer Sheets* by grade, using the supplied paper bands and the original shipping boxes. Each testing grade should be paper-banded separately.

____2. Complete the School Security Checklist and retain a copy for your records. Place all completed sheets on top of the stack of completed GIS and *Student Answer Sheets* in the first box of used materials.

____3. Return these used materials to the System Test Coordinator immediately after the completion of testing. The following table illustrates the packing order for the return of used materials.

TOP OF STACK
Completed Security Checklist
Completed Group Information Sheet for Lowest Grade
Used *Student Answer Sheets* for Lowest Grade
(Repeat stacking order for additional grades, as appropriate)
Scratch paper for Mathematics Retest
Used and Unused *Student Test Booklets* (including Braille and Large-Print)
Unused and VOID *Student Answer Sheets*
Retest Test Examiner's Manuals
BOTTOM OF STACK

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SYSTEM TEST COORDINATOR INSTRUCTIONS

All test materials must be accounted for and returned. The System Test Coordinator is responsible for returning all materials to the GCA Scoring Center immediately after completion of testing. The System Test Coordinator must follow the instructions below for returning used materials to the GCA Scoring Center.

____1. Verify that each School Test Coordinator has properly packed all used materials, including the completed School Security Checklist, completed Group Information Sheets, and used *Student Answer Sheets*.

____2. Destroy all scratch paper used for the Mathematics Retest.

____3. Verify that each paper band contains only one grade of used *Student Answer Sheets*.

____4. Confirm that all used materials from all schools in the system are accounted for.

____5. Pull the Security Checklist from the first box of used materials for each school. Make copies of all Security Checklist pages that list missing or non-returned test materials. Place these pages back in the first box of materials. Retain the original Security Checklist for your records.

____6. Reuse the original shipping boxes to return used test materials to the GCA Scoring Center. The following table illustrates the packing order for the return of materials from each school. It is not necessary for the System Test Coordinator to repackage materials received from the School Test Coordinator.

TOP OF STACK
Completed Group Information Sheet for Lowest Grade
Used *Student Answer Sheets* for Lowest Grade
(Repeat stacking order for additional grades, as appropriate)
Student Test Booklets (including Braille and Large-Print)
Unused and VOID *Student Answer Sheets*
Retest Test Examiner's Manuals
BOTTOM OF STACK

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GADOE AND STATE-APPROVED ACCOMMODATIONS

Accommodations		
	Students with Disabilities: IEP and Section 504 IAP	**English Language Learners: ELL/TPC Plan**
Setting Accommodations		
Special education/ESOL classroom	Standard	Standard
Special or adapted lighting	Standard	
Small group	Standard	Standard
Preferential seating	Standard	Standard
Sound field adaptations	Standard	
Adaptive furniture (e.g., slant board)	Standard	
Individual or study carrel	Standard	Standard
Individual administration	Standard	Standard
Test administered by certified educator familiar to student	Standard	
Presentation Accommodations		
Large Print	Standard	
Sign the directions	Standard	
Sign test questions	Standard	
Sign reading passages	Conditional	
Explain or paraphrase the directions for clarity (in English only)	Standard	Standard
Braille	Standard	
Color overlays, templates, or place markers	Standard	Standard
Use of highlighter by student		
Oral reading of test questions in English only by reader or assistive technology	Standard	Standard
Oral reading of reading passages in English only by reader or assistive technology	Conditional	Conditional
Low vision aids (e.g., CCTV, magnifying equipment)	Standard	
Repetition of directions (in English only)	Standard	Standard
Materials presented with contrast and tactile cues	Standard	
Photograph used		
Substitute manipulative		
Use directions that have been marked by teacher		
Audio amplification devices or noise buffer/ listening devices	Standard	

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Accommodations		
	Students with Disabilities: IEP and Section 504 IAP	**English Language Learners: ELL/TPC Plan**
Response Accommodation		
Technology applications, such as a word processor, or other communications device with all grammar and spell-check devices disabled	Standard	
Student marks answers in test booklet	Standard	Standard
Student points to answers	Standard	Standard
Verbal response in English only	Standard	Standard
Basic function calculator or adapted basic function calculator	Conditional	
Scribe	Standard	
Adapted writing tools (e.g., pencil grips, large-diameter pencil)	Standard	
Word-to-word dictionary		Standard
Scheduling Accommodations		
Frequent monitored breaks	Standard	Standard
Optimal time of day for testing	Standard	
Extended time	Standard	Standard
Flexibility in the order of administration for content areas	Standard	
Extending session over multiple days		

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GNETS FACILITY CODES

PROGRAM NAME	STATE DIRECTED CODE
Alpine Program	01
Burwell Program	02
Cedarwood Program	03
Coastal Academy Program	04
Coastal Georgia Comprehensive Academy	05
Crossroads (Mainstay) Program	06
Dekalb-Rockdale Program	07
Elam Alexander Academy	08
Flint Area Learning Center	09
Harrell Learning Center	10
H.A.V.E.N. Academy	11
Heartland Academy	12
Horizon Academy	13
Mountainbrook Comprehensive Academy	14
North Metro Program	15
Northwest Georgia Educational Program	16
Oak Tree Program	17
Oconee Program	18
Pathways Educational Program	19
River Quest Program	20
Rutland Program	21
Sand Hills Program	22
South Metro Program	23
Woodall Program	24

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SAMPLE SYSTEM PACKING LIST

Georgia CRCT-M RETEST
Spring 2011

Grade 3, 4, 5
System Packing List

SYSTEM:
FLOYD COUNTY **657**

	Answer Docs	TEM	TCM	READING			ELA			MATH		
				GR3	GR4	GR5	GR3	GR4	GR5	GR3	GR4	GR5
TOTALS	119	27	10	36	14	29	36	27	27	35	34	41

TOTAL Large Print:	**0**
TOTAL Braille:	**0**

After all materials have been checked:
Sign, date and fax the *System Verification Form* included in the Test Coordinator Kit to the Georgia Center for Assessment:

Test Coordinator Signature: _____

GCA
GEORGIA CENTER FOR ASSESSMENT

Georgia Center for Assessment
1985 New Jimmy Daniel Road
Athens, GA 30602-9593

Ph: 888-392-8977
Fax: (706) 542-5676

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SAMPLE SECURITY CHECKLIST

Georgia CRCT-M
Summer 2011 RETEST

SECURITY CHECKLIST

SYSTEM: **FLOYD COUNTY** CODE: **657**

EACH DAY BEFORE TESTING: The Test Examiner (TE) must date and initial below to indicate RECEIPT of secure test materials.
EACH DAY AFTER TESTING: The School Coordinator (SC) must date and initial below to indicate RETURN of secure test materials.

SECURITY#	SCH CODE	STUDENT OR TEACHER NAME	RECEIVED				RETURNED				REASON DOC NOT RETURNED
			DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	
			INIT	INIT	INIT	INIT	INIT	INIT	INIT	INIT	

GCA GEORGIA CENTER FOR ASSESSMENT

Georgia Center for Assessment
1985 New Jimmy Daniel Road
Athens, GA 30602-9593

Ph: 888-392-8977
Fax: (706) 542-5676

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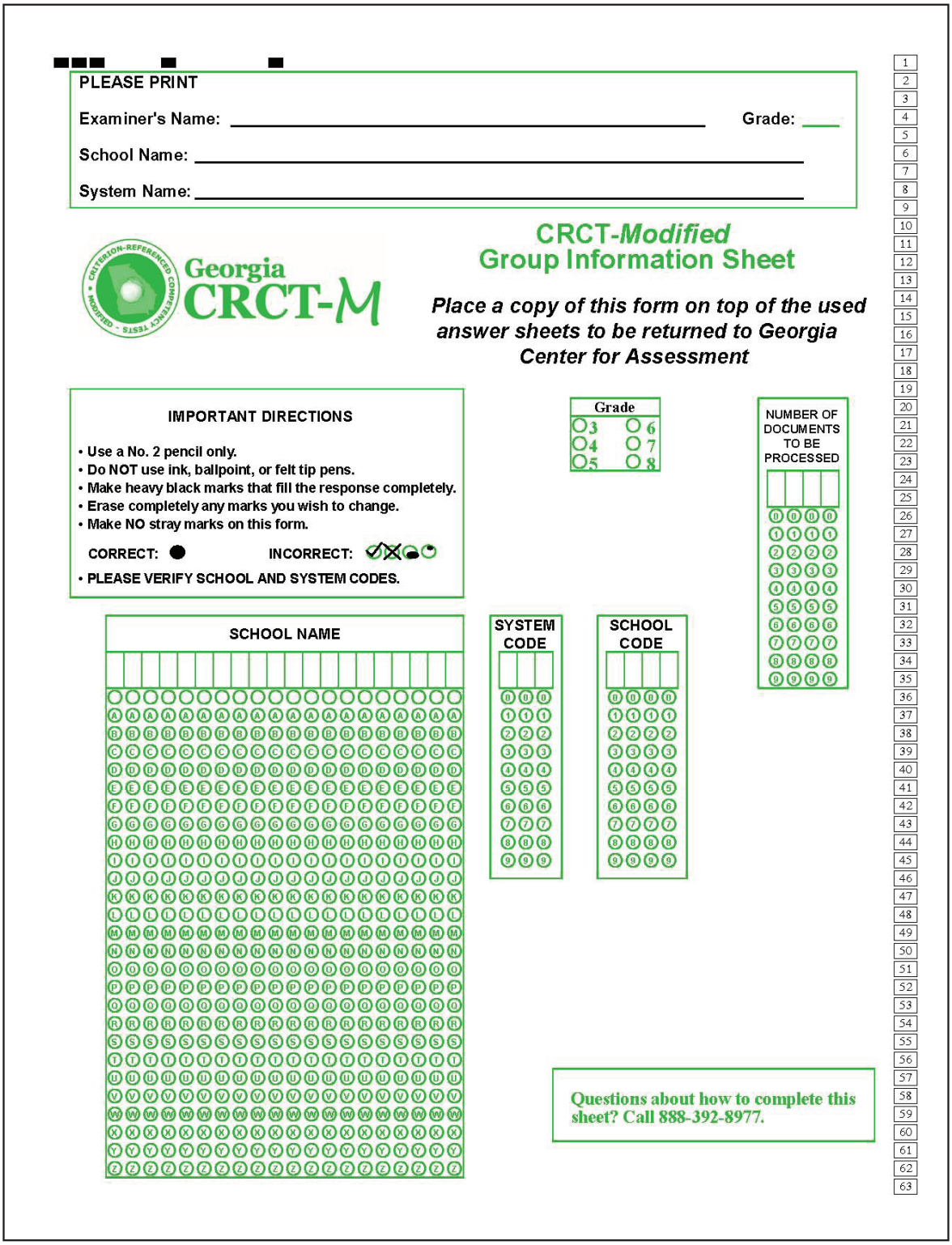
SAMPLE GROUP INFORMATION SHEET



PLEASE PRINT

Examiner's Name: _____ Grade: ____

School Name: _____

System Name: _____

Georgia CRCT-M

CRCT-*Modified*
Group Information Sheet

Place a copy of this form on top of the used answer sheets to be returned to Georgia Center for Assessment

IMPORTANT DIRECTIONS

- Use a No. 2 pencil only.
- Do NOT use ink, ballpoint, or felt tip pens.
- Make heavy black marks that fill the response completely.
- Erase completely any marks you wish to change.
- Make NO stray marks on this form.

CORRECT: ● INCORRECT: ⊘ ⊗ ◐ ◔

- PLEASE VERIFY SCHOOL AND SYSTEM CODES.

Grade
3 6
4 7
5 8

NUMBER OF DOCUMENTS TO BE PROCESSED

SCHOOL NAME

SYSTEM CODE

SCHOOL CODE

Questions about how to complete this sheet? Call 888-392-8977.

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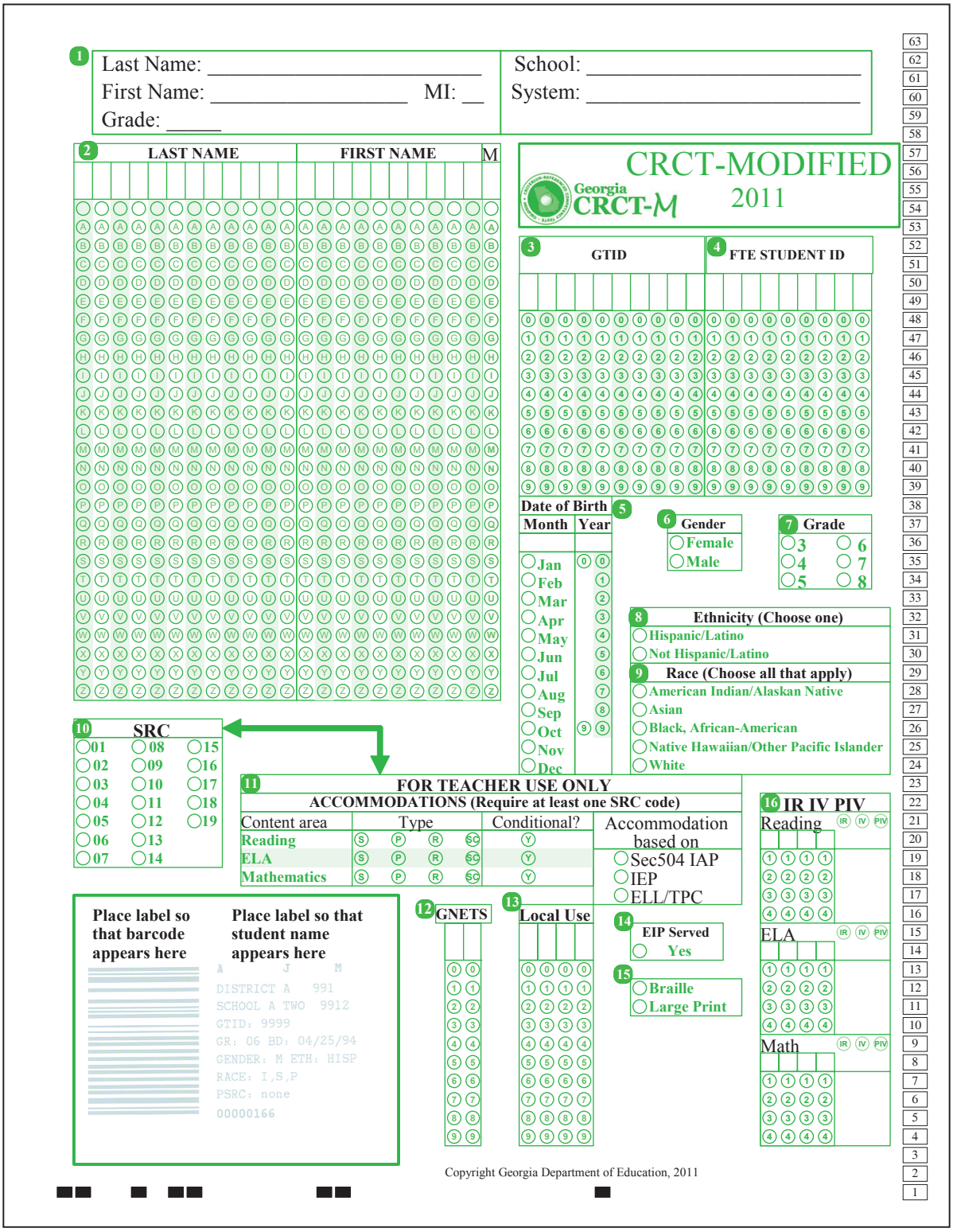
SAMPLE STUDENT ANSWER SHEET



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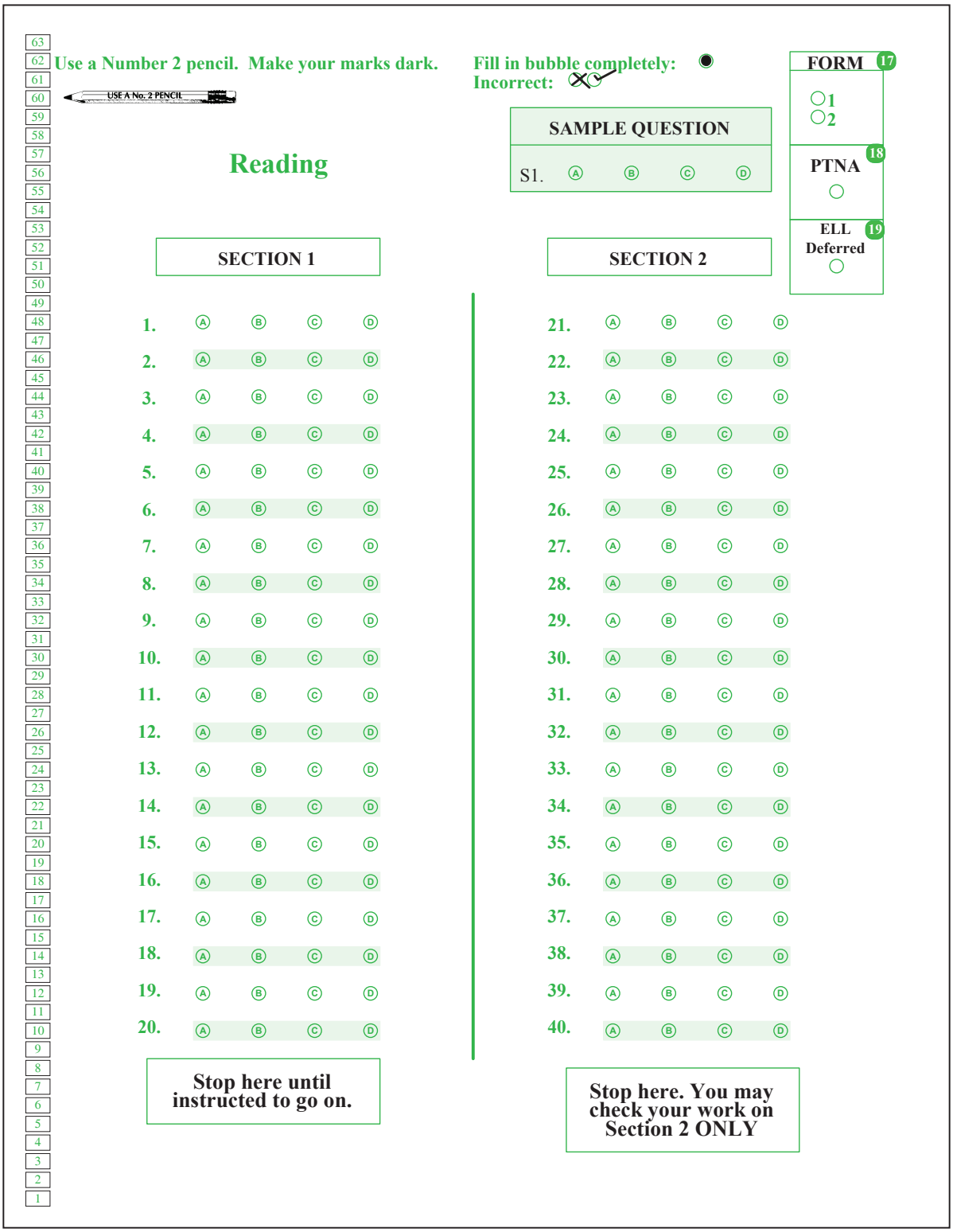
APPENDIX

SAMPLE STUDENT ANSWER SHEET



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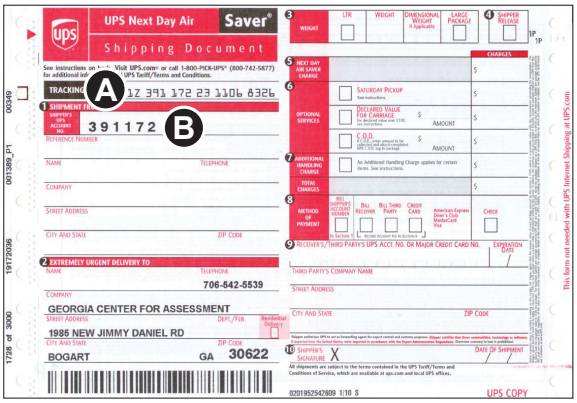
How to Schedule a Pickup Using UPS Returns® Services

Scheduling a pickup is easy and convenient with UPS Returns services. Please use the following steps to schedule your pickup.

Web

1. Go to www.ups.com.
2. Select 'Shipping' tab, then 'Schedule a Pickup'.
3. Do you have shipping labels? Answer: "Yes."
4. Do you have preprinted return labels (shown to the right)? Answer: "Yes."
5. Enter all 1Z tracking numbers, one per line. **A**
6. Complete pickup address, service level, date and time.
7. Select "Next."
8. Verify information and select "Next" to schedule the pickup.



Phone

1. Dial 1-800-Pick-UPS® and you will be connected with UPS's Interactive Voice Response (IVR) system.
2. When prompted, state "Send Package."
3. When prompted, state "Schedule Pickup."
4. When prompted, state "Prepaid Return Service."
5. When prompted, provide your telephone number.
6. IVR states that there may be a charge and asks if customer wants to continue - state "Yes." (Note: This charge will not be billed to you.)
7. IVR asks the total number of packages to be shipped today.
8. IVR asks for the tracking numbers.
9. IVR confirms pickup information.
10. IVR system schedules the pickup and provides Pickup Request Number (PRN).

Alternative Options

UPS offers other convenient options to return shipments.

1. Give your prepaid shipment to any UPS driver.
2. Take your shipment to any authorized drop-off location.
3. Find a location closest to you by visiting www.ups.com/dropoff or by calling 1-800-Pick-UPS. When prompted via IVR, state "Send a Package," then "List Locations."

REMEMBER:
If a live customer representative comes on the PHONE line, it is important to remember that GCA has supplied you with PREPAID labels and you will NOT be billed for these return shipping services. If asked, you may give the GCA account number to the representative. **B**

Do You Need More Labels?
If you are out of labels, please call GCA and ask for Wanda or Lisa and they will be happy to supply you with more.

Phone:
(706) 542-5605
(888) 392-8977
Fax: (706) 542-5676
E-mail: wbeard@uga.edu
CC: lisaward@uga.edu

UPS Shipping Address:
The Georgia Center for Assessment
1985 New Jimmy Daniel Road
Bogart, GA 30622

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