

December 1, 2006

MEMORANDUM

TO: System Test Coordinators

FROM: Chris Domaleski, Ph.D.
Director of Testing

SUBJECT: End-of-Course Tests (EOCT) – Guidance Letter

The information contained in this letter will provide guidance to assist in planning for the 2006-2007 school year and beyond.

In which courses are EOCT administered?

There are eight courses designated by the State Board for assessment using the EOCT: Ninth Grade Literature and Composition, American Literature and Composition, Algebra I, Geometry, U. S. History, Economics/Business/Free Enterprise, Biology I, and Physical Science. The following is a list of course numbers in which EOCT are administered, in addition to any locally developed course number corresponding with one of these eight courses.

Ninth Grade Lit and Composition – 23.061
American Lit and Composition – 23.051
Algebra I – 27.061, 27.056, 27.0461
Geometry – 27.049, 27.062, 27.063
U.S. History – 45.081, 45.082 (AP)
Economics - 45.061, 45.062, 45.063 (AP)
Biology I – 26.012, 26.014 (AP)
Physical Science – 40.011

How are state EOCT testing windows scheduled?

- NEW FOR SPRING 2007: In an effort to respond to systems' feedback, and provide maximum flexibility in scheduling, schools will no longer have to select a "local" 10-day window within the state window. While individual subject areas should continue to be administered on the same or consecutive days within a system, the eight EOCT may be scheduled at any time during the state window.
- While systems now have the flexibility to spread out the eight tests, later into the month of May, at no time should some students complete a test one week, and another group of students complete that same test the following week. For example, if a system schedules the Economics EOCT the first week in May, they cannot have other groups of students taking the Economics EOCT the third week in May. Scheduling should still be consistent throughout the system.

- Systems should remember the EOCT is intended to be a final exam for the course and should be scheduled as late as possible in the system calendar. April testing dates should only be utilized if a system finishes school in early-mid May.
- The Winter window will continue to extend into early January to accommodate those systems finishing 1st semester after the holidays.

Who should be administered the EOCT?

- Any student enrolled in an EOCT course, regardless of grade level, must take the appropriate EOCT
- Students enrolled in credit recovery, or “make-up” courses
- Students enrolled in alternative schools
- Students enrolling from **non-accredited** programs are required to take and pass the EOCT prior to receiving credit for the course.
- If middle school students are completing an EOCT course covering high school GPS/QCC, they should take the EOCT regardless of whether they are receiving high school credit.
- If the student fails a course with a final grade below 70, no credit will be earned. When the student repeats a course to earn credit for graduation, he/she would **participate in the EOCT at the end of the repeated course** so that the final course grade can be calculated. **EOCT scores will not be ‘banked.’**

What are the guidelines for administration of the EOCT?

- If students are absent on the day of the test, they should be scheduled for a make-up testing session during the window. If they are absent for all scheduled make up opportunities, they should be given an Incomplete for that course, with a makeup scheduled during the next available testing window.
- If students are administered the test and refuse to complete it, the PTNA (“Present Test Not Attempted”) bubble should be used to indicate their refusal to participate.
- Students enrolled in a course should be administered the EOCT on the same day(s) if at all possible. For schools using an A/B Block scheduling format, students may complete the test within a day or two of each other. At no time should some students complete the test one week, and another group of students complete the same test the following week.

What are the guidelines for acceptance of transfer credit for newly enrolled students?

- If a student wishes to transfer credit in a course completed at an accredited institution, they do not have to complete the EOCT.
- If a student wishes to transfer credit in an EOCT course from a non-accredited setting, they must take and pass the EOCT in order to receive credit.
- This is consistent with the Board rule 160-5-1-.15(2)(b), addressing transfer of credits for newly enrolled students. This rule requires credit to be “validated” when it is being transferred from a non-accredited program.

What are the guidelines for acceptance of transfer credit for currently enrolled students?

- If a student completes an EOCT course while they are enrolled in a Georgia public high school, they must take the associated EOCT. This is true whether they complete the course at a Georgia public school or a private institution. If they are enrolled in your school when the course is completed, regardless of the venue, they must complete the EOCT.

- If the institution is accredited, it will count as 15% of their grade; if it is **non**-accredited, students must also pass the EOCT in order to receive credit.
- Local policy may also specify additional criteria for acceptance of transfer credit for currently enrolled students.

What about students in a Joint Enrollment program?

- When students are participating in the Accel program, they are still enrolled in state funded high school courses at the same time they are enrolled in college courses. (e.g. “dual” or “joint” enrollment) Because these students are enrolled under state funded high school course numbers, they must take the EOCT upon completion of the course. Essentially, they must take the college’s final exam to earn college credit, and must take the EOCT to earn high school credit. This is not the same as “transferring” credit already completed.
- According to Board Rule 160-4-2-.03, a “4” as the fifth numerical digit to the right of the decimal in the course number indicates that the students receive credit for the course while taking it as a postsecondary option at a postsecondary public or private institution. The rest of the course number used is the same as every other student completing the high school course.

How should EOCT grades be averaged in with course grades?

- If your school awards 1.0 credit upon completion of a year long course, the EOCT should be averaged in as 15% of that final grade.
- If your school awards 0.5 credit at the end of 1st semester, and 0.5 credit at the end of 2nd semester, the EOCT should be averaged in as 15% of the final 2nd semester course grade.
- If a student is not present for the main administration or any makeup administrations, and they have received an Incomplete in the course, a system has the option of issuing a zero as 15% of their final grade, when there is sufficient documentation to indicate the student was notified of testing opportunities and will not be willing to participate in the test at any future date.

What resources are available to prepare my students for the EOCT?

- There are released tests (QCC) from Spring 04 in pdf format on the GaDOE website
- There are EOCT released items in all subject areas available via the Online Assessment System
- Please remind your school test coordinators and teachers that study guides are also available for each of the EOCT at http://public.doe.k12.ga.us/ci_testing.aspx

If you have questions regarding the EOCT assessments and corresponding courses, please contact Dr. Melinda Mollette at 404-656-5975 or mmollett@doe.k12.ga.us.

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