

Online Examiner's Manual

for Electronic Administration

Georgia



End-



Of-



Course



Tests

Security Breaches

Any action that compromises test security or leads to the invalidation of an individual student's or a group of students' test scores will be viewed by the Georgia Department of Education (GaDOE) as inappropriate use of handling of test and will be treated as such. Below are guidelines to assist system personnel in determining which activities might compromise test security or score validity. Please note that this list is not exhaustive. Any concern regarding test security must be reported to GaDOE immediately. Assessment Administration Division staff members are available to help system personnel develop and implement appropriate test security procedures.

It is a breach of test security if anyone performs any of the following:

- coaches examinees during testing, or alters or interferes with examinee's responses in any way;
- gives examinees access to test questions or prompts prior to testing;
- copies, reproduces, or uses in any manner inconsistent with test security regulations all or any portion of secure test booklets;
- makes answers available to examinees;
- reads or reviews test questions before, during (unless specified in the IEP, IAP, or ELL/TPC), or after testing;
- questions students about test content after the test administration;
- fails to follow security regulations for distribution and return of secure test materials as directed, or fails to account for all secure test materials before, during, and after testing (NOTE: lost test booklets constitute a breach of test security and will result in a referral to PSC);
- uses or handles secure test booklets and answer documents for any purpose other than examination;
- fails to follow administration directions for the test;
- participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts.

Failure to safeguard test materials or to comply with test administration procedures could adversely affect an individual's certification status. Such practices must be reported to the GaDOE and may be referred to the Educators Ethics Division of the Professional Standards Commission as failure to adhere to established policies and procedures. Under no circumstances may any tests be reproduced or duplicated for individual or group use unless authorized by GaDOE. Failure to comply with the U.S. Copyright Laws protecting these materials could result in legal action. Any instance of violation of copyright laws must be reported immediately to the GaDOE.



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ABOUT THIS MANUAL

This manual describes the pre-test, test administration, and post-test procedures the Test Examiner must follow to administer the Georgia End-of-Course Tests (EOCT).

The Test Examiner's responsibilities are clearly outlined in this manual and are designed to protect the integrity and security of the EOCT. The step-by-step procedures must be followed.

The information to be read aloud to students is printed in **bold type**. Instructions for the Test Examiner, interspersed in the spoken material, are bracketed and printed in italics. Other information appears in regular type.

It is the responsibility of each Test Examiner to know the content of this manual and to follow all the procedures. Please read this manual carefully so that you are familiar with the tasks to be performed. If you have any questions, contact your School Test Coordinator.

FOR ASSISTANCE

If you have any questions about these tests, the enclosed materials, or if a situation arises that is not covered in this manual, please contact your School Test Coordinator. It may be helpful to have your School Technology Coordinator available during online administrations.

THE GEORGIA END-OF-COURSE TESTS

The A+ Education Reform Act of 2000, O.C.G.A. 20-2-281, mandates that the State Board of Education (SBOE) adopt end-of-course assessments in grades nine through twelve for core subjects to be determined by the SBOE. The End-of-Course Tests (EOCT) program currently includes the following eight content area assessments: Mathematics – Mathematics I: Algebra/Geometry/Statistics, and Mathematics II: Geometry/Algebra II/Statistics; Science – Biology and Physical Science; Social Studies – Economics/Business/Free Enterprise and US History; and English – Ninth Grade Literature and Composition and American Literature and Composition.

The EOCT are criterion-referenced tests, aligned with the State Adopted Curriculum (GPS). Each test is comprised of multiple-choice questions. The purposes of the EOCT are to assess student achievement of the curriculum standards in the core courses and to provide diagnostic data in support of improved student achievement.

Important: You must have the most current version of TestNav on your computers before administering the EOCT.

MAIN TEST ADMINISTRATIONS AND SCHEDULE

Winter: November 29, 2010 – January 7, 2011

Spring: April 25, 2011 – June 3, 2011

Summer: June 20, 2011 – July 22, 2011

There are three main administration windows established by the Georgia Department of Education (Winter, Spring, and Summer). To accommodate varying school schedules, mid-month online assessments are also available in February, March, August, September, October, and November. These mid-month administrations are only available via electronic testing. Each school system will determine the sequence and scheduling option for all eight EOCT: Ninth Grade Literature and Composition, American Literature and Composition, Biology, Physical Science, Economics/Business/Free Enterprise, US History, Mathematics I: Algebra/Geometry/Statistics, and Mathematics II: Geometry/Algebra II/Statistics. The actual time of day in which the tests are administered may vary from school to school. Testing should be consistent throughout the system. Each content area should be given on the same or consecutive day(s) throughout the system.

Each EOCT consists of two test administration sections. There is a section break that indicates the end of the section. For the one-day testing option, a five-minute break must be provided at the section break. If the two-day testing option is used, the section break marks the end of the testing session for day one.

Note: Section 3 of the test is a sealed section. Students will not be able to proceed until a 4-digit seal code is entered. Seal Codes are accessible on the Session Details screen. Refer to “Test Management” in the GA User Guide on PearsonAccess at www.pearsonaccess.com.

Suggested Schedule

One-day Administration:

Distribute materials, <i>Student Authorization Ticket</i> , Reading Directions Section 1	10 min.
Test Administration – Section 2	45-60 min.
Break between sections.....	5 min.
Test Administration – Section 3	45-60 min.
Collect test materials (<i>Student Authorization Ticket</i> and scratch paper).....	15 min.

Two-day Administration:

Day One:

Distribute materials, *Student Authorization Ticket*, Reading Directions Section 110 min.

Test Administration – Section 245-60 min.

Collect test materials (*Student Authorization Ticket* and scratch paper).....15 min.

Day Two:

Distribute *Student Authorization Ticket* to students.....5 min.

Test Administration – Section 345-60 min.

Collect test materials (*Student Authorization Ticket* and scratch paper).....15 min.

Make-Up Testing Procedures

The purpose of the make-up days is to administer the tests to students who are unexpectedly absent during the regularly scheduled administration. Make-up days are not alternate testing dates for students whose activities conflict with the regular test administration dates.

STUDENTS TO BE TESTED

All students who are enrolled in an EOCT course, regardless of grade level, must be administered the EOCT in order to receive credit for the course. If students are repeating the entire EOCT course, they must take the EOCT at the end of the repeated course, and it will count as 15% of their final grade in that course. Students with disabilities and English Language Learners (ELL) must participate in the assessment.

Students with disabilities who have an Individualized Education Program (IEP) or a Section 504 Individual Accommodation Plan (IAP) may receive accommodations. The testing accommodations should be documented in the IEP/IAP and should be consistent with those used during regular classroom instruction and assessment.

Students who are eligible for English Language Learner (ELL) status according to the Board of Education Rule 160-4-5-.02 may receive accommodations. These accommodations should be documented in the ELL Test Participation Committee (TPC) Plan and should be consistent with the student’s current instructional program.

SYSTEM AVAILABILITY

The PearsonAccess system will be available from 7:00 a.m.–9:30 p.m. Monday–Friday. Technical Support for online testing will be available from 7:00 a.m. until 8:00 p.m. Monday–Friday.

SYSTEM DOWNTIME

The PearsonAccess system will NOT be available from 10:00 p.m. Tuesdays–6:00 a.m. Wednesdays and 10:00 p.m. Thursdays–6:00 a.m. Fridays for system maintenance and scheduled upgrades.

TECHNICAL EMERGENCIES

If you experience a warning screen stating that the testing server is not available, follow the instructions provided in the *TestNav Early Warning System Reference Manual* and consult with the **PearsonAccess Technical Support** group as needed by contacting **1-888-705-9414**, toll free.

In the event of a system-wide issue affecting many users, problem status will be immediately available at <http://status.pearsonaccess.com>.

Do not submit students' answers or mark students' tests complete because of a technical issue without first receiving directions from Pearson.

Allowable/Non-Altering Accommodations – Standard Administration

Special Education/Section 504	English Language Learner
<p><i>Setting Accommodations:</i></p> <ul style="list-style-type: none"> • Special education classroom • Special or adapted lighting • Small group • Preferential seating • Sound field adaptations • Adaptive furniture (e.g., slant board) • Individual or study carrel • Individual administration • Test administered by certified educator familiar to student <p><i>Presentation Accommodations:</i></p> <ul style="list-style-type: none"> • Large print • Sign the directions • Sign test questions • Sign reading passages • Explain or paraphrase the directions for clarity (in English only) • Braille • Color overlays, templates, or place markers • Oral reading of test questions in English only by reader or assistive technology • Oral reading of reading passages in English only by reader or assistive technology • Low vision aids (e.g., CCTV, Magnifying equipment) • Repetition of directions (in English only) • Materials presented with contrast and tactile cues • Audio amplification devices or noise buffer/listening devices <p><i>Response Accommodations:</i></p> <ul style="list-style-type: none"> • Technology applications, such as Braille, word processor, or other communications device with all grammar and spell check devices disabled • Student marks answers in test booklet • Student points to answers • Verbal response in English only • Braillewriter • Basic Function calculator or adapted basic calculator • Scribe • Adapted writing tools (e.g., pencil grips, large diameter pencil) <p><i>Scheduling Accommodations:</i></p> <ul style="list-style-type: none"> • Frequent monitored breaks • Optimal time of day for testing • Extended time 	<p><i>Setting Accommodations:</i></p> <ul style="list-style-type: none"> • ESOL classroom • Small group • Preferential seating • Individual or study carrel • Individual administration <p><i>Presentation Accommodations:</i></p> <ul style="list-style-type: none"> • Explain or paraphrase the directions for clarity (in English only) • Color overlays or templates • Oral reading of test questions in English only • Oral reading of reading passages in English only • Repetition of directions (in English only) <p><i>Response Accommodations:</i></p> <ul style="list-style-type: none"> • Student marks answers in test booklet • Student points to answers • Verbal response in English only • Word-to-word dictionary <p><i>Scheduling Accommodations:</i></p> <ul style="list-style-type: none"> • Frequent monitored breaks • Extended time

Any departure from the list of allowable/non-altering accommodations may alter the nature of the task being assessed, resulting in an invalid administration. If you have questions about accommodations not listed on this chart, contact your school test coordinator.

There are two options for online test takers with accommodations: Examiners may now view a copy of the test when administering read alouds; a separate session must be created for the read aloud students. In addition, large print tests will also be available for online test takers. Please refer to the *GA User Guide* for instructions on *Adding or Changing Assigned Form Groups*.

For additional questions about student accommodations, contact the School Test Coordinator.

GUIDELINES FOR ORAL READING OF TEST ITEMS TO STUDENTS WITH DISABILITIES

Items may be read only if the student’s IEP, IAP, or ELL/TPC Plan specifies this accommodation for instruction and testing.

Poetry items	Read the entire poem. If a question refers to a specific part of the poem, such as a stanza or line, re-read the indicated part of the poem.
Items with numbered sentences	Read the numbered sentences in the order in which the answer choices present them.
Analogy items	Read analogy questions as “[X] is to [Y].” For example: “A: [m] is to [n]”; “B: [o] is to [p]”; “C: [q] is to [r]”; “D: [s] is to [t].” (The letters in the brackets stand for the specific concepts given in the item.)
Items on grammar, spelling, etc.	Read the entire sentence once, then re-read the sentence with underlined words and punctuation marks spelled out as they appear in the item. Spell out the answer choices.

Use the examples below to guide oral reading of items not specifically mentioned above.

MATHEMATICS TEST

Follow these guidelines for reading items:

Graphs and tables: Read the words and numbers in the graph or table, pointing at what you are reading; however, you may **NOT** interpret them in any way.

Formulas: Read the letters and numbers as they are printed; do not substitute the words that the letters represent for the student.

Read: “V=Bh” (Say letter names) NOT “volume equals length times width times height”

Units of Measurement: If a unit of measurement is abbreviated, read the letters instead of what they represent.

Read: “kg” (Say letter names) NOT “kilograms”

Fractions: Read mixed numbers as:

$2\frac{3}{4} + 7\frac{8}{10}$ “two and three fourths plus seven and eight tenths”

Read fractions without whole numbers as:

$\frac{3}{4}$, $\frac{45}{16}$ “three over four” NOT “three quarters”
“forty-five over sixteen” NOT “forty-five sixteenths”

Decimals: Read decimal expressions literally, element by element:

13.07	“thirteen point zero seven”
0.888	“zero point eight, eight, eight”
0.02	“zero point zero two”

Dollar Expressions: Read whole dollar amount as follows:

\$1,800	“one thousand eight hundred dollars”
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Read dollar expressions with decimals as follows:

\$ 13.50	“dollar sign, thirteen point fifty”
\$ 45.00	“dollar sign, forty five point zero, zero”
\$100.05	“dollar sign one hundred point zero five”
\$.45	“dollar sign point forty-five”

Parentheses in expressions: Read literally and sequentially:

$(-3)^2 (8.3 \times 10^3)$	“parenthesis, negative three, close parenthesis squared parenthesis, eight point three times ten cubed, close parenthesis”
$6^4 - 2^{12}$	six to the fourth power minus two to the twelfth power

TEST SECURITY

Test security of all materials must be maintained before, during, and after test administration. All System and School Test Coordinators, Examiners, and Proctors must follow the procedures below to ensure test security and to maintain the integrity of the EOCT.

- All school system personnel are prohibited from reviewing the contents of the EOCT.
- All EOCT must be administered by a certified educator.
- The *Student Authorization Tickets* must be kept secure at all times.
- The *Seal Codes* must be kept secure at all times.
- During test administration, materials must remain in the testing room and should be supervised at all times. (i.e., If the fire alarm goes off during online testing, the teacher should make sure that test materials are locked in the classroom and that students do not remove materials from the site as they exit the building.)
- **Examiners must account for all student test materials BEFORE dismissing students from the testing room.**
- Return all test materials to the School Test Coordinator at the end of the testing session.
- The testing environment should be designed to minimize the potential for cheating. For example, Examiners should make reasonable efforts to minimize the extent to which students can see each others' computer screens. It may be helpful to provide blinders (in the form of file folders) between each computer monitor. Any sign of cheating must be handled immediately. Contact the School Test Coordinator if you have any questions or if cheating or security violations are suspected.

ALL individuals who have the responsibility for handling the EOCT are accountable for all testing materials assigned to them before, during, and after the test administration. Any discrepancies should be documented and reported to the School Test Coordinator.

PREPARING FOR TEST ADMINISTRATION

This information below will help ensure a successful test administration:

- Workspace for each student should be large enough to accommodate testing materials (computer and scratch paper). Workspace should be cleared of all other materials. Posters, charts, and other classroom materials related to the content being tested should be removed or covered during testing.
- Plan something for students who may finish early during the testing session. The work should be unrelated to the content being tested. Students should not be permitted to resume work on their tests once they begin working on other tasks.
- The *Examiner's Manual* will be used to administer all EOCT.
- Proctors are recommended for every 20 students and are required if 30 or more students are being tested in one location.
- For online assessment, the School Technology Coordinator is also recommended in each testing lab/location if possible.
- Students should not be allowed to work on the computer after completion of testing.

TEST MATERIALS

Make sure you have the following materials available at testing time:

- A copy of the *Examiner's Manual* **for electronic testing**
- One *Student Authorization Ticket* for each student. *Student Authorization Tickets* must be printed out for each student. Each student must verify their first and last name.
- A Test Session Roster and a *Seal Code* sheet for each testing session
- Two # 2 pencils with erasers for each student
- Clean scratch paper should be provided to all students. If scratch paper is used, students should put their names on each sheet of paper and it must be collected at the end of the testing session.
- A timing device such as a clock or watch to keep time during test administration
- A “Testing – Do Not Disturb” sign to post on the classroom door
- A copy of the class roster with FTE and GTID numbers
- *GA User Guide*
- The Pearson toll free number—1-888-705-9414
- “What if . . .” on page 35 of this manual

STUDENT TEST MATERIALS

The student test materials include the printed *Student Authorization Ticket*, #2 pencils, and scratch paper. (Please refer to the *GA User Guide* to set up Test Sessions.)

In order to acquaint students with the correct procedures for recording answers, two practice items and directions for marking answers are provided in Section I of the online test.

Printed *Student Authorization Tickets*, # 2 pencils and scratch paper are the only additional materials needed for the EOCT. NOTE: Scratch paper is considered secure and must be returned to the School Test Coordinator with other testing materials. Students should put their names on each piece of scratch paper and return it with the printed *Student Authorization Ticket*.

Calculators may be used for Mathematics I, Mathematics II, Physical Science, and Economics only. Graphing calculators or calculators that store text may **NOT** be used. A basic calculator is provided online for Mathematics I, Mathematics II, Physical Science, and Economics tests.

The Examiner is responsible for monitoring the use of appropriate calculators.

Cell phones should not be allowed in the test site.

INFORMATION FOR ADMINISTERING THE EOCT

Prior to the test administration you should go to <http://pearsonaccess.com> and log in using the User Name and Password provided to you by your System Test Coordinator. The first time the newly assigned User Name and Password is used by you, you will be required to read the *Test Security Guidelines*. At the bottom of the guidelines you will be asked to click the box indicating that you have read and understand the confidentiality statement AND click on the *I Agree...* button that indicates you agree with the Terms and Conditions.

On the morning of testing, your school test coordinator will provide:

- Printed *Student Authorization Tickets*
- Test Session Roster
- *Seal Codes*

Prior to the students arriving, locate the Test Session that has been assigned to you by your System Test Coordinator by going to <http://pearsonaccess.com>.

1. Log in with your user name and password.
2. Click on the *Test Management* tab.
3. Select the appropriate Administration from the drop-down menu.
4. Click on Manage Test Sessions subtab or link.
5. From the Sessions List, click on the Session Name that you are administering.
6. Session Details will be presented to you on the computer that should match the Session Roster that was provided to you.

Materials needed:

- Printed *Student Authorization Tickets*
- *Seal Codes* for Section 3 of the test. Section 3 is the only sealed section.
- Clean scratch paper for students. Be sure to have students write their names on the scratch paper.
- Sharpened #2 pencils with erasers

Before administering the EOCT:

- Write the name of the EOCT to be administered on the board.
- Make sure students have all test materials.
- Post “Testing – Do Not Disturb” sign on testing room door.

Starting the Test Session:

1. Click on the *Start* button in the upper left corner of the Session Details to activate the *Student Authorization Tickets*.
2. A message will confirm that you have requested that the session be started. Click the Yes – Start Session button.
3. A subsequent message will indicate that the session has been started. Click the link Return to Session Detail.
4. You will notice that the *Start* button has changed to a *Stop* button.

DO NOT click the Stop button until instructed by your School Test Coordinator, as this activity will inactivate the Student Authorization Tickets AND will cancel the test session.

You can monitor where students are in the test-taking process by watching the Status column of the session roster. The entries in the Status column are NOT updated automatically. You must click on the Refresh button in the lower left corner of the screen to update the display and see students’ current Status. Entries in the Status column will turn green as students begin to log in and start the test. Entries in the Status column will turn red as students complete their tests. Remember that you will only see these changes in Status if you click on the Refresh button to update the display. It is therefore very important to periodically click on the Refresh button.

If a student loses connection/closes their test without completing it, you will need to re-activate their login information.

1. Before the student attempts to log back on, click on the Refresh button on the lower left of the test session screen.
2. Click on the box next to the student name.
3. A Resume button will become active.
4. Click on the Resume button. (You will see that the student’s status is now Yellow, indicating that the student’s test can begin again. When re-entering the system, the student should be taken back to within the last two test items answered.)

Section 3 is a sealed section. Students must enter a 4-digit seal code before they can proceed to Section 3.

General Directions:

- Follow the exact script provided in the *Online Examiner’s Manual for Electronic Administration* for test administration.
- You may repeat any part of the directions exactly as printed as many times as needed. Directions may not be paraphrased.
- *Under no circumstances* should you suggest answers or evaluate student work during the testing session.
- **All school system personnel are prohibited from examining the contents of the EOCT.**
- Read aloud **word for word** the material that is printed in **bold type** and preceded by the word “Say.” (The material in regular type is information for you and should not be read to the students.)

Distributing Materials/Completing the Student Identification Information:

1. Say:
Today you will be taking a test in (Name EOCT). Do your best to select an answer for each item on the test.

You must click on your answers on the computer screen which will serve as your answer document.
2. Supply sharpened #2 pencils to students who need them.
3. Say:
I am now going to give you your *Student Authorization Ticket* and a sheet of scratch paper. Please verify your last name and first name is correct. If your name appears correctly on the *Student Authorization Ticket*, sign your name on the student signature line.
4. Distribute the *Student Authorization Ticket* and one sheet of scratch paper to each student.

Say:

If you have someone else’s ticket, please raise your hand now. If a student’s hand is raised, provide student(s) with the correct *Student Authorization Ticket*.

Find the TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

In the Address area at the top of the screen, enter the URL found on your *Student Authorization Ticket*. Click on the GO button. You will now be directed to the Login Screen. From your *Student Authorization Ticket* you should enter the Login ID and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as the percent completed of the download. Once all students have successfully logged into the system they will see directions.

Say:

Look at the directions on your computer screen.

Test questions will be presented one at a time. Each question will be followed by several suggested answers. To select an answer, use the mouse to position the pointer over an answer and click once. The computer will allow you to have only one answer selected at a time for each question.

You can use the mouse or keyboard to navigate and select answers in TestNav™. The keystrokes and definitions are available on your authorization ticket.

Navigation buttons appear at the bottom of the screen for each item. If you don't see the navigation buttons, you need to scroll down to reveal them. A scroll bar will appear on the right hand side of the window.

If the screen is divided into two parts, the upper part displays information and the lower part displays the question. Each area will display a scroll bar if needed.

If tools are available for this test, they can be accessed by clicking the appropriate icon on the toolbar at the top left of the screen. For help with a tool, click on the help icon at the right end of the toolbar at the top of the screen.

Do not attempt to leave the testing system by closing the window, switching applications, etc. Doing so will result in termination of the test. Restarting a test requires the test monitor's assistance.

Are there any questions before we continue? Test Administrators and proctors need to walk around the room to see if students have completed the identifying information correctly.

Scroll to the bottom of this page, click the Next button and further instructions will appear.

Do not begin the test until you are instructed to do so.

Note: For additional information – refer to *GA User Guide*.

Directions for Administering the EOCT

1. Make sure that all desks are cleared of all material except the scratch paper, pencil, and printed *Student Authorization Ticket*.

After all students have their materials, say to the students: [Students do not have these directions on the computer screen.]

You must write your name in the upper right-hand corner of the scratch paper. If you need additional scratch paper during the test administration, please raise your hand. I will collect all scratch paper at the end of testing.

2. Say:
I will now read some opening instructions to you.

All End-of-Course Tests will be administered in three sections. The first section of the test consists of two practice items. The second and third sections of the test will consist of multiple-choice questions.

If completing both sections in one day,

SAY:

After completing the second section, you will have a 5-minute break.

If completing in two days,

SAY:

After completing the second section, I will collect the Student Authorization Tickets and all scratch paper.

Do your best to answer every question.

Read aloud the tools available for the test you are administering.

The following tools are available on your test: (Select the test being administered and name the tools available.)

EOCT	Eliminate Choice	Eraser	Yellow Highlighter	4 Function Calculator	References
American Literature	YES	YES	YES	NO	NO
9th Grade Literature	YES	YES	YES	NO	NO
Biology	YES	YES	YES	NO	NO
Physical Science	YES	YES	YES	YES	YES
Mathematics I	YES	YES	YES	YES	YES
Mathematics II	YES	YES	YES	YES	YES
US History	YES	YES	YES	NO	NO
Economics	YES	YES	YES	YES	NO

If you finish the section of the test you are working on early, you may review the answers in that section only.

Do not attempt to leave the testing system by closing or resizing the window, switching applications, etc. Doing so will result in termination of the test. Restarting a test requires my assistance.

Do not begin the test until you are instructed to do so.

Read the Directions silently as I read them aloud.

If you are administering Mathematics I, Mathematics II, Physical Science, Biology, Economics/Business/Free Enterprise, US History,

SAY:

Today you will be taking the insert name of the EOCT being administered End-of-Course Test. Read each question carefully and then choose the *best* answer.

If you are administering Ninth Grade Literature and Composition or American Literature and Composition,

SAY:

Today you will be taking the insert name of the EOCT being administered End-of-Course Test. To answer some of the questions on this test, you will be asked to read a passage first. Other questions will not be based on a passage.

As you take the test, read each passage carefully. The screen will be split to show both the reading passage and the question at the same time. You can scroll within each window independently to read the entire passage or question.

If you do not know the answer to a question, skip it and go on. You may return to it later if time permits. Do your best to answer every question.

If you finish the section of the test you are currently working on, you may review your answers in that section ONLY. Do not go on to the next section of the test or return to the previous section. Doing so may invalidate your test and will result in a grade of zero for your final exam grade.

The two practice test questions provided are to show you what the questions in the test are like. Remember that for each question you should choose the one *best* answer.

Are there any questions?

3. Answer any questions students may have.

Say:

Now, we will review the practice test questions.

Please click on the next button. Read and answer practice questions one and two now.

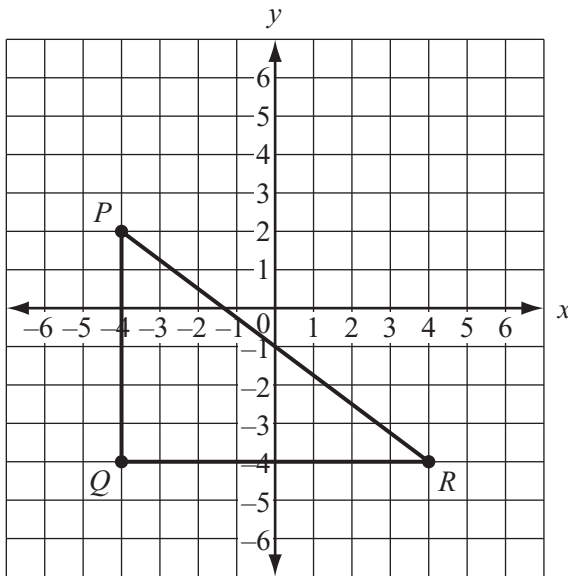
4. Allow time for students to read and answer practice questions P1 and P2. Review the practice items orally with students, using pages 20–27 for the appropriate subject.

Mathematics I: Algebra/Geometry/Statistics

Practice Question 1

SAY:

P1 Triangle PQR is shown on this coordinate grid.



What is the perimeter of $\triangle PQR$?

- A 21 units
- B 24 units
- C 26 units
- D 28 units

SAY:

For practice question one, you should have marked choice B for the correct answer.

Answer questions about P1.

Read practice question P2 aloud.

SAY:

P2 Who is using a procedure that is MOST likely to result in a representative sample?

- A Ben is choosing students who responded to a survey mailed to every student at his school.
- B Greg is phoning every voter in the community.
- C Mary is choosing names from a box that contains slips of paper with the names of every student at her school.
- D Janice is asking for people to call a radio station and give their opinion.

SAY:

For practice question two, you should have marked choice C for the correct answer.

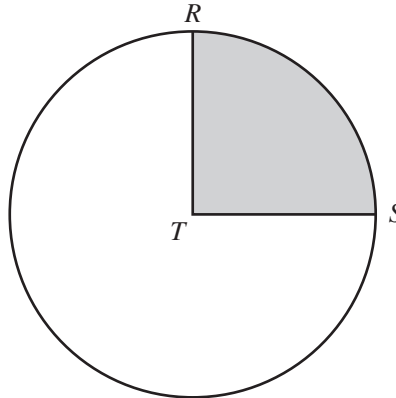
Answer questions about P2.

Mathematics II: Geometry/Algebra II/Statistics

Practice Question 1

SAY:

P1 In this circle, the measure of $\angle RTS$ is 90° . The radius, TS , is 10 inches.



What is the area, in square inches, of the shaded sector?

- A 2.5π
- B 5π
- C 25π
- D 40π

SAY:

For practice question one, you should have marked choice C for the correct answer.

Answer questions about P1.

Read practice question P2 aloud.

SAY:

P2 The length of the diagonal of one face of a cube is 10 centimeters. What is the volume, in cubic centimeters, of the cube?

- A 50 cm^3
- B $250\sqrt{2}\text{ cm}^3$
- C 1000 cm^3
- D $2000\sqrt{2}\text{ cm}^3$

SAY:

For practice question two, you should have marked choice B for the correct answer.

Answer questions about P2.

Physical Science

Practice Question 1

SAY:

P1 How many atoms of carbon are in a single molecule of sugar ($C_{12}H_{22}O_{11}$)?

- A 12
- B 22
- C 11
- D 45

SAY:

For practice question one, you should have marked choice A for the correct answer.

Answer questions about P1.

Read practice question P2 aloud.

SAY:

P2 What force keeps the Moon in orbit around the Earth?

- A nuclear
- B electric
- C gravitational
- D magnetic

SAY:

For practice question two, you should have marked choice C for the correct answer.

Answer questions about P2.

Biology

Practice Question 1

SAY:

P1 The control center for an animal cell is the

- A brain.**
- B nucleus.**
- C chloroplast.**
- D mitochondrion.**

SAY:

For practice question one, you should have marked choice B for the correct answer.

Answer questions about P1.

Read practice question P2 aloud.

SAY:

P2 Which of the following converts solar energy to chemical energy?

- A plants**
- B rocks**
- C clouds**
- D animals**

SAY:

For practice question two, you should have marked choice A for the correct answer.

Answer questions about P2.

Economics/Business/Free Enterprise

Practice Question 1

SAY:

P1 An individual decides to pay \$8 to see a movie instead of buying an \$8 meal. What is the opportunity cost of the movie?

- A the \$8 paid to see the movie
- B the time spent watching the movie
- C the satisfaction received by going to the movie
- D the satisfaction missed by not eating the meal

SAY:

For practice question one, you should have marked choice D for the correct answer.

Answer questions about P1.

Read practice question P2 aloud.

SAY:

P2 When the Federal Reserve buys government securities on the open market, what effect does this action have on the nation's money supply and aggregate demand?

- | | <u>Money Supply</u> | <u>Aggregate Demand</u> |
|---|---------------------|-------------------------|
| A | increases | increases |
| B | increases | decreases |
| C | decreases | increases |
| D | decreases | decreases |

SAY:

For practice question two, you should have marked choice A for the correct answer.

Answer questions about P2.

US History

Practice Question 1

SAY:

P1 “...governments are instituted among men, deriving their just powers from the consent of the governed; that whenever any form of government becomes destructive to these ends, it is the right of the people to alter or abolish it, and to institute a new government...”

This excerpt expresses the basic concept of which document?

- A the Bill of Rights**
- B the Monroe Doctrine**
- C the Emancipation Proclamation**
- D the Declaration of Independence**

SAY:

For practice question one, you should have marked choice D for the correct answer.

Answer questions about P1.

Read practice question P2 aloud.

SAY:

P2 **What was one effect of the Wagner Act (1935)?**

- A The number of factory workers declined dramatically between 1935 and 1945.**
- B Employers were prohibited from interfering in workers’ efforts to unionize.**
- C Laborers shifted their support from the Democratic Party to the Republican Party.**
- D Laborers in companies with more than 50 employees were prohibited from striking.**

SAY:

For practice question two, you should have marked choice B for the correct answer.

Answer questions about P2.

Ninth Grade Literature and Composition

Practice Question 1

SAY:

P1 William Shakespeare was born in Stratford, England, in 1564. It is generally believed that his birth date was April 23. Young William was the third of eight children. He probably went to the local school in Stratford starting at the age of seven. There he would have studied Latin and probably read the works of many outstanding ancient Romans.

P1 The main purpose of this paragraph is to

- A give some details about Shakespeare's early life**
- B encourage people to learn more about Shakespeare's works**
- C describe conditions in the town where Shakespeare was born**
- D explain how Roman authors influenced the works of Shakespeare**

SAY:

For practice question one, you should have marked choice A for the correct answer.

Answer questions about P1.

Read practice question P2 aloud.

SAY:

P2 Which word in the sentence below is NOT correctly spelled?

Every early society developed its own myths, which were an important part of the culture.

- A society**
- B developed**
- C important**
- D culture**

SAY:

For practice question two, you should have marked choice C for the correct answer.

Answer questions about P2.

American Literature and Composition

Practice Question 1

SAY:

P1 Sinclair Lewis, who lived from 1885 to 1951, wrote several well-known novels. In them, he attacked the weaknesses he saw in American society. *Main Street* is probably his most famous novel. In this work, Lewis described the dullness and lack of culture in a typical American small town. In another novel, called *Babbitt*, Lewis told the story of a small-city businessman. Babbitt could not break free from his role of a solid American citizen, no matter what he tried.

- P1** The main purpose of this paragraph is to
- A give information about the works of Sinclair Lewis
 - B describe what is wrong with American society
 - C encourage people to read more American literature
 - D tell when Sinclair Lewis lived and wrote

SAY:

For practice question one, you should have marked choice A for the correct answer.

Answer questions about P1.

Read practice question P2 aloud.

SAY:

P2 What is the BEST way to punctuate the sentence?

Emily Dickinson wrote her poetry while living in Amherst Massachusetts.

- A add a comma after *Dickinson*
- B add a semicolon after *poetry*
- C add a comma after *Amherst*
- D add a dash after *living*

SAY:

For practice question two, you should have marked choice C for the correct answer.

Answer questions about P2.

5. Ask students if they have questions about the practice items and answer procedural questions.

6. Say:

You will have 60 minutes to answer the test items in Section 2 of the insert name of the EOCT being administered End-of-Course Test. Stop when you reach the end of Section 2. If you finish the section of the test early, you may review the answers in that section only. Do not go on to the next section of the test or return to a previous section. Do you have any questions about what to do or how to mark your answers? [Answer any procedural questions that the students ask.]

Please click on the Next button at the bottom of the page. Please note that you are at the end of Section 1. Click on the “Next Section” button at the bottom right of the screen to begin the test.

7. Examiners and Proctors need to walk around the room during the test to make sure students are marking answers in the correct section.

The Examiner should click on the Refresh button at the lower left of the Test Session Roster screen periodically. Unless this is done, the screen may not reflect the current status of the students taking the test. If a Resume button appears in the Resume column, please check with the student. Note irregularities (if any), then click on the Resume button so that the student can continue work.

8. When a minimum of 45 minutes have passed, if all students have stopped working on the test, say: **Please raise your hand if you need additional time to complete the test.** If no hands are raised, go to #10. If any student needs additional time, say: **Continue working**, and go to #9.

9. When 55 minutes have passed, say: **You have five minutes remaining to complete Section 2.**

10. When all students have completed this section, or after 60 minutes have passed, say: **Please stop working.**

If completing test in one day,

SAY:

Please stop working. Click on the Next Section button. You will see a message box asking if you are sure you want to continue. You will then see a message that the next section is sealed.

You may now take a 5-minute break. You may stand and stretch. Please do not talk.

At this time allow the students to stand and stretch for five minutes. After no more than five minutes, say:

Please sit down and wait quietly as we get ready to move on to Section 3. Please do not begin until told to do so.

If completing test in two days,

SAY:

If you have finished Section 2, click on the Next Section button. You will see a message box asking if you are sure you want to continue. Click on the Next button to continue. You will then see a message that the next section is sealed. Click on the Save and Exit button. You will be asked if you wish to exit the test. Click Yes.

The test is now temporarily closed. Collect the *Student Authorization Tickets* from each student along with all scratch paper. Count the test materials **before** the students are allowed to leave the testing site. You should log out of the session at the end of the day; do not stop the session. Make sure that all students are in the exited status before leaving the classroom.

Section 3

Estimated time: 45-60 minutes

All students need to be in the resumed status before logging into the test again.

If completing test in two days,

Make sure that all desks are cleared and distribute the *Student Authorization Tickets* and scratch paper. Students should put their names on all scratch paper. Make sure each student receives his or her own *Student Authorization Ticket*. After all students have their materials, **say** to the students: **Enter the URL that is located on your *Student Authorization Ticket*. Click on the GO button. On the log in screen enter your Login ID and Test Code exactly as it is on your *Student Authorization Ticket*. Click on the Login button.**

1. Say: **You must enter a 4-digit seal code before you can proceed.** (Write the 4-digit seal code on the board so all students can see. Use the first seal code that is listed on the *Seal Codes* sheet. Do not post the seal code until all students are ready to begin Section 3.) **Click the OK button.**
2. Say: **Now you will take Section 3 of the insert name of the EOCT being administered End-of-Course Test. You will have 60 minutes to answer the test questions in Section 3. If you finish before time is called, you may check your work on Section 3 ONLY. When you are finished, sit quietly or read a book. Do not proceed until you are instructed to do so. Make sure you are at the beginning of Section 3.**

You may begin.

Walk around the room to make sure students are beginning in the correct section.

3. During testing, Examiners and Proctors need to walk around the room to make sure students are marking their answers in the correct section. They also need to refresh the Test Session frequently.
4. When a minimum of 45 minutes have passed, if all students have stopped working on the test, Say: **Please raise your hand if you need additional time to complete the test.** If no hands are raised, go to #6. If any student needs additional time, say: **Continue working**, and go to #5.

5. When 55 minutes have passed, say: **You have five minutes remaining to complete Section 3.**
6. When all students have completed this section, or after 60 minutes have passed, say: **Please stop working. If you haven't already, click on the Submit button. Click on the Yes Submit My Test button on the next window, and "Yes" on the window after that. DO NOT click on the Close button.** [*Collect all scratch paper and Student Authorization Tickets and return them to the School Test Coordinator immediately. All test materials must be returned to the School Test Coordinator immediately following the test administration.*]
7. This is the end of the administration of the EOCT. Please click on the Refresh button of the Session Roster screen and make sure Student Status shows Completed for all students. Check that any student who does NOT show Completed status has clicked on the Submit, Submit Answers, and Yes buttons.
8. Students should not be allowed to go on-line and surf the Internet as it may disrupt those still taking tests. Proctors should instruct students to leave the final screen showing and NOT to click on the Close button until instructed to do so.
9. When all students have completed the test, say: **Please click on the Close button.**

POST-TEST ACTIVITIES

The following section provides information concerning what to do after testing. Please read this information carefully and follow all directions. If you have questions, contact your System or School Test Coordinator.

CLOSE DOWN TEST SESSION

Refer to the *GA User Guide*, which is located on the Georgia Support page in PearsonAccess. Go to <http://pearsonaccess.com>. Select Georgia, log in with your user name and password, click on Support, then User Documentation.

Click on the Refresh button on the Session Roster screen. If there are any student(s) in the session who do not show “Completed” status on Session Roster screen, please notify the School Test Coordinator. If all students show “Completed” status, click on the Stop button to close the Test Session.

If there are students who started the test but did not finish, you must mark their tests complete before you can close a test session. **Do Not** use the Mark Test Complete functionality for absent students (see instructions in the box below).

- Click on the Manage Test Sessions link.
- Click on the name of the session you want to view to access the Session Details screen.
- Click on the student’s name to activate the “Mark Students Complete” button.
- Click on Mark Test Complete.
- A pop-up box will appear; enter the reason for the student(s) not completing the exam and click on Save button.

If a student was absent for the on-line administration, the student must be removed from the test session at the end of the test session or moved to a different session. **The student’s name and test subject should be recorded in accordance with attendance procedures and given to the School Test Coordinator.** To remove a student, click on the checkbox associated with that student’s name, and click on the “Remove” button near the center of the screen.

Under Session Management–Student Test Details Screen

- In the Accommodations section, mark the bubble **ONLY** if the student was provided accommodations for the assessment. Also indicate if the accommodations are based on an IEP, IAP, or ELL/TPC plan. If no accommodations were provided, leave this section blank.
- Select “PTNA” (Present – Test Not Attempted) if the student was present for the test but did not attempt to answer any questions.

Under Student Data–Student Roster Screen–click on individual student.

- Use the State Required Code (SRC) section to code students with disabilities and ELL students. Students with disabilities must have a current IEP or IAP on file.

- If the student has a State Required Code (SRC), it must be indicated under SRC.

<u>Category</u>	<u>Code</u>
Visual Impairments01
Deaf/Hard of Hearing02
Deaf/Blind.....	.03
Specific Learning Disabilities.....	.04
Mild Intellectual Disabilities.....	.05
Traumatic Brain Injury06
Moderate/Severe/Profound Intellectual Disabilities07
Autism.....	.08
Orthopedic Impairments09
Speech/Language Impairments.....	.10
Emotional and Behavioral Disorders11
Other Health Impairments.....	.12
English Language Learners (ELL)13
Section 504 Plan14
Title I Reading16
Title I Mathematics17
Migrant18
English Language Learner – Monitored19

The accommodations recommended **should be consistent with the adaptations or accommodations used in the student’s current instructional program.**

Multiple SRCs may be coded:

- One primary code (01-12, 14)
- Any of the codes 13, 16, 17, 18, or 19 that apply.

If you have questions regarding coding students with disabilities, please contact your School Test Coordinator.

RETURNING MATERIALS TO THE SCHOOL TEST COORDINATOR

Examiners must return all testing materials to the School Test Coordinator, including:

- *Student Authorization Tickets*
- Scratch paper
- *Online Examiner's Manual for Electronic Administration*

Return materials as designated in the box below.

Top of stack
<i>Online Examiner's Manual for Electronic Administration</i>
Scratch paper
<i>Student Authorization Tickets</i>
Bottom of stack

**THANK YOU VERY MUCH FOR YOUR ASSISTANCE WITH THE
ADMINISTRATION OF THE EOCT.**

CHECKLIST FOR TEST EXAMINERS

Before testing:

- _____ Read all directions for test administration in this *Online Examiner's Manual for Electronic Administration*.
- _____ Attend training session with the School Test Coordinator to review the testing schedule and procedures.
- _____ You may also contact Pearson at 888-705-9414 or Georgia@support.pearson.com for individual training.
- _____ Secure *Student Authorization Tickets* and *Seal Code Sheet*.
- _____ Secure scratch paper, if needed.
- _____ Secure needed information from the School Test Coordinator in order to correctly complete State Required Coding (SRC) for each student.
- _____ Inventory/count test materials received from the School Test Coordinator.
- _____ Secure the "What if . . ." sheet for reference.

During testing:

- _____ Post a "Testing—Do Not Disturb" sign on your classroom door.
- _____ Write the school and system names, and EOCT to be tested on the chalkboard.
- _____ Be sure that all students have a comfortable and adequate workspace.
- _____ Administer make-up tests or tests for students who require accommodations, if you are assigned to do so.
- _____ Examiner's should not be reviewing test questions.

After testing:

- _____ Close down Test Session appropriately.
- _____ Verify that you have collected a *Student Authorization Ticket* for every student in your classroom.
- _____ Collect any scratch paper used. Ensure student names are on the scratch paper.
- _____ Return all test materials to the School Test Coordinator at the conclusion of every test administration.
- _____ At the end of each testing session, return materials to the School Test Coordinator as instructed.

What if...

...a student can't log in?

- Check that they have entered the correct login and test code.
- Check that they have the correct URL (the URL is printed on the Student Authorization Ticket).
- Make sure the test session has been started.
- Make sure the session was created in the proper administration.

...a student exits TESTNAV?

- The Examiner must resume the student.
 - If the RESUME button is not showing next to the student's name, click REFRESH.
 - Click the RESUME button next to the student's name in the status column.
 - The student must log in again.

...a student gets the blue early warning screen?

- Click on the Test Monitor box at the bottom of the screen. You will then be given the option to print the responses immediately or to view the responses and their status. The questions that have a response but do not show as being saved will need to be resubmitted.
- Click the Continue Testing option at the bottom of the screen. The student will be returned to the test questions and should re-answer or respond to all questions which do not show as having been saved.
- If neither of these options are successful, call Pearson Technical Assistance.

...the student's status on the Session roster does not change?

- Click on the REFRESH button. The Session Roster does not automatically refresh.

...a student needs to leave in an emergency?

- Click on the student's name on the Session Roster.
 - Click on Mark Test Complete.
 - Put the reason the student can not complete the test.
- NOTE: Once the Test is Marked Complete, the student's test has been submitted and will be scored.

...the Student Authorization Ticket will not print?

- Make sure you have the current version of Adobe Acrobat installed on your computer.

...a student has already started testing under another student's ticket?

- Do not stop the session.
- Contact the Pearson Technical Assistance Center at 888-705-9414 immediately.

...all the students in the session are done testing?

- On the Session Roster, click **Remove** for each student who did not test.
- Click STOP to stop the session.

...I cannot locate the Seal Codes for the last section of the test?

- On the Session Details screen, click Authorizations, then **Seal Codes**.
- Write the **Seal Code** number on the chalkboard for the students to use.
- You will only use the first **Seal Code**.

For additional assistance call the Pearson Technical Assistance Call Center at 888-705-9414



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