
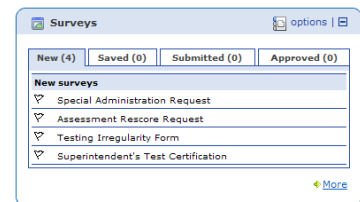







Assessment Online Forms QuickStart Guide

Logging In







- Before beginning, make sure that you have a **MyGaDOE account** and that you are designated as the **System Test Coordinator**.
- Go to <https://portal.doe.k12.ga.us/Login.aspx> and login with your username and password.
- Scroll to the bottom of the MyGaDOE page until you see the **Surveys** module.
- Click on  **More**.
- Click on **View Summary** for a form.



Add a New Record – ALL Surveys

- Click on  **Add New Record** **Add a New Record**.
- Click the  **Start Button**.
- Fill out the form. Items with a red asterisk are mandatory.
- There is now a **GTID Validator**. After entering the GTID, the Student Name will automatically populate.
- When you are finished with the form and are ready to submit, click the  **green check mark**.
- Click the **Submit for Approval** button. 
- If you are given a warning that you haven't filled out all of the required fields, click on the **Edit** button to return to the form and fill out all fields with a red asterisk.
- If you are not finished with the form but would like to save to work on later, click **Save and Exit**.  **Save & Exit**
- The Testing Irregularity and Assessment Rescore forms will go to the DOE Assessment Division for approval. The Superintendent Test Certification and Special Administration Request forms will be sent to the District Superintendent for approval before being sent to the DOE.

The Summary Page

- Click on the  **Magnifying glass** to view the form.
- Click on the  **Pencil** to edit the form.
- Click on the  **Red X** to delete the form.
- Click the **column headers** to change sorting.
- Click the  **Filter** **Filter Button** to filter by particular criteria.
- Click  **Export** **Export Button** to export the columns shown on the summary page.
- Click the  **Print Page** **Print Page Button** to all information on the page.

Kathy Cox, State Superintendent of Schools

2009 Testing Irregularity Form

								(Viewing ALL of 5 records)		
ID	Assessment	Content Area	Assessment Cycle	System	School	Grade	Status			
051574	CRCT	CRCT English/Language Arts	Spring 2008	Public Schools	Elementary School	Grade 5	Approved			
051577	GHSGT	GHSGT Math	Summer 2008	Public Schools	Elementary School	Grade 2	Approved			
051578	CRCT	CRCT Reading	Spring 2008	Public Schools	Elementary School	Grade 2	Approved			
051579	CRCT	CRCT English/Language Arts	Summer 2008	Public Schools	School	Grade 3	In Progress			
051580	GHSGT	CRCT Social Studies	Spring 2008	Public Schools	Middle School	Grade 7	Approved			

Interpreting the Survey “Status” Column

Special Administration Request Survey	
In Progress	Survey is still in draft form. STC has not submitted for approval.
Submitted	STC has submitted to district Superintendent for review.
Rejected	STC or Superintendent has cancelled or rejected the survey.
Approved	District Superintendent has approved survey. GaDOE makes contact with District STC.
Assessment Rescore Request Survey	
In Progress	Survey is still in draft form. STC has not submitted for approval.
Submitted	STC submitted to GaDOE for review.
Rejected	STC cancelled or GaDOE rejected after contact with STC.
Approved	GaDOE has approved rescore request.
Testing Irregularity Form Survey	
In Progress	Survey is still in draft form. STC has not submitted for approval.
Submitted	Survey submitted to GaDOE for review.
Rejected	STC cancelled or GaDOE rejected after contact with STC.
Approved	Approved GaDOE approved irregularity. GaDOE contacts STC with IV/PIV code, if applicable.
Superintendent’s Test Certification Survey	
In Progress	Survey is still in draft form. STC has not submitted for approval.
Submitted	STC has submitted survey to Superintendent for review.
Rejected	STC or Superintendent has cancelled or rejected the survey.
Approved	District Superintendent has approved survey.