

## Supplemental Coding Instructions for the Georgia NRT Program

The purpose of this document is to serve as specific coding instructions used by the state of Georgia. Additional information regarding supplemental coding is also found in *Procedure for Supplemental Coding on Answer Documents*, which is included in your NRT Trailer Package.

**PROGRAMS** To designate program participation such as Special Education, English Language Learner, Gifted and Talented, etc., fill in the corresponding circle located under Programs. Multiple programs may be indicated. Specific to Georgia, in the Programs section, the systems should use “Other 1” to designate EIP. Program coding is optional and at the decision of the system.

PROGRAM(S)  
(Mark all that apply)

SE     MG  
 504     TI L  
 F/RL     TI M  
 GT     Other 1  
 ELL     Other 2

**SRC CODES** Systems wanting to track the SRC codes from the Georgia Student Assessment Handbook should record that number in column G of Test Administrator's Use Only. Bubble in only one code per student. Right-justify the number and bubble in a leading zero when applicable.

TEST ADMINISTRATOR USE ONLY

F	G	H	I	J	K	L	M	N	O	P	Z
0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
No	No	No	No	No	No	No	No	No	No	No	No

**EXCLUSIONS** If circumstances deem that a student's scores need to be excluded for the group averages, two options are available on the answer document. 1) To exclude by subtest, use the “Office Use” section. 2) To exclude the student's entire test, use column Z in the “Test Administrator Use Only” section. See the text below for specific instructions. Exclusions are usually a case-by-case decision by the test administrator.

### Column Z – Total Test Exclusions

- Use column Z only if a student has been given a nonstandard test administration, such as reading the entire test to the student including the Reading Comprehension portion or extended testing time.
- Small group administration does not qualify for column Z exclusion as long as the test was given under normal circumstances in the allotted time.
- Fill in only one bubble in column Z to exclude. All numbers in column Z result in exclusion, so which number is used is the system's choice.
- Total test exclusion must be indicated on the Order for Scoring Services (OSS) as well. In step 2 of the OSS under “Select Reporting Options,” check the box next to “Exclude students coded in Column Z from Group averages”.
- Students coded in column Z will be excluded from all averages. However, the student will receive personal scores on individual reports such as the parent report, class list, and label.

### Office Use – Exclusion by Subtest

- Use “Office Use” to exclude a student's particular subtest score from the group averages.
- More than one subtest may be excluded.
- Fill in the “Y” bubble for yes next to the number that corresponds to the subtest score that is being excluded. (Use the table to determine the correlating numbers and subtests.)
- Do not use the “N” bubble unless “Y” was mistakenly filled in. In that case, the mark in the “Y” bubble would be erased and the “N” filled in to negate need to exclude.
- Subtest exclusions must be indicated on the OSS in step 2 under “Select Reporting Options.” Check the box next to “Exclude students coded in Office Use.”
- Students coded in “Office Use” will be excluded from all group averages, by subtest. However, the student will receive personal scores on individual reports such as the parent report, class list, and label.

Office Use Code	Test Name
1	Vocabulary
2	Reading Comprehension
3	Spelling
4	Capitalization
5	Punctuation
6	Usage and Expression
7	Math Concepts & Estimation
8	Math Problem Solving & Data Interpretation
9	Math Computation
10	Social Studies
11	Science
12	Maps & Diagrams
13	Reference Materials

OFFICE USE

Y	N	
		1
		2
		3
		4
		5
		6
		7
		8
		9
		10
		11
		12
		13