

GACE®

Teacher Leadership Assessment



Submission System User Guide

Use with the Revised Format of the Test with Steps (Test Code 313)

Last Updated July 2023

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I. Welcome

The Teacher Leadership Assessment

Information about the GACE® Teacher Leadership assessment is available in the Teacher Leadership section of the GACE website at www.gace.ets.org/teacher_leadership. You will find details about the assessment, including eligibility, tasks and requirements, test preparation, writing guidelines, collection of artifacts, registration and submission dates and deadlines, fees and payment, scores, and frequently asked questions.

The Teacher Leadership Online Submission System

The Teacher Leadership online submission system is where you will enter your task responses and upload all required artifacts. Step-by-step instructions are provided in this guide, with related screenshots to help direct you through the submission system process.

II. Technical Requirements and Support

The online submission system has been fully tested and supported on the following operating systems, browsers, and hardware. Using other versions, may not provide all system functionality to support your submissions.

Preferred Browsers

The following Internet browsers are supported by the Teacher Leadership submission system:

- Windows®: Chrome®, Firefox® and Edge
- MAC®: Chrome®, Safari®

Computer Hardware Currently Supported

PC and MAC are supported hardware. The use of mobile devices (tablets, cell phones, etc.) for entering and submitting your task responses is not supported.

Bookmarking URLs

To access the submission system, type the URL <https://www.gace.ets.org/myTL> directly into the address bar of a newly opened browser page. We recommend that you do not bookmark the URL. If it is necessary to save the URL as a bookmark/favorite, you must edit the bookmark/favorite to reflect the test-taker URL: <https://www.gace.ets.org/myTL>.

Text Editing Tools

Disable text editing applications/tools you may have on your computer when you are working in the submission system. These applications may interfere with the linking functionality in the textboxes. It is your responsibility to ensure that your linked text is highlighted and surrounded by brackets before submitting the task. Contact ETS if you encounter issues when linking your artifacts.

Pop Up Blockers

The application utilizes several pop-up windows. Disable the pop-up window blocker within your browser to allow these to display.

Working in Multiple Browsers May Affect Data Integrity

When working in the submission system, work in only one browser window of the submission system. Multiple browser windows open in the submission system may result in loss or change to data especially when the autosave process runs in all open windows.

Technical Issues

Saving Responses

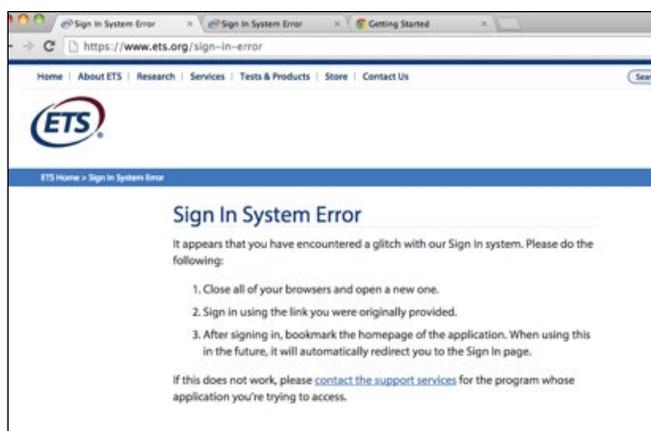
- A maximum character count has been established for each task as seen in the task requirements. This maximum count is for your response to the entire task. This is not a maximum for each individual textbox. You will encounter errors when attempting to save your responses if your character count has exceeded the maximum character limit for the task. **While the text that you entered may appear in the textboxes, the text and artifact links will not save if the maximum character count is exceeded.** It will be necessary to edit your response in order to save your work. Verify your character count often to make sure your response does not exceed the maximum character count. The character count button is located above the textboxes.
- Your responses will not save if you are disconnected from the submission system. Upon saving your response, a popup window will appear confirming the save. If you do not receive a pop-up confirmation after attempting to save, your response did not save. It is very likely that you may be disconnected from the system.
- Your responses will not save if you navigate away from the task page without saving your work. The **Save Response** button that is located above the textbox saves only that textbox response. The **Save All Responses** button that is located after the final step of the task at the bottom of the screen saves all textbox responses.

Log In Error

Most log in errors (as seen in Figure 1) are the result of:

- Not properly closing out of a session from a previous log in
- Using a browser or operating system that is not supported by our systems
- Trying to log in using a bookmark of the URL that is not properly set up
- Trying to log in too many times with an incorrect password

Figure 1: Log In System Error



If you encounter log in errors, please attempt to log in again by following the steps below.

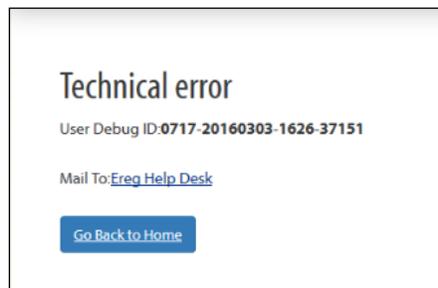
1. Close all internet browsers, then open a new browser window. Type: **<https://www.gace.ets.org/myTL>** directly into the address bar of the newly-opened browser page.
2. We have seen issues when users are trying to log into the site using a bookmark or favorite. When you initially save the test taker URL above as a bookmark or favorite, it converts to a very long URL. If you save the URL as a bookmark/favorite, please edit the bookmark/favorite to reflect the test taker URL: **<https://www.gace.ets.org/myTL>**.

3. If the issue persists, the Internet browser cache may need to be cleared. Use the links below to access instructions on clearing the cache on these supported browsers.
 - **Chrome: Clearing the Cache**
 - **Firefox: Clearing the Cache**
 - **Safari: Clearing the Cache**

Account Locked Out Error

Technical error messages (as seen in Figure 2) may be the result of a user account becoming locked due to too many login attempts using an incorrect password. If you receive this message, try the steps listed above. If you are still unable to log in, contact Customer Service support.

Figure 2: Technical Error



Technical Support

The GACE Teacher Leadership assessment is designed to make the process of authoring and submitting your tasks as intuitive as possible. Assistance, technical help, and information about how the online submission system works are available via email and phone through ETS Customer Service.

ETS Customer Service is available Monday–Friday, 8 a.m. – 5 p.m. ET.

Phone

1-855-225-7178 (United States, U.S. Territories, and Canada)

1-609-359-5161 (all other locations)

Email

gace_inquiries@ets.org

III. Eligibility and Registration

Eligibility

Currently certified and practicing Georgia educators are eligible to take the GACE Teacher Leadership assessment. However, you must confirm your eligibility to test before you can register.

To confirm your eligibility, create or update your MyPSC account on the GaPSC website, then follow the instructions in the GACE *Registration Bulletin* about requesting eligibility. The GaPSC will provide your profile and eligibility information to ETS.

Registration

Registration for the GACE Teacher Leadership assessment is a five-step process. At the end of this process, you will be able to access the online submission system. If you have not already registered for the Teacher Leadership assessment, follow the steps below to register and obtain access to the Teacher Leadership online submission system.

1. Create or update your **MyPSC account** on the GaPSC website and confirm your eligibility. See Eligibility on page 6).
2. The GaPSC sends your profile and eligibility information to ETS.
3. An ETS Customer Service Representative creates a testing account for you in the Teacher Leadership registration system. **NOTE:** This is not the same registration system used for other GACE assessments. You will receive a link to the Teacher Leadership registration system and log in credentials via email when it is complete.
4. Access your Teacher Leadership testing account, register, and submit payment for the assessment.
5. Once you have completed your registration, you can access the online submission system.

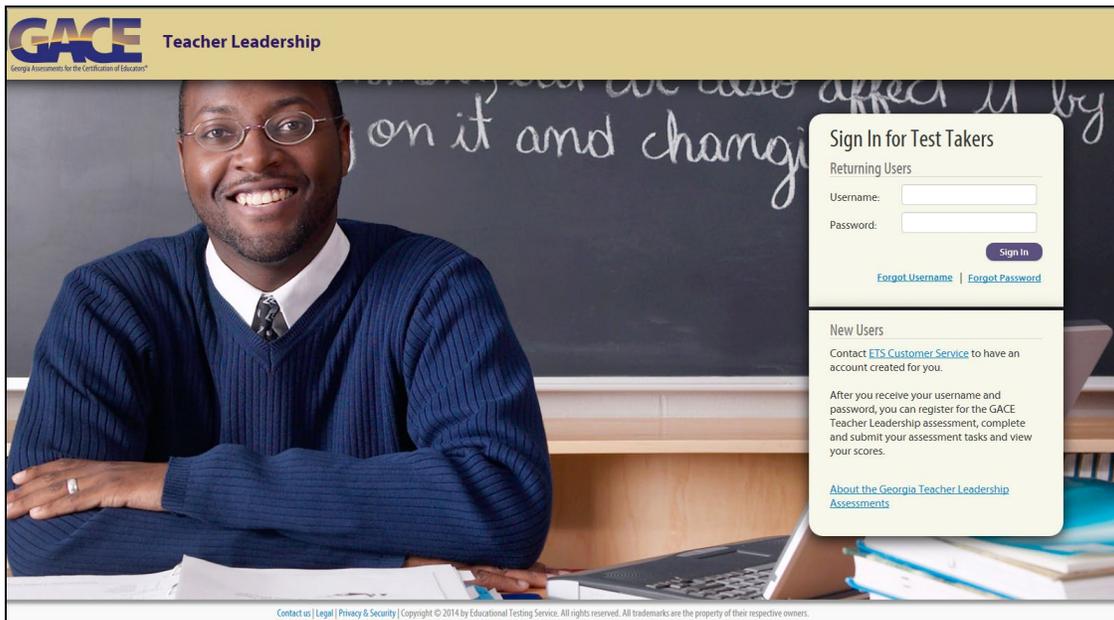
Be sure to keep an eye on your spam or junk folder to make sure the email from ETS doesn't slip through by mistake.

IV. Your Account

Accessing and Signing In To the Teacher Leadership System

Use the link provided in the email from ETS Customer Service to get to the Teacher Leadership assessment sign-in screen. From there, you can sign into your account with the user name and temporary password supplied. You may want to bookmark this URL as you will return to it as you complete your assessment.

Figure 3: Sign In for Test Takers



Once you log in, you will be prompted to change your password. You may also change your username. Remember that your selected username and password will serve as your login information throughout the assessment.

Username Criteria

Usernames must be between 6 and 16 alphabetic and/or numeric characters.

Password Criteria

Passwords must be different from the username and must:

- have a minimum of eight characters and a maximum of 16 characters
- contain at least one upper-case letter AND
- contain at least one non-alphabetic character (for example, !, \$, #, %) or one numeric character.

You will also be asked to select a security question from the drop-down list provided to you. Please provide an answer to the security question, as this additional step will assist in recovering your account password should you forget it.

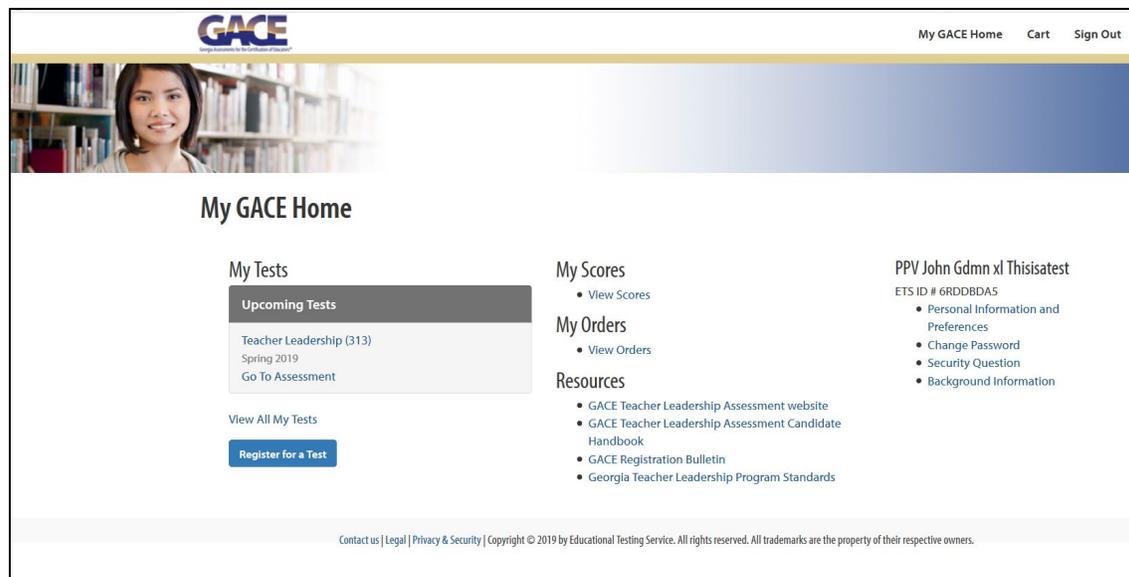
Session Timeout

The system will automatically time out after 17 minutes of inactivity (i.e., no keystrokes entered), and you will be logged out at that point. A notice will appear 10 minutes prior to log out. To continue the assessment, you will have to sign back in to your account.

V. My Home

The “My Home” screen serves as your access point to registration, profile information, resources, scores, and the assessment itself. These features will be described in detail in the following sections.

Figure 4: My Home

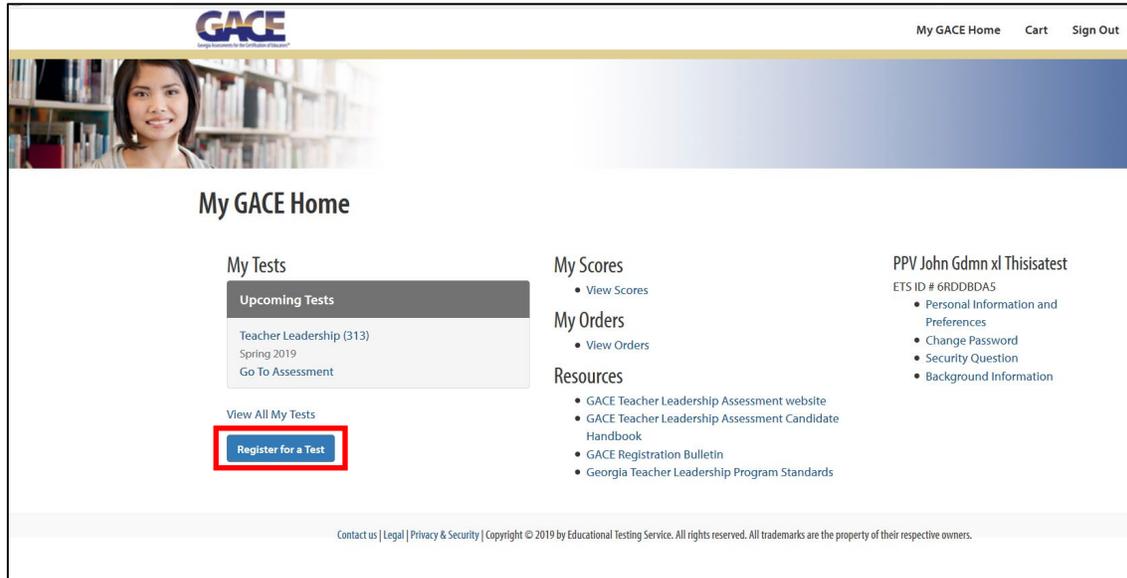


My Tests

Registration

Under My Tests, there is a link to “Register for a Test.” **You must select this link, complete your registration, and submit payment before you can access the assessment.** Until your registration is complete, the link to the assessment will be grayed out and not functional.

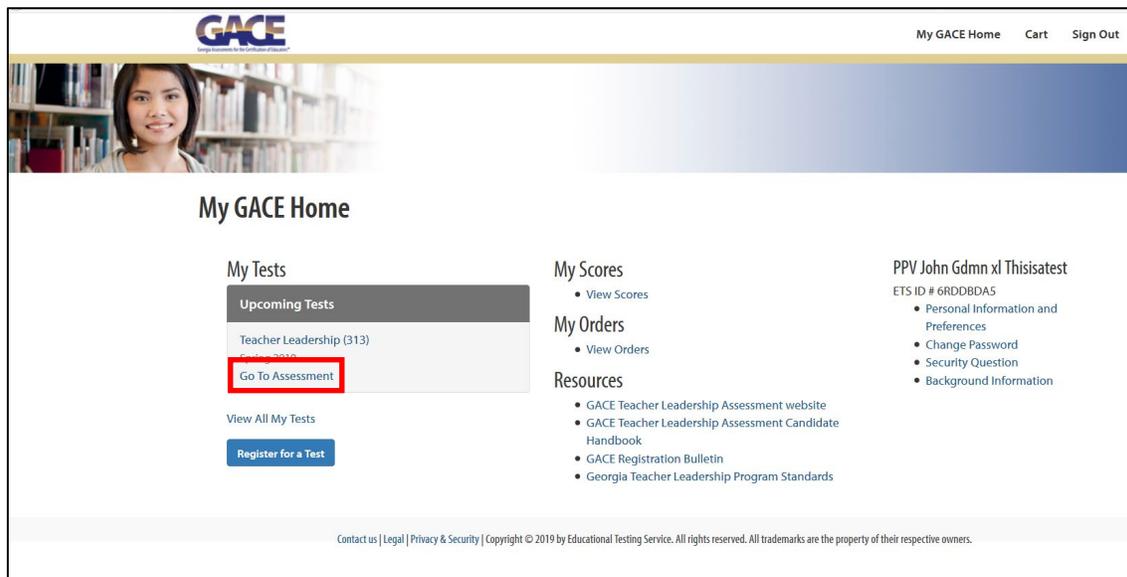
Figure 5: Register for a Test



Go To Assessment

Under “My Tests,” there is a link to the assessment. This is where you will access the assessment each time you log in after registration. **This link is not functional until you complete your registration.**

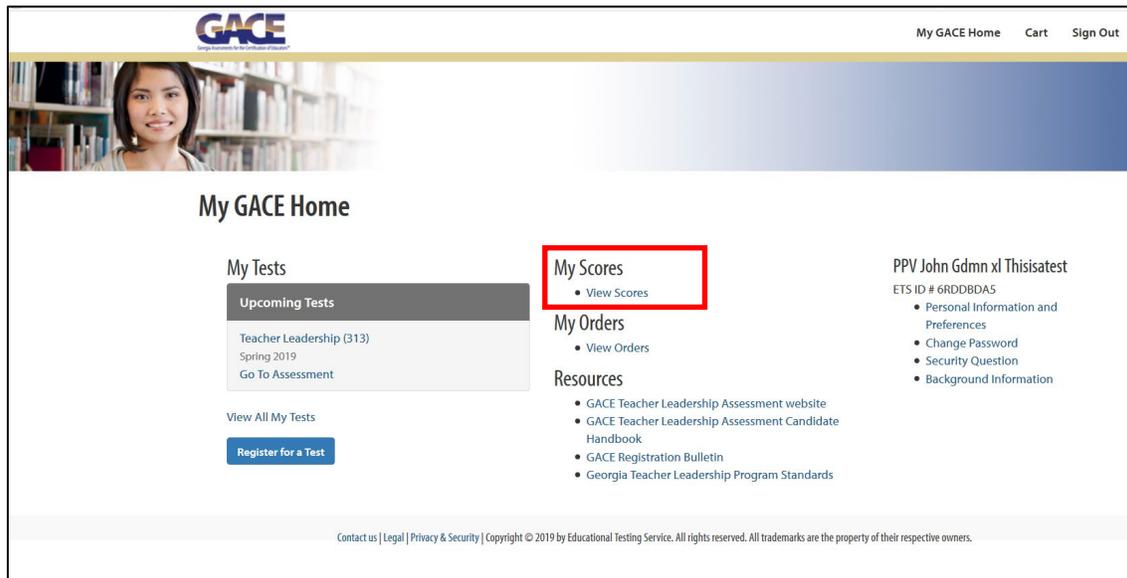
Figure 6: Go To Assessment



My Scores

You can view your official score report through “My Scores” approximately six weeks after the submission deadline.

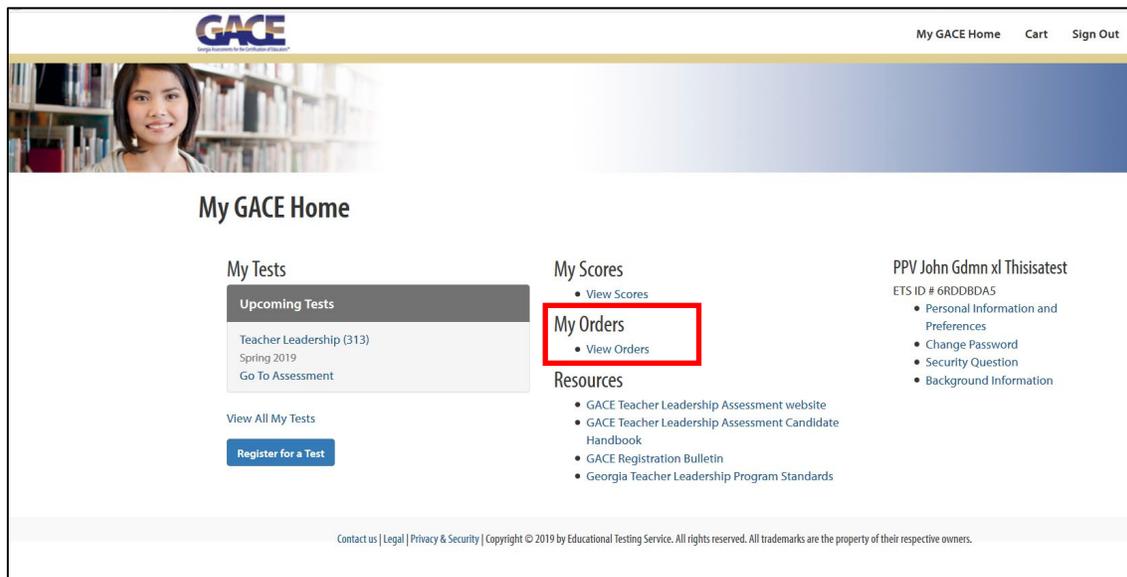
Figure 7: My Scores



My Orders

“My Orders” contains a list of your registrations — for both initial submissions and resubmissions.

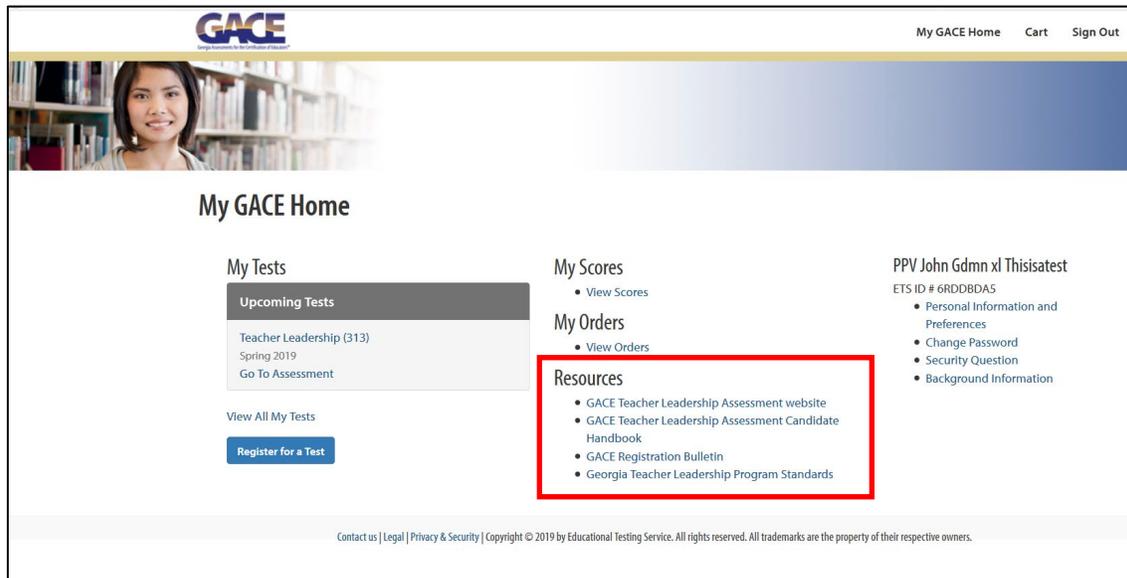
Figure 8: My Orders



Resources

Links to informational resources pertaining to the assessment are found under “Resources.” These include materials such as the GACE *Registration Bulletin*, the Teacher Leadership website, the Georgia Teacher Leadership Program Standards and the GACE *Teacher Leadership Assessment Candidate Handbook*. Simply click on one of the links to be redirected.

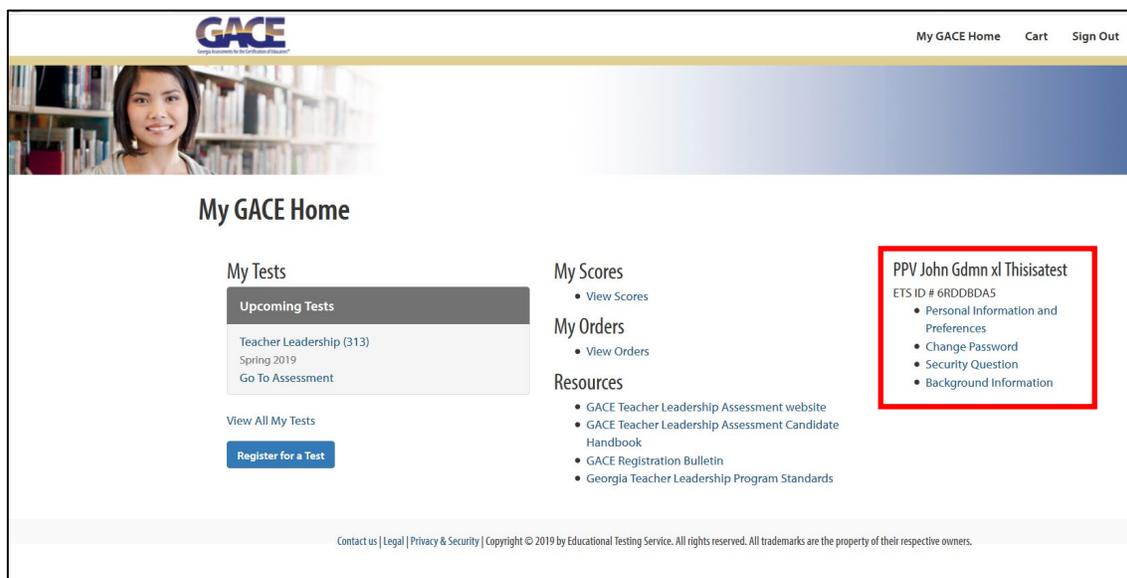
Figure 9: Resources



Profile Information

On the right side of the “My Home” screen you will find a section that displays your name with links to “Personal Information,” “Change Password,” “Security Question,” and “Background Information.”

Figure 10: Profile Information



Personal Information

By clicking on this link, you can view the information that was entered by the ETS Customer Service Representative when your account was created. Make sure that everything matches your MyPSC account. If there is an error, call ETS Customer Service at **1-855-225-7178** or email at gace_inquiries@ets.org.

Change Password

Clicking this link allows you to change your password. Simply enter your current password in the “password” field, and then enter your desired new password in its respective fields. **NOTE:** The change will only take place after you select the “Submit” button.

Security Question

To update your “forgot password / username” security question, simply click this link. You will be prompted to enter your password and can then select a new question and answer. **NOTE:** The change will only take place after you select the “Submit” button.

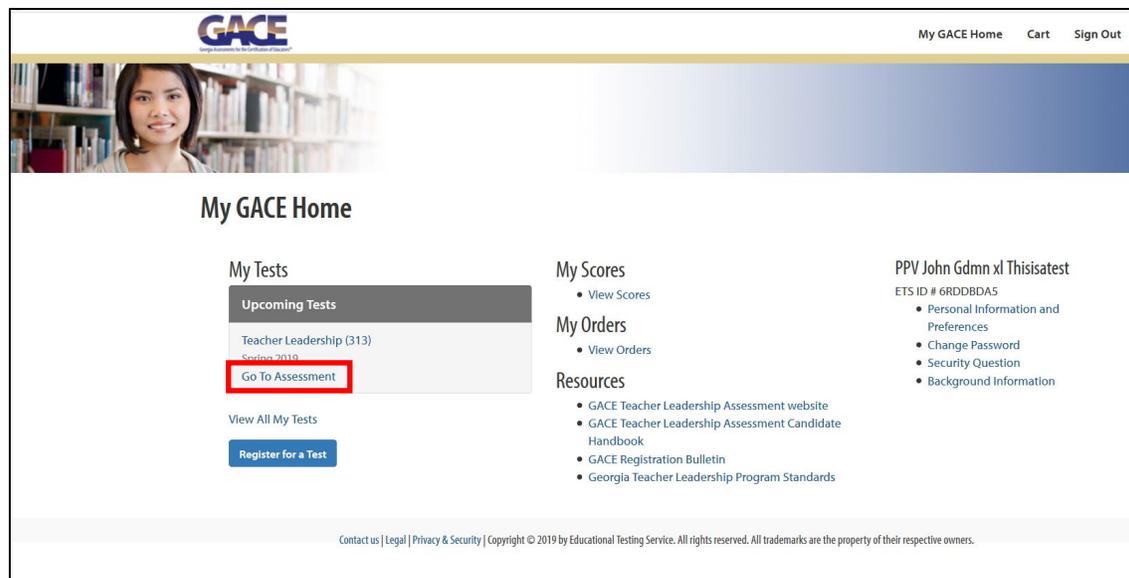
Background Information

Background information from your MyPSC account is entered by the ETS Customer Service Representative during the creation of your testing account. If there is an error in this information, call ETS Customer Service at **1-855-225-7178** or email at gace_inquiries@ets.org. During registration you may also be asked some additional background questions that you can go back and update at any time through this link.

VI. Accessing the Assessment

Under “My Tests” on the “My Home” screen, there is a link to the assessment. After your registration is complete, this is where you will access the test and submit responses to the tasks.

Figure 11: Go To Assessment



VII. The Teacher Leadership Assessment

Overview

On the “Overview” screen, you can view a list of all of the tasks in the assessment in the task status chart. The task status chart will provide you with details pertaining to each task.

Figure 12: Task Status Chart

The screenshot shows the GACE Teacher Leadership Assessment Overview page. It features a navigation menu on the left with links to 'My Resources' and 'My Assessments > Teacher Leadership'. The main content area includes an 'Overview' section with a welcome message and instructions. Below the instructions is a table titled 'Fall 2019' showing task details.

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1: Adult Learning and the Collaborative Culture	July 15, 2020	November 1, 2020	In Progress
Task 2	Task 2: Research for the Improvement of Practice	July 29, 2019	November 1, 2019	Submitted
Task 3	Task 3: Professional Learning		November 1, 2019	Not Started
Task 4	Task 4: Observation and Use of Assessment Data		November 1, 2019	Not Started
Task 5	Task 5: Collaboration with Families and the Community		November 1, 2019	Not Started
Task 6	Task 6: Collaborative Teams and Advocacy		November 1, 2019	Not Started

Task
This section of the task status chart indicates the task number. By clicking on the task name, you will be redirected to the task submission area. Task submissions will be discussed in more detail under Submitting Tasks on page 30.

Figure 13: Task Number

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1: Adult Learning and the Collaborative Culture		May 15, 2019	Not Started
Task 2	Task 2: Research for the Improvement of Practice		May 15, 2019	Not Started
Task 3	Task 3: Professional Learning		May 15, 2019	Not Started
Task 4	Task 4: Observation and Use of Assessment Data		May 15, 2019	Not Started
Task 5	Task 5: Collaboration with Families and the Community		May 15, 2019	Not Started
Task 6	Task 6: Collaborative Teams and Advocacy		May 15, 2019	Not Started

Description

This section of the task status chart indicates the Task name.

Figure 14: Task Name

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1:Adult Learning and the Collaborative Culture		May 15, 2019	Not Started
Task 2	Task 2: Research for the Improvement of Practice		May 15, 2019	Not Started
Task 3	Task 3: Professional Learning		May 15, 2019	Not Started
Task 4	Task 4: Observation and Use of Assessment Data		May 15, 2019	Not Started
Task 5	Task 5: Collaboration with Families and the Community		May 15, 2019	Not Started
Task 6	Task 6: Collaborative Teams and Advocacy		May 15, 2019	Not Started

Last Saved

This section indicates the last date each particular task was saved.

Figure 15: Last Saved

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1:Adult Learning and the Collaborative Culture		May 15, 2019	Not Started
Task 2	Task 2: Research for the Improvement of Practice		May 15, 2019	Not Started
Task 3	Task 3: Professional Learning		May 15, 2019	Not Started
Task 4	Task 4: Observation and Use of Assessment Data		May 15, 2019	Not Started
Task 5	Task 5: Collaboration with Families and the Community		May 15, 2019	Not Started
Task 6	Task 6: Collaborative Teams and Advocacy		May 15, 2019	Not Started

Submission Deadline

This section of the task status chart indicates the submission deadline date you have chosen. **NOTE:** All tasks are due by 2 p.m. ET on the submission due date indicated in the task status chart.

Figure 16: Submission Deadline

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1:Adult Learning and the Collaborative Culture		May 15, 2019	Not Started
Task 2	Task 2: Research for the Improvement of Practice		May 15, 2019	Not Started
Task 3	Task 3: Professional Learning		May 15, 2019	Not Started
Task 4	Task 4: Observation and Use of Assessment Data		May 15, 2019	Not Started
Task 5	Task 5: Collaboration with Families and the Community		May 15, 2019	Not Started
Task 6	Task 6: Collaborative Teams and Advocacy		May 15, 2019	Not Started

Submission Status

This section of the task status chart indicates the production status of each task as either: “Not Started,” “In Progress,” or “Submitted.”

- “Not Started” refers to tasks that you have not yet begun working on.
- “In Progress” refers to tasks that you have begun working on, but have not yet submitted.
- “Submitted” refers to tasks that you have submitted for final review. Once a task reaches the Submitted stage, it cannot be edited.

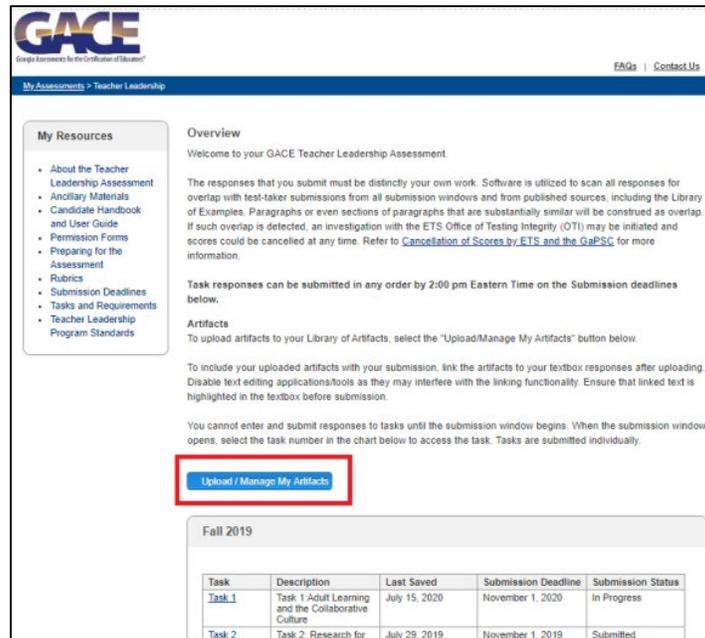
Figure 17: Submission Status

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1:Adult Learning and the Collaborative Culture		May 15, 2019	Not Started
Task 2	Task 2: Research for the Improvement of Practice		May 15, 2019	Not Started
Task 3	Task 3: Professional Learning		May 15, 2019	Not Started
Task 4	Task 4: Observation and Use of Assessment Data		May 15, 2019	Not Started
Task 5	Task 5: Collaboration with Families and the Community		May 15, 2019	Not Started
Task 6	Task 6: Collaborative Teams and Advocacy		May 15, 2019	Not Started

Library of Artifacts

On the “Overview” page, you will also find the link “Upload/Manage My Artifacts.” This link will grant you access to your Library of Artifacts.

Figure 18: Upload/Manage My Artifacts



My Resources

- About the Teacher Leadership Assessment
- Ancillary Materials
- Candidate Handbook and User Guide
- Permission Forms
- Preparing for the Assessment
- Rubrics
- Submission Deadlines
- Tasks and Requirements
- Teacher Leadership Program Standards

Overview

Welcome to your GACE Teacher Leadership Assessment.

The responses that you submit must be distinctly your own work. Software is utilized to scan all responses for overlap with test-taker submissions from all submission windows and from published sources, including the Library of Examples. Paragraphs or even sections of paragraphs that are substantially similar will be construed as overlap. If such overlap is detected, an investigation with the ETS Office of Testing Integrity (OTI) may be initiated and scores could be cancelled at any time. Refer to [Cancellation of Scores by ETS and the GaPSC](#) for more information.

Task responses can be submitted in any order by 2:00 pm Eastern Time on the Submission deadlines below.

Artifacts

To upload artifacts to your Library of Artifacts, select the "Upload/Manage My Artifacts" button below.

To include your uploaded artifacts with your submission, link the artifacts to your textbox responses after uploading. Disable text editing applications/tools as they may interfere with the linking functionality. Ensure that linked text is highlighted in the textbox before submission.

You cannot enter and submit responses to tasks until the submission window begins. When the submission window opens, select the task number in the chart below to access the task. Tasks are submitted individually.

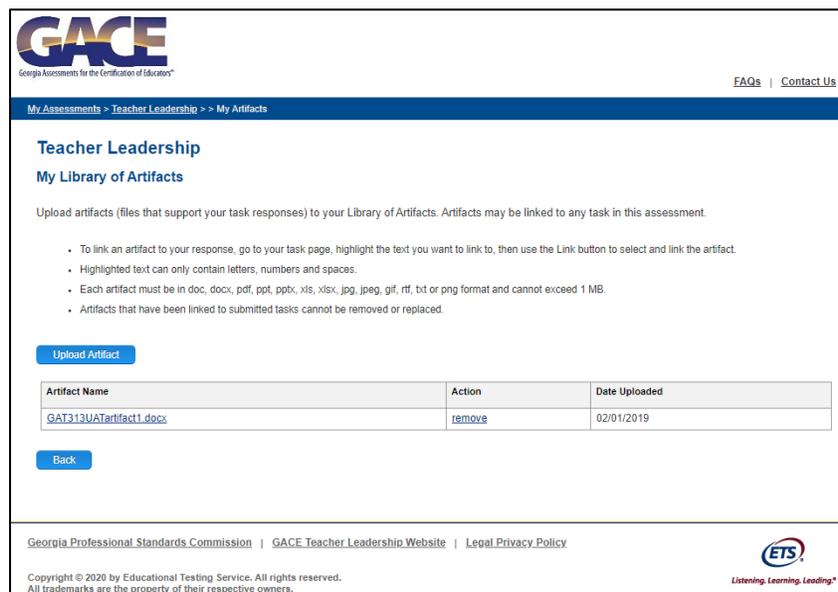
[Upload / Manage My Artifacts](#)

Fall 2019

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1-Adult Learning and the Collaborative Culture	July 15, 2020	November 1, 2020	In Progress
Task 2	Task 2- Research for	July 29, 2019	November 1, 2019	Submitted

The Library of Artifacts is where you can store documents (e.g., forms, charts, and other materials) that you will be submitting/using for the assessment. **NOTE:** Uploaded artifacts that are to become part of your task response must be linked to text within your task response. You must upload your artifacts to the Library **prior to** performing the link function within your text response. Once an artifact is uploaded, it will be available for linking to any task response. Appropriate artifact file types include doc, pdf, ppt, xls, docx, pptx, xlsx, rtf, jpeg, jpg, png or txt, and must not exceed 1 MB. Artifact file names can include letters, numbers, and other characters such as periods, underscores, hyphens, square brackets, and parentheses. **Note:** rtf files from MacBooks will not upload correctly.

Figure 19: My Library of Artifacts



Teacher Leadership

My Library of Artifacts

Upload artifacts (files that support your task responses) to your Library of Artifacts. Artifacts may be linked to any task in this assessment.

- To link an artifact to your response, go to your task page, highlight the text you want to link to, then use the Link button to select and link the artifact.
- Highlighted text can only contain letters, numbers and spaces.
- Each artifact must be in doc, docx, pdf, ppt, pptx, xls, xlsx, jpg, jpeg, gif, rtf, txt or png format and cannot exceed 1 MB.
- Artifacts that have been linked to submitted tasks cannot be removed or replaced.

[Upload Artifact](#)

Artifact Name	Action	Date Uploaded
GAT313UATArtifact1.docx	remove	02/01/2019

[Back](#)

Georgia Professional Standards Commission | GACE Teacher Leadership Website | [Legal Privacy Policy](#)

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ETS
Listening. Learning. Leading.®

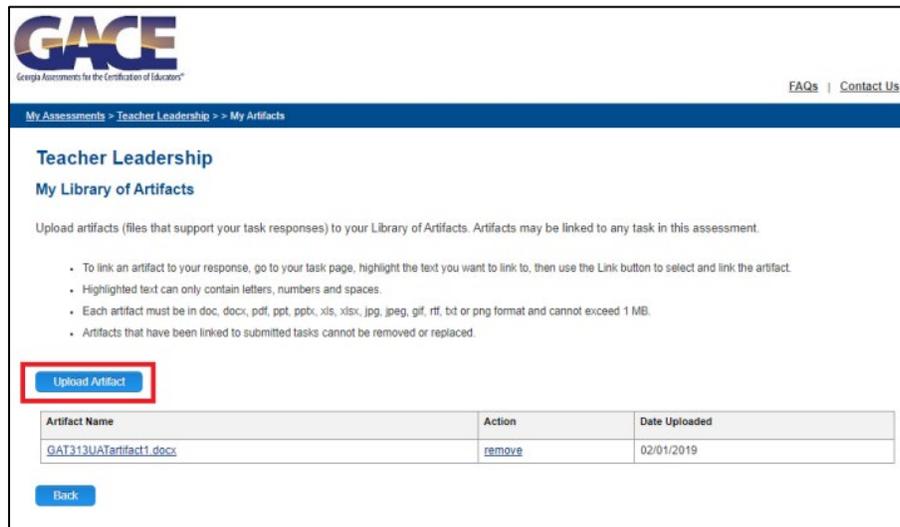
Note about artifacts: In order for your responses to be scored fairly:

- do not exceed the required number of artifacts,
- do not attach those required artifacts multiple times within your response,
- do not exceed the maximum page limit for each artifact,
- do not include a link to a third-party sites for the rater to view your artifact
- do not include artifacts that are blurry, illegible, or contain images that are too small to read. Blurry or illegible artifacts may result in a score of zero if the rater is unable to read the artifact
- do not attach additional artifacts that are not required by the task.

Uploading Artifacts

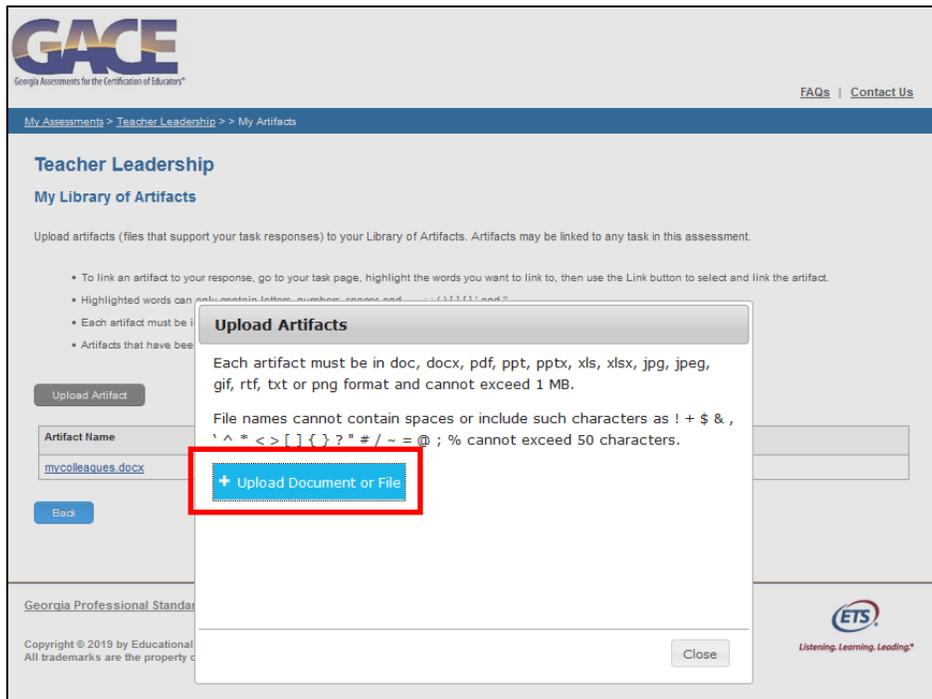
To upload an artifact, click the “Upload Artifact” button located above the artifact directory. **NOTE:** the maximum number of artifacts that can be submitted for the entire assessment is sixty. Contact ETS if you have exceeded the maximum number of artifacts but need to upload additional artifacts.

Figure 20: Upload Artifact



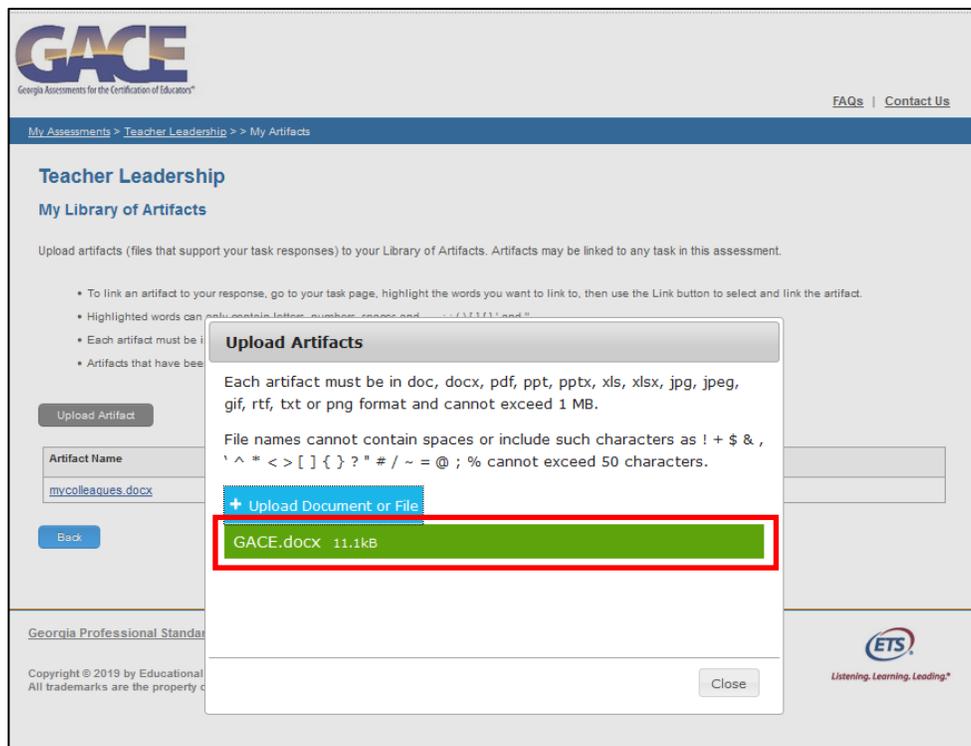
Upon clicking the “Upload Artifact” button, a file selector window will pop up. Select the “Upload Document or File” button and find the file you wish to upload.

Figure 21: File Selector Window



The file name will appear within the file selector window with green highlight. You can choose to upload another document by selecting the “Upload Document or File” button again, or you can return to the Library of Artifacts by selecting the “Close” button on the lower right corner of the window. If you receive an error during the upload, verify the file type and size and also check to make sure the file has not already been uploaded to your library.

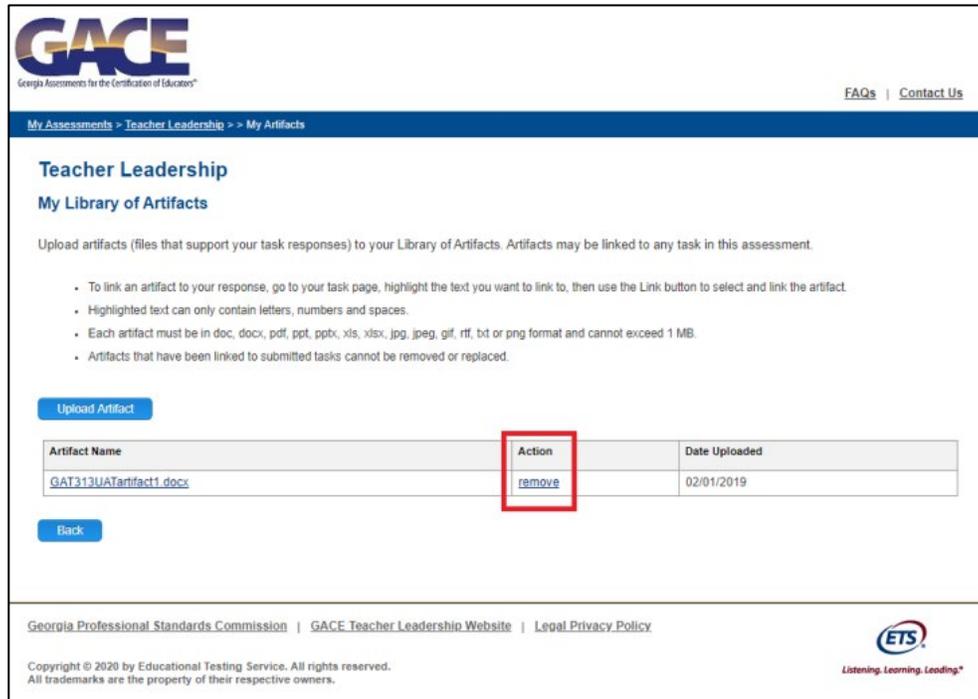
Figure 22: File Name in File Selector Window



Removing Artifacts

To remove an item from the Library of Artifacts, simply return to “My Library of Artifacts.” The Library of Artifacts list has three columns: Artifact Name, Action, and Date Uploaded. By clicking on the “remove” link located under the “Action” column, you will remove the selected artifact from your library. **NOTE:** If you wish to remove an artifact, you must first remove any links to that artifact within your task responses. Artifacts that have been linked to a task cannot be removed.

Figure 23: Remove Link



The screenshot displays the GACE Teacher Leadership website interface. At the top left is the GACE logo with the tagline "Georgia Assessments for the Certification of Educators". To the right are links for "FAQs" and "Contact Us". Below the header is a navigation breadcrumb: "My Assessments > Teacher Leadership >> My Artifacts". The main heading is "Teacher Leadership My Library of Artifacts". A sub-heading reads: "Upload artifacts (files that support your task responses) to your Library of Artifacts. Artifacts may be linked to any task in this assessment." Below this are three bullet points: "To link an artifact to your response, go to your task page, highlight the text you want to link to, then use the Link button to select and link the artifact.", "Highlighted text can only contain letters, numbers and spaces.", "Each artifact must be in doc, docx, pdf, ppt, pptx, xls,.xlsx, jpg, jpeg, gif, rtf, bit or png format and cannot exceed 1 MB.", and "Artifacts that have been linked to submitted tasks cannot be removed or replaced." There is a blue "Upload Artifact" button. Below is a table with the following data:

Artifact Name	Action	Date Uploaded
GAT313UATArtifact1.docx	remove	02/01/2019

Below the table is a blue "Back" button. At the bottom of the page, there is a footer with the text: "Georgia Professional Standards Commission | GACE Teacher Leadership Website | Legal Privacy Policy". On the right side of the footer is the ETS logo with the tagline "Listening. Learning. Leading." and the copyright notice: "Copyright © 2020 by Educational Testing Service. All rights reserved. All trademarks are the property of their respective owners."

VIII. Completing Tasks

You are now ready to begin work on your assessment tasks. Be sure to read the *GACE Teacher Leadership Assessment Candidate Handbook* to obtain detailed instructions for completing the tasks.

Task Selection

Tasks for this assessment can be submitted in any order. To begin, select the link for the task you would like to work on first.

Figure 24: Selecting Tasks

The screenshot displays the 'My Assessments > Teacher Leadership' page. On the left, a 'My Resources' sidebar lists various documents. The main content area, titled 'Overview', provides instructions on submission rules, artifact uploads, and submission windows. A blue button labeled 'Upload / Manage My Artifacts' is visible. Below this, a table titled 'Fall 2019' lists four tasks with their descriptions, last saved dates, submission deadlines, and current statuses. The 'Task 1' cell in the first row is highlighted with a red box.

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1: Adult Learning and the Collaborative Culture	July 15, 2020	November 1, 2020	In Progress
Task 2	Task 2: Research for the Improvement of Practice	July 29, 2019	November 1, 2019	Submitted
Task 3	Task 3: Professional Learning		November 1, 2019	Not Started
Task 4	Task 4: Observation and Use of Assessment Data		November 1, 2019	Not Started

Task Structure

Once redirected to a particular task, review instructions to help you perform the functions required to submit your response. The task overview and textboxes appear below the instructions.

Figure 25: Task Page

The screenshot shows the GACE (Georgia Assessments for the Certification of Educators) interface. At the top left is the GACE logo. At the top right are links for 'FAQs' and 'Contact Us'. Below the header is a breadcrumb trail: 'My Assessments > Teacher Leadership > Task 1: Adult Learning and the Collaborative Culture'. The main heading is 'Teacher Leadership', followed by 'Task 1: Adult Learning and the Collaborative Culture'. The page contains several sections of text: 'Review the Task Overview and each collection of guiding prompts below to obtain an understanding of what is required for the task.', 'Be sure to save your work before navigating away from any page within the tasks or you may lose your work.', 'Text Responses' (instructions on using character counts), 'Artifacts' (instructions on linking files to responses), and 'Submitting Tasks' (instructions on saving and submitting work). At the top right of the content area is a button 'Upload / Manage My Artifacts' and links '[Expand All]' and '[Collapse All]'. Below this is a list of task panels, each with a radio button and a title: 'Task Overview', 'Contextual Information - Your Colleagues', 'Step 1 - Your Colleagues' Learning Needs and the Task/Project - 1.1.1 - Your Colleagues' Learning Needs', '1.1.2 - The Task/Project', 'Step 2 - Adult Learning-Individuals and the Group - 1.2.1 - Adult Learning-The Individuals', '1.2.2 - Adult Learning-The Group', and 'Step 3 - Impact of Adult Learning - 1.3.1 - Impact of Adult Learning'. At the bottom of the page are three buttons: 'Back', 'Save All Responses', and 'Submit Responses'.

The task is organized into multiple panels. The panels will be collapsed when you initially view them. To expand the panels, select the **Expand All** link above the task panels.

The first panel of each task contains the task overview. The overview outlines the task's purpose, the standards being measured, the evidence (artifacts and written responses) you need to submit, and instructions for how to complete the task.

Each task contains a number of steps. The purpose of the steps is to help scaffold the task's workflow to make your progress more gradual. Some steps of a task may contain multiple activities and guiding prompts, and this will be reflected by multiple panels or textboxes on the screen.

It is important to review all panels/steps thoroughly before submitting your task.

Figure 26: Steps and Textboxes

The screenshot shows a user interface for submitting responses. At the top right, there is a blue button labeled "Upload / Manage My Artifacts" and two links: "[Expand All]" and "[Collapse All]". Below this is a list of seven steps, each with a circular arrow icon on the left and a text label: "Task Overview", "Contextual Information - Your Colleagues", "Step 1 - Your Colleagues' Learning Needs and the Task/Project - 1.1.1 - Your Colleagues' Learning Needs", "1.1.2 - The Task/Project", "Step 2 - Adult Learning-Individuals and the Group - 1.2.1 - Adult Learning-The Individuals", "1.2.2 - Adult Learning-The Group", and "Step 3 - Impact of Adult Learning - 1.3.1 - Impact of Adult Learning". At the bottom left is a blue "Back" button. At the bottom center are two blue buttons: "Save All Responses" and "Submit Responses".

Textbox Features

A textbox is provided for you to respond to the given prompts. You can type your response directly into the box or, if you have been working on your response outside of the submission system, use the copy and paste functions to import text. **Important Note:** When pasting text into the textbox from another source, select the “Paste as plain text” instead of “Paste” with your mouse.

Features such as Character Count, Save Response, and Link My Artifacts(s) to my Response, are available as tools to assist in the development of your response. Note that once a task is submitted, these features will no longer be available to you, as the textbox response will be frozen. **Important Note:** Save all text entries and links that you make within a textbox before navigating away from any screen; otherwise, your data will be lost.

Figure 27: Textbox Features

Task Overview

Contextual Information - Your Colleagues

The information you provide in this textbox about the colleagues working with you on this task will help provide perspective to the raters who will be scoring your submission.

This part of your submission will not be evaluated.

Your response must be limited to **1,500 characters** (equivalent **one-half page** typed). No artifacts can be attached to this textbox.

Guiding Prompts

- a. Describe the colleagues with whom you worked and their stages of career development, their backgrounds, and their perspectives.
- b. Describe the context in which you worked together. (Although you may have worked with more than four people, for the purposes of this task, when discussing interactions with individuals, focus on a maximum of four colleagues. When discussing the group, include all involved colleagues.)

Character Count Save Response Link My Artifact(s) to My Response

Step 1 - Your Colleagues' Learning Needs and the Task/Project - 1.1.1 - Your Colleagues' Learning Needs

1.1.2 - The Task/Project

Step 2 - Adult Learning-Individuals and the Group - 1.2.1 - Adult Learning-The Individuals

1.2.2 - Adult Learning-The Group

Step 3 - Impact of Adult Learning - 1.3.1 - Impact of Adult Learning

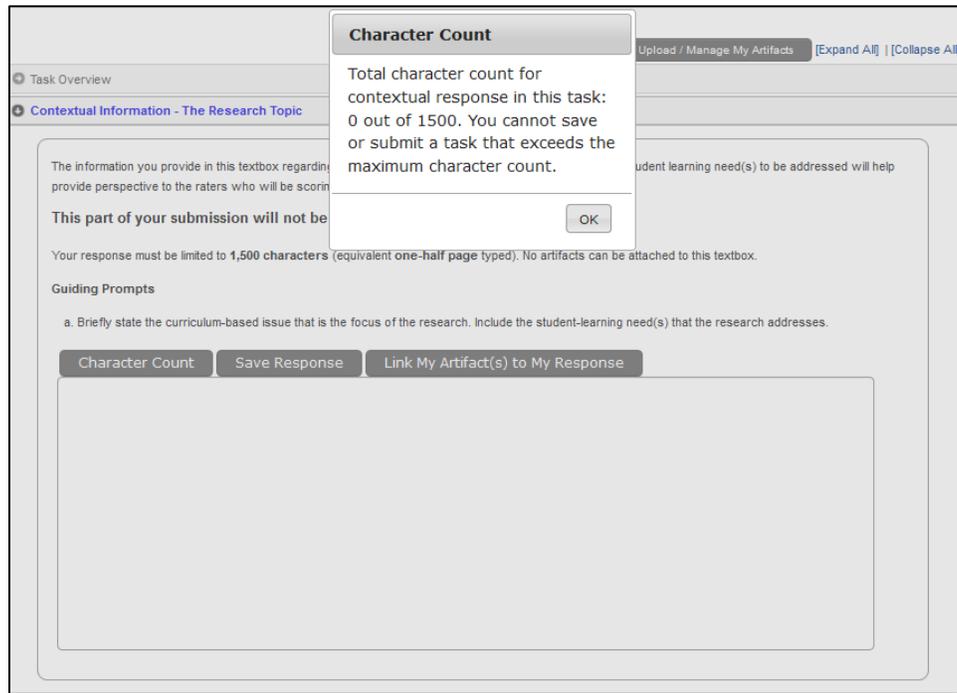
Back Save All Responses Submit Responses

Note: When you click the "Submit Responses" button, you will be asked to confirm your submission and agree to terms and conditions. After submitting, you will not be able to edit your responses.

Character Count

There is a maximum character count for task responses. Selecting this feature will provide you with your total character count for all responses within the given task, as well as provide you with the maximum character count allowed for the given task. Please note that if you exceed the maximum character count, you will need to reduce the number of characters to submit the task.

Figure 28: Character Count Feature

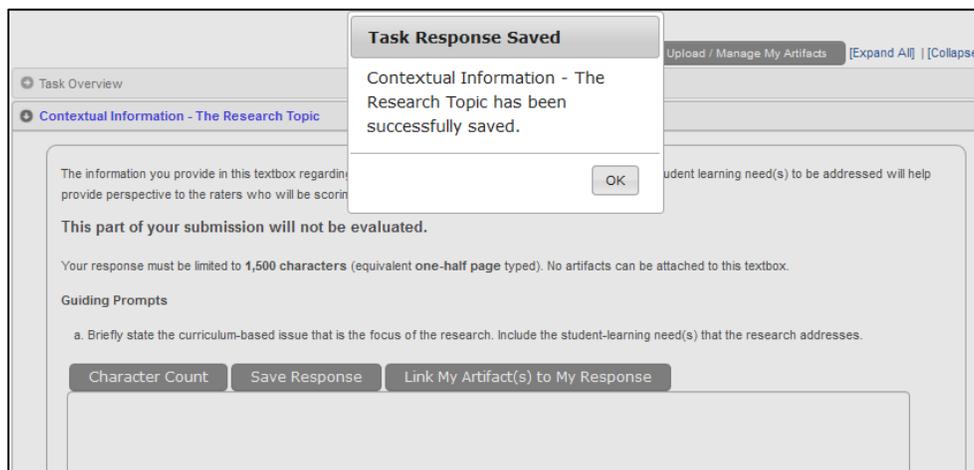


Save Response

Be sure to use the Save Response and Save All Responses features often, especially before navigating away from any screen or before logging out.

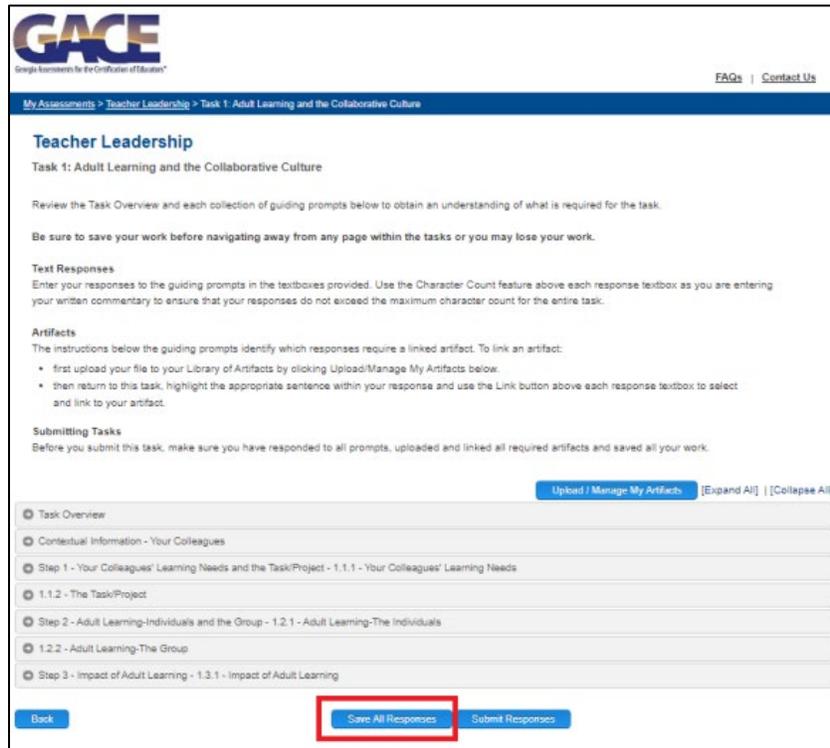
It is important to select this feature when working on your responses. **Note:** When the "Save Response" button is selected, a pop-up window will appear notifying you of your response save status.

Figure 29: Task Response Save Status



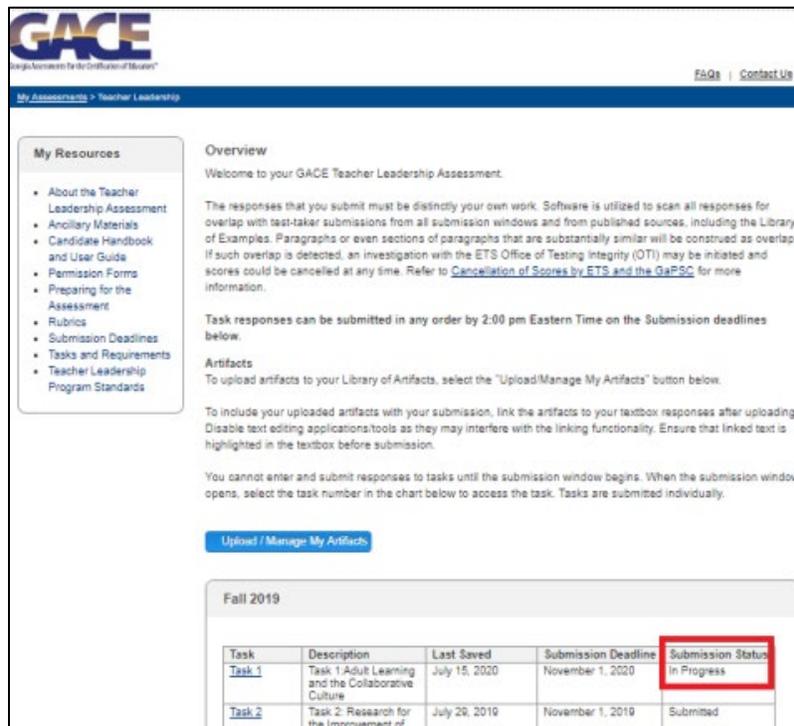
Clicking the “Save Response” button will save your text responses only for the particular work within the given prompt. To save your overall task work, click the “Save All Responses” button located after the final step at the bottom of the screen.

Figure 30: Save All Responses Button



When you click “Save All Responses,” your Submission Status will be indicated as “In Progress” in the task status chart.

Figure 31: Submission Status

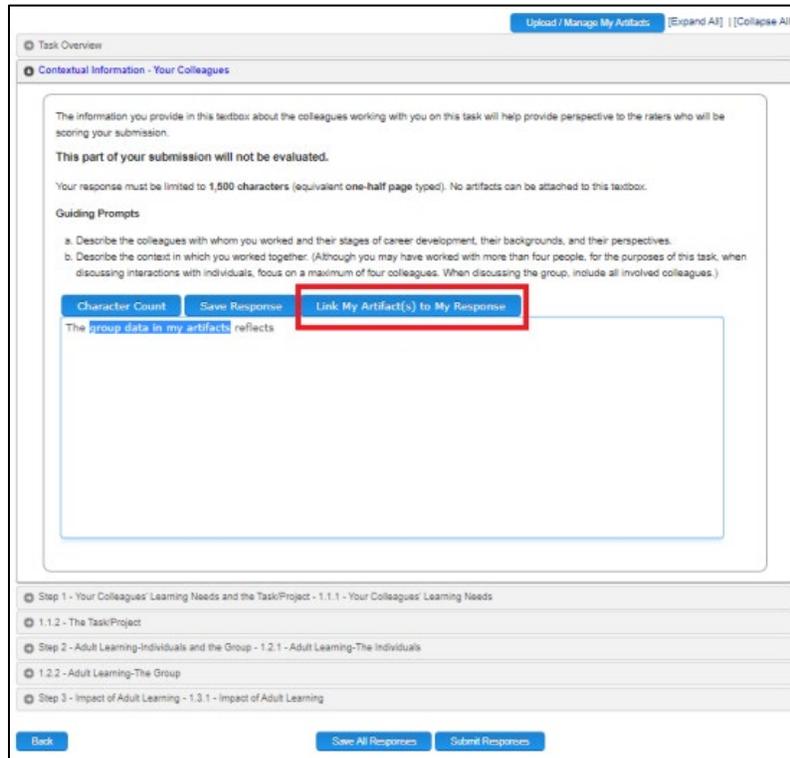


Link Artifact to Text

All artifacts that you are submitting with your assessment must be linked to the text in the appropriate task response. You must upload your artifacts into your Library of Artifacts prior to performing the link function.

Use the Link My Artifact(s) to My Response feature within your task response when you wish to include one of the artifacts located within your Library of Artifacts. To do so, simply highlight the word(s) within the textbox that you wish to link with your mouse, and then click the “Link My Artifact(s) to My Response” button. **NOTE:** The “Link My Artifact(s) to My Response” button will remain gray until text is highlighted. Once a word or series of words are highlighted, the box will turn blue, which indicates that it is enabled and can be accessed. You have the ability to replace artifacts with other artifacts in your library up until your task submission.

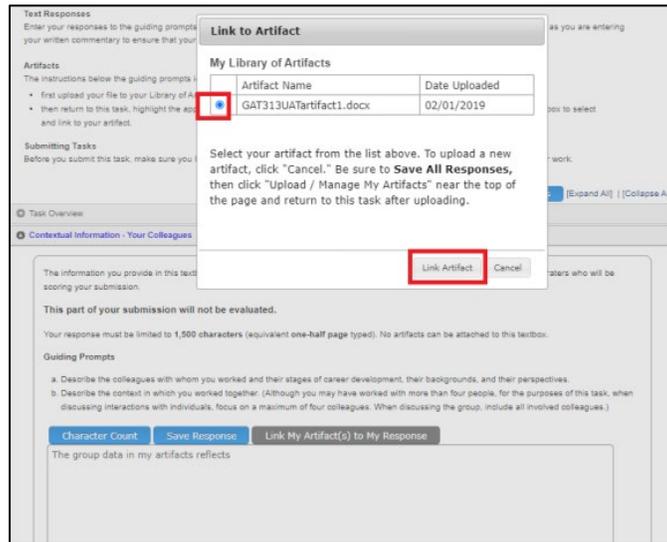
Figure 32: Link Artifact to Highlighted Text Button



The screenshot displays a web-based assessment interface. At the top, there are navigation links: "Upload / Manage My Artifacts" and "[Expand All] | [Collapse All]". Below this is a section titled "Contextual Information - Your Colleagues". The text in this section explains that the information provided will help provide perspective to the raters and that this part of the submission will not be evaluated. It also states that the response must be limited to 1,500 characters and that no artifacts can be attached to this textbox. There are "Guiding Prompts" with two sub-points: a. Describe the colleagues with whom you worked and their stages of career development, their backgrounds, and their perspectives. b. Describe the context in which you worked together. (Although you may have worked with more than four people, for the purposes of this task, when discussing interactions with individuals, focus on a maximum of four colleagues. When discussing the group, include all involved colleagues.) Below the prompts are three buttons: "Character Count", "Save Response", and "Link My Artifact(s) to My Response". The "Link My Artifact(s) to My Response" button is highlighted in blue, indicating it is active. Below the buttons is a large text input area with the text "The group data in my artifacts reflects" highlighted in blue. At the bottom of the page, there is a navigation menu with several steps: "Step 1 - Your Colleagues' Learning Needs and the Task/Project - 1.1.1 - Your Colleagues' Learning Needs", "1.1.2 - The Task/Project", "Step 2 - Adult Learning-Individuals and the Group - 1.2.1 - Adult Learning-The Individuals", "1.2.2 - Adult Learning-The Group", and "Step 3 - Impact of Adult Learning - 1.3.1 - Impact of Adult Learning". At the very bottom, there are three buttons: "Back", "Save All Responses", and "Submit Responses".

Upon selecting the “Link My Artifact(s) to My Response” button, you will be presented with a pop-up box listing all your uploaded artifacts. Choose the artifact that you wish to include with your response and select “LinkDoc” and then save your response in order to avoid losing your data.

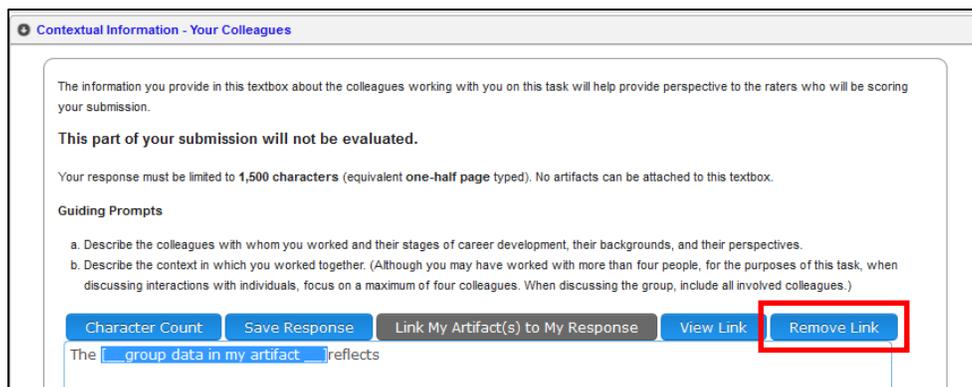
Figure 33: Link to Artifact Window



Remove Link

If you no longer want to link an artifact to a particular text, simply highlight the linked text with your mouse and click the “Remove Link” button. **NOTE:** The “Remove Link” button will remain gray until text is highlighted. Once a word or series of words are highlighted, the box will turn blue.

Figure 34: Remove Link



Spell Check

Be sure to check the spelling within your textbox responses. A spell-check feature is not available within the submission system. Most browsers have a built-in spell-check that will flag spelling errors within the textbox as you type your response. Internet Explorer 9 does not support the automatic browser spell-check functionality. If you are working in IE9 and wish to download a spell-check plug-in, “iespell” can be downloaded from www.iespell.com or www.iegallery.com/Search?q=spell.

If you are preparing your responses outside of the submission system, in MS Word for example, and plan to copy the text into the textbox, use the spell-check features available within MS Word before copying your text.

Text Format

The font used for text entry is standard for all textboxes. Changes to font size, bold, underline, italics, etc., are not permitted. If you copy and paste text from another document that has special formatting, the special formatting will not be copied over into the textbox.

IX. Submitting Your Tasks and Agreement of Submission Terms

Once you have addressed all prompts and questions within a task, saved your work, and are ready to submit your responses for that task, select the “Submit Responses” button located at the bottom of the screen. **NOTE:** Once a task has been submitted, you will no longer be permitted to go back and edit your responses to that task.

Figure 35: Submit Responses Button

The screenshot displays the GACE Teacher Leadership Assessment submission system interface. At the top left is the GACE logo with the tagline 'Georgia Assessment for the Profession of Educators'. On the top right are links for 'FAQs' and 'Contact Us'. Below the header is a breadcrumb trail: 'My Assessments > Teacher Leadership > Task 1: Adult Learning and the Collaborative Culture'. The main heading is 'Teacher Leadership' with the sub-heading 'Task 1: Adult Learning and the Collaborative Culture'. The page contains several sections of instructions: 'Review the Task Overview and each collection of guiding prompts below to obtain an understanding of what is required for the task.', 'Be sure to save your work before navigating away from any page within the tasks or you may lose your work.', 'Text Responses' (instructions on using the Character Count feature), 'Artifacts' (instructions on linking artifacts to responses), and 'Submitting Tasks' (instructions on responding to prompts and uploading artifacts). At the bottom of the page, there are three buttons: 'Back', 'Save All Responses', and 'Submit Responses'. The 'Submit Responses' button is highlighted with a red rectangular box. A note below the buttons states: 'Note: When you click the "Submit Responses" button, you will be asked to confirm your submission and agree to terms and conditions. After submitting, you will not be able to edit your responses.' The footer includes 'Georgia Professional Standards Commission | GACE Teacher Leadership Website | Legal Privacy Policy' and the ETS logo.

Once the “Submit Responses” button has been selected, a confirmation window will appear. To continue with submitting your task, review the terms displayed within the confirmation window, select the check box, and select the “Yes, Submit Now” button. Once submitted, your Task Status will be indicated as “Completed” in the Task Status Chart.

Figure 36: Submit Task Confirmation Window

Submit Responses

Before submitting your task responses, check to see that you have:

- addressed all guiding prompts and questions
- linked all required artifacts to appropriate textboxes within your response
- compared your responses to the required evidence listed in the rubrics
- completed all the items in the checklists
- acquired the signed permission forms

Once you submit your task, you will not be able to make any modifications.

By checking this box,

- I agree to comply with the terms and conditions of the GACE Teacher Leadership Candidate Handbook and the Teacher Leadership section of the GACE website.
- I confirm that the responses I am submitting are my own, and I agree not to share any of my responses and artifact with current and future candidates.
- I understand the role of professional ethics and that my ability to receive educator certification will be jeopardized if I violate the privacy of my students and/or coworkers by posting any artifacts without appropriate permission.
- I certify that I have acquired all required signed permission forms for submitted artifacts.
- I understand that the responses and artifacts that I submit will be evaluated by educators, raters, or other appropriate individuals, and I understand that I will not be able to make any modifications once I click Submit.
- I give permission for all parts of my submission to be used by the Georgia Professional Standards Commission

Yes, Submit Now Cancel

Submission Terms

A copy of the submission terms follows:

Terms

- By checking this box,
- I agree to comply with the terms and conditions of the GACE Teacher Leadership Candidate Handbook and the Teacher Leadership section of the GACE website.
 - I confirm that the responses I am submitting are my own, and I agree not to share any of my responses and artifacts with current and future candidates.
 - I understand the role of professional ethics and that my ability to receive educator certification will be jeopardized if I violate the privacy of my students and/or coworkers by posting any artifacts without appropriate permission.
 - I certify that I have acquired all required signed permission forms for submitted artifacts.
 - I understand that the responses and artifacts that I submit will be evaluated by educators, raters, or other appropriate individuals, and I understand that I will not be able to make any modifications once I click Submit.
 - I give permission for all parts of my submission to be used by the Georgia Professional Standards Commission (GaPSC) and ETS for the development of exemplars, research, improvement of the assessment, establishment of state policy, or other appropriate and necessary official state business.
 - I further give permission for all parts of my submission to be used by the GaPSC and ETS to train raters on how to score the assessment. ETS may also include my written commentary in the Teacher Leadership Library of Examples for use by future teacher leadership candidates to evaluate the quality of their own work.

Task Submission Status

As you submit each task, the task status chart will indicate that the task has been submitted. You will also be sent a confirmation email. When you have submitted all six tasks by the deadline date, you have completed the Teacher Leadership assessment. You cannot submit tasks after the deadline date has passed.

Figure 37: Completed Task Status

The screenshot displays the 'My Resources' sidebar on the left, listing items like 'About the Teacher Leadership Assessment', 'Ancillary Materials', and 'Submission Deadlines'. The main content area is titled 'Overview' and contains instructions for submitting responses and artifacts. Below the text is a blue button labeled 'Upload / Manage My Artifacts'. At the bottom, a table titled 'Fall 2019' shows the submission status for six tasks. The 'Submission Status' column for Task 1 is highlighted with a red box and shows 'Submitted'.

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1: Adult Learning and the Collaborative Culture	July 15, 2020	November 1, 2020	Submitted
Task 2	Task 2: Research for the Improvement of Practice	July 29, 2019	November 1, 2019	Submitted
Task 3	Task 3: Professional Learning		November 1, 2019	Not Started
Task 4	Task 4: Observation and Use of Assessment Data		November 1, 2019	Not Started
Task 5	Task 5: Collaboration with Families and the Community		November 1, 2019	Not Started
Task 6	Task 6: Collaborative Teams and Advocacy		November 1, 2019	Not Started

X. Rescheduling Your Submission Window

If you select a submission window and then decide to change to a later one, you will be subject to a \$50 rescheduling fee. Rescheduling can only be done if the submission deadline for the initial submission window has not passed and the new submission window is open for registration.

Note: Tasks and artifacts uploaded for the original submission window will not transfer automatically to the new submission window. If you reschedule, you will be required to re-upload any tasks and artifacts you have previously uploaded. All tasks and artifacts must be submitted by the same deadline date.

XI. Resubmitting a Task

Scores are available in your testing account in the Teacher Leadership submission system approximately six weeks after the submission deadline. If you do not pass the assessment, you are allowed to resubmit any or all of the six tasks. There is a \$75 resubmission fee for each task you choose to resubmit.

You are allowed to resubmit two times to attempt to receive a passing score. Tasks may be resubmitted in the resubmission window immediately following the original submission window, or you may wait until the next window. The two-resubmission limit still applies. If you do not resubmit within this timeframe, you will have to register and pay to retake the assessment. See "Dates and Deadlines" in the Teacher Leadership section of the GACE website at www.gace.ets.org/teacher_leadership/register/dates for resubmission windows.

XII. Resubmission Registration

To register for resubmission, select your appointment number from the “View Scores” page on your account. Next, select the **Resubmit Appointment** link under the “Actions” heading.

You will be taken to a screen that shows the testing policies and terms and conditions. Read this information and then check the box indicating that you understand and agree to the terms. After you check the box, select **Next**.

The personal information from your GACE Teacher Leadership account will appear. Review your information and select **Next**.

At the next screen, select the resubmission window and select **Continue**.

You will be presented with the tasks available for resubmission. Select the task(s) that you wish to resubmit, select **Continue**.

Review your shopping cart. The task(s) that you selected will appear in the shopping cart. Select **Proceed to Checkout** to move on and submit your payment.

You can access the resubmission task(s) from your home page by selecting **Go to Assessment**. Your task list will be updated to include the resubmission task(s) that you purchased.

Resubmission Tasks

When you access the assessment after registering for resubmission, you will find that the resubmission tasks have been added to your Task List. These tasks will have “Resubmission” associated with the task name to indicate that these are the resubmission tasks.

The resubmission task(s) are completely separate responses from what was originally submitted. When scoring your resubmitted tasks, raters do not have access to your original submission.

During resubmission, you will begin with blank textboxes for each of the tasks. Be sure to enter and submit the entire task response as if you are submitting the task for the first time. You should:

- enter the written commentary in all textboxes;
- link the artifacts to the written commentary where required;
- respond to the prompts and activities for all steps, not just the steps where you scored low.

Submitting Your Resubmission Tasks

The submission process for resubmission tasks is the same as for the original submission tasks.

Resubmission Score Reports

Once your resubmission tasks are scored, the score report previously posted to your online account will be replaced. The tasks with the highest total task score, whether from the original submission window or from the resubmission window, become part of your final score for the assessment.