GACE®
Teacher Leadership Assessment

Submission System User Guide
Use with the Revised Format of the Test with Steps (Test Code 313)

Last Updated February 26, 2019
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GACE Teacher Leadership Assessment Submission System User Guide (Revised Format with Steps) 4
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.

Preferred Browsers

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

- Internet Explorer 9 (preferred)
- Safari 5.1.5, 5.1 (preferred)
- Google Chrome 18
- FireFox 11, 12

Internet Explorer 8 is not compatible with all of the system functionality and is not recommended.

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

II. 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.

**III. 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 1: 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 30 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.

**IV. 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 2: My Home](image-url)
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 3: 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 4: Go To Assessment
**My Scores**

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

![Figure 5: My Scores](image)

**My Orders**

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

![Figure 6: My Orders](image)
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 7: 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 8: 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.

V. 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 9: Go To Assessment
VI. 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 10: Task Status Chart
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.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Last Saved</th>
<th>Submission Deadline</th>
<th>Submission Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1</td>
<td>Task 1: Adult Learning and the Collaborative Culture</td>
<td>May 15, 2019</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Task 2</td>
<td>Task 2: Research for the Improvement of Practice</td>
<td>May 15, 2019</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Task 3</td>
<td>Task 3: Professional Learning</td>
<td>May 15, 2019</td>
<td>Not Started</td>
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<td>Task 4: Observation and Use of Assessment Data</td>
<td>May 15, 2019</td>
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<td></td>
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<tr>
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<td>May 15, 2019</td>
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</tbody>
</table>

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

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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 14: Submission Deadline](image)

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</tbody>
</table>

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 15: Submission Status](image)

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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.

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.
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.

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 18: Upload Artifact

Figure 19: 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 20: 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 21: Remove Link
Permission Forms Library

You must get permission for the use of all materials or feedback (e.g., written observations, emails, letters, documents) you submit as artifacts that are not created solely by you. After you have obtained the appropriate permissions, you must upload electronic copies of the forms to the online submission system.

You must use the permission forms that are supplied in the Teacher Leadership section of the GACE website at www.gace.ets.org/teacher_leadership_resources.

On the “Overview” page, you will find the link to upload your permission forms. This link will grant you access to your Permission Form Library.

Figure 22: Link to Permission Forms Library

The Permission Forms Library is where you will store the required permission forms for the artifacts you will be submitting for the assessment.
Uploading Permission Forms
After you access the Permission Forms Library, select the “Select files to upload” button.

A file selector window will pop up. From here, click on the “Select files to upload” button and find the file(s) you wish to upload.
After you have selected your files, click on the “Confirm to Upload” button to upload your permission forms.

Figure 25: Find Files and Confirm to Upload
VII. 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.
**Task Structure**

Once redirected to a particular task, you will see the task overview with a list of all of the guiding prompts within that task.

![Figure 27: Task Overview](image)
When you select one of the guiding prompts, you will see instructions on how to complete the task. It is important to review these instructions thoroughly before submitting your task.

Figure 28: Guiding Prompts
**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 29:Textbox Features
**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 30: Character Count Feature](image)

**Save Response**

Be sure to use the Save Response and Save Draft 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 31: Task Response Save Status](image)
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 32: 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 33: 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 34: Link Artifact to Highlighted Text Button
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 35: 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 36: Remove Link](image)

**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](http://www.iespell.com) or [www.iegallery.com/Search?q=spell](http://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.
VIII. 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 37: Submit Responses Button
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 38: Submit Task Confirmation Window

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 co-workers by posting any artifacts without appropriate permission.
- I certify that I have acquired and uploaded all required signed permission forms for submitted artifacts.
- I understand that scores for this assessment will NOT be released if the appropriate permission forms are not submitted for all tasks.
- 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 39: Completed Task Status

IX. 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.

X. 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 additional 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.