

Updated: October 19, 2017

Georgia Assessments for the Certification of Educators® (GACE®) Privacy Policy

Because of laws protecting confidentiality and privacy, only you can register yourself for a test or make inquiries regarding your registration status.

The Georgia Professional Standards Commission (GaPSC) and Educational Testing Service (ETS) are committed to protecting the integrity of personal information provided during the Georgia Assessments for the Certification of Educators® (GACE®) registration process, as well as any information generated internally that is specifically pertinent to you, and to keeping all such information secure from unauthorized access and use.

Accordingly, it is the policy of the GaPSC and ETS not to share your private information with anyone other than the GaPSC and ETS (including relevant employees, agents, contractors, or professional advisors thereof) and any institution, entity, or person required or authorized by law to receive and/or access this information. See the ETS Privacy Policy at www.ets.org/legal/privacy.

Copyright © 2017 by Educational Testing Service. All rights reserved. ETS is a registered trademark of Educational Testing Service (ETS). Georgia Assessments for the Certification of Educators, GACE, and the GACE logo are registered trademarks of the Georgia Professional Standards Commission. All other trademarks are property of their respective owners.

This publication has been produced for the GaPSC by ETS. ETS is under contract to the GaPSC to administer the Georgia Assessments for the Certification of Educators. The Georgia Assessments for the Certification of Educators are administered under the authority of the GaPSC; regulations and standards governing the program are subject to change without notice at the discretion of the GaPSC. The GaPSC and ETS are committed to preventing discrimination on the basis of race, color, national origin, sex, religion, age, or disability in the administration of the testing program or the provision of related services.

The policies and procedures set forth in this *Registration Bulletin* are effective only for the 2017–18 testing year and supersede all prior policies and procedures. Program policies are subject to change without prior notice.

Contents

General Information	5	How to Register	24
GACE Assessments	5	<i>Registering Through your ETS GACE</i>	
<i>Program Admission</i>	5	<i>Testing Account or by Phone</i>	24
<i>Content</i>	5	<i>ASC-ASL</i>	24
<i>Certificate Upgrade</i>	5	<i>Georgia Ethics Assessments</i>	24
<i>Educational Leadership</i>	5	<i>Paraprofessional Assessment</i>	25
<i>Georgia Ethics</i>	6	<i>Teacher Leadership Assessment</i>	25
<i>Paraprofessional</i>	6	Choosing Score Recipients	25
GACE Assessments Offered	7	<i>Through Your ETS GACE Testing Account</i>	25
Test Preparation	14	<i>Georgia Ethics Assessments</i>	25
<i>GACE Website</i>	14	<i>Paraprofessional Assessment</i>	25
<i>Study Companions</i>	14	<i>Teacher Leadership Assessment</i>	25
<i>Tests at a Glance</i>	14	Test Start Times	26
<i>Tutorials</i>	14	Test Centers	27
<i>Interactive Practice Tests (IPTs)</i>	14	<i>Test Center Locations in Georgia</i>	27
<i>Videos</i>	14	<i>Test Center Locations in Other U.S. States</i>	27
<i>Webinars</i>	14	<i>Test Center Locations Outside the U.S.</i>	29
<i>Strategies and Tips</i>	15	2017-18 Testing Windows.....	30
<i>Alternate Format Materials</i>	15	Registration Deadlines.....	36
Test Takers with Disabilities		<i>ASC-ASL</i>	36
or Health-related Needs	15	<i>Georgia Ethics and Paraprofessional</i>	
		<i>Assessments</i>	36
		<i>Teacher Leadership Assessment</i>	36
Contact Information	16	Defense Activity for Non-Traditional Education	
General Inquiries.....	16	Support (DANTES).....	36
Test Use/Certification	16	Test Fees	36
ETS Disability Services	16	<i>Fees for Additional Services</i>	37
Test Center Comments.....	17	<i>Payment</i>	37
Test Question Inquiries	17	<i>Payment Policies</i>	37
Test Preparation Resources.....	17	Change Requests.....	37
		<i>Through Your ETS GACE Testing Account</i>	37
Registration Information	18	<i>ASC-ASL</i>	37
Registration Checklist.....	18	<i>Georgia Ethics Assessments</i>	37
Registration Steps	19	<i>Paraprofessional Assessment</i>	37
<i>Georgia Ethics, Paraprofessional, and</i>		<i>Teacher Leadership Assessment</i>	37
<i>Teacher Leadership Assessments</i>	19	Canceling a Test Registration.....	38
<i>All Other Assessments</i>	19	<i>Online or by Phone</i>	38
The Name You Use When Creating		<i>Refunds</i>	38
Your Accounts.....	19	<i>ASC-ASL</i>	38
Your MyPSC Account	20	<i>Georgia Ethics Assessments</i>	38
<i>Creating Your Account</i>	20	<i>Paraprofessional Assessment</i>	38
<i>Correcting or Updating Your Account</i>	20	<i>Teacher Leadership Assessment</i>	38
Your ETS GACE Testing Account.....	21	Test Retake Policy	38
<i>Creating Your Account</i>	21		
<i>Services Available Through</i>			
<i>Your Testing Account</i>	21		
Eligibility	22		
<i>Confirming/Requesting Eligibility</i>	22		
<i>Claiming Your Enrollment Record</i>	22		
<i>Reasons for Testing</i>	22		

Contents (continued)

On Test Day	39	Score Reporting	53
Before You Go to the Test Center	39	Scores Reported.....	53
Admission Tickets	40	Content Assessments	53
<i>Printing Admission Tickets</i>	40	ASC-ASL.....	53
<i>ASC-ASL</i>	40	<i>Certificate Upgrade Assessments</i> <i>(Curriculum and Instruction and</i> <i>Instructional Technology)</i>	53
<i>Georgia Ethics Assessments</i>	40	<i>Educational Leadership Assessment</i>	53
<i>Paraprofessional Assessment</i>	40	<i>Georgia Ethics Assessments</i>	53
<i>Teacher Leadership Assessment</i>	40	<i>Program Admission and Paraprofessional</i> <i>Assessments</i>	53
Arrival Time.....	40	<i>Teacher Leadership Assessment</i>	53
What to Bring to the Test Center	41	<i>Unofficial Scores</i>	54
Identification (ID) Requirements	41	Getting Your Scores	54
<i>ID Document Requirements</i>	42	Score Reporting Dates	55
<i>Primary ID Documents</i>	42	ASC-ASL.....	55
<i>Supplemental ID Documents</i>	42	<i>Program Admission Assessment</i>	55
<i>Unacceptable ID Documents</i>	43	<i>Teacher Leadership Assessment</i>	55
<i>Multiple-Part Last Name</i>	43	<i>All Other Assessments</i>	55
<i>Single First or Last Name</i>	43	Canceling Your Scores	56
<i>Recent Name Change</i>	43	<i>Cancellation of Test Scores by You</i>	56
<i>Driver's License Renewals</i>	43	<i>Cancellation of Test Scores by ETS and</i> <i>the GaPSC</i>	56
<i>Testing Outside Your Country of Citizenship/ U.S. Non-Citizen Testing Within the U.S.</i>	43	Delay of Test Scores.....	57
<i>U.S. Military</i>	44		
<i>Unable to Meet ID Requirements</i>	44		
<i>Questions About ID Documents</i>	44		
Taking Computer-delivered Tests and Recording Answers.....	44	Confidentiality of Information	58
Test Center Procedures and Regulations	45	Privacy.....	58
<i>General Guidelines</i>	45	At the Test Center.....	58
<i>Testing Room Guidelines</i>	46	Consent	58
ID Verification.....	47	Purpose and Use of Personal Information and Photographs.....	58
Personal Items.....	47	Disclosure	59
Dismissal from a Test Center.....	47	Security and Retention.....	59
Compliance with Testing Rules	48	Individual Rights	59
<i>Rules of Test Participation</i>	48	Score Information.....	59
Canceling Scores.....	51		
Absence from a Test	51		
Cancellation of a Test Administration	52		
Reporting Suspicious Behavior.....	52		

General Information

The Georgia Assessments for the Certification of Educators® (GACE®) is Georgia’s state-approved educator certification assessment program. The purpose of the GACE assessments is to help the Georgia Professional Standards Commission (GaPSC) ensure that candidates have the knowledge and skills needed to perform the job of an educator in Georgia’s public schools.

All GACE assessments are aligned with the state standards for the P–12 curriculum and with state and national content standards. These computer-delivered assessments have been developed by the GaPSC and Educational Testing Service (ETS).

Each GACE test was developed with diverse representation of Georgia educators from across the state, including the participation of committees of Georgia educators, educator preparation faculty, and other content and assessment specialists, including individuals from school systems, local schools, institutions of higher education (public and private), and other stakeholders. In other words, each GACE assessment was developed by Georgia educators to measure competency on what is taught in Georgia’s P–12 classrooms.

The GACE assessments are criterion-referenced, objective-based assessments designed to measure a candidate’s knowledge and skills in relation to an established standard rather than in relation to the performance of other candidates. Test questions were reviewed and approved by Georgia educators and educator preparation faculty. The passing score for each test is established by the agency Commissioners and is based on the professional judgments and recommendations of Georgia educators.

See an overview of the assessments offered by the GACE program beginning on this page. For more details about the content of the assessments, refer to the GACE Study Companions in the “Prepare for an Assessment” section of the GACE website at www.gace.ets.org/prepare.

GACE Assessments

Program Admission

Designed to assess knowledge and skills in the areas of reading, mathematics, and writing, the assessment consists of three tests. The Reading and Mathematics tests consist of selected-response questions, and the Writing test consists of selected-response questions and two constructed-response (written) assignments.

Content

The content assessments test knowledge and content skills in specific certification fields. They are required for certification in the state of Georgia. Assessments consist of either one or two tests and contain selected-response questions and, in some cases, one or more constructed-response (written, spoken, or signed) assignments. See the chart under “GACE Assessments Offered” beginning on *page 7* for details on each content assessment.

Certificate Upgrade

The assessments for certificate upgrades in Curriculum and Instruction and in Instructional Technology were developed for educators seeking to achieve the professional level of certification in these fields. Each assessment consists of one test composed of selected-response questions and three or four constructed-response assignments.

The portfolio-based GACE Teacher Leadership assessment was developed to assess the critical leadership roles that teachers play in contributing to student and school success. It consists of six tasks, which are scored according to task-specific rubrics. Each task addresses specific standards within the Georgia Teacher Leadership Program Standards. See the Teacher Leadership section of the GACE website at www.gace.ets.org/teacher_leadership for information about this assessment.

Educational Leadership

The Educational Leadership assessment is designed to assess knowledge and skills needed by educational leaders in Georgia schools. The assessment consists of one test composed of selected-response questions and four constructed-response assignments.

General Information (*continued*)

Georgia Ethics

The Georgia Ethics assessments are training and assessment programs composed of a series of modules that combine instruction and testing.

- The Georgia Educator Ethics assessment is designed for beginning and currently practicing teachers.
- The Georgia Ethics for Educational Leadership assessment is designed for educational leaders (principals/assistant principals, and superintendents/assistant superintendents).

The goal is to help teachers and educational leaders become familiar with, understand, and apply the Georgia Code of Ethics for Educators, as well as comprehend and embrace the principles of ethical decision making in an educational context.

These programs focus on professionalism in education — in relationships with students, schools, colleagues, and communities — as well as on ethical understanding to guide decision making, and the specific regulations and expectations that teachers and educators face in Georgia.

The Georgia Ethics assessments are offered at two levels — Program Entry and Program Exit.

See the Georgia Ethics Assessments section of the GACE website at www.gace.ets.org/ethics for information about these assessments.

Paraprofessional

The Paraprofessional assessment is a single test that consists of selected-response questions only. This assessment measures the reading, writing, and basic math competencies of practicing and prospective paraprofessionals, and the ability to effectively use those skills in the classroom.

See the Paraprofessional section of the GACE website at www.gace.ets.org/paraprofessional for information about this assessment.

General Information (continued)

GACE Assessments Offered

The following tables list the GACE assessments offered. Some assessments contain more than one test. You can take each test separately at different administrations, or you can take a combined version that includes all of the tests within the assessment at a single administration. Each test can include selected-response (SR) questions, constructed-response (CR) questions, or a combination of both. CR questions may be written, spoken, or signed. All assessments are computer-delivered, except for the Assessment of Sign Communication-American Sign Language (ASC-ASL), which is performance-based and the Teacher Leadership assessment which is portfolio-based.

More information about the assessments, including the content specifications, test question formats, and study resources, is available in the *Study Companion* and *Test at a Glance* for each assessment. *Study Companions* and *Tests at a Glance* can be downloaded free of charge from the GACE website at www.gace.ets.org. *Study Companions* and *Tests at a Glance* are not available for the GACE Teacher Leadership assessment and the Georgia Ethics assessments.

The testing time listed is the timed part of the actual test. The test duration is the testing time plus any time allowed for tutorials and directional screens that may be included in the test.

NOTE: In the chart below, each heading links to that assessment's *Test at a Glance* if there is one available.

Agricultural Education

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	040	SR	2 hrs.	2.5 hrs.
Test II	041	SR	2 hrs.	2.5 hrs.
Combined Test I and II	540	SR	4 hrs.	5 hrs.

American Sign Language

(A combined test is not available for American Sign Language. Registration for Test II is by phone only.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I – American Sign Language	150	SR	2 hrs.	2.5 hrs.
Test II – Assessment of Sign Communication-American Sign Language (ASC-ASL)	151	Performance-based	20 min.	20 min.

Art Education

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	109	SR	2 hrs.	2.5 hrs.
Test II	110	SR	2 hrs.	2.5 hrs.
Combined Test I and II	609	SR	4 hrs.	5 hrs.

Behavioral Science

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	050	SR	2 hrs.	2.5 hrs.
Test II	051	SR	2 hrs.	2.5 hrs.
Combined Test I and II	550	SR	4 hrs.	5 hrs.

Biology

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	026	SR	2 hrs.	2.5 hrs.
Test II	027	SR	2 hrs.	2.5 hrs.
Combined Test I and II	526	SR	4 hrs.	5 hrs.

General Information (continued)

Birth Through Kindergarten

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	005	SR	2 hrs.	2.5 hrs.
Test II	006	SR	2 hrs.	2.5 hrs.
Combined Test I and II	505	SR	4 hrs.	5 hrs.

Business Education

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	042	SR	2 hrs.	2.5 hrs.
Test II	043	SR	2 hrs.	2.5 hrs.
Combined Test I and II	542	SR	4 hrs.	5 hrs.

Chemistry

(Testing software for all tests includes Periodic Table of the Elements and Table of Information.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	028	SR	2 hrs.	2.5 hrs.
Test II	029	SR	2 hrs.	2.5 hrs.
Combined Test I and II	528	SR	4 hrs.	5 hrs.

Computer Science

Tests	Test Code	Question Types	Testing Time	Test Duration
Computer Science	554	SR	3 hrs.	3.5 hrs.

Curriculum and Instruction

(This assessment cannot be used to add a field to a clear renewable teaching certificate — it is intended only for those who have completed a state-approved educator preparation program in this field. Contact the GaPSC for further information.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Curriculum and Instruction	300	SR, CR	2 hrs. and 45 min.	3 hrs. and 15 min.

Early Childhood Education

(This assessment cannot be used to add this field to a clear renewable teaching certificate — it is intended only for those who have completed a state-approved educator preparation program in this field. Contact the GaPSC for further information.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	001	SR, CR	2 hrs.	2.5 hrs.
Test II	002	SR	2 hrs.	2.5 hrs.
Combined Test I and II	501	SR, CR	4 hrs.	5 hrs.

Early Childhood Special Education General Curriculum

(This assessment cannot be used to add this field to a clear renewable teaching certificate — it is intended only for those who have completed a state-approved educator preparation program in this field. Contact the GaPSC for further information.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	003	SR	2 hrs. and 10 min.	2.5 hrs.
Test II	004	SR	2 hrs. and 10 min.	2.5 hrs.
Combined Test I and II	503	SR	4 hrs. and 20 min.	5 hrs.

General Information (continued)

Economics

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	038	SR	2 hrs.	2.5 hrs.
Test II	039	SR	2 hrs.	2.5 hrs.
Combined Test I and II	538	SR	4 hrs.	5 hrs.

Educational Leadership

(This assessment cannot be used to add this field to a clear renewable teaching certificate — it is intended only for those who have completed a state-approved educator preparation program in this field. Contact the GaPSC for further information.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Educational Leadership	301	SR, CR	3 hrs.	3.5 hrs.

Engineering and Technology Education

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	052	SR	2 hrs.	2.5 hrs.
Test II	053	SR	2 hours	2.5 hrs.
Combined Test I and II	552	SR	4 hours	5 hrs.

English

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	020	SR, CR	2 hrs.	2.5 hrs.
Test II	021	SR, CR	2 hrs.	2.5 hrs.
Combined Test I and II	520	SR, CR	4 hrs.	5 hrs.

English to Speakers of Other Languages (ESOL)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	119	SR	2 hrs.	2.5 hrs.
Test II	120	SR	2 hrs.	2.5 hrs.
Combined Test I and II	619	SR	4 hrs.	5 hrs.

Family and Consumer Sciences Education

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	044	SR	2 hrs.	2.5 hrs.
Test II	045	SR	2 hrs.	2.5 hrs.
Combined Test I and II	544	SR	4 hrs.	5 hrs.

French

(Practice with the Alternate Character Toolbar tutorial prior to test day.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I – Reading/Writing	143	SR, CR	1 hr. and 35 min.	2.5 hrs.
Test II – Listening/Speaking	144	SR, CR	1 hr.	2.5 hrs.
Combined Test I and II	643	SR, CR	2 hrs. and 35 min.	5 hrs.

Geography

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	036	SR	2 hrs.	2.5 hrs.
Test II	037	SR	2 hrs.	2.5 hrs.
Combined Test I and II	536	SR	4 hrs.	5 hrs.

General Information (continued)

Georgia Educator Ethics

(See the “Georgia Ethics Assessments” section of the GACE website at www.gace.ets.org/ethics for information, including information about the modules, policies and procedures regarding registration, and scores. **NOTE:** A *Test at a Glance* is not available for this assessment.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Program Entry	350	SR	Self-paced	N/A
Program Exit	360	SR	Self-paced	N/A

Georgia Ethics for Educational Leadership

(See the “Georgia Ethics Assessments” section of the GACE website at www.gace.ets.org/ethics for information, including information about the modules, policies and procedures regarding registration, and scores. **NOTE:** A *Test at a Glance* is not available for this assessment.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Program Entry	370	SR	Self-paced	N/A
Program Exit	380	SR	Self-paced	N/A

German

(Practice with the Alternate Character Toolbar tutorial prior to test day.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I – Reading/Writing	145	SR, CR	1 hr. and 35 min.	2.5 hrs.
Test II – Listening/Speaking	146	SR, CR	1 hr.	2.5 hrs.
Combined Test I and II	645	SR, CR	2 hrs. and 35 min.	5 hrs.

Health Education

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	113	SR	2 hrs.	2.5 hrs.
Test II	114	SR	2 hrs.	2.5 hrs.
Combined Test I and II	613	SR	4 hrs.	5 hrs.

Health and Physical Education

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	115	SR	2 hrs. and 10 min.	2.5 hrs.
Test II	116	SR	2 hrs. and 10 min.	2.5 hrs.
Combined Test I and II	615	SR	4 hrs. and 20 min.	5 hrs.

History

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	034	SR	2 hrs. and 10 min.	2.5 hrs.
Test II	035	SR	2 hrs. and 10 min.	2.5 hrs.
Combined Test I and II	534	SR	4 hrs. and 20 min.	5 hrs.

Instructional Technology

(This assessment cannot be used to add a field to a clear renewable teaching certificate — it is intended only for those who have completed a state-approved educator preparation program in this field. Contact the GaPSC for further information.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Instructional Technology	302	SR, CR	3 hrs.	3.5 hrs.

Latin

Tests	Test Code	Question Types	Testing Time	Test Duration
Latin	147	SR, CR	2 hrs.	2.5 hrs.

General Information (continued)

Marketing Education

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	046	SR	2 hrs.	2.5 hrs.
Test II	047	SR	2 hrs.	2.5 hrs.
Combined Test I and II	546	SR	4 hrs.	5 hrs.

Mathematics

(Testing software includes Notations, Definitions, and Formulas. Practice with the online graphing calculator tutorial prior to test day.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	022	SR	2 hrs.	2.5 hrs.
Test II	023	SR	2 hrs.	2.5 hrs.
Combined Test I and II	522	SR	4 hrs.	5 hrs.

Media Specialist

(This assessment cannot be used to add this field to a clear renewable teaching certificate — it is intended only for those who have completed a state-approved educator preparation program in this field. Contact the GaPSC for further information.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	101	SR	2 hrs.	2.5 hrs.
Test II	102	SR	2 hrs.	2.5 hrs.
Combined Test I and II	601	SR	4 hrs.	5 hrs.

Middle Grades Language Arts

Tests	Test Code	Question Types	Testing Time	Test Duration
Middle Grades Language Arts	011	SR, CR	2 hrs.	2.5 hrs.

Middle Grades Mathematics

(Practice with the online graphing calculator tutorial prior to test day.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Middle Grades Mathematics	013	SR	2 hrs.	2.5 hrs.

Middle Grades Reading

Tests	Test Code	Question Types	Testing Time	Test Duration
Middle Grades Reading	012	SR	2 hrs.	2.5 hrs.

Middle Grades Science

(Testing software includes Periodic Table of the Elements and Table of Information.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Middle Grades Science	014	SR	2 hrs.	2.5 hrs.

Middle Grades Social Science

Tests	Test Code	Question Types	Testing Time	Test Duration
Middle Grades Social Science	015	SR	2 hrs.	2.5 hrs.

Music

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	111	SR	2 hrs.	2.5 hrs.
Test II	112	SR	2 hrs.	2.5 hrs.
Combined Test I and II	611	SR	4 hrs.	5 hrs.

General Information (continued)

Paraprofessional

(See the “Paraprofessional” section of the GACE website at www.gace.ets.org/paraprofessional for information about the Paraprofessional assessment, including the policies and procedures regarding registration, testing, and scores.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Paraprofessional	177	SR	2.5 hrs.	3 hrs.

Physics

(Testing software includes Periodic Table of the Elements and Table of Information.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	030	SR	2 hrs.	2.5 hrs.
Test II	031	SR	2 hrs.	2.5 hrs.
Combined Test I and II	530	SR	4 hrs.	5 hrs.

Political Science

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	032	SR	2 hrs.	2.5 hrs.
Test II	033	SR	2 hrs.	2.5 hrs.
Combined Test I and II	532	SR	4 hrs.	5 hrs.

Program Admission

(For Test II and the combined test, see tips for using the four-function online calculator on the GACE website.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I – Reading	200	SR	85 min.	2 hrs.
Test II – Mathematics	201	SR	85 min.	2 hrs.
Test III – Writing	202	SR, CR	100 min.	2 hrs.
Combined Test I, II, and III	700	SR, CR	4 hrs. and 30 min.	5 hrs.

Reading

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	117	SR	2 hrs.	2.5 hrs.
Test II	118	SR	2 hrs.	2.5 hrs.
Combined Test I and II	617	SR	4 hrs.	5 hrs.

School Counseling

(This assessment cannot be used to add this field to a clear renewable teaching certificate — it is intended only for those who have completed a state-approved educator preparation program in this field. Contact the GaPSC for further information.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	103	SR	2 hrs.	2.5 hrs.
Test II	104	SR	2 hrs.	2.5 hrs.
Combined Test I and II	603	SR	4 hrs.	5 hrs.

School Psychology

(This assessment cannot be used to add this field to a clear renewable teaching certificate — it is intended only for those who have completed a state-approved educator preparation program in this field. Contact the GaPSC for further information.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	105	SR	2 hrs.	2.5 hrs.
Test II	106	SR	2 hrs.	2.5 hrs.
Combined Test I and II	605	SR	4 hrs.	5 hrs.

General Information (continued)

Science

(Testing software includes Periodic Table of the Elements and Table of Information.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	024	SR	2 hrs. and 10 min.	2.5 hrs.
Test II	025	SR	2 hrs. and 10 min.	2.5 hrs.
Combined Test I and II	524	SR	4 hrs. and 20 min.	5 hrs.

Spanish

(Practice with the Alternate Character Toolbar tutorial prior to test day.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I – Reading/Writing	141	SR, CR	1 hr. and 35 min.	2.5 hrs.
Test II – Listening/Speaking	142	SR, CR	1 hr.	2.5 hrs.
Combined Test I and II	641	SR, CR	2 hrs. and 35 min.	5 hrs.

Special Education Adapted Curriculum

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	083	SR	2 hrs. and 10 min.	2.5 hrs.
Test II	084	SR	2 hrs. and 10 min.	2.5 hrs.
Combined Test I and II	583	SR	4 hrs. and 20 min.	5 hrs.

Special Education Deaf Education

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	085	SR	2 hrs.	2.5 hrs.
Test II	086	SR	2 hrs.	2.5 hrs.
Combined Test I and II	585	SR	4 hrs.	5 hrs.

Special Education General Curriculum

Tests	Test Code	Question Types	Testing Time	Test Duration
Test I	081	SR	2 hrs.	2.5 hrs.
Test II	082	SR	2 hrs.	2.5 hrs.
Combined Test I and II	581	SR	4 hrs.	5 hrs.

Special Education Mathematics and Science

(Testing software includes Periodic Table of the Elements for science portion only. Practice with the online scientific calculator tutorial prior to test day.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Special Education Mathematics and Science	088	SR	2 hrs.	2.5 hrs.

Special Education Reading, English Language Arts, and Social Studies

Tests	Test Code	Question Types	Testing Time	Test Duration
Special Education: Reading, English Language Arts and Social Studies	087	SR	2 hrs.	2.5 hrs.

Teacher Leadership

(This assessment cannot be used to add a field to a clear renewable teaching certificate — it is intended only for those who have completed a state-approved educator preparation program in this field. Contact the GaPSC for further information. See the “Teacher Leadership” section of the GACE website at www.gace.ets.org/teacher_leadership for information about the Teacher Leadership assessment, including the policies and procedures regarding registration, testing, and scores. **NOTE:** A *Test at a Glance* is not available for this assessment.)

Tests	Test Code	Question Types	Testing Time	Test Duration
Teacher Leadership	303	Portfolio	Self-paced	N/A

General Information (continued)

Test Preparation

GACE Website

The “Test Preparation Resources” section at www.gace.ets.org/prepare is organized to help you quickly locate the materials you need. Links to information about the tests, studying for a test, last-minute tips, and taking the test have been added for easy reference.

Study Companions

Free study companions are available for download in the “Test Preparation Resources” section of the GACE website at www.gace.ets.org/prepare/materials. There is a study companion available for all GACE assessments, with the exception of the GACE Teacher Leadership assessment and the Georgia Ethics assessments. Each study companion includes the content specifications for all tests in the assessment, a detailed test description, and sample questions with answers and rationales. Supplemental preparation materials and other resources are also listed in each study companion.

All study companions are enhanced with features that make them interactive when viewed on a computer, including bookmarks and links to help you navigate to the different sections of the manuals.

Tests at a Glance

Each *Test at a Glance* gives a quick overview of the assessment, including the test name, grade level, test code, length of test session, number and types of questions, subareas and the approximate percentage of the test for each one, and the test objectives.

There is a *Test at a Glance* available for all GACE assessments, with the exception of the GACE Teacher Leadership assessment and the Georgia Ethics assessments.

Tutorials

Helpful free tutorials walk you through how to use tools that are built into the testing software and allow you to practice using the tools before test day. Two tutorials are currently available: The Alternate Character Toolbar tutorial and the Online Calculator tutorial.

Interactive Practice Tests (IPTs)

Interactive Practice Tests (IPTs) can be purchased for nearly all test titles. Each IPT is a full-length practice test that allows you to answer **one set of test questions** to simulate what you will experience on the day of the test. After you complete the practice test, you can see if you answered the selected-response questions correctly or incorrectly and get explanations for the correct answers. Some IPTs also include practice constructed-response questions. Feedback is not provided for constructed-response questions.

NOTE: There is only **one set of test questions** in each GACE IPT; retaking or repurchasing the same practice test more than once does not give you different practice questions or change the order in which the questions are delivered.

Videos

Two videos are available in the “Test Preparation Resources” section of the GACE website. The *Computer-delivered Test Center Tour* shows you what it’s like to take a test at a computer-delivered test center. The *Interactive Computer-delivered Test Demonstration* shows you what a computer-delivered test looks like and lets you practice navigating the test.

Webinars

Free webinars are offered to help you prepare for the GACE assessments. They walk you through the different parts of an assessment and present a plan to guide you as you prepare to test. Webinars also explore the resources available to you for test familiarization and preparation. At the conclusion of live webinars, you can ask questions in real time. See the “Test Preparation Resources” section of the website for more information about the webinars.

The GACE Teacher Leadership Assessment and the GACE Study Plan Development webinars have also been recorded and are available to view via the website.

General Information (continued)

Strategies and Tips

The “Strategies and Tips” section of “Test Preparation Resources” includes booklets and guides to help you prepare to take the GACE assessments. A study plan is also available in this section to help you understand what skills and knowledge are covered on the test and where to focus your attention.

Study Tips: Preparing for a GACE Assessment contains useful information about preparing for a GACE test, including what it’s like to take a GACE test, the types of questions you may encounter in the test, and study tips for preparing to take the test text.

Reducing Test Anxiety provides practical help for test takers who suffer from test anxiety.

The *Guide to Taking a GACE Computer-delivered Test* explains how to navigate through a GACE test and how to answer the different types of questions.

Alternate Format Materials

If you need preparation materials in an alternate format, please contact ETS Disability Services. See *page 16* for contact information.

Test Takers with Disabilities or Health-related Needs

Testing accommodations are available for test takers with disabilities or health-related needs who meet ETS requirements. If you are requesting testing accommodations, you must have your accommodations approved prior to testing.

The 2017–18 *Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs* for GACE assessments contains contact information, a list of some of the accommodations ETS most frequently approves and provides, procedures for requesting testing accommodations, and a registration form. The *Supplement* should be used in conjunction with the information in this *Registration Bulletin*.

The *Supplement* and the *Registration Bulletin* can both be downloaded free of charge from the “Testing Accommodations” section of the GACE website at www.gace.ets.org. Disability documentation guidelines and forms are available through the ETS website at www.ets.org/disabilities/documentation.

See ETS’s “Tips for Test Takers with Disabilities” available online at www.ets.org/disabilities/tips.

To request a large-print copy of the *GACE Registration Bulletin* and the *Bulletin Supplement*, contact ETS Disability Services. See *page 16* for contact information.

Contact Information

If you have questions about anything in this *Registration Bulletin*, you may contact the offices listed below for further information. In all written correspondence, please include your full name, mailing address, and phone number, and indicate the test(s) for which you are requesting information. Include your Georgia certification ID number (GA CERT ID), if available.

General Inquiries

Contact ETS for test registration-related issues and questions/issues regarding payment, admission tickets, and score reporting.

U.S. Mail

ETS–GACE
PO Box 6001
Princeton, NJ 08541-6001

Overnight Mail

ETS–GACE
Document Processing
1425 Lower Ferry Road
Ewing, NJ 08618-1414

Phone

1-855-225-7178 (U.S., U.S. Territories, and Canada)
1-609-359-5161 (all other locations)
Monday–Friday from 8 a.m.–5 p.m. ET,
excluding holidays

Fax

1-973-735-0156
or
1-866-484-5860

Email

gace_inquiries@ets.org

Web

www.gace.ets.org

Live Chat

Available through the GACE website Monday–Friday
8 a.m.–5 p.m. ET

Test Use/Certification

If you have questions about which test(s) you need to take or about certification requirements, contact the Georgia Professional Standards Commission (GaPSC) or go to the GaPSC website at www.gapsc.com.

U.S. Mail

Georgia Professional Standards Commission
200 Piedmont Avenue
Suite 1702
Atlanta, GA 30334-9032

Phone

404-232-2500 (Metro Atlanta and long distance)
800-869-7775 (toll free outside Metro Atlanta area)

The GaPSC’s toll-free Certification Call Center is available to answer your questions and provide assistance from 8 a.m.–4:30 p.m., Monday, Wednesday, and Friday except on state holidays. The Call Center is closed on Tuesdays, Thursdays, and all state holidays.

Fax

404-232-2560

Email

mail@gapsc.com

Web

www.gapsc.com

ETS Disability Services

To obtain information and registration materials, contact ETS:

U.S. Mail

ETS Disability Services
PO Box 6054
Princeton, NJ 08541-6054

Phone

1-866-387-8602 (U.S., U.S. Territories, and Canada)
1-609-771-7780 (all other locations)
Monday–Friday 8:30 a.m.–5 p.m. ET

Fax

1-609-771-7165

Email

stassd@ets.org

Web

See “Testing Accommodations” at www.gace.ets.org.

Contact Information (*continued*)

Test Center Comments

Mail

ETS–GACE
Computer-delivered Testing Comments
PO Box 6051
Princeton, NJ 08541-6051

Fax

1-609-530-0581

Email

gacetesting@ets.org

If you have comments about the test center where you tested or the conditions under which you took a test, please submit them to ETS in writing by mail, email, or fax. Please provide all pertinent details and include the name and address of the test center, and the test date. Comments must be submitted or postmarked no later than two days after your test date.

Test Question Inquiries

If you think there is an error in a test question that affected your response, tell the test administrator as soon as you finish the test, or send a letter to the following address postmarked within two days of your test date.

ETS–GACE
Test Question Inquiries
PO Box 6667
Princeton, NJ 08541-6667

In your letter, state the name and address of the center, the test date and name of the test, the question number and content of the question, and the section in which it appeared.

Test Preparation Resources

Test preparation materials are available on the GACE website at www.gace.ets.org.

Visit the GACE website at
www.gace.ets.org

Registration Information

Registration Checklist

There are several steps you need to consider before you register, while you prepare, and on the day you take a GACE assessment. Use the information in the chart below to help you organize your testing strategy and gather all the information you need to register, prepare, and take a GACE test.

NOTE: The information below is for planning purposes only. It is important that you read and understand the *Registration Bulletin*, including the Rules of Test Participation, for more detailed information about what you need to do before you take a GACE assessment.

✓	Task	Refer to
	Identify the certification you wish to earn.	Consult with your preparation program, district human resources department, principal, or prospective employer. Also see <i>Certification and Licensure Assessments</i> on the GaPSC website.
	Identify which test(s) you need to take for certification.	Eligibility on <i>pages 22–23</i> .
	Determine if you are eligible to take a GACE assessment and gain approval to test.	Confirming/Requesting Eligibility on <i>page 22</i> .
	Review the Registration Bulletin.	
	Read the Rules of Test Participation.	Rules of Test Participation on <i>pages 48–51</i> .
	Choose a test center and date to take your assessment.	Test Centers on <i>pages 27–29</i> . Testing Windows on <i>pages 30–35</i> .
	Create your MyPSC account on the GaPSC website using your legal name, which must match the documents you will present at the test center. Ensure you have read the important ID requirements and have valid forms of ID before creating your MyPSC account.	Your MyPSC Account on <i>page 20</i> . Correcting or Updating Your MyPSC Account on <i>page 20</i> . Identification (ID) Requirements on <i>pages 41–44</i> .
	Create your ETS GACE testing account.	Your ETS GACE Testing Account on <i>page 21</i> .
	Register for the assessment(s) you plan to take.	Registration Steps on <i>page 19</i> .
	Review free test preparation resources and purchase test prep materials.	Test Preparation on <i>pages 14–15</i> .
	If the test you are taking requires the use of a calculator, practice with the online calculator tutorial.	Online Calculator Tutorial on the GACE website at www.gace.ets.org/prepare/tutorials .
	If you are taking a French, German, or Spanish assessment, practice entering accents and alternate characters with the alternate character toolbar tutorial.	Alternate Character Toolbar Tutorial on the GACE website at www.gace.ets.org/prepare/tutorials .
	Review the guidelines of what to bring with you on test day.	What to Bring to the Test Center on <i>page 41</i> .
	Print your admission ticket and gather your identification documents.	Printing Admission Tickets on <i>page 40</i> . Identification (ID) Requirements on <i>pages 41–44</i> .

Registration Information (*continued*)

Registration Steps

Georgia Ethics, Paraprofessional, and Teacher Leadership Assessments

See registration steps for the Georgia Ethics, Paraprofessional, and Teacher Leadership assessments under “How to Register” beginning on *page 24*.

All Other Assessments

For all other assessments, before you can register for a GACE assessment, you must:

- Identify which test(s) you need to take for certification.
- Obtain approval to test from your program provider, if you are enrolled in or seeking admission into an approved program.
- Review this Registration Bulletin.
- Read the Rules of Test Participation beginning on *page 48*.
- Choose a test center and date to take your assessment.

When you have completed the steps above and you are ready to register, you must do the following:

- **Create a MyPSC account on the GaPSC website.** When you create a MyPSC account, you will receive a Georgia certification ID number (GA CERT ID). A GA CERT ID is used for identification throughout the certification and test registration process.
- **Create an ETS GACE testing account.** This is where you will register to test. The tests you are approved to take will be listed there. See “Your ETS GACE Testing Account” on *page 21*.

NOTE: If your MyPSC account and ETS GACE testing account have already been created, please confirm that the name on your ID documents still matches the name that appears in your accounts. If they do not, you must update your information in your MyPSC account. **All updates and corrections to your information must be completed through MyPSC before registering, or at least one day prior to reporting to the test center.**

The Name You Use When Creating Your Accounts

The first and last name shown in your MyPSC account must be your legal name, and must *exactly* match the first and last name on the ID documents you will present on the day of the test.

It is your responsibility to ensure that the first and last name on your admission ticket match the ID documents you will present on the day of the test. **NOTE: Hyphens, accents, suffixes, middle initials, and spaces in your name will not appear on the admission ticket.**

If your ID documents do not match the name you use when you register, you may be prohibited from testing, your test fees may be forfeited and/or your test scores may be cancelled.

- When you create your ETS GACE testing account, you will be required to enter your first and last name. Your middle initial and any suffix, if applicable, will be optional. Only your first and last name will appear on your admission ticket. Be sure that what you enter matches what is in your MyPSC account.
- You must supply your entire last (family) name. If you have a multiple-part last name, be sure to supply your complete last name (e.g., Pena-Delgado or Miller Thomas) as it appears on the ID documents you will present on the day of the test.
- Be sure to provide your entire first (given) name. Do not register under a nickname, and do not register with only an initial as your first name.
- If you register by phone, please be sure you are registered under your legal name as it appears on your ID.
- If you have already created your MyPSC account, please confirm that the name on your ID documents still matches the name that appears in your account. If it does not, you must submit an application to the GaPSC to change your name and include the appropriate supporting documentation. See the GaPSC website at www.gapsc.com for further information.

Registration Information (continued)

Your MyPSC Account

Creating Your Account

- Your MyPSC account is used to provide important information to ETS. You must have a MyPSC account in order to create an ETS testing account and register to take a GACE assessment. **NOTE:** You do not need to create a MyPSC account if you are taking the Paraprofessional assessment. See “Registering for the Paraprofessional Assessment” on page 25.
- Before you create your MyPSC account, read “The Name You Use When Creating Your Accounts” on page 19. To make a name change, you must submit an application to the GaPSC and include appropriate supporting documentation. See the GaPSC website at www.gapsc.com for further information.
- Go to <http://mypsc.gapsc.org> and select “Register.” Follow the prompts to create your account. Be sure to enter your full legal name **exactly** as it appears on your ID, and complete all required fields.
- If you already have a MyPSC account, log in to review and confirm your information. Be sure the name in your MyPSC account is your legal name and that it matches your ID.
- Complete or update your MyPSC account, especially your mailing address, phone number, and email address. **All future updates and corrections must be completed through MyPSC.** See “Correcting or Updating Your MyPSC Account” on this page. Always make sure your MyPSC account information is current before you register to test on the ETS GACE website.
- You will receive your Georgia certification ID number (GA CERT ID) through your MyPSC account. A GA CERT ID is used for identification throughout the certification and test registration process.
- Print your MyPSC account information so it will be handy when you register to test on the GACE website at www.gace.ets.org.

Correcting or Updating Your Account

It is extremely important to keep the information in your MyPSC account up-to-date because the information you enter is uploaded into the ETS GACE registration system. Occasionally, ETS and GaPSC staff may need to contact you in the event there is a last-minute change in a test administration, such as a reporting address or reporting time change. Keeping the information current in your MyPSC account — especially your phone number and email address — is your responsibility. By doing so, you enable ETS and GaPSC staff to contact you if the need arises.

You can update your mailing address, phone number, and email address by logging in to your MyPSC account at <http://mypsc.gapsc.org>.

To make a name change, you must submit an application to the GaPSC and include appropriate supporting documentation. See the GaPSC website at www.gapsc.com for further information. Name changes must be made in conjunction with your primary ID documents. The name in your MyPSC account must match the identification document(s) you will present at the test center.

After updating your MyPSC account, please confirm the changes by logging in to your ETS GACE testing account on the GACE website at www.gace.ets.org to confirm that the information retrieved from the GaPSC system is correct. Testing account updates are made periodically throughout the day so if your change doesn't appear immediately, check back in a few hours. If there are any discrepancies in the data, call ETS Customer Service at 1-855-225-7178, Monday–Friday from 8 a.m.–5 p.m. ET, excluding holidays.

Registration Information (*continued*)

Your ETS GACE Testing Account

Creating Your Account

Online

- When you access the ETS GACE online registration system for the first time, you will be required to create a testing account.
- Your MyPSC account provides important information to ETS. Make sure you have a MyPSC account and that the information is current before you attempt to create an ETS GACE testing account.
- Go to the GACE website at www.gace.ets.org, select My GACE Testing Account, and follow the guidelines for creating an account in the ETS GACE online registration system. **NOTE:** You must create an account in the ETS GACE online registration system. The tests you are approved for and eligible to take will be listed in this account, and this is where you will register to test. You cannot register to test through your MyPSC account.
- You will be required to provide your GA CERT ID, your first/given name, middle initial (optional), last/family name, and suffix (optional) exactly as it appears in your MyPSC account; your date of birth; and Social Security number.
- You may use a different user name and password for your ETS GACE testing account than you did on your MyPSC account; however, **all other requested information must be identical to your MyPSC account in order to match your eligibility information from the GaPSC.**

By phone

- Your ETS GACE testing account will be created for you using the information you supply over the phone. **This information must match the information in your MyPSC account.** If it does not, your registration cannot be processed.
- Once your ETS GACE testing account has been created, you will be sent an email that includes a user name and temporary password for this account so you can access your account online.

- Go to the GACE website at www.gace.ets.org and select “My GACE Testing Account.” Go to “Login” and enter your user name and temporary password. You will be prompted to change your temporary password after you log in.

Services Available Through Your Testing Account

You will be able to:

- register for any test you are eligible to take (**NOTE:** Do not register for the Assessment of Sign Communication-American Sign Language [ASC-ASL], Georgia Ethics, Paraprofessional, or Teacher Leadership assessments through your ETS GACE testing account. Registration for these assessments is not done through your ETS GACE testing account; see information about registering for these assessments under “How to Register” on *page 24*.)
- add score recipients; see “Choosing Score Recipients” on *page 25*
- view your registration and make changes, if needed
- reschedule or cancel your registration
- print (or reprint) your admission ticket(s)
- view your scores
- change your password

You cannot update the information in your MyPSC account through your testing account in the ETS GACE online registration system. You must go to your MyPSC account at <http://mypsc.gapsc.org> to update your information. See “Correcting or Updating Your MyPSC Account” on *page 20*.

Be sure to record your ETS GACE testing account user name and password and keep them in a secure place for future use.

Registration Information (continued)

Eligibility

If you are enrolled in or seeking admission to a Georgia state-approved educator preparation program, you must be approved to test by your program provider in order to take a GACE assessment for Georgia certification. If you have a different reason for testing, the GaPSC will provide approval to test through your MyPSC account. See “Reasons for Testing” on this page and “Your MyPSC Account” on page 20.

Confirming/Requesting Eligibility

Log in to your MyPSC account and select “Assessments” at the top of the MyPSC home page. Follow the steps below to confirm or request eligibility to test:

- Select the reason why you want to take the GACE assessment. See “Reasons for Testing” on this page.
 - If you are enrolled in or have completed an approved program, you will see the list of programs and providers where you have claimed enrollment and your status for your eligibility to test for the program(s). If you do not see any programs and providers listed, it means you have not claimed your enrollment. See “Claiming Your Enrollment Record” on this page.
- Select the assessment for which you are requesting eligibility to test from the drop-down menu.
- Click the “ADD” button.
- Confirm your choices by typing “yes” in the space provided and then click “FINISH.” (You can click “QUIT” to cancel your selection.)
- Your profile and eligibilities will be transmitted to ETS.
- At the bottom of the Assessments page is a list of your active and pending eligibility requests and their status. **NOTE:** Program providers are notified via email of pending requests for eligibility.

Claiming Your Enrollment Record

Your program provider will create an enrollment record for you in the GaPSC system. Log in to your MyPSC account and select “Program” in the MyPSC menu to claim your enrollment record. If no matching record is found, check with your program provider. Once you have claimed your enrollment record, go back to the “Assessments” page, select reason **2**, and select the program for which you want to add the assessment.

Reasons for Testing

When you create or update your MyPSC account, you must indicate one of the following reasons for testing.

1. I am testing to satisfy the Program Admission assessment requirement.
2. I am enrolled in or have completed a **Georgia-** approved program and have obtained eligibility from my program provider to take a content assessment and/or the Program Exit level of the Georgia Educator Ethics or the Georgia Ethics for Educational Leadership assessment. **NOTE:** GaTAPP candidates should not ask for eligibility to take the Program Exit level of the Georgia Educator Ethics or the Georgia Ethics for Educational Leadership assessment. Your provider will grant eligibility at the appropriate time and you will receive an email with the information needed to register.
3. I am taking a content assessment to gain eligibility for employment and plan to complete a state-approved program such as GaTAPP, a certification-only program, or a Master’s degree with a certification program embedded.
4. I am enrolled, or plan to enroll, in an **out-of-state (non-Georgia)** certification program, excluding Educational Leadership, and am taking a content assessment and/or the Program Entry or Program Exit level of the Georgia Educator Ethics assessment or the Program Entry or Program Exit level of the Georgia Ethics for Educational Leadership assessment to meet Georgia’s certification assessment requirements.
5. I am taking a content assessment to add a field to my valid teaching certificate or Certificate of Eligibility.
6. I am testing because the GaPSC informed me of a required educator assessment, or my reason for testing is not covered by the reasons above.
7. I am taking the Program Entry level of the Georgia Educator Ethics or the Georgia Ethics for Educational Leadership assessment (candidates enrolled in out-of-state programs, excluding Educational Leadership, need to select reason **4**).

Registration Information (*continued*)

Georgia Educator Ethics – Program Entry (350) Candidates

To gain automatic eligibility, select the appropriate reason for testing in your MyPSC account.

- State-approved **traditional** educator preparation program candidates (colleges/universities) should select reason **7**.
- State-approved **non-traditional** educator preparation program initial teaching candidates (GaTAPP) should select reason **7**.
- **Out-of-state initial teaching candidates** doing field experiences/clinical practice in Georgia should select reason **4**.

Georgia Educator Ethics – Program Exit (360) Candidates

To gain eligibility, claim your enrollment (if applicable) and select the appropriate reason for testing in your MyPSC account.

- State-approved **traditional** educator preparation program candidates (colleges/universities) should claim their enrollment in the Traditional Program Management (TPMS) system and select reason **2** in their MyPSC account.
- State-approved **non-traditional** educator preparation program initial teaching candidates (GaTAPP) do not have to claim enrollment in MyPSC. Program providers determine eligibility on an individual basis. View the bottom of the Assessments screen in MyPSC to verify your eligibility.
- **Out-of-state initial teaching candidates** doing field experiences/clinical practice in Georgia should claim enrollment in MyPSC and select reason **4**.
- **Out-of-state educators seeking certification** in Georgia via reciprocity with less than three years of experience should select reason **4** in MyPSC.

Georgia Ethics for Educational Leadership – Program Entry (370)

- State-approved **traditional** educational leadership preparation program candidates (colleges/universities) should select reason **7** in their MyPSC account.
- State-approved **non-traditional** educational leadership preparation program candidates (GaTAPP) should select reason **7** in MyPSC.

Georgia Ethics for Educational Leadership – Program Exit (380)

- State-approved **traditional** educational leadership preparation program candidates (colleges/universities) should select reason **2** in MyPSC.
- State-approved **non-traditional** educational leadership preparation program candidates (GaTAPP) should select reason **2** in MyPSC.

Teacher Leadership

- Candidates who completed their educator preparation program **before July 1, 2014**, should select **6** as their reason for testing.
- Candidates who completed their program **on or after July 1, 2014**, should select **2** as their reason for testing.

Registration Information (*continued*)

How to Register

Before you register, please read the information in this Registration Bulletin under “Eligibility” on *page 22*, and “Registration Steps” and “The Name You Use When Creating Your Accounts” on *page 19*.

NOTE: Do not register for the Assessment of Sign Communication-American Sign Language (ASC-ASL), or the Georgia Ethics, Paraprofessional, or Teacher Leadership assessments through your ETS GACE testing account. See information about how to register for these assessments below and on *page 25*.

Registering Through Your ETS GACE Testing Account or by Phone

Online at www.gace.ets.org

- Available 24 hours a day, 7 days a week.
- See *pages 30–36* for information about test dates and registration deadlines.
- If you have questions or need help registering, call ETS Customer Service at **1-855-225-7178**.

Phone

- Call **1-855-225-7178**, Monday–Friday from 8 a.m.–5 p.m. ET, excluding holidays.
- If you register by phone, available test dates will be provided to you.

ASC-ASL

You can only register for ASC-ASL by phone.

Georgia Ethics Assessments

Registration steps for Georgia Ethics assessments:

1. Create or update your MyPSC account on the GaPSC website and enter your reason for testing.
2. The GaPSC sends your profile and eligibility information to ETS.
3. ETS sends you an email with a link to the Georgia Ethics system (<https://gat.ethics.ets.org>). You must follow the steps to gain eligibility on *page 23* before accessing the registration system or you will experience problems trying to register.
4. Access the Georgia Ethics system, select Test Takers under Registration, create your account, and register and pay for the assessment. **NOTE:** Be sure the correct test code is displayed before proceeding with payment.

Georgia Educator Ethics Program Entry (350)

- State-approved **traditional** educator preparation program candidates (colleges/universities) must complete Program Entry to hold a Pre-service certificate.
- State-approved **non-traditional** educator preparation program initial teaching candidates (GaTAPP) must complete Program Entry prior to program admission.
- **Out-of-state initial teaching candidates** doing field experiences/clinical practice in Georgia must complete Program Entry to hold a Pre-service certificate.

Georgia Educator Ethics Program Exit (360)

- State-approved **traditional** educator preparation program candidates (colleges/universities) must attempt Program Exit prior to program completion; they must pass Program Exit to hold an Induction certificate.
- State-approved **non-traditional** educator preparation program initial teaching candidates (GaTAPP) must pass Program Exit prior to program completion.
- **Out-of-state initial teaching candidates** doing field experiences/clinical practice in Georgia must attempt Program Exit prior to program completion.
- **Out-of-state educators seeking certification in Georgia** via reciprocity with less than three (3) years of experience must pass Program Exit.

Georgia Ethics for Educational Leadership Program Entry (370)

- All candidates admitted (enrolled and taking classes) to any GaPSC-approved Educational Leadership program (non-tiered program or the new tiered model) on or after July 1, 2016, must complete (do not have to pass) Program Entry (370) prior to becoming enrolled.
- A candidate who completes this program entry requirement for Tier I, does not have to complete it again for Tier II.

Registration Information (continued)

Georgia Ethics for Educational Leadership Program Exit (380)

- All candidates completing any GaPSC-approved Educational Leadership program (non-tiered program or the new tiered model) on or after **July 1, 2016**, must attempt Program Exit (380) prior to completion and must pass the assessment to earn certification in the field of Educational Leadership.
- A candidate who passes Program Exit for Tier I certification, does not have to pass it again for Tier II certification.

Paraprofessional Assessment

The Paraprofessional assessment is given at participating school districts, most Regional Education Service Agencies (RESAs), and other agencies. It is administered by appointment at the convenience of the test site and the test taker. You do not have to pre-register to take this assessment, you do not need a MyPSC account, and you do not need approval to test. Test sites have their own process for registration and some may charge an additional fee over the \$38 test fee.

Contact the Paraprofessional Assessment Test Site closest to you for information about registering for this assessment. A list of test sites is available in the “Paraprofessional” section of the GACE website at www.gace.ets.org/paraprofessional.

Teacher Leadership Assessment

Registration for the GACE Teacher Leadership assessment is a five-step process:

1. Create or update your MyPSC account on the GaPSC website.
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 and notifies you via email when it is complete. You will be emailed credentials for accessing the registration system.
4. Access your testing account in the Teacher Leadership registration system and register for the assessment.
5. Once you have completed your registration, you are provided with access to the Teacher Leadership submission system.

See the “Teacher Leadership” section of the GACE website at www.gace.ets.org/teacher_leadership for more information about registering for this assessment.

Choosing Score Recipients

Through Your ETS GACE Testing Account

Scores are automatically sent to the GaPSC. You may add up to three additional score recipients as part of your test fee. For all assessments except Georgia Ethics, Paraprofessional, and Teacher Leadership, score recipients can be selected via your ETS GACE testing account. Score recipients for those assessments should be selected in the appropriate registration system. See below.

The recipients you choose should be based on the selection you made as your Reason for Testing in your MyPSC account. See “Reasons for Testing” beginning on *page 22*.

Reasons 1 and 3

- You must add the program you are enrolled in or seeking admission into as a score recipient.

Reason 2

- Your scores will automatically be sent to the GaPSC and the program provider granting approval to test. You do not need to add them as a score recipient.

Reasons 4, 5, and 6

- Your scores will automatically be sent to the GaPSC. You do not need to add them as a score recipient.

Reason 7

- You must add the program you are seeking admission into as a score recipient. Your scores will automatically be sent to the GaPSC. You do not need to add them as a score recipient.

Georgia Ethics Assessments

Score recipients can be selected in your testing account in the Ethics registration system. All recipients must be designated before you complete your assessment. Once you complete and exit the assessment, you cannot add or change score recipients.

Paraprofessional Assessment

Paraprofessional candidates do not have the option of selecting score recipients. Score reports are automatically sent to you and the GaPSC.

Teacher Leadership Assessment

Score recipients can be selected in your testing account in the Teacher Leadership registration system.

Registration Information (*continued*)

Test Start Times

GACE assessments are offered at various times throughout the day. Please note the following restrictions:

- A test start time can only be selected when you register.
- Some test centers may not offer start times in both the morning and afternoon.
- If you register and select a test start time and then make subsequent changes to your test and/or test center selection(s), you will be required to choose from the start times that are available at the test center at the time of the change.
- The start time you select at registration cannot be modified on the day of the test.

Registration Information (continued)

Test Centers

The most current information regarding test centers is available on the GACE website at www.gace.ets.org. Test centers in Georgia are listed by the general area in which they are located and may not be within the actual city limits. There are also a limited number of test centers outside Georgia and in other countries outside the United States. Test centers are selected based on availability and appropriateness of the facilities for the specific test administration. **NOTE:** Not all test centers offer every GACE test; there is no guarantee that the test you wish to take is being administered at a particular test center, or that seats will be available at that test center on the date you wish to test. Seat availability will be shown when you access the online registration system to register for the assessment.

The name and address of your test center assignment will be listed on your admission ticket. To find the exact address or contact information for your test center, see the “Test Center List” on the GACE website. This tool allows you to search for a test center by name or proximity to a manually entered ZIP code, and will provide the test center’s address and distance from the search location.

Test Center Locations in Georgia

Albany	Barnesville	Dalton	Macon	Statesboro
Americus	Brooklet	Fort Valley	Morrow	Valdosta
Athens	Brunswick	Gainesville	Savannah	Waycross
Atlanta	Columbus	Kennesaw	Smyrna	
Augusta	Dahlonega	Lawrenceville		

Test Center Locations in Other U.S. States

Alabama	Diamond Bar	Florida	Peoria	Louisiana
Auburn	Fair Oaks	Boca Raton	Sycamore	Alexandria
Birmingham	Fresno	Dania Beach	Indiana	Baton Rouge
Dothan	Gardena	Daytona Beach	Bloomington	Metairie
Huntsville	Glendale	Fort Lauderdale	Evansville	New Orleans
Mobile	Lake Forest	Gainesville	Fort Wayne	Maine
Montgomery	Ranch Cucamonga	Jacksonville	Indianapolis	Bangor
Tuscaloosa	San Bruno	Longwood	Lafayette	South Portland
Alaska	San Diego	Miami	Merrillville	Maryland
Anchorage	San Francisco	Pensacola	Mishawaka	Baltimore
Fairbanks	San Jose	Sarasota	Muncie	Bethesda
Arizona	San Luis Obispo	Tallahassee	Terre Haute	College Park
Flagstaff	Santa Maria	Tampa	Iowa	Columbia
Goodyear	Santa Rosa	West Palm Beach	Bettendorf	Frostburg
Phoenix	Stockton	Guam	Cedar Falls	Landover
Tempe	Colorado	Hagatna	Coralville	Salisbury
Tucson	Boulder	Hawaii	Sioux City	Towson
Yuma	Colorado Springs	Hilo	West Des Moines	Massachusetts
Arkansas	Denver	Honolulu	Kansas	Boston
Arkadelphia	Fort Collins	Idaho	Hays	Bridgewater
Fayetteville	Grand Junction	Meridian	Lawrence	Brockton
Fort Smith	Greenwood Village	Moscow	Overland Park	Burlington
Jonesboro	Longmont	Pocatello	Pittsburg	Lowell
Little Rock	Connecticut	Illinois	Topeka	West Springfield
California	Glastonbury	Carbondale	Wichita	Worcester
Alameda	Hamden	Champaign	Kentucky	Michigan
Anaheim	Norwalk	Chicago	Florence	Ann Arbor
Arcata	Delaware	Decatur	Lexington	Detroit
Bakersfield	Newark	Deerfield	Louisville	East Lansing
Camarillo	District of Columbia	Joliet	Murray	Grand Rapids
Culver City		Lombard		Lansing

Registration Information (continued)

Livonia	Fargo	Ohio	South Carolina	Utah
Mt. Pleasant	Grand Forks	Akron	Charleston	Lindon
Sault Ste Marie	Nebraska	Athens	Columbia	Logan
Troy	Kearney	Cincinnati	Conway	Salt Lake City
Minnesota	Lincoln	Cleveland	Florence	St. George
Bloomington	Omaha	Columbus	Greenville	South Jordan
Duluth	Scottsbluff	Fairborn	South Dakota	Taylorsville
Rochester	New Hampshire	Mansfield	Rapid City	Vermont
St. Cloud	Concord	Maumee	Sioux Falls	Williston
Woodbury	Portsmouth	Mentor	Tennessee	Virgin Islands
Mississippi	New Jersey	Middleburg Heights	Chattanooga	St. Thomas
Ellisville	Clark	Niles	Clarksville	Virginia
Flowood	Fair Lawn	Toledo	Jackson	Bristol
Hattiesburg	Hamilton	Worthington	Johnson City	Chesapeake
Mississippi State	Laurel Springs	Oklahoma	Knoxville	Glen Allen
Oxford	New Mexico	Oklahoma City	Martin	Falls Church
Missouri	Albuquerque	Stillwater	Memphis	Lynchburg
Columbia	Farmington	Tulsa	Nashville	Norfolk
Jefferson City	Las Cruces	Oregon	Texas	Roanoke
Kansas City	Santa Fe	Bend	Abilene	Washington
Kirksville	Nevada	Eugene	Amarillo	Ellensburg
Lee's Summit	Las Vegas	La Grande	Austin	Fife
Springfield	Reno	Medford	Beaumont	Mountlake Terrace
St. Louis	New York	Portland	Bedford	Spokane
Montana	Albany	Pennsylvania	Brownsville	West Virginia
Billings	Buffalo	Allentown	College Station	Huntington
Bozeman	East Syracuse	Clarks Summit	Corpus Christi	Morgantown
Helena	Melville	Conshohocken	Dallas	South Charleston
Missoula	NYC - Brooklyn	Erie	Denton	Wisconsin
North Carolina	NYC - Queens	Harrisburg	Edinburg	Ashwaubenon
Asheville	New York	Indiana	El Paso	Brookfield
Boone	Poughkeepsie	Lancaster	Houston	Eau Claire
Charlotte	Plattsburgh	Monroeville	Lubbock	La Crosse
Durham	Purchase	Philadelphia	McAllen	Madison
Fayetteville	Rochester	Pittsburgh	Nacogdoches	Oshkosh
Greensboro	Tonawanda	Puerto Rico	Odessa	Stevens Point
Greenville	Utica	Guaynabo	San Antonio	Wyoming
Raleigh	Vestal	Rhode Island	Tyler	Casper
Wilmington	Watertown	Cumberland	Waco	Laramie
North Dakota	Westbury	Warwick	Wichita Falls	
Bismarck				

Registration Information (continued)

Test Center Locations Outside the U.S.

Argentina Buenos Aires	China Beijing Guangzhou Shanghai	India Ahmedabad Allahabad Bengalluru Chennai Guraon Hyderabad Kolkata Thiruvananthapuram Mumbai Trivandrum	Mexico City Monterrey	South Africa Cape Town Claremont Durban Johannesburg
Armenia Yerevan	Colombia Cali Chia	Indonesia Jakarta	Nepal Kathmandu	Spain Barcelona Madrid
Austria Vienna	Costa Rica San Jose	Ireland Cork Dublin	Netherlands Amsterdam	Sweden Stockholm
Australia Melbourne Perth Sydney	Croatia Zagreb	Israel Ramallah Tel Aviv	New Zealand Auckland	Switzerland Geneva
Bahrain Manama	Cyprus Nicosia	Italy Milan Rome	Oman Muscat	Taiwan Kaohsiung Taipei
Bangladesh Dhaka	Czech Republic Praque	Japan Osaka Tokyo	Pakistan Islamabad Karachi Lahore	Tanzania Dar Es Saleem
Belgium Brussels	Denmark Copenhagen	Jordan Aman	Peru Lima	Thailand Bangkok
Bolivia La Paz	Dominican Republic Santo Domingo	Kazakhstan Almaty	Philippines Cebu City Makati City	Trinidad Trincity
Botswana Gaborone	Egypt Alexandria Cairo	Kenya Nairobi	Poland Warsaw	Tunisia Tunis
Brazil Belo Horizonte Brasilia Curitiba Recife Rio de Janeiro Sao Paolo	Finland Helsinki	Korea Seoul	Portugal Lisbon	Turkey Ankara Istanbul Izmir
Bulgaria Sofia	France Marseille Paris Toulouse	Kuwait Kuwait City	Qatar Doha	Uganda Kampala
Canada Calgary Edmonton Halifax Hamilton London Mississauga Ottawa Pointe Claire Regina Saskatoon St. Johns Toronto Vancouver Windsor Winnipeg	Georgia Tbilisi	Latvia Riga	Romania Bucharest	Ukraine Kiev
Chile Santiago	Germany Berlin Frankfurt Hamburg Munich	Lebanon Beirut	Russia Moscow St. Petersburg	United Arab Emirates Abu Dhabi Dubai
	Ghana Accra	Lithuania Vilnius	Saudi Arabia Al Khobar Dammam Jeddah Riyadh	United Kingdom London Manchester Peterborough
	Greece Athens Thessaloniki	Luxembourg Luxembourg	Serbia Belgrade	Uzbekistan Tashkent
	Guatemala Guatemala City	Malaysia Kuala Lumpur	Singapore Singapore	Venezuela Caracas Maracaibo
	Hong Kong Kowloon	Mexico Guadalajara	Slovakia Bratislava	Vietnam Ho Chi Minh City
	Hungary Budapest		Slovenia Ljubljana	

Registration Information (continued)

2017-18 Testing Windows

Tests are offered throughout the year during the specific testing windows listed below. You can determine specific test-date availability in the ETS GACE online registration system on the GACE website at www.gace.ets.org. If you register by phone, available dates will be provided to you. See registration deadlines on page 36.

Agricultural Education: Test I (040), Test II (041), Combined Test I and II (540)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

American Sign Language: Test I (150)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

American Sign Language: Test II ASC-ASL (151)

Test Dates	Score Reporting Dates
11/11/17	12/12/17
4/21/18	5/22/18

Art Education: Test I (109), Test II (110), Combined Test I and II (609)

Testing Windows	Score Reporting Dates
11/10/17 – 11/16/17	12/1/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
5/4/18 – 5/10/18	5/25/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Behavioral Science: Test I (050), Test II (051), Combined Test I and II (550)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Biology: Test I (026), Test II (027), Combined Test I and II (526)

Testing Windows	Score Reporting Dates
9/1/17 – 9/8/17	9/22/17
11/10/17 – 11/16/17	12/1/17
12/1/17 – 12/7/17	12/26/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
3/9/18 – 3/15/18	3/30/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Birth Through Kindergarten: Test I (005), Test II (006), Combined Test I and II (505)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Business Education: Test I (042), Test II (043), Combined Test I and II (542)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Chemistry: Test I (028), Test II (029), Combined Test I and II (528)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Registration Information (continued)

Computer Science (554)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Curriculum and Instruction (300)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	11/3/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/9/18
4/6/18 – 4/12/18	5/4/18
6/1/18 – 6/7/18	6/29/18
7/6/18 – 7/12/18	8/3/18

Early Childhood Education: Test I (001), Combined Test I and II (501)

Testing Windows	Score Reporting Dates
10/6/17 – 10/15/17	11/3/17
11/10/17 – 11/19/17	12/8/17
1/12/18 – 1/20/18; 1/23/18	2/9/18
2/9/18 – 2/10/18; 2/12/18 – 2/19/18	3/9/18
3/9/18 – 3/18/18	4/6/18
4/6/18 – 4/15/18	5/4/18
5/4/18 – 5/13/18	6/1/18
6/1/18 – 6/10/18	6/29/18
7/6/18 – 7/15/18	8/3/18
8/3/18 – 8/12/18	8/31/18

Early Childhood Education: Test II (002)

Testing Windows	Score Reporting Dates
10/6/17 – 10/15/17	10/27/17
11/10/17 – 11/19/17	12/1/17
1/12/18 – 1/20/18; 12/23/18	2/2/18
2/9/18 – 2/10/18; 2/12/18 – 2/19/18	3/2/18
3/9/18 – 3/18/18	3/30/18
4/6/18 – 4/15/18	4/27/18
5/4/18 – 5/13/18	5/25/18
6/1/18 – 6/10/18	6/22/18
7/6/18 – 7/15/18	7/27/18
8/3/18 – 8/12/18	8/24/18

Early Childhood Special Education General Curriculum: Test I (003), Test II (004), Combined Test I and II (503)

Testing Windows	Score Reporting Dates
Continuous	within 7 days after test date

Economics: Test I (038), Test II (039), Combined Test I and II (538)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Educational Leadership (301)

Testing Windows	Score Reporting Dates
11/10/17 – 11/16/17	12/8/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/9/18
4/6/18 – 4/12/18	5/4/18
5/4/18 – 5/10/18	6/1/18
6/1/18 – 6/7/18	6/29/18
8/3/18 – 8/9/18	8/31/18

Engineering and Technology Education: Test I (052), Test II (053), Combined Test I and II (552)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

English: Test I (020), Test II (021), Test I and II (520)

Testing Windows	Score Reporting Dates
11/10/17 – 11/19/17	12/8/17
2/9/18 – 2/10/18; 2/12/18 – 2/19/18	3/9/18
4/6/18 – 4/15/18	5/4/18
5/4/18 – 5/13/18	6/1/18
6/1/18 – 6/10/18	6/29/18
8/3/18 – 8/12/18	8/31/18

Registration Information (continued)

English to Speakers of Other Languages (ESOL): Test I (119), Test II (120), Combined Test I and II (619)

Testing Windows	Score Reporting Dates
9/1/17 – 9/8/17	9/22/17
11/10/17 – 11/16/17	12/1/17
12/1/17 – 12/7/17	12/26/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
3/9/18 – 3/15/18	3/30/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Family and Consumer Sciences Education: Test I (044), Test II (045), Combined Test I and II (544)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

French: Test I (143), Test II (144), Combined Test I and II (643)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	11/3/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/9/18
4/6/18 – 4/12/18	5/4/18
6/1/18 – 6/7/18	6/29/18

Geography: Test I (036), Test II (037), Combined Test I and II (536)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Georgia Educator Ethics: Program Entry (350), Program Exit (360)

Testing Windows	Score Reporting Dates
No set windows	after each end-of-test module

Georgia Ethics for Educational Leadership: Program Entry (370), Program Exit (380)

Testing Windows	Score Reporting Dates
No set windows	after each end-of-test module

German: Test I (145), Test II (146), Combined Test I and II (645)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	11/3/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/9/18
4/6/18 – 4/12/18	5/4/18
6/1/18 – 6/7/18	6/29/18

Health and Physical Education: Test I (115), Test II (116), Combined Test I and II (615)

Testing Windows	Score Reporting Dates
Continuous	within 7 days after test date

Health Education: Test I (113), Test II (114), Combined Test I and II (613)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

History: Test I (034), Test II (035), Combined Test I and II (534)

Testing Windows	Score Reporting Dates
Continuous	within 7 days after test date

Instructional Technology (302)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	11/3/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/9/18
4/6/18 – 4/12/18	5/4/18
6/1/18 – 6/7/18	6/29/18
8/3/18 – 8/9/18	8/31/18

Latin (147)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	11/3/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/9/18
4/6/18 – 4/12/18	5/4/18
6/1/18 – 6/7/18	6/29/18

Marketing Education: Test I (046), Test II (047), Combined Test I and II (546)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Registration Information (continued)

Mathematics: Test I (022), Test II (023), Combined Test I and II (522)

Testing Windows	Score Reporting Dates
9/1/17 – 9/8/17	9/22/17
10/6/17 – 10/12/17	10/27/17
11/10/17 – 11/16/17	12/1/17
1/12/18 – 1/18/18	2/2/18
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
3/9/18 – 3/15/18	3/30/18
4/6/18 – 4/12/18	4/27/18
5/4/18 – 5/10/18	5/25/18
6/1/18 – 6/7/18	6/22/18
7/6/18 – 7/12/18	7/27/18
8/3/18 – 8/9/18	8/24/18

Media Specialist: Test I (101), Test II (102), Combined Test I and II (601)

Testing Windows	Score Reporting Dates
11/10/17 – 11/16/17	12/1/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
5/4/18 – 5/10/18	5/25/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Middle Grades Language Arts (011)

Testing Windows	Score Reporting Dates
11/10/17 – 11/19/17	12/8/17
2/9/18 – 2/10/18; 2/12/18 – 2/19/18	3/9/18
4/6/18 – 4/15/18	5/4/18
5/4/18 – 5/13/18	6/1/18
6/1/18 – 6/10/18	6/29/18
8/3/18 – 8/12/18	8/31/18

Middle Grades Mathematics (013)

Testing Windows	Score Reporting Dates
9/1/17 – 9/9/17; 9/12/17 – 9/22/17	9/22/17
10/6/17 – 10/15/17	10/27/17
11/10/17 – 11/25/17	12/1/17
12/1/17 – 12/9/17; 12/11/17 – 12/16/17	12/26/17
1/12/18 – 1/20/18; 1/23/18 – 1/28/18	2/2/18
2/9/18 – 2/10/18; 2/12/18 – 3/1/18	3/2/18
3/9/18 – 3/18/18	3/30/18
4/6/18 – 4/21/18; 4/23/18 – 4/26/18	4/27/18
5/4/18 – 5/23/18	5/25/18
6/1/18 – 6/20/18	6/22/18
7/6/18 – 7/21/18; 7/24/18 – 7/27/18	7/27/18
8/3/18 – 8/17/18	8/24/18

Middle Grades Reading (012)

Testing Windows	Score Reporting Dates
9/1/17 – 9/8/17	9/22/17
11/10/17 – 11/16/17	12/1/17
12/1/17 – 12/7/17	12/26/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/30/18
3/9/18 – 3/15/18	4/6/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Middle Grades Science (014)

Testing Windows	Score Reporting Dates
9/1/17 – 9/8/17	9/22/17
11/10/17 – 11/16/17	12/1/17
12/1/17 – 12/7/17	12/26/17
Continuous after 1/1/18	within 7 days after test date

Registration Information (continued)

Middle Grades Social Science (015)

Testing Windows	Score Reporting Dates
9/1/17 – 9/8/17	9/22/17
11/10/17 – 11/16/17	12/1/17
12/1/17 – 12/7/17	12/26/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
3/9/18 – 3/15/18	3/30/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Music: Test I (111), Music Test II (112), Combined Test I and II (611)

Testing Windows	Score Reporting Dates
11/10/17 – 11/16/17	12/1/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
5/4/18 – 5/10/18	5/25/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Physics: Test I (030), Test II (031), Combined Test I and II (530)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Political Science: Test I (032), Test II (033), Combined Test I and II (532)

Testing Windows	Score Reporting Dates
11/10/17 – 11/16/17	12/1/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
5/4/18 – 5/10/18	5/25/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Program Admission: Test I – Reading (200), Test II – Mathematics (201)

Testing Windows	Score Reporting Dates
Continuous	within 7 days after test date

Program Admission: Test III – Writing (202), Combined Test I, II and III (700)

Testing Windows	Score Reporting Dates
Continuous	within 28 days after test date

Reading: Test I (117), Test II (118), Combined Test I and II (617)

Testing Windows	Score Reporting Dates
11/10/17 – 11/16/17	12/1/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
5/4/18 – 5/10/18	5/25/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

School Counseling: Test I (103), Test II (104), Combined Test I and II (603)

Testing Windows	Score Reporting Dates
9/1/17 – 9/8/17	9/22/17
11/10/17 – 11/16/17	12/1/17
12/1/17 – 12/7/17	12/26/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
3/9/18 – 3/15/18	3/30/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

School Psychology: Test I (105), Test II (106), Combined Test I and II (605)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Science: Test I (024), Test II (025), Combined Test I and II (524)

Testing Windows	Score Reporting Dates
Continuous	within 7 days after test date

Spanish: Test I (141), Test II (142), Combined Test I and II (641)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	11/3/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/9/18
4/6/18 – 4/12/18	5/4/18
6/1/18 – 6/7/18	6/29/18

Registration Information (continued)

Special Education Adapted Curriculum: Test I (083), Test II (084), Combined Test I and II (583)

Testing Windows	Score Reporting Dates
Continuous	within 7 days after test date

Special Education Deaf Education: Test I (085), Test II (086), Combined Test I and II (585)

Testing Windows	Score Reporting Dates
10/6/17 – 10/12/17	10/27/17
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
4/6/18 – 4/12/18	4/27/18
6/1/18 – 6/7/18	6/22/18
8/3/18 – 8/9/18	8/24/18

Special Education General Curriculum: Test I (081), Test II (082), Combined Test I and II (581)

Testing Windows	Score Reporting Dates
9/1/17 – 9/9/17; 9/12/17 – 9/22/17	9/22/17
10/6/17 – 10/15/17	10/27/17
11/10/17 – 11/25/17	12/1/17
12/1/17 – 12/9/17; 12/11/17 – 12/16/17	12/26/17
1/12/18 – 1/20/18; 1/23/18 – 1/28/18	2/2/18
2/9/18 – 2/10/18; 2/12/18 – 3/1/18	3/2/18
3/9/18 – 3/18/18	3/30/18
4/6/18 – 4/21/18; 4/23/18 – 4/26/18	4/27/18
5/4/18 – 5/23/18	5/25/18
6/1/18 – 6/20/18	6/22/18
7/6/18 – 7/21/18; 7/24/18 – 7/27/18	7/27/18
8/3/18 – 8/17/18	8/24/18

Special Education Mathematics and Science (088)

Testing Windows	Score Reporting Dates
9/1/17 – 9/8/17	9/22/17
10/6/17 – 10/12/17	10/27/17
11/10/17 – 11/16/17	12/1/17
1/12/18 – 1/18/18	2/2/18
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
3/9/18 – 3/15/18	3/30/18
4/6/18 – 4/12/18	4/27/18
5/4/18 – 5/10/18	5/25/18
6/1/18 – 6/7/18	6/22/18
7/6/18 – 7/12/18	7/27/18
8/3/18 – 8/9/18	8/24/18

Special Education Reading, English Language Arts, and Social Studies (087)

Testing Windows	Score Reporting Dates
9/1/17 – 9/8/17	9/22/17
10/6/17 – 10/12/17	10/27/17
11/10/17 – 11/16/17	12/1/17
1/12/18 – 1/18/18	2/2/18
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18
3/9/18 – 3/15/18	3/30/18
4/6/18 – 4/12/18	4/27/18
5/4/18 – 5/10/18	5/25/18
6/1/18 – 6/7/18	6/22/18
7/6/18 – 7/12/18	7/27/18
8/3/18 – 8/9/18	8/24/18

Teacher Leadership (303)

Submission Window	Score Reporting Dates
5/22/17 – 12/29/17	2/9/18
1/22/18 – 4/27/18	6/12/18

Registration Information (continued)

Registration Deadlines

All seating is on a space-available basis, so it is important to register early to secure registration for your preferred test date and test center.

Registration for all tests, except the Assessment of Sign Communication-American Sign Language (ASC-ASL) and the Georgia Ethics, Paraprofessional, and Teacher Leadership assessments must be completed **at least two full days before the test date** (not including the day of registration and the day of the test).

ASC-ASL

The Assessment of Sign Communication-American Sign Language (ASC-ASL) test consists of a 20-minute videotaped interview conducted in American Sign Language. Registration for this test can only be made by phone because arrangements have to be made for obtaining a videographer to videotape the interview and an interviewer to administer the test.

Test Date	Registration Deadline
November 11, 2017	October 13, 2017
April 21, 2018	March 23, 2018

Registrations CANNOT be taken after these deadlines because there would be insufficient time to make arrangements for videographers and interviewers.

Georgia Ethics and Paraprofessional Assessments

There is no set registration period or deadline for the Georgia Ethics or Paraprofessional assessments. Both Georgia Ethics assessments can be taken at any time; Paraprofessional is administered by appointment at the convenience of the test site and the test taker.

Teacher Leadership Assessment

Registration for the Teacher Leadership assessment must be completed by the following dates:

Submission Window Deadline	Registration Deadline
December 29, 2017	December 15, 2017
April 27, 2018	April 13, 2018

Defense Activity for Non-Traditional Education Support (DANTES)

If you are a member of the U.S. military currently serving outside of the state of Georgia and would like to register for a GACE assessment, contact the Testing Control Officer (TCO) on your military base to coordinate your registration. ETS will work with the TCO to ensure all information needed by an eligible military candidate is provided to you so you may register to take the GACE assessment(s).

If you have any questions about this process, please contact ETS Customer Service at 1-855-225-7178. For more information on the Georgia Troops-to-Teachers program, please visit the Georgia Troops-to-Teachers website at www.tttga.net/ttt-georgia.

Test Fees

Test	Total Fee
Program Admission (combined test)	\$128*
Program Admission (any two tests)	\$103*
Program Admission (single test)	\$78*
Certificate Upgrade	\$193*
Content (combined test)	\$193*
Content (single test)	\$123*
Educational Leadership	\$193*
Georgia Educator Ethics	\$30
Georgia Ethics for Educational Leadership	\$40
Paraprofessional	\$38
Teacher Leadership Initial Submission	\$350
Teacher Leadership Resubmission	\$75

*A \$25 registration fee and a \$28 test center fee are included in this test fee.

GACE assessments administered at international test sites are subject to a \$50 test site fee in addition to any test fees paid.

Registration Information (continued)

Fees for Additional Services

Service	Fee
Test center, date, or time change	\$25
Canceled test registration	50% of the test fee

Cancellations must be processed at least three calendar days before the test date or your fees will be forfeited.

See “Change Requests” on this page and “Canceling a Test Registration” on the next for more information about rescheduling, canceling your test registration, and refunds.

Payment

- Credit/debit card (American Express®, Discover®, JCB®, MasterCard®, and VISA®). Any credit/debit card branded with one of the above five accepted credit card logos can be processed.
- PayPal™
- E-Check (drawn against U.S. bank accounts only; not available for GACE Ethics assessments)

If you do not have access to an electronic form of payment, please contact ETS Customer Service at 1-855-225-7178, Monday–Friday from 8 a.m.–5 p.m. ET, excluding holidays.

Payment Policies

- All payments must be for the full amount.
- Fees are subject to change without notice. Amounts listed are in U.S. dollars and are exclusive of any value-added or similar taxes.
- All outstanding balances with ETS must be paid in full prior to registering for any ETS-administered tests.
- Services may be withheld for nonpayment of fees.
- Refunds of test fees will be made in U.S. dollar denominations. See “Canceling a Test Registration” on the next page for information regarding refunds.
- ETS reserves the right to add or remove payment methods at its own discretion.

Change Requests

Through Your ETS GACE Testing Account

You can make changes through your ETS GACE testing account for all assessments except the Assessment of Sign Communication-American Sign Language (ASC-ASL), and the Georgia Ethics, Paraprofessional, and Teacher Leadership assessments. See instructions for these assessments on the next page.

- Changes in registration will only be processed if seats are available at the requested test center, on the requested date, and at the requested time.
- If you are approved to test with accommodations, you cannot reschedule online. Contact ETS Disability Services. See *page 16* for contact information.
- Changes can be made **up to three calendar days before the test date** (not including the day of the test).
- A **\$25 processing fee** is charged for making changes. See this page for payment policies.

NOTE: You cannot change the test you have selected once you have registered. To do so, you must cancel your registration and reregister for the test you want to take. See “Canceling a Test Registration” on *page 38*.

ASC-ASL

Changes for this test can only be made by phone. Call ETS Customer Service at 1-855-225-7178.

Georgia Ethics Assessments

You can take these assessments at any time. However, once you access the online assessment, you cannot exit and change your registration.

Paraprofessional Assessment

To change your testing date, contact the test site where you are scheduled to test to change your testing appointment.

Teacher Leadership Assessment

You may change your submission deadline date through your testing account in the Teacher Leadership registration system. There is a \$50 fee for changing your initial submission deadline date. **NOTE:** If you want to reschedule to the next program testing year, you will be required to cancel your registration and reregister. See “Canceling a Test Registration” on the next page.

Registration Information (continued)

Canceling a Test Registration

For all tests except the Assessment of Sign Communication-American Sign Language (ASC-ASL), Georgia Educator Ethics, Georgia Ethics for Educational Leadership, Paraprofessional, and the Teacher Leadership assessments, you may cancel a test registration through your ETS GACE testing account on the GACE website at www.gace.ets.org or by calling ETS Customer Service at 1-855-225-7178.

Online or by Phone

- Cancellations must be processed **at least three calendar days before the test date** or your fees will be forfeited.

Refunds

- Cancellations processed **at least three calendar days before the test date** are eligible for a refund. You will be refunded the registration fee, the test center fee, and 50% of the remaining test fee paid. The international test site fee is not refundable.
- Test fee refunds will be issued based on the original payment method. Credit/debit payments will begin processing as soon as the registration is canceled. Check with your credit/debit card company regarding processing time for crediting your account. Payments by e-Check and PayPal will begin processing within 7 days and credited back to the original PayPal or bank account. **If you are absent or arrive too late to be admitted to the test for which you are registered, or you do not cancel your registration at least three calendar days before your test, you will not be entitled to a refund.**

ASC-ASL

Test cancellations for this test can only be made by phone. Call ETS Customer Service at 1-855-225-7178, Monday–Friday from 8 a.m.–5 p.m. ET, excluding holidays.

Georgia Ethics Assessments

Once you access the online assessment, you cannot exit and cancel your registration.

Paraprofessional Assessment

Contact the test site where you are scheduled to test to cancel your testing appointment. Some test sites do have a cancellation fee.

Teacher Leadership Assessment

Cancellations for submissions and resubmissions may be processed either online or by phone. The deadline for cancellation is the registration deadline date for the submission (or resubmission) deadline you have chosen.

Cancellations processed by the registration deadline for the submission (or resubmission) deadline are eligible for a refund. Cancellations processed after that time are not eligible for a refund. If you do not cancel and do not submit your task(s), there is no refund.

Initial Registration Refunds

Date Refund Processed	Refund Amount
By the registration deadline date	\$230 (full fee, minus a refund fee of \$120)
After the registration deadline date	No refund
No notice of cancellation	No refund
No submission of tasks	No refund

Resubmission Registration Refunds

Date Refund Processed	Refund Amount
By the registration deadline date	\$60 per task (full fee, minus a refund fee of \$15 per task)*
After the registration deadline date	No refund

*Example: If you registered to resubmit three tasks and paid three \$75 resubmission fees, totaling \$225, and then you canceled the resubmission registration within the appropriate timeframe, you would be refunded the full resubmission fee you paid, minus a fee of \$45.

Test Retake Policy

You cannot retake a GACE test other than the Paraprofessional assessment within 30 days of your test date. Be aware that the registration system will only allow you to register for a test date that is at least 30 days after the previous test date. The GaPSC's policy requires that a test taker wait 28 days to repeat the GACE Paraprofessional assessment.

ETS and the GaPSC reserve the right to cancel scores if the test retake policy is violated for any reason.

On Test Day

Before You Go to the Test Center

Before you arrive at the test center, there are a number of important things you should do:

- **Verify your test location and reporting time** — Test locations and reporting times occasionally change. Although every effort will be made to contact you if there is a change, you should access your ETS GACE testing account and view your admission ticket 24 hours before your test. If there is a change (e.g., a different building than originally scheduled), it will be updated in your testing account. On rare occasions, test centers may be closed or have a delayed opening due to inclement weather conditions. If you are scheduled to take a GACE test and are unsure if your test center is open, check the ETS GACE website Home page at www.gace.ets.org for information about test center delays and closures.
- **Print your admission ticket** — Log into your ETS GACE account and print a copy of your admission ticket. You must bring your admission ticket with you to the test center.
- If you are taking the Assessment of Sign Communication-American Sign Language (ASC-ASL), be sure you have your **authorization letter**. If you have not received it one week prior to the administration date, call ETS Customer Service at **1-855-225-7178**.
- **Assemble your identification (ID) documents** — See “Identification (ID) Requirements” on *pages 41–44* to be sure your documents will be accepted. You will not be admitted to the test without the correct documents. Be sure that the first and last name on your admission ticket match your ID documents. All updates to your information must be completed through your MyPSC account on the GACE website prior to printing your admission ticket and reporting to the test center. To change your name, you must submit an application to the GaPSC and include appropriate supporting documentation. See the GaPSC website at www.gapsc.com for further information. If your name has changed recently, see “Recent Name Change” on *page 43*.
- Review the list of what to bring to your test center and the general and testing room guidelines.
- An online calculator is available as part of the testing software for tests that require the use of a graphing or scientific calculator. If the test you are taking requires the use of a graphing or scientific calculator, you should **take advantage of the tutorial** that is available through the GACE website. The tutorial will allow you to practice using the online calculator before the day of the test. Once you request access to the tutorial, you will be sent an activation key that is good for 30 days. Be sure to give yourself enough time to make good use of this tutorial before you test.
- The Program Admission Mathematics test and the Program Admission combined test both have a four-function calculator built into the testing software. An online tutorial is not yet available for this calculator, but some helpful tips for using the four-function online calculator can be found on the GACE website at www.gace.ets.org.
- If you are taking the French, German, or Spanish assessment you are encouraged to practice using the alternate character toolbar prior to taking the assessment. These assessments require you to enter written responses on the computer. The tutorial, available on the GACE website, allows you to practice inputting accents and characters specific to the language being tested.
- The Chemistry, Mathematics, Middle Grades Science, Physics, Science, and Special Education Mathematics and Science tests have reference materials built into the testing software. Do not bring reference documents with you to the test center. See “GACE Assessments Offered” on *pages 7–13* to see what reference materials are included in these tests.
- Dress comfortably and come prepared for varying room temperatures. If you need to remove an item of clothing during the test (e.g., sweater), you will be instructed to place it in the storage area provided by the test center at check-in. If no storage area is available, the item of clothing can be hung on the back of your chair. If you leave the testing room to go to the storage area, this will be treated as an unscheduled break; i.e., you will be asked to sign out/in of the testing room, show ID, etc. **NOTE:** The exam clock will not stop during this time.
- Test-related information written on clothing, shoes, ID documents, or on any parts of the body is prohibited.

On Test Day (*continued*)

- If you are taking the Assessment of Sign Communication-American Sign Language (ASC-ASL), avoid wearing black, dark blue, red, or white clothing as these colors blend in with the backdrop and may cause difficulty in scoring the recorded interview.

Admission Tickets

You will need to print an admission ticket for each test for which you are registered (see exceptions for the Assessment of Sign Communication-American Sign Language [ASC-ASL], Georgia Ethics, Paraprofessional, and Teacher Leadership assessments below). Your admission ticket will contain information about your reporting time and reporting address. If any of the information on your admission ticket is not accurate or if you have any questions about your test center assignment, call ETS Customer Service at 1-855-225-7178, Monday–Friday from 8 a.m.–5 p.m. ET, excluding holidays.

Printing Admission Tickets

You can print your admission ticket by accessing your ETS GACE testing account on the GACE website at www.gace.ets.org.

Although every effort will be made to contact you if there is a change in either your testing location or reporting time, you should return to your testing account and view your admission ticket 24 hours before your test. If there has been a change (e.g., a different building than originally scheduled), you should print a new admission ticket.

If you have questions or need help printing an admission ticket, call ETS Customer Service at 1-855-225-7178.

ASC-ASL

If you are taking the Assessment of Sign Communication-American Sign Language (ASC-ASL), do not print an admission ticket. Test interviews are scheduled appointments. Instead of an admission ticket, you will be sent an authorization letter with all of the necessary information for the test administration. The online admission ticket will not provide you with the information you need for the test administration.

Authorization letters will be sent by email and U.S. mail approximately 7-10 days prior to the test administration date. To be admitted to the test, you must bring your authorization letter and valid and acceptable identification documents. If you have not received an authorization letter one week prior to the administration date, call Customer Service at 1-855-225-7178.

Georgia Ethics Assessments

The Georgia Ethics assessments are online assessments; you do not need an admission ticket.

Paraprofessional Assessment

You do not need an admission ticket for the Paraprofessional assessment. You will confirm your test location and reporting time directly with the test administration site.

Teacher Leadership Assessment

The Teacher Leadership assessment is taken through a secure, online submission system. You do not need an admission ticket for this assessment.

Arrival Time

- GACE assessments are administered at various times throughout the day.
- You must arrive at the designated test center **at least 30 minutes before the reporting time** listed on your admission ticket.
- **If you arrive after the reporting time, you will not be admitted, and your test fees will be forfeited.** It is your responsibility to allow plenty of time to arrive by the designated time, regardless of whether there is traffic congestion, road construction, bad weather, car accidents, poor directions, or any other incident that may delay arrival.
- On occasion, weather conditions or other circumstances beyond the test administrator or ETS's control may require a delayed start or the rescheduling of your test.

On Test Day (*continued*)

What to Bring to the Test Center

- An **admission ticket** for the test you are taking. If you do not bring your admission ticket, you may not be permitted to test. You should access your ETS GACE testing account and view your admission ticket 24 hours before your test to confirm that there have been no changes to your reporting schedule. If there is a test center change (e.g., a different building than originally scheduled), it will be updated in your account. If there have been changes, you must print a new admission ticket.
- If you are taking the Assessment of Sign Communication-American Sign Language (ASC-ASL), bring your **authorization letter**. If you have not received an authorization letter one week prior to the administration date, call ETS Customer Service at **1-855-225-7178**, Monday–Friday 8 a.m.–5 p.m. ET, excluding holidays.
- **Valid and acceptable identification document(s) with a name, signature, and photograph.** Your ID will be checked before you are admitted. See “The Name You Use When Creating Your Accounts” on *page 19* and “Identification (ID) Requirements” beginning on this page.
- You do not need to bring pens, pencils, scratch paper, or calculators to the test center. Pencils and scratch paper will be provided to you at the test administration. For tests that require a calculator, an online calculator will be available as part of the testing software. A tutorial to help you practice using the online calculator is available in the “Test Preparation Resources” section of the GACE website.
- The Chemistry, Mathematics, Middle Grades Science, Physics, Science, and Special Education Mathematics and Science tests have reference materials built into the testing software. Do not bring reference documents with you to the test center. See “GACE Assessments Offered” on *pages 7-13* to see what reference materials are included in these tests.
- Noise-canceling headphones are available at all Prometric® test centers, and ear plugs may be available at other test centers. If you require noise-canceling headphones or earplugs during your test administration, your Test Center Administrator will provide them for you.

Identification (ID) Requirements

All test takers are responsible for bringing valid and acceptable identification each time they report to a test center. It is your responsibility to bring the correct documents and ensure that they are up-to-date on the day of the test.

- As outlined in “The Name You Use When Creating Your Accounts” on *page 19*, you are responsible for ensuring that the first and last name you use when you create your MyPSC account **exactly** match the name on the ID document(s) you will present at the test center. The first and last name in this account will be on the admission ticket (hyphens, accents, suffixes, middle initials, and spaces in your name will not appear on the admission ticket). All updates to your information must be completed through your MyPSC account prior to registering or reporting to the test center.
- If the test administrator questions the ID you present, you may be required to provide supplemental ID. If positive confirmation cannot be made, you may not be permitted to test or your test score may be withheld.
- All test takers are encouraged to bring at least two forms of acceptable ID each time they report to a test center. Prior admission to a test center based on a given ID document does not ensure that that document will be considered acceptable. Test centers are not required to hold your seat if you leave the center to obtain acceptable identification.
- Admission to the test center does not ensure that the ID you provided is valid or that your scores will be reported. All reported cases of questionable ID are subject to review and approval by the ETS Office of Testing Integrity. ETS reserves the right to withhold and/or cancel scores in the event that the ID requirements set forth herein are not met.
- You may be required to show your ID and/or to sign a test center log at various points throughout the test administration.
- Your test fees will not be refunded if you are not permitted to test or if your scores are withheld or canceled because of invalid or unacceptable ID.

On Test Day (continued)

ID Document Requirements

With few exceptions, ID documents must meet *all* of the following requirements. Each ID document must:

- be an **original** document; photocopied documents are not acceptable, and documents cannot be presented on a cell phone or any other electronic device
- be a **government-issued** national/state/province identity card that is recognized by the country in which the test taker is a citizen or permanent resident
- be **valid**; expired documents (bearing expiration dates that have passed) are not acceptable
- bear the test taker's **legal name**; the first and last name must match what appears on the admission ticket (hyphens, accents, suffixes, middle initials, and spaces in your name will not appear on the admission ticket)
- bear a recent **photograph** that clearly matches the test taker
- bear the test taker's **signature** (the name and signature on the ID documents must match)

See "Unacceptable ID Documents" later in this section.

See Exceptions and Requirements on the following page if:

- you have a multiple-part last name (e.g., Pena-Delgado or Miller Thomas)
- you only have a first name and no last name, or vice versa
- your name has recently changed
- you are in the process of updating your driver's license
- you are testing outside your country of citizenship
- you are not a U.S. citizen and you are testing within the U.S.
- you are in the U.S. military
- you are unable to meet ID requirements
- you have *any* questions about the acceptability of your ID document(s)

Primary ID Documents

The following government-issued ID documents are acceptable for admission to a test center within your country of citizenship:

- Passport
- Driver's license (including provisional driver's license as outlined under "Driver's License Renewals")
- State or Province ID card (including those issued by motor vehicle agencies)
- National ID card
- Military ID card

Supplemental ID Documents

- You may be required to provide a supplemental ID if the test administrator questions your primary ID document and/or if your primary ID document is otherwise valid and acceptable but does not bear your full name, photograph, and signature. If you cannot provide a supplemental ID that contains your signature, you may present two government-issued ID's with photographs as long as they are in the same name you used when you registered.
- Supplemental ID documents may *not* be used to resolve last name discrepancies. The last name on your primary ID *must* match the name on your admission ticket (hyphens, accents, suffixes, middle initials, and spaces in your name will not appear on the admission ticket).

The following ID documents are generally acceptable as supplemental ID:

- **Government-issued ID card** (including, but not limited to, those listed under Primary ID Documents earlier in this section)
- **Student ID card**
- **Confirmation of identity letter from your educational institution.** This letter must be typed or printed on the original letterhead of the educational institution you attend(ed) and, in addition to meeting all of the ID document requirements listed earlier in this section, must include your date of birth and the date issued. Additionally, a school official's signature and the school seal must be present and both must overlap your photograph. Such letters are valid for only one year from the date issued.

On Test Day (continued)

Unacceptable ID Documents

The following documents are *not* acceptable as primary or supplemental ID under any circumstances:

- Any document that is photocopied or expired
- Any document presented at the test center on a cell phone or any other electronic device
- Any document that does not bear your first and last name *exactly* as they appear on the admission ticket (hyphens, accents, suffixes, middle initials, and spaces in your name will not appear on the admission ticket)
- International driver's license
- Draft classification card
- International student ID
- Credit/debit card of any kind
- Notary-prepared letter or document
- Birth certificate
- Social Security card
- Employee ID card
- Any temporary ID (excluding driver's license renewal exception)
- Diplomatic, consulate, or embassy ID card (e.g., Mexican Matricula Consular card)
- Voter registration card
- Any document that is not recognized by a governmental agency

Exceptions and Requirements:

Multiple-Part Last Name

- If the ID document you will present on the day of the test contains a multiple-part last name (e.g., Pena-Delgado or Miller Thomas), the name on your admission ticket must **exactly** match (excluding hyphens, accents, suffixes, and spaces) your ID. See "The Name You Use When Creating Your Accounts" on *page 19*. You cannot use a supplemental ID to resolve last name discrepancies.
- If the attendance roster or admission ticket lists a two-part last name and your ID document does not, you will not be admitted. Your name must exactly match the ID.

Single First or Last Name

- If you only have a first name and no last name, or vice versa, put that name in both the First Name and Last Name fields when you create your MyPSC account. As long as the first and last name in your account are exactly the same and match the single name on your identification document, you will be admitted to test.

Recent Name Change

- If your admission ticket bears your maiden name and your ID bears your married name or vice versa because you were married or divorced between the time you registered and the test date, you may be permitted to test if you bring an original marriage certificate or divorce decree that was issued between the date you registered and the test date.
- If your name has changed for any other reason, contact the ETS Office of Testing Integrity (OTI) before you register to test to have your ID documents approved. See "Unable to Meet ID Requirements" on *page 44*.
- To make a name change, you must submit an application to the GaPSC and include appropriate supporting documentation. See the GaPSC website at www.gapsc.com for further information.

Driver's License Renewals

- If your driver's license has expired, but you present it along with your original Department of Public Safety renewal certificate, these two documents together are acceptable if the names on both documents match exactly. If a provisional driver's license is issued in lieu of a renewal certificate, this will be accepted as a primary document if it contains your photo, signature, and an expiration date.

Testing Outside Your Country of Citizenship/ U.S. Non-Citizen Testing Within the U.S.

- You must present a valid **passport** with your name, photograph, and signature as your **primary ID document**.
- The first and last name on the identification documents you present at the test center must match the first and last name in your MyPSC account. The first and last name in this account will be on the admission ticket (hyphens, accents, suffixes, middle initials, and spaces in your name will not appear on the admission ticket). All updates to your information must be completed through your MyPSC account on the GaPSC website prior to registering or reporting to the test center.

On Test Day (*continued*)

- If you only have a first name and no last name, or vice versa, put that name in both the First Name and Last Name fields when you create your MyPSC account. As long as the first and last name in your account are exactly the same and match the single name on your identification document, you will be admitted to test.
- If you are not a U.S. Citizen and you are testing within the U.S., you must present a passport that meets all of the ID document requirements listed earlier in this section.
- If your passport is not written in English-language letters, you must also present at least one of the documents listed under Supplemental ID Documents earlier in this section. This document must also contain your name, a recent, recognizable photo, and be in English. If you do not have a supplemental ID and the test center staff cannot read the language in which it is written, you may not be permitted to test.
- Diplomatic and embassy ID cards cannot be used as primary identification in place of a passport.
- The following documents can be used in place of a passport if presented along with at least one of the documents listed under Primary or Supplemental ID Documents earlier in this section.
 - Permanent Resident Card/Resident Alien Card (Form I-551 or I-151)
 - Temporary Resident Card (Form I-688)
 - Employment Authorization Card (Form I-688A, I-688B or I-766)
 - Mexican Border Crosser Card (This form of ID may be accepted only at test centers within 25 miles of the Mexican border.)

U.S. Military

- If your military ID does not contain your signature, you must present a supplemental ID.
- If you are in the U.S. military, and the expiration of your driver's license has been extended or deferred by the issuing state, the license can be used as a supplemental ID along with your U.S. military ID. Depending on the state, the extension or deferral may consist of either a sticker affixed to the license with the designation "military" printed in place of an expiration date, or a separate document carried with the license, usually with a notation that the driver's license is valid until a specific time period after discharge from service.

Unable to Meet ID Requirements

If you have been granted political asylum, have refugee status, or are otherwise unable to meet the identification requirements, you **must** contact the ETS Office of Testing Integrity (OTI) at least **7 days before** registering to test. You must receive approval from OTI before you may register. You should also be prepared to submit any requested documents to OTI for review prior to receiving approval. If you do not contact OTI before you register, and as a result you are not permitted to test or your test scores are withheld, your test fees will not be refunded.

ETS Office of Testing Integrity (OTI)

Email: TSReturns@ets.org

Phone: 1-609-406-5430 or 1-800-750-6991
Monday–Friday 7:30 a.m.–5:30 p.m. ET

Fax: 1-609-406-9709

Questions About ID Documents

For general questions about acceptable ID, call ETS Customer Service at:

1-855-225-7178 (U.S., U.S. Territories, and Canada)
1-609-359-5161 (all other locations)

Taking Computer-delivered Tests and Recording Answers

- Read the directions carefully. You are responsible for reading and understanding the directions before beginning the test. No oral instructions will be provided. The time you take to read the directions is not considered part of the testing time; however, it is recommended that you take no more than about fifteen minutes doing this.
- Click "Help" to review the "General Directions," "Testing Tools," "How to Answer," and "How to Scroll." There are screens built into each test with instructions on how to answer specific types of questions. Some tests include Definitions and Formulas and/or a Periodic Table of the Elements. These can also be accessed by selecting "Help." The test clock will not stop when the "Help" function is being used.
- To answer a question, click on a response. To move on to the next question, click on "Next." To return to a previous question, click on "Back." If you are uncertain about a question and want to mark it to review or return to later in the test, click on "Mark," which will place a check mark next to the question

On Test Day (continued)

on the Review screen. The Review screen lists all of the questions in the test and their status. This can be accessed by clicking “Review.” Only questions that have been previously seen may be reviewed. **NOTE:** Some tests include sections in which you are presented with recorded prompts, or your verbal response is captured. In these sections, you will not be given the option to press “Back” or “Next.” Instead, the computer automatically goes to the next question when time is up. The “Review” function is also not available for these sections.

- In most tests, there is a question at the end of each section that asks if you are finished with the section. At this point, you can either go back and review your answers or continue to the next section. If you choose to continue instead of reviewing your answers, you will advance to the next section. If your test only has one section or you are in the last section of your test, it will end your test, and you will not be able to go back and review any further.
- Your test may include questions that will not count toward your score. Some questions are placed on the test to collect information about how they will perform under actual testing conditions. There may also be some exit evaluation questions. These questions are not scored and relate to your overall testing experience; your responses to these questions provide ETS with valuable information for future program enhancements.
- You may also be presented with the option of participating in a voluntary 30-minute research section. Responses may be used for research purposes, training purposes, and test information publications. To protect confidentiality, no personally identifiable information about you will be disclosed. If you do not wish to participate, simply exit; whether you participate or not will have no effect on your scores.
- At the end of your test, you are given the option of reporting or canceling your scores. See “Cancellation of Test Scores by You” on *page 56*.
- At the conclusion of your test, you will be able to view unofficial scores if your test consists only of selected-response questions, and you choose to report your scores. See “Unofficial Scores” on *page 54*.

Test Center Procedures and Regulations

General Guidelines

By submitting your registration for a GACE assessment, you are agreeing to abide by all procedures and policies contained in this *Registration Bulletin* (including the Rules of Test Participation on *pages 48–51*), on the GACE website, and/or communicated to you at the test administration for which you have registered.

- The test duration listed on your admission ticket includes time for tutorials and directional screens that may be included in your test. Actual testing time may be less.
- Dress so you can adapt to any room temperature
- Test-related information written on clothing, shoes, ID documents, or on any parts of the body is prohibited.
- Report to the test center at least 30 minutes prior to your scheduled time. If you arrive late, you may not be admitted and your test fee will be forfeited.
- Food, beverages, tobacco, weapons, and firearms are not allowed in the test center.
- Phones, tablets, PDAs, and any other electronic, listening, recording, scanning, or photographic devices are **NOT ALLOWED in the testing center**.
- If you have health-related needs that require you to bring equipment, beverages, or snacks into the testing room or to take extra or extended breaks, you need to follow the accommodations request procedures in the *Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs*. See *page 15* for information about how to get the *Supplement*.
- Test takers on the testing premises are subject to videotaping, photographing, signature comparison, and other forms of ID comparison. ETS reserves the right to ensure the security of test content by using electronic scanning devices (e.g., hand-held metal detectors/wands). If you refuse to participate in these security measures, you will not be permitted to test and you will forfeit your registration and test fees.
- **You are required to remain in the test center building.** It is your responsibility to ask the test administrator for permission to leave the test center vicinity — for example, to go to the nearest restroom. If you leave the test center without permission, you may be dismissed, your test fees may be forfeited, and your scores may be canceled.

On Test Day *(continued)*

- Friends or relatives who accompany you to the test center are not permitted to wait in the test center or be in contact with you while you are taking the test. Except for ETS-authorized observers, visitors are not permitted in the testing room while testing is in progress.
- If you fail to follow the instructions of the test center staff, you will not be permitted to test and your test fee will not be refunded. Any violation of these procedures during the test or during breaks may result in dismissal from the test center and/or cancellation of your test scores.
- Discussion or sharing of test content or answers during the test administration, during breaks, and after the test is prohibited.
- On occasion, weather conditions or other circumstances beyond the test administrator or ETS's control may require a delayed start or the rescheduling of your test.

Testing Room Guidelines

- You will be required to write and sign a confidentiality statement at the test center. If you do not complete and sign the statement, you cannot test and your fees will not be refunded.
- You may be required to sign the test center log before and after the test administration and any time you leave or enter the testing room.
- The test administrator will assign you to a seat.
- If you need to leave your seat at any time, raise your hand; timing of the test will not stop.
- You must have the test administrator's permission to leave the room during the test. Any time lost cannot be made up.
- In tests containing timed listening sections, once recorded material has begun, it cannot be stopped. Breaks should not be taken during these times.
- If at any time during the test you have a problem with your computer or need the test administrator for any reason, raise your hand.
- If a technical issue prevents you from completing your test, immediately notify your test administrator and contact ETS Customer Service at the conclusion of your test to reschedule.
- The test administrator will provide you with pencils and scratch paper that may be replenished after you have used all pages of the scratch paper initially given to you. You may not take your own scratch paper to the test, remove scratch paper or a piece of scratch paper for any purpose from the testing room at any time, nor may you write on anything other than the scratch paper provided (i.e., computer, workstation, or ID document). The scratch paper is provided to assist test takers in working out problems and for appropriate note taking during the timed sections of the test. Scratch paper should NOT be used before the test, during untimed sections of the test or during breaks. At the conclusion of the test, you will be required to return all scratch paper, in its entirety, to the test administrator. If you are observed using any documents or unauthorized papers other than the designated scratch paper distributed by the test administrator, they will be confiscated.
- The testing session will be actively monitored by test center staff. This includes staff walking around and entering and leaving the testing room.
- The maximum time allotted for untimed sections prior to the test is 30 minutes. The purpose of the untimed sections prior to the test is for you to become familiar with important information that will make your computer-delivered testing experience as convenient as possible. The time you spend on the untimed sections should not be for any other purpose. Infractions will be reported to ETS and the test administrator is authorized to dismiss you from the test administration if you fail to follow directions.
- You may not use any aids in connection with the test, including, without limitation, pens, pagers, beepers, watches, calculators (except where approved as a testing accommodation), books, pamphlets, notes, unauthorized scratch paper, rulers, highlighter pens, scan pens or scanning devices, stereos or radios with headphones, dictionaries, translators, compasses, protractors, and any handheld electronic, listening, recording, scanning, or photographic devices.
- Your test may include exit evaluation questions. These questions are not scored and relate to your overall testing experience; your responses to these questions provide ETS with valuable information for future program enhancements.

NOTE: ETS and the GaPSC reserve the right to take appropriate action and/or notify appropriate authorities including, but not limited to, law enforcement authorities, if a test taker responds in a threatening or disturbing way to essay or speaking questions or communicates with ETS or other individuals either verbally or in writing in a threatening or disturbing manner.

On Test Day (*continued*)

ID Verification

ID verification at the test center may include:

- Photo identification
- Fingerprinting/thumbprinting
- Videotaping
- Signature comparison

These verification methods are in addition to the requirement that you present acceptable and valid identification documents. If you refuse to participate, you may not be permitted to test and you will forfeit your test fees.

Personal Items

- Personal items other than ID documents are not allowed in the testing room. This includes all phones, tablets, PDAs, watches, and any other electronic, recording, listening, scanning, or photographic devices. If you are seen using or accessing any of these electronic devices and/or transmitting data, including but not limited to text messaging, email, and photographs, your device may be inspected and/or confiscated. If you brought a phone with you to the test center it must be turned off. You may not access your phone during the test or during breaks to check messages, make a call, or check the time.
- Wedding and engagement rings and small earrings are permitted to be worn in the testing room after visual inspection. Test takers wearing large jewelry items, such as pendants or other hanging jewelry, objects and bracelets, will be asked to remove and store them before entering the testing room.
- Clothing and other personal items that include, but are not limited to, hair accessories, neckties, bowties, hats, scarves, jackets and outerwear are subject to inspection by the test center administrator. Items such as tie clips, cuff links, ornate clips, combs, barrettes and headbands and other hair accessories will be closely inspected. Test takers wearing large hair clips or other objects in the hair such as buttons or other objects will be asked to remove and store them before entering the testing room. Refrain from wearing such items as you may be prohibited from wearing them in the testing room.
- You may be required to remove your eyeglasses for close visual inspection. The inspection will take a few seconds and will be done at check-in and upon return from breaks.
- Before the test, you will receive instructions from test center staff regarding where to store personal

items. You may also be asked to empty your pockets. You will not have access to your personal items during the test administration except for food, beverages and medication, which may be accessed during a break. Food, beverages, and tobacco are not allowed in the testing room.

- Test administrators are not permitted to collect and hold phones, watches, or any other devices.
- Test centers and ETS assume no responsibility for personal items, including watches, jewelry, or devices that you choose to bring into the test center.

Dismissal from a Test Center

A test administrator is authorized to dismiss you from a test session, and/or your scores may be withheld and ultimately canceled, and your test fees forfeited, for any actions that violate the policies and procedures set forth herein and/or communicated at the test center including, but not limited to, the following:

- Attempting to take the test for someone else or having someone else take the test for you
- Failing to provide acceptable identification as described herein, including refusal to allow a photograph to be taken
- Obtaining improper access to test content, a part of the test, or information about the test (this includes having test questions or answers in advance of the test administration and bringing preknowledge of test information into the test center in any form including, but not limited to, identification documents, prohibited devices and any other method listed as an aid in connection to the test)
- Using or having any prohibited item or device in your possession in the test center or testing room. See “Personal Items” on this page.
- Using any aids in connection with the test, including, without limitation, calculators (except when approved as a testing accommodation), watches, books, pamphlets, notes, unauthorized scratch paper, rulers, highlighter pens, scan pens or scanning devices, dictionaries, translators, compasses, protractors, and any handheld electronic, scanning, listening, recording, or photographic devices.
- Creating a disturbance (Disruptive behavior in any form will not be tolerated. The test administrator has sole discretion in determining what constitutes disruptive behavior.)
- Attempting to give or receive assistance (Communication in any form is not permitted during the test

On Test Day (*continued*)

administration. Discussion or sharing of test content or answers during the test administration, during breaks, and after the test is prohibited.)

- Removing or attempting to remove test content from the test center (Under no circumstances may test content or any part of the test content be removed, reproduced, and/or disclosed by any means [e.g., hard copy, verbally, electronically] to any person or entity.)
- Tampering with a computer
- Attempting to remove scratch paper or a piece of scratch paper from the testing room or using scratch paper before the test, during untimed sections, or during breaks
- Bringing food, beverages, or tobacco into the testing room (except when approved as a testing accommodation)
- Bringing a weapon or firearm into the test center
- Leaving the test center vicinity during the test or during breaks without permission
- Taking excessive or extended unscheduled breaks during the test (Test administrators are required to strictly monitor unscheduled breaks and report test takers who take excessive or extended breaks.)
- Referring to, looking through or working on any test, or test section, when not authorized to do so, or working after time has been called.
- Failing to follow any of the test administration regulations contained in this *Registration Bulletin* (including the Rules of Test Participation), on the GACE website, given by the test administrator, or specified in any test materials
- ETS and the GaPSC reserve the right to take any and all actions — including, but not limited to, barring you from future testing and/or withholding or canceling your scores — for failure to comply with test administration regulations or the test administrator’s directions. If your scores are canceled, they will not be reported, and your registration and test fees will not be refunded.
- Reports of cheating or fraud will be investigated thoroughly and offenders may be prosecuted to the full extent of the applicable laws. Further action may be taken, including denying, revoking, and/or suspending a teaching credential or certificate.

Compliance with Testing Rules

By registering for a GACE assessment, you are agreeing to abide by the Rules of Test Participation below and all rules and requirements specified or referenced in this *Registration Bulletin* and communicated to you, orally or in writing, at each test administration for which you have registered.

On the day of your test, a confidentiality statement will be presented to you after you sign in at the test center. It will ask you to indicate your agreement to the conditions set forth in the current *Registration Bulletin*, including the Rules of Test Participation and the rules communicated to you orally or in writing at the test administration. If you indicate that you do not accept the terms of the agreement, your test will terminate, you will not be permitted to test and you will receive no refund or credit of any kind.

Rules of Test Participation

1. Compliance: I understand that if I fail to comply with the rules and requirements specified or referenced in the current *Registration Bulletin*, including these Rules of Test Participation, and communicated to me, orally and/or in writing, at the test administration, or if I take any prohibited actions, my test results may be voided, no refund will be issued, no portion of the testing fee can be applied toward the cost of any future testing fees, I may not be permitted to register for current or future test administrations, my registration may be canceled, I may not be allowed to test, I may be required to test under controlled conditions, and legal proceedings and actions may be pursued as well as any other remedies that the Georgia Professional Standards Commission (GaPSC) and/or ETS may deem appropriate. In addition, I understand that violation of any Rules of Test Participation may be a violation of the GaPSC’s Code of Ethics for Educators and may constitute sufficient grounds to take action against, revoke, suspend and/or deny a certificate and constitute grounds for legal action.

2. Registration: I have read and agree to the “Fees for Tests and Related Services” section of the current *Registration Bulletin*. I understand that if any or all fees that are applicable to me are not paid in full for all test dates and/or tests for which I have registered, or if I do not indicate my agreement to abide by all applicable rules, I may not be permitted to register for current or future test administrations, and/or my score report may not be produced and/or my score(s) may be voided.

On Test Day (*continued*)

3. Withdrawal or Absence from Test Administration: I may withdraw from a test administration and receive a partial refund if I cancel my registration at least two full days before my scheduled testing time (not including the day of the request and the day of the test). If I cancel my registration less than two full days before my scheduled testing time, or if I am absent from the test administration, I will receive no refund or credit of any kind. See “Fees for Tests and Related Services” for refund policies.

4. Purpose of Testing: I am seeking admission to an educator preparation program and/or seeking certification in the State of Georgia and/or seeking to become highly qualified in a core academic subject. I understand that the tests are administered for the purpose of Georgia educator certification and are to be taken only by individuals who are seeking educator certification, who are applying for admission to a state-approved educator preparation program, or who are out-of-state teachers applying for Georgia educator certification. I certify that I am taking the test(s) for which I have registered for a purpose stated above.

5. Identification: I understand that I will not be admitted to the testing room if I do not have the proper identification. Identification document requirements are defined under “Identification (ID) Requirements.” I understand that I will be required to provide a signature at the test site and that copies of my identification documents may be made, a digital photograph may be taken, and a video recording or other security measure may be employed at the administration, which may be used for identity verification. Additional screenings may be required by test center administrators. If I am refused admission to the test, for any reason, I will be considered absent from the test and will receive no refund or credit of any kind.

6. Late Arrival: I understand that if I arrive after my scheduled reporting time, I may be refused admission, in which case I will be considered absent, and I will receive no refund or credit of any kind.

7. Test Administration: I authorize the test administrators to serve as my agents in maintaining a secure test administration. I agree to follow all reasonable instructions given to me either orally or in writing at or during the test administration, including but not limited to instructions to relocate me during the test. I agree not to communicate with other examinees or any unauthorized persons in any way during the test administration nor to engage in any other form of misconduct. I agree not to engage in behavior that would disrupt or unfairly

affect the performance of myself or other examinees. I agree to provide a signature, to provide identification as specified above, and to cooperate with testing personnel.

If I fail to comply with these provisions, I may be dismissed from the test, my score may be voided without refund or credit of any kind, and other actions, as described in Rule 1, may be taken as deemed appropriate by the GaPSC and ETS.

8. Test Security

a. Test Property: I understand that all test materials and any portion thereof or information relating thereto (referred to below as the “Test Materials”) are the sole property of the GaPSC and ETS. I understand that my responses, without the identification of my name, may be used for research, development, and implementation of testing programs, rater training, or study materials, or other purposes associated with the program. I understand and acknowledge that the Test Materials were developed at great cost and are required to be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed. I have not received or reviewed any Test Materials prior to taking the test and no Test Materials will be available for me to review after the test. I am not permitted to take (and I will not take) any Test Materials or handwritten or printed notes (referred to below as “Notes”) reflecting or recording anything about Test Materials from the testing room or to disassemble, copy, or reproduce the Test Materials in whole or in part by hand or with the use of any electronic, or other type of, device of any nature.

b. Test Materials: I understand that I will not be permitted to bring, access, or use prohibited devices or unauthorized aids during the test. These include, but are not limited to, notes, phones, watches, electronic communication devices, visual, audio recording, scanning, photographic, or listening devices, or any device with an on/off option, scratch paper, calculators (except when approved as a testing accommodation), calculator manuals, or any other unauthorized aid (collectively referred to below as “Unauthorized Aids”). Throughout the test administration, I will have nothing at my workstation but my identification documents and the pencil and scratch paper provided by the test administrator. I may use the scratch paper provided for any intermediate work I need to do to answer specific questions. However, only answers and writing samples that I record on the computer will be scored. I understand and agree that if test administrators have a reasonable suspicion that I have or may have in my possession any Test Materials, Notes, Prohibited Devices, and/or Unauthorized Aids, I will immediately turn over any such Test Materials, Notes,

On Test Day (*continued*)

Prohibited Devices and/or Unauthorized Aids in my possession to the test administrators at any time upon their request. If I should fail or refuse to do so, or if the test administrators believe in good faith that I have not turned over all such Test Materials, Notes, Prohibited Devices, and/or Unauthorized Aids in my possession, the test administrators may search my personal possessions for such Test Materials, Notes, Prohibited Devices, and/or Unauthorized Aids and may remove them. Any such Test Materials, Notes, Prohibited Devices, and/or Unauthorized Aids that I may have may be retained for as long as may be required for the purpose of pursuing the remedies specified in Rule 1 above. Test administrators, ETS, and the GaPSC are not responsible for Unauthorized Aids or other prohibited materials confiscated by test administrators or otherwise turned over by me. In the event of a possible breach of test security, I agree to cooperate with the testing personnel and I hereby consent to any such reasonable search of my possessions that may occur as a result of such a search before my dismissal from the test site. Moreover, I hereby waive any claim that I might otherwise have based upon any such search or contact. I also understand that a breach of security might result in my name being reported to the GaPSC and to ETS; my score may be voided without refund or credit of any kind; and other actions, as described in Rule 1, may be taken as deemed appropriate by the GaPSC and ETS.

9. Plagiarism: ETS reserves the right to cancel the scores of test takers when, in its judgment, there is evidence that a writing or speaking response includes, for example, text that is substantially similar to speech found in other GACE responses, or quotations or paraphrasing of language or ideas from published or unpublished sources used without attribution. Such responses do not reflect the independent speaking or compositional writing skills that the tests seek to measure.

10. Nondisclosure of Test Materials: Because of the great cost expended to develop the Test Materials, because of the obvious necessity that they be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed, and because any disclosure of part or all of the contents of the Test Materials to anyone might render them unusable for future test administrations, I promise and agree that I will not disclose the Test Materials or any part of them (including the form,

subject matter, substance, and wording of any test question or any answer thereto) to anyone for a period of ten years from the date of the test administration to which such Test Materials pertain. I understand and agree that if I should violate this agreement of nondisclosure, I may be liable in damages for costs (including redevelopment costs) incurred as a result of any breach of this agreement, and I may also be subject to other legal and equitable remedies (including injunctive relief) for any such breach. I understand that violation of any Rules of Test Participation may be a violation of the GaPSC's Code of Ethics for Educators and may constitute sufficient grounds to take action against, revoke, suspend, and/or deny a certificate and constitute grounds for legal action.

11. Test Dismissal: I understand and agree that, after admission to the test center, I may not leave the test center, including during breaks, for any reason until I have been officially dismissed and all of my Test Materials have been collected by a test administrator. I understand that once I have completed the test, or at the end of the test administration, my Test Materials will be collected, and I will be dismissed. Once dismissed, I must leave the test center and I will not be readmitted.

12. Test Score Reporting and Cancellation: I understand that my test score(s) will be reported to me; to the GaPSC; to the educator preparation program provider or employing agency indicated during registration; and to any provider, entity or person authorized or required by law, inclusive of the GaPSC's compliance with applicable Open Records Requests, to receive this information. Unless I cancel my scores at the end of the test, my scores will be reported. I understand that any information provided as a part of registration may be used to report scores or to contact me regarding test- or program-related issues.

13. Voided Score: I understand that if I fail to comply with the rules and requirements set forth in the current *Registration Bulletin*, including these Rules of Test Participation, and communicated to me, orally and/or in writing, at the test administration, or if doubts are raised about the validity or legitimacy of my registration or my score(s), ETS will notify the GaPSC and other parties as deemed appropriate. The GaPSC and ETS reserve the right to void my test score(s) if, in their sole opinion, there is adequate reason to question its validity or legitimacy due to circumstances within or beyond my control. Other actions, as described in Rule 1, may be taken as deemed appropriate by the GaPSC and/or ETS.

On Test Day (continued)

14. Rights and Obligations Regarding Test

Administration: I understand and agree that liability for test administration activities, including but not limited to the adequacy or accuracy of Test Materials and equipment, the adequacy or accuracy of the registration and administration processes or conditions, the adequacy of test site facilities, the adequacy or accuracy of score reports, the adequacy or accuracy of scoring, the adequacy or accuracy of information provided to me in connection with the GACE program and the adequacy of protection of examinee information, will be limited to score correction or test retake at no additional fee. I waive any and all rights to all other claims, specifically including but not limited to claims for negligence arising out of any acts or omissions of the GaPSC and ETS (including the employees, agents, contractors or professional advisors of the GaPSC and ETS).

15. Program Changes: I understand that the testing program is subject to change at the sole discretion of the GaPSC.

16. Rules: I understand that should any of these rules or any other requirement or provision contained in the current bulletin be declared or determined by any court to be illegal or invalid, the remaining rules, requirements and provisions will not be affected and the illegal or invalid rule, requirement or provision shall not be deemed a part of the current bulletin. The headings of each of the Rules of Test Participation are for convenient reference only. They are not a part of the rules themselves; they do not necessarily reflect the entire subject matter of each rule; and they are not intended to be used for the purpose of modifying, interpreting or construing any of these Rules of Test Participation. I agree that any legal action arising in connection with my registration for or participation in a test administration shall be brought in the state and federal courts governing Princeton, New Jersey, and I consent to the personal jurisdiction of such courts.

16. Liability: ETS, including its subcontractors, shall not be liable to test takers, schools, school districts, colleges, universities, state agencies, other score users, or anyone else making claims by or through them for any damages, except as indicated in this *Registration Bulletin*. These damages which ETS and its subcontractors will not be liable for include, but are not limited to: direct, indirect, special, incidental, consequential, exemplary, or punitive damages, which are caused by, arising from, or otherwise related to the failure of the test center or test administration personnel, test takers, or school personnel. Any failure of such persons to comply with ETS's and its subcontractors' test security and test administration policies and procedures, whether or not ETS has been advised of the possibility of such damages, will not incur liability in any part by ETS.

Canceling Scores

At the end of a test, you are given the option of reporting or canceling your scores.

If you choose to have your scores reported, they will become part of your record and will be reported to you, to the GaPSC, your program provider (if applicable), and any other score recipients you designated. Once you choose to report your scores, they cannot be canceled.

If you choose to cancel your scores, they will not be reported and they cannot be reinstated. You will not receive a refund if you cancel your scores.

Absence from a Test

If you are absent from a test administration, you will forfeit your test fee.

On Test Day (*continued*)

Cancellation of a Test Administration

In the event it becomes necessary or desirable for ETS or the GaPSC to cancel a test administration for reasons beyond its control, including without limitation, severe weather conditions, natural disaster (e.g., flood, fire), terrorist acts, acts of vandalism, hazardous conditions at the test center, or some other event, a cancellation announcement will be posted as soon as possible on the GACE website at www.gace.ets.org. The cancellation announcement will also be available as a recorded phone message at 1-855-225-7178. You will be contacted by ETS via email or phone to reschedule your test. Fees that you submitted will be transferred to the new test date. It is imperative that you keep the contact information, especially your phone number and email address, in your MyPSC account on the GaPSC website up-to-date so you can be contacted quickly if the need arises.

Unless ETS or the GaPSC cancels a test administration at a given test center, the test administration will be conducted as scheduled, barring circumstances preventing prior notification of cancellation (e.g., natural disaster, terrorist acts). If you miss a test administration that has not been officially canceled, you will be considered absent and will not receive a refund or credit of any kind.

Reporting Suspicious Behavior

ETS takes test security very seriously. Although GACE tests are administered under strict supervision and security measures, testing irregularities may sometimes occur. Please contact ETS as soon as possible after the test to report any observed irregular behavior — for example, someone copying from another test taker, taking a test for someone else, having access to test questions before the exam, or using notes or unauthorized aids. All information will be held in strictest confidence. Reports of cheating or fraud will be investigated thoroughly and offenders may be prosecuted to the full extent of the law.

Email: TSReturns@ets.org
Phone: 1-800-353-8570 (United States only)
1-609-406-5430 (all other locations)
Monday–Friday 7:30 a.m.–5:30 p.m. ET
Fax: 1-609-406-9709

Score Reporting

Scores Reported

All GACE test results, with the exception of the Assessment of Sign Communication–American Sign Language (ASC–ASL), Georgia Educator Ethics, Georgia Ethics for Educational Leadership, and the Teacher Leadership assessments, are reported as scaled scores on a scale of 100 to 300.

Your total test scaled score shows how you performed on the test as a whole and whether or not you passed the test. Total scaled scores allow for comparison of scores across different versions of the same test.

Minimum passing standards and scores for the tests were established by GaPSC with input from committees of Georgia educators.

NOTE: Your test may include some questions that do not count toward your score. These questions are new test questions that are being piloted in actual test administrations in order to collect information about how they will perform under actual testing conditions.

For more information about your scores, you may download *Understanding Your GACE® Scores* from the GACE website at www.gace.ets.org.

Remember that some assessments contain more than one test. You must pass all of the tests in an assessment or pass the combined version of the test.

Content Assessments

A passing score for any GACE content assessment can fall into one of two categories:

- 220 – passing at the induction level
- 250 – passing at the professional level

At this time, passing at either of these levels meets the Georgia Special Requirement to pass the content knowledge assessment(s) appropriate to the field of certification.

If you take a combined test and pass one subtest at the induction level and the other at the professional level, the entire assessment will only be considered passed at the induction level.

ASC-ASL

The ASC-ASL test is assigned ratings of 1 to 5, with 5 being the highest score. The passing score is Level 3 or higher.

Certificate Upgrade Assessments (Curriculum and Instruction and Instructional Technology)

The certificate upgrade assessments do not have tiered passing standards.

The passing score for the Curriculum and Instruction and Instructional Technology assessments is 250.

Educational Leadership Assessment

This assessment does not have a tiered passing standard.

The passing score for the Educational Leadership assessment is 250.

Georgia Ethics Assessments

The Program Entry versions of these assessments are reported as “Completed” or “Not Completed.” Although you will not receive a score, you must complete all training modules and end-of-module tests to receive credit toward program admission.

Program Exit is reported as “Passed” or “Not Passed.”

Once you have successfully completed or passed the assessment, you will be able to print a certificate that indicates your status.

Program Admission and Paraprofessional Assessments

The Program Admission and Paraprofessional assessments are considered entry-level assessments and do not have tiered passing standards.

The passing score for the Program Admission and Paraprofessional assessments is 250.

Teacher Leadership Assessment

Each of the six tasks in the Teacher Leadership assessment is scored on a 4-point rubric by two individual raters, making the possible score range for each task 2-8, or Nonscorable if the task cannot be scored for any reason. Candidates taking the Teacher Leadership assessment will receive total task scores (the total score from both raters for each task) and a combined score that is the summation of all of the total scores for all six tasks in the assessment.

In order to pass the Teacher Leadership assessment, you must submit a response and receive a valid score (non-zero) for each task. The total number of points possible for all six tasks combined is 48. You must receive a minimum of 31 total points to pass the assessment.

Score Reporting (*continued*)

If you complete a state-approved Teacher Leadership program between Spring 2014 and Summer 2016, you will receive your certificate upgrade upon program completion and recommendation by your program provider. You have **two years** before your certificate upgrade expires, during which time you must attempt the Teacher Leadership assessment to meet the assessment requirement of the certificate upgrade. While it is not a requirement to achieve a passing score during this time frame, your attempt must include a scorable response for each task.

If you complete a state-approved Teacher Leadership program in the fall of 2016 or later, you will receive your certificate upgrade upon program completion and recommendation by your program provider. You will have **one year** before your certificate upgrade expires, during which time you must pass the GACE Teacher Leadership assessment to meet the assessment requirement of the certificate upgrade.

Unofficial Scores

At the conclusion of your test, you will be able to view unofficial scores if your test consists only of selected-response questions, and you choose to report your scores. Unofficial scores are not available for tests that include constructed-response assignments. These are scored during a scoring session held immediately after the testing window.

If a score is reported as NS (No Score), further analysis must be done before scoring can be completed. It does not indicate a problem with your test and will not delay reporting of your scores. Unofficial test results are not acceptable substitutes for an official score report.

Getting Your Scores

With the exception of the Georgia Ethics, Paraprofessional, and Teacher Leadership assessments, all score reports will be available via your testing account on the ETS GACE website. Scores for the Georgia Ethics and Teacher Leadership assessments will be available via their respective registration systems. Paper score reports are issued for Paraprofessional.

Score reports provide information about your passing status and other performance information. Also provided is an explanation of how to read your score report. (See “Scores Reported” on *page 53* for information on the passing requirements for GACE tests.)

Score reports are typically posted between 2–6 p.m. ET on the score reporting date. See “Score Reporting Dates” on *page 55*.

Your scores are made available to you, to the GaPSC, to your program provider (if applicable), and any other score recipients you designate. See “Choosing Score Recipients” on *page 25*.

It is suggested that you print a copy of your online score report for your permanent records.

Under no circumstances will ETS or GaPSC release your score information by phone, fax, email, or in person. Note that any time you ask to have scores for an assessment sent to a recipient, all scores for that assessment are included in the report.

NOTE: Application for certification does not proceed automatically based upon receipt of your scores by the GaPSC. To apply for certification, you must go to the GaPSC website at www.gapsc.com and follow the application for certification instructions.

Score Reporting (continued)

Score Reporting Dates

Scores are released on the dates shown below. You will be notified by email when your score report becomes available.

ASC-ASL

Test Date	Score Reporting Date
11/11/17	12/12/17
4/21/18	5/22/18

Program Admission Assessment

Reading (200), Mathematics (201), Reading and Mathematics Sections of Combined Test (700)

Scores are reported within 7 days after the test date.

Writing (202), Writing Section of Combined Test (700)

Scores are reported within 28 days after the test date.

Teacher Leadership Assessment

Submission Window	Score Reporting Date
5/22/17 – 12/29/17	2/9/18
1/22/18 – 4/27/18	6/12/18

All Other Assessments

Testing Window	SR-Only Tests	SR/CR Tests
9/1/17 – 9/8/17	9/22/17	N/A
9/1/17 – 9/9/17; 9/12/17 – 9/22/17	9/22/17	N/A
10/6/17 – 10/12/17	10/27/17	11/3/17
10/6/17 – 10/15/17	10/27/17	11/3/17
11/10/17 – 11/16/17	12/1/17	12/8/17
11/10/17 – 11/19/17	12/1/17	12/8/17
11/10/17 – 11/25/17	12/1/17	12/8/17
12/1/17 – 12/7/17	12/26/17	N/A
12/1/17 – 12/9/17; 12/11/17 – 12/16/17	12/26/17	N/A
1/12/18 – 1/18/18	2/2/18	2/9/18
1/12/18 – 1/20/18; 1/23/18	2/2/18	2/9/18
1/12/18 – 1/20/18; 1/23/18 – 1/28/18	2/2/18	2/9/18
2/9/18 – 2/10/18; 2/12/18 – 2/16/18	3/2/18	3/9/18

Testing Window	SR-Only Tests	SR/CR Tests
2/9/18 – 2/10/18; 2/12/18 – 2/19/18	3/2/18	3/9/18
2/9/18 – 2/10/18; 2/12/18 – 3/1/18	3/2/18	3/9/18
3/9/18 – 3/15/18	3/30/18	4/6/18
3/9/18 – 3/18/18	3/30/18	4/6/18
4/6/18 – 4/12/18	4/27/18	5/4/18
4/6/18 – 4/15/18	4/27/18	5/4/18
4/6/18 – 4/21/18; 4/23/18 – 4/26/18	4/27/18	5/4/18
5/4/18 – 5/10/18	5/25/18	6/1/18
5/4/18 – 5/13/18	5/25/18	6/1/18
5/4/18 – 5/23/18	5/25/18	6/1/18
6/1/18 – 6/7/18	6/22/18	6/29/18
6/1/18 – 6/10/18	6/22/18	6/29/18
6/1/18 – 6/20/18	6/22/18	6/29/18
7/6/18 – 7/12/18	7/27/18	8/3/18
7/6/18 – 7/15/18	7/27/18	8/3/18
7/6/18 – 7/21/18; 7/24/18 – 7/27/18	7/27/18	8/3/18
8/3/18 – 8/9/18	8/24/18	8/31/18
8/3/18 – 8/12/18	8/24/18	8/31/18
8/3/18 – 8/17/18	8/24/18	8/31/18

Score Reporting (*continued*)

Canceling Your Scores

Cancellation of Test Scores by You

At the end of a test, you are given the option of reporting or canceling your scores.

If you choose to have your scores reported, they will become part of your record and will be reported to you, to the GaPSC, your program provider (if applicable), and any other score recipients you designated. Once you choose to report your scores, they cannot be canceled.

If you choose to cancel your scores, they will not be reported and they cannot be reinstated. You will not receive a refund if you cancel your scores.

If you would like to retake the test after canceling your scores, you must wait at least 30 days (28 days for the Paraprofessional assessment). See “Test Retake Policy” on page 38.

Cancellation of Test Scores by ETS and the GaPSC

ETS strives to report scores that accurately reflect the performance of every test taker. Accordingly, ETS’s standards and procedures for administering tests have two primary goals: giving test takers equivalent opportunities to demonstrate their abilities and preventing any test takers from gaining an unfair advantage over others.

To promote these objectives, ETS and the GaPSC reserve the right to cancel any test score when, in ETS or the GaPSC’s judgment, a testing irregularity occurs; there is an apparent discrepancy in a test taker’s identification; the test taker engages in misconduct or plagiarism, copying, or communication occurs or the score is invalid for another reason. In addition, if ETS or the GaPSC has information that they consider sufficient to indicate that a test taker has engaged in any activity that affects score validity, such as having someone other than the examinee take the test, obtaining test questions or answers via the Internet, email, SMS, text messaging or postings, disclosing any test question or answer in chat rooms, message boards or forums, SMS, or text message, it will result in score cancellation and/or any other action ETS deems appropriate, including banning from future tests and prosecution to the full extent of the law. You must agree to these terms and conditions when you register for the test and on test day.

When, for any of the above reasons, ETS cancels a test score that has already been reported, it notifies score recipients that the score has been canceled.

Further action may be taken, including denying, revoking, and/or suspending a teaching credential or certificate. Other actions, as described in “Dismissal from a Test Center” may be taken as deemed appropriate by the GaPSC and/or ETS.

Testing Irregularities

“Testing irregularities” refers to problems with the administration of a test. Testing irregularities may result from actions of test takers, test center administrators, ETS, or natural or man-made causes. When testing irregularities occur, they may affect an individual or groups of test takers. Such problems include, without limitation, administrative errors (such as improper timing, improper seating, defective materials [e.g., improper test forms] and defective equipment); improper access to test content; and other disruptions of test administrations (such as natural disasters or other emergencies). When testing irregularities occur, ETS may decline to score the test or cancel the test score at the GaPSC’s discretion. When, in the GaPSC’s sole judgment, it is appropriate to do so, test takers will be given the opportunity to take the test again as soon as reasonably possible without charge.

Identification Discrepancies

When, in ETS’s judgment or the judgment of a test administrator, there is a discrepancy in a test taker’s identification, the test taker may be dismissed from the test center, and/or ETS may decline to score that test or may cancel that test score if the documents completed on test day cannot be validated, or if ETS has evidence that the test taker did not appear for the test. ETS will also cancel scores, ban the test taker from future testing, and notify score recipients of the cancellation if fraudulent activity is detected after scores have been reported. If scores are canceled, test fees are forfeited.

Misconduct

When ETS or a test administrator find that there is misconduct in connection with a test, the test taker may be dismissed from the test center and/or ETS may decline to score the test or withhold and ultimately cancel the test score. If scores are canceled, test fees are forfeited. Misconduct includes, but is not limited to, noncompliance with the “Test Center Procedures and Regulations,” on pages 45–48 of this *Registration Bulletin*.

Score Reporting (continued)

Essay Similarity Detection

If you are taking the Teacher Leadership assessment, each entry in your portfolio, whether submitted during the original submission window or during the resubmission window, must be entirely your work. Software is utilized to scan all responses for overlap with previous submissions, other test takers' submissions or 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, a review by the ETS Office of Testing Integrity (OTI) will be initiated. If your task response is the subject of a review, the following steps will occur:

- Your scores will be placed on hold.
- You will be informed that your task response is under review, and you will be provided the opportunity to submit additional information to OTI to support your case and address ETS's concerns.
- Members of ETS's Board of Review will independently review all materials and provide an independent assessment of the case to decide if there is substantial evidence to support the recommendation of cancellation of your scores.
- If one or more of the members of the Board of Review conclude that your scores should be released, the hold on your scores will be removed and you will be able to view your score report online.
- If the Board of Review arrives at a unanimous consensus that there is substantial evidence to support cancellation of your scores, ETS will inform the GaPSC of the Board of Review's recommendation to cancel your scores. Based on the information ETS provides, GaPSC will review your case and make the final decision on the cancellation of your scores.
- If there is substantial evidence to support cancellation of your scores, this may be a violation of the GaPSC's Code of Ethics for Educators and may constitute sufficient grounds to take action against, revoke, suspend and/or deny a certificate and constitute grounds for legal action.
- ETS will contact you upon receiving a decision on your case from GaPSC.

Plagiarism

ETS reserves the right to cancel the scores of test takers when, in its judgment, there is evidence that a writing or speaking response, or a task submission, includes text that is substantially similar to that found in one or more other GACE responses, or quotations or paraphrasing of language or ideas from published or unpublished sources

including sources from the Internet, sources provided by any third party, or the Teacher Leadership Library of Examples used without attribution. Such responses do not reflect the independent speaking or compositional writing skills that the tests seek to measure.

Invalid Scores

ETS may also cancel scores if, in its judgment, there is substantial evidence that they are invalid for any other reason. Substantial evidence means evidence that is sufficient to persuade a reasonable person. The substantial evidence standard is lower (i.e., requires less proof) than beyond a reasonable doubt, clear and convincing, and preponderance of the evidence standards. Evidence of invalid scores may include, without limitation, discrepant handwriting, discrepant photographs, or unusual answer patterns, and inconsistent performance on different parts of the test. Before canceling scores pursuant to this paragraph, ETS notifies the test taker in writing about its concerns, gives the test taker an opportunity to submit information that addresses ETS's concerns, considers any such information submitted, and offers the test taker a choice of options. The options may include voluntary score cancellation, a free retest, a voucher for a future test, or allowing the GaPSC to make a decision whether to accept the scores.

In addition, the test taker is sent a copy of a booklet, *Why and How Educational Testing Service Questions Test Scores*, which explains this process in greater detail. (This booklet is available to any test taker at any time upon request.)

Delay of Test Scores

Under some circumstances, scores may be delayed.

- Problems with registration, failure to comply with the policies and procedures set forth in this *Registration Bulletin*, and/or with instructions given by the test administrator
- Problems with payment (see "Test Fees" on pages 36–37 for more information)
- Standard setting for newly developed or substantially revised assessments
- Score reporting date falls on a Friday ETS holiday (scores are reported on the following Tuesday)
- Testing on or near the last day of some testing windows
- Your scores may be permanently voided if you are completing certification requirements and you have not provided proof that you have approval to test. (See "Eligibility" on pages 22–23 for more information.)

Confidentiality of Information

Privacy

The GaPSC and ETS take the privacy of our test takers seriously and recognize your right to control the information about you that is stored by them. Their policies are designed to safeguard that information from unauthorized disclosure.

Because of laws protecting confidentiality and privacy, only you can register yourself for a test or make inquiries regarding your registration or test scores.

ETS takes reasonable precautions to protect the integrity of your personal information provided in connection with the registration process, as well as any information generated internally that is specifically pertinent to you, and to keep this information secure.

Your private information will not be made available to anyone but you; ETS and the GaPSC (including the employees, agents, contractors, or professional advisors of ETS and the GaPSC); the educator preparation program providers or employing agencies you indicate in your registration; and any educator preparation program provider, entity, or person required or authorized by law to receive this information.

At the Test Center

You must show the required identification documents to be admitted to test and your photograph may also be taken. See “Identification (ID) Requirements” on pages 41–44.

Consent

Notwithstanding anything to the contrary in any other ETS or ETS affiliate’s (“ETS,” “we,” “us,” “our”) materials or agreements with you, you consent to the terms and conditions herein by registering for or taking an ETS test, creating an online account or using our website, providing survey information or requesting one of our services, or completing order or payment information.

You agree that we have the right to obtain, store, use, and transmit your personal information including, full name, home address, email address, telephone number, Social Security number, passport number, biometric data such as fingerprints, audio recordings and video files, and your answers to other background information questions, the test you are registering for, test date, payment information, how you specifically use our website (“Personal Information”).

Purpose and Use of Personal Information and Photographs

Your personal information can be used to:

- Complete any registration, purchases or other transactions you request online
- Improve our products and services, and identify, develop and offer new or expanded products and services
- Improve and personalize your experience on the website
- Notify you about updates, products, services, and/or special offers from ETS, its affiliates and selected third parties
- Ask you to participate in brief surveys or provide other information
- Generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our website

Based upon your specific relationship(s) with us, we may use your Personal Information in ways described in more detail in one or more other agreements.

Additionally, you consent to the transfer of your Personal Information within and outside of your country of residence and outside of the location where you have taken the test(s).

We disclose your Personal Information to certain third parties with whom we have a direct or indirect business or contract relationship, to provide the products and services you have requested.

You will have the ability to opt out of receiving certain communications from us, including voicemail or email. If you do not opt out immediately, but later decide that you would prefer not to receive email communications from us, please contact that particular testing program through www.ets.org. Remember, however, that we may still send email or call you in order to provide a product or service that you request.

Confidentiality of Information (continued)

Disclosure

Your personal information may be disclosed to those third parties that provide services to ETS and the GaPSC, provided that they have contractually agreed to only use the personal information as needed to provide the services.

By electing to report your scores at the end of your test, you are authorizing ETS and the GaPSC to report your scores to you; to the GaPSC; to your educator preparation program provider (if applicable); and to any provider, entity or person authorized or required by law, inclusive of the GaPSC's compliance with applicable Open Records Requests, to receive this information.

Unless you cancel your scores at the end of the test, your scores will be reported. Any information you provided as a part of registration may be used to report your scores or to contact you regarding test- or program-related issues.

Security and Retention

ETS, the GaPSC, and their service providers shall at all times protect your personal information with operational, administrative, technical, and physical security safeguards.

ETS shall retain your scores for 50 years from the test date.

Individual Rights

You may at any time:

- request access to and correction of your personal information
- make any inquiries, requests, or complaints in relation to the use of your personal information
- withdraw your consent to the processing of your personal data; however, if you exercise this right, you may not be allowed to take any further tests and your scores may be canceled

Requests, inquiries, or complaints should be directed to ETS–GACE. See “Contact Information” on pages 16–17.

Score Information

Your score information is intended only for you, the GaPSC, your program provider (if applicable), and your designated score recipients.

ETS will not release your score information at the request of institutions or agencies except:

- for use in research studies, scoring, and statistical analyses approved by the GaPSC and that preserve your anonymity
- when information is required under compulsion of legal processes, in which case your score record and the documents (including, but not limited to, photos and documents completed at check-in on test day) that are retained at ETS may be released to third parties, e.g., government agencies, parties to a lawsuit, etc., if requested pursuant to a subpoena or required by applicable laws
- Sections 205 through 208 of Title II of the *Higher Education Act (HEA)*, as amended in 2008, require all states that require testing for licensure to provide that agency with annual performance data for students completing their state-approved teacher preparation programs. If you are enrolled in a Georgia preparation program in a given cohort year, your preparing institution will collect and forward your score information to the state for inclusion in the federally mandated educator preparation performance report. The report will contain aggregate data only and will not include any information that identifies examinees.

Note that whenever ETS has confirmed that you have submitted a GACE score directly to an educational institution, agency, or district in satisfaction of one of its requirements, ETS will respond to requests for score verification from that recipient.

Responses may be used for training raters and in new test preparation materials. Test taker information, such as names and addresses, is not included when scored responses are used for these purposes. Rater training is essential to ensure that tests are scored in a fair and consistent manner. The use of your responses will benefit future test takers by helping to improve the training of raters, just as the scoring of your test will benefit from the use of prior test takers' responses. Test preparation materials demonstrate how the test is administered and the skills that are necessary to succeed.