Georgia Assessments for the Certification of Educators® (GACE®) Newsletter
November 2014

The GACE® Newsletter is intended to be a resource for Educator Preparation Program Providers to gain access to all the important information and changes happening around the GACE program. The Newsletter includes important dates, information about tests and policies, reminders about testing windows, and more. The latest GACE program information can always be found at www.gace.ets.org.

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PROGRAM UPDATES

ETS Holiday Closings
ETS offices will be closed:

- Thursday and Friday, November 27 and 28, 2014
- Wednesday, Thursday and Friday, December 24, 25 and 26, 2014
- Thursday and Friday, January 1 and 2, 2015

During these times, please visit the ETS GACE website at www.gace.ets.org for information about GACE tests, registration, and scores.

GACE Newsletters
The current edition of the GACE newsletter can now be downloaded from the Program Provider section of the GACE website at www.gace.ets.org/program_providers/resources. A link to an archive of all of the previous versions is also available.

Sending GACE Scores
Remind your educator candidates that any time they ask to have scores for an assessment sent to a new score recipient that all scores for the assessment are included in the report. Information about sending scores is available on the GACE website at www.gace.ets.org/scores/send.

TEACHER LEADERSHIP ASSESSMENT

Registration and Submission Deadlines
Registration for this assessment opened November 3, 2014. Candidates should register early enough to allow themselves plenty of time to complete the assessment. See the currently published dates and deadlines for this assessment below.

Fall 2014 Testing

<table>
<thead>
<tr>
<th>Registration</th>
<th>November 3, 2014–December 12, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Window</td>
<td>November 3, 2014–December 31, 2014</td>
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Spring 2015 Testing

<table>
<thead>
<tr>
<th>Registration</th>
<th>November 3, 2014–May 15, 2015</th>
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Fall 2015 Testing

<table>
<thead>
<tr>
<th>Registration</th>
<th>To be announced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Window</td>
<td>To be announced</td>
</tr>
</tbody>
</table>

Reasons for Testing
Candidates registering for the GACE Teacher Leadership assessment must first create a MyPSC account on the GaPSC website at mypsc.gapsc.org before they can register. Candidates who completed their educator preparation program before July 1, 2014, should select 6 as their reason for testing during the creation of their MyPSC account. Candidates who will complete their program after July 1, 2014, must select 2 as their reason for testing.
The GaPSC will provide the candidate’s profile and eligibility information to ETS. Once the profile and eligibility information has been received by ETS, a Customer Service Representative will create a testing account for the candidate in the registration system for this assessment and will notify the candidate via email when it is complete.

**Scores and Score Reporting Dates**
The total number of points that can be earned in the Teacher Leadership assessment is 48. Test takers must receive a valid score (non-zero) on each task and a minimum of 31 points to pass the assessment. Candidates must successfully complete all six tasks to pass this assessment.

Scores for the fall 2014 submissions will be reported in February 2015, and scores for the spring 2015 submissions will be reported in July 2015.

**Task Resubmissions**
Candidates who do not pass the assessment are allowed to resubmit any task that received a score of 5 or lower, or Nonscorable. Scored tasks that received scores of 6 and above cannot be resubmitted. There is a $75 resubmission fee for each task that is resubmitted.

Tasks must be resubmitted in one of the next two submission windows after their initial submission window. If they test in the fall of 2014, they can resubmit in the resubmission window below or in the fall 2015 testing window (see above). If tasks are not resubmitted within that time, candidates will have to pay another registration fee and take the assessment all over again.

**Fall 2014 Resubmissions**

<table>
<thead>
<tr>
<th></th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>February 13, 2015–May 15, 2015</td>
</tr>
<tr>
<td>Submission Window</td>
<td>February 13, 2015–May 31, 2015</td>
</tr>
</tbody>
</table>

**Webinars**
Webinars to help program providers prepare their candidates for the GACE Teacher Leadership assessment have been offered during the past few months. These webinars included an overview of the assessment, how it was developed, information about each task and its requirements, registration and submission deadlines, and helpful tips on how to prepare for the assessment.

A recording of the Teacher Leadership assessment webinar and a slide deck of the webinar are available in the Teacher Leadership section of the GACE website at [www.gace.ets.org/teacher_leadership/resources](http://www.gace.ets.org/teacher_leadership/resources).

**EDUCATOR ETHICS ASSESSMENT**

**Georgia Educator Ethics Assessment**
The Educator Ethics assessment differs quite a bit from other GACE assessments. The Educator Ethics assessment is a training and assessment program that offers a learn-by-doing approach around true-to-life scenarios. Designed not only to reinforce ethical standards or code, this tool also allows candidates to navigate through authentic scenarios, deepening their understanding of obligations and situations to clarify how to avoid risk. Learning modules in the assessment are followed by end-of-module tests related to what is covered in the modules. The assessment will be initially offered at two levels:

- Educator Ethics – Program Entry (350) (available now)
- Educator Ethics – Program Exit (360) (available January 2015)

Educator Ethics – Program Entry (350) differs from Educator Ethics – Program Exit (360) in that, while much of the learning content is the same, the Program Exit level has different questions in the end-of-module tests, building upon the Program Entry level of the assessment. Additionally, Program Exit test takers must complete and pass an end-of-course, or summative, test that includes questions related to the topics covered in all of the modules.
Ethics Website Now Available
The Georgia Educator Ethics section of the ETS GACE website went live in September. Information about test content, eligibility, state testing requirements, test fees, and scores can be found on the Georgia Educator Ethics website at www.gace.ets.org/ethics. Tips for preparing for the Program Entry (350) and Program Exit (360) tests and frequently asked questions about the assessment are also available.

Eligibility
The Georgia Educator Ethics – Program Entry (350) assessment is intended for educator candidates who are entering an educator preparation program. Candidates seeking beginning educator certification will take Educator Ethics – Program Exit (360).

Candidates who are entering a state-approved traditional or nontraditional educator preparation program for an initial teaching field and are taking Georgia Educator Ethics – Program Entry (350) to receive credit for program entry must also take Georgia Educator Ethics – Program Exit (360) prior to completion of their program to achieve certification. The Program Exit (360) must be passed by traditionally prepared candidates as part of the induction certificate requirements, and must be passed prior to program completion for GaTAPP candidates.

Registration
Registration for Educator Ethics – Program Entry (350) opened October 1. Instructions on how to register can be found in the Educator Ethics section of the GACE website at www.gace.ets.org/ethics/register.

The opening of registration for Educator Ethics – Program Exit (360), which will be offered beginning in January 2015, will be announced in the next few months.

There are no specific testing dates or testing windows for this assessment, but candidates must confirm their eligibility to test before they can register. Further information about eligibility and registration is available on the website.

Candidate Test Preparation
Candidates seeking to take the Georgia Educator Ethics – Program Entry (350) or the Georgia Educator Ethics – Program Exit (360) should visit the Ethics section of the GaPSC website and review the information and resources that are offered.

The 2014-15 GACE Registration Bulletin and a list of tips for taking the Georgia Educator Ethics assessment are also available in the Ethics section of the ETS GACE website at www.gace.ets.org/ethics/prepare.

Candidate Scores
Candidate scores are displayed on screen after each end-of-module test and are also available through "My History" when the candidate is logged in to the Educator Ethics assessment system.

Scores are available to program providers through ETS Data Manager (EDM) for GACE. A file layout for the Georgia Educator Ethics assessment scores is provided in EDM. New scores are typically available every Friday after 4 p.m. ET.

Vouchers
ETS offers vouchers for program providers that wish to pay the Georgia Educator Ethics assessment test fee on behalf of candidates. Participating program providers can order vouchers that they then distribute directly to their candidates. Vouchers are associated to your program and are valid only during the testing year in which they are ordered. Each voucher covers a single test fee.

Program providers wishing to purchase vouchers can do so by creating an account in the Educator Ethics assessment system. To create an account, access the Educator Ethics assessment system and select Program Providers under Registration. Once you have created an account, you will be able to purchase vouchers with a credit card, view your purchase history, view voucher numbers, and track voucher usage.
ETS TITLE II REPORTING

Title II Update
At this time, all Title II eligible candidates have been entered into the ETS Title II system from the TPMS and NTRS systems.

ETS is extending the deadline for Georgia programs to verify their data in the ETS Title II system and make corrections in the TPMS and NTRS systems. The deadline is now December 1, 2014.

Once GACE data from the previous testing supplier (ES) is loaded into the ETS system, ETS will notify program providers that the data is available to review.

Entering Primary Title II Users
If you are a Dean or Director and you have not yet identified your Primary Title II User you must do so immediately. Please provide that person’s name and email address via an email to GACESupport@ets.org. If you have not already done so, please instruct your Primary Title II User to visit https://tlcs.ets.org and create a user account. It is imperative that program provider primary Title II users create an account and verify their candidate information. This is the only opportunity to review candidate information before the initial pass rate reports for Title II reporting are created.

If you have any questions, email GACESupport@ets.org or view the Georgia-specific help documents at www.ets.org/s/praxis/title2/gace_title_II_reporting_services_web_guide_2013_14.pdf.

PREPARING CANDIDATES

Interactive Practice Tests
Interactive Practice Tests (IPTs) are full-length practice tests that include correct answers and explanations for the correct answers. Subscriptions are $15 and each subscription consists of a single practice test. It is valid for 90 days after the first use. There is only one practice test with a single set of test questions for each GACE test; purchasing more than one practice test for the same test title will not provide additional practice questions.

Program providers seeking to purchase IPTs for their educator candidates may do so in one of two ways:

- **Online:** IPTs are available for purchase by credit card or PayPal® through the ETS Store. Visit the GACE Test Prep Materials page and select the test title you wish to purchase from the drop-down menu. On the resulting page, links will be present for any practice tests available for purchase. Once you have made your selections, you will be able to click the Continue Shopping button to add additional practice test titles to your order, if desired.

- **Purchase order:** If you wish to purchase bulk quantities of GACE IPTs but do not have an electronic form of payment, an order form can be downloaded on the Resources page of the ETS GACE website.

  The order form is only for program providers not using an electronic form of payment. Program providers using an electronic form of payment and all candidates ordering practice tests must do so by making their purchases through the ETS Store.

  **Important Note:** There is only one practice test with one set of test questions for each GACE test; purchasing more than one practice test for the same test title will not provide additional practice test questions.

2015 Study Plan Development Webinars
Study plan development webinars are offered to help candidates and their program providers prepare for the GACE assessments and give helpful tips for studying for the test. Webinar attendees can ask questions in real time at the conclusion of each webinar.

Each free 60-minute webinar includes practical suggestions and tips on preparing for and taking the GACE assessments and developing an individual study plan. It also walks attendees through the different parts of a GACE assessment and presents a plan to guide them as they prepare to test. The webinar explores the online...
resources available to test takers for test familiarization and preparation. These resources include interactive practice tests and demonstrations, Study Companions that include test content specifications, and test familiarization videos.

See the upcoming webinar dates below. They can also be found on the GACE Webinars page of the ETS GACE website.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 12, 2015</td>
<td>1 p.m. ET</td>
</tr>
<tr>
<td>Tuesday, April 14, 2015</td>
<td>1 p.m. ET</td>
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**IMPORTANT REMINDERS**

**Testing with Accommodations**

It is important to remind educator certification candidates that they can apply for testing accommodations if they meet ETS requirements. ETS is committed to serving test takers with disabilities or health-related needs by providing services and accommodations that are reasonable and appropriate given the purpose of the test.

The 2014–15 GACE Registration Bulletin and Bulletin Supplement for Test Takers with Disabilities and Health-related Needs are available on the GACE website. The supplement contains procedures for requesting testing accommodations and registration forms. The supplement should be used in conjunction with the information in the 2014–15 GACE Registration Bulletin.

Candidates requesting accommodations must have their testing accommodations approved by ETS **before they can register to test**. Test takers requesting testing accommodations are encouraged to apply as early as possible, as the approval process may take six weeks or longer to complete. See the Accommodations for Test Takers with Disabilities or Health-related Needs page of the ETS GACE website for more information.

**Reporting Locations and Location Changes**

The reporting location for each test administration can be found on the candidate’s admission ticket, which they can access and print at any time from their ETS GACE testing account. On occasion, weather conditions or other circumstances beyond the test center’s or ETS’s control may require a delayed start or the rescheduling of a test. If there is a change (e.g., a different building than originally scheduled, delayed start, or test cancellation/rescheduling), it will be updated in the candidate’s testing account. If a test center delay or closure occurs due to inclement weather, an alert will be posted on the home page of the GACE website listing the affected test center(s).

ETS will make every effort to contact test takers affected by reporting location and/or reporting time changes prior to the originally scheduled test administration. Please advise your test takers to check their testing account 24 hours prior to their test to ensure their reporting location and reporting time have not changed, and print a new admission ticket, if necessary.

**Note for test takers taking the Paraprofessional assessment:** A list of Paraprofessional test sites is available on the ETS GACE website. The test sites listed are updated on a weekly basis and test sites may be added and removed without notice. Test takers should check back frequently to ensure that the site where they wish to test is available.

**Test Center Procedures Regarding ID Requirements**

Test takers must bring valid and acceptable identification documents to the test center in order to be admitted to the test. Please remind your test takers to read and understand the ID requirements and test center procedures and regulations in the Registration Bulletin and on the ETS GACE website prior to the test administration. It is **not** the responsibility of the test centers to relay these policies to test takers.
Policy Regarding Test Takers Leaving the Test Center Building
Test takers are not permitted to leave the test center building during the administration or during breaks. Anyone who leaves the test center will be dismissed and their scores will be canceled.

Cell Phone Policy
Test takers are not allowed to bring cell phones, smartphones (e.g., Android™, BlackBerry®, iPhone®), tablets, personal digital assistants (PDAs), and other electronic, listening, recording, scanning, or photographic devices into the test center. Anyone found to be in possession of any of these devices inside the test center before, during, or after the test administration (including breaks) will be dismissed, their test fees will be forfeited, and their scores will be canceled. Test administrators are not permitted to collect and hold cell phones. If test takers bring cell phones into the test center and then have to leave to store them in their vehicles, they must be back before the doors to the test center are closed. Once the doors to the test center are closed, no one will be admitted, even if they have already been in the test center and left to store a cell phone. If test takers are dropped off, they must not have their cell phones in their possession. If they do, they will not be admitted to test. Please remind your test takers of this policy.

Newsletter Mailing List
If someone you know would like to be added to the newsletter mailing list, you can direct them to www.gace.ets.org/program_providers to sign up. They will be added to the newsletter distribution list for the next issue.

If your email address has changed and you would like to receive the GACE Newsletter at your new email address, please visit the GACE Program Providers website at www.gace.ets.org/program_providers and sign up again with your new email address, using the sign-up links found on the right-hand side of the screen throughout the website.

You may also click the “Subscribe” button in any GACE Newsletter email to sign up again with your new email address.

CONTACTING THE PROGRAM

ETS Customer Service
ETS is committed to handling all inquiries related to the GACE program such as registration information, testing schedules, test costs, test codes, how to study, etc. It is important to let them provide this service. The GaPSC will still assist educators with certification questions related to which test they need for their certification. Calls about any aspect of GACE, not related to certification, should be directed to ETS Customer Service.

U.S. Mail
ETS–GACE
P.O. 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, 7 a.m.–6 p.m. ET

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

Email
gace_inquiries@ets.org

GaPSC Call Center
If your educators have questions about which test(s) they need to take or about certification requirements, contact the GaPSC or go to the GaPSC website. Calls requiring assistance with certification or MyPSC questions should be directed to the GaPSC Call Center.

U.S. Mail
Georgia Professional Standards Commission
200 Piedmont Avenue
Suite 1702
Atlanta, GA 30334-9032

Phone
1-404-232-2500 (Metro Atlanta and long distance)
1-800-869-7775 (toll free outside Metro Atlanta area)
The GaPSC’s toll-free Certification Call Center is available to answer your questions and provide assistance from 7 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.

**Test Center Comments**
Every effort is made to ensure the success of all test administrations and minimize the possibility of distractions or problems. A test taker who has a comment about a test center or the conditions under which a test was taken should submit the comment in writing by mail, email, or fax directly to ETS in order for it to be addressed properly. ETS will acknowledge receipt of the comment, launch an investigation, and respond to the test taker with the status/results of the investigation within 15 business days. See contact information below. Comments must be submitted or postmarked no later than two days after the test date.

**Mail**
ETS–GACE
Computer-delivered Testing Comments
P.O. Box 6051
Princeton, NJ 08541-6051

**Fax**
1-609-530-0851

**Email**
gacetesting@ets.org