

End of Course Tests (EOCT) “Test-Out” Presentation

Guidelines & Test Administration Processes

July 23, 2013



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Guidance Letter & FAQs Posted At:

“Guidance Letter – Subject Area Competency (“Testing Out”) to Receive Course Credit Using the End of Course Tests (EOCT)”

- In the “For Educators” section of the GaDOE website under “Memoranda and Announcements” at: <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Information-For-Educators.aspx>
- and
- In the “EOCT Guidance Letters” section of the EOCT webpage at: <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/EOCT.aspx>

Frequently Asked Questions (FAQs)

- Posted at: <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/EOCT-Guidance-Letters.aspx>



Basis in Law & Rule

- As provided for in amendments to **State Board of Education Rule 160-5-1-.15 (AWARDING UNITS OF CREDIT AND ACCEPTANCE OF TRANSFER CREDIT AND/OR GRADES)** adopted by the Board in April 2013, the opportunity exists for students to “test-out” of any course for which there is an associated EOCT and earn credit for the course through that process.
- The Rule, as amended, stems from state law (O.C.G.A. 20-2-159.4).
- Under the provisions of the amended rule and guidelines published by the Georgia Department of Education’s (GaDOE) Office of Curriculum, Instruction, and Assessment, local boards of education shall award course credit to students who reach the performance level of Exceeds on an EOCT taken prior to taking the course.



Basis in Law & Rule

- For example, a student may attempt the Biology EOCT prior to taking the course. If the student reaches the performance level of Exceeds, the local board of education shall award the student the Biology course credit.
- A student may test-out of any course that has an associated EOCT.
- As stated in the Rule, students may earn no more than three units of credit by demonstrating subject area competency in this fashion.



Student Eligibility

Students must meet the following requirements to exercise this option:

- Not currently or previously enrolled in the course;
- Have earned a grade of B or better in the most recent course that is the same content area of the course for which the student is attempting the EOCT;
- Received a teacher recommendation from the teacher of the most recent course in the same content area (or, if not available, a teacher in the same content area with knowledge of the student's academic achievement) for which the student is attempting the EOCT; and
- Received parent/guardian permission if the student is less than 18 years of age.
 - Schools should carefully consider which students would benefit from such an opportunity and advise accordingly.



Student Eligibility

- As part of the advisement process, schools should carefully consider which students would benefit from such an opportunity and advise accordingly. As part of the advisement process, schools should consider the likelihood for success in future courses that may require knowledge and skills that are inherent within the course. In addition, the student's post-secondary plans and needs must be considered. The test-out option should not be exercised for students without deliberation and clear evidence of the likelihood of student success both on the test itself and in future coursework/endeavors.
- Students who do not meet the eligibility criteria above must not be assessed for this purpose.



Test Administration Guidelines

When allowing students to attempt to earn course credit through testing out, districts and schools shall:

- Allow eligible students **only one opportunity per course** to demonstrate subject area competency.
- Systems must utilize only the GaDOE designated administration windows for this purpose.
- Systems must NOT use Retest Administration forms for this purpose. Doing so, may result in additional fees being invoiced to the district.
- **Local systems will be required to identify individual students who are testing for this purpose when the student is registered in the online platform.** This is critical to ensure the proper designation of the test for scoring and reporting purposes. Failure to do so may result in additional fees being invoiced to the district to correct data file/report errors.



Test Administration Guidelines

- Require students who do not reach the performance level of Exceeds when attempting to test-out to enroll in and complete the associated course. The student would again take the EOCT at the conclusion of that course experience regardless of their score during their attempt to test-out. As outlined in long-standing guidance for the EOCT (Guidance letters issued: 6/9/2004, 6/23/2004 and 12/6/2006), EOCT scores may not be banked.
- As stipulated in the Guidelines previously issued for this Board rule, districts/schools shall not allow students who are currently enrolled, or who have previously been enrolled, in a higher-level course to attempt to earn credit by testing out. For example, a student taking AP Physics may not earn credit for Physical Science through this process.



Test Administration Guidelines

- **The administration of all EOCTs for this purpose MUST adhere to the system's local EOCT testing calendar. This stipulation is critical to ensure test security.** For example, students taking the 9th Grade Literature & Composition EOCT for the purposes of testing out MUST be administered the test on the same day or consecutive days that the system is administering the 9th Grade Literature & Composition EOCT to all other students.
- Districts should develop a local policy to address instances where a student has opted to test-out and has achieved the Exceeds performance level, but then decides that they prefer to take the course instead. Should districts permit students to do this, they must notify the GaDOE Assessment Division and incur the costs for the student's test-out administration.



Costs

- Systems and schools will incur no charge for students who meet the eligibility criteria and achieve the Exceeds performance level.
- Systems and schools will incur a charge for students who fail to achieve the Exceeds performance level. The established fee is currently \$50.00 per test. The EOCT contractor will invoice systems for these associated costs. (As stated earlier, diligent and thoughtful advisement of students is very important.)



Costs

- As stipulated in previously issued Guidelines related to this rule, local boards of education may develop policies related to the collection of these costs from parents or students, provided that such policies require school or school district personnel to inform the parent or student of potential costs prior to the administration of the EOCT for this purpose.



Availability

- The opportunity for students to test-out may be offered by local school systems during specified EOCT Mid-Month windows. **The first EOCT window during which this option becomes available will be the August 2013 Mid-Month Administration.**
- Beginning in the 2013-2014 school year, the opportunity for students to test-out will be offered in the **specific Mid-Month Administration windows of August, September, and March.**
- Beginning in summer 2014, the Summer Administration window may also be utilized for this purpose.
- **This option is not available during the Winter or Spring Main Administrations.** Systems and schools should plan accordingly.
- Remember, with the new Analytic Geometry EOCT being administered for the first time in Winter 2013 – the first opportunity for a student to “test-out” in that content area will be March 2014.



Availability

- All test administrations for this purpose must be conducted online. The designated Mid-Month test form must be used for this purpose. Assigning the wrong form to a student will result in invalidation and may result in a charge to the district/school.
- Systems may request paper/pencil materials for a student with a disability that specifically prevents the student from accessing the assessment in an online format. Braille and Large Print will be available for students who require these formats. Please note that the online test has the ability to deliver a large print version. Requests for paper Large Print materials must be made no later than three weeks prior to testing.



Reporting

- “Test-Out” students will appear on a Class Roster Report as with any other student testing via the Mid-Month administration form.
- They will receive an Individual Student Report as well – that will read “Mid-Month”. It will not read “Test-Out”.
- Students who take the EOCT for “Test-Out” purposes will appear in the data file – and the data file will have a “Y” in the new “Test-Out Administration” field. *(Remember, the accuracy of this field depends upon the accuracy of the data the system/school enters/uploads into PearsonAccess.)*
- Summary Reports will NOT include “test-out” attempts – be they successful or unsuccessful attempts to test-out – in order to preserve the usefulness of Summary Reports for analyzing classroom instruction in a course.
- The Accountability Division will provide further guidance on how test-outs will be incorporated into the CCRPI.



Invoicing for Costs

- At a time following the reporting of results stemming from Test-Out Administrations, the EOCT contractor will invoice districts (through the System Test Coordinator) as indicated.
- Payment will be due 30 days from receipt of the invoice.
- Note that failure to remit payment may result in scores for future Test-Out Administrations being held until the previous invoice is cleared.



Invoicing Details

"Test-Out Administration" Date:	Invoice Received During:
August Window	September
September Window	October
March Window	April
Summer Window	August

- EOCT contractor will invoice districts through the System Test Coordinator
- Payment due 30 days from receipt of invoice
- Failure to remit payment may delay future test-out reporting
- Invoice will contain a list of "test-out" students who did not reach the Exceeds performance level. *The list will be broken down by school.*
- Reports will identify any test-out administrations that occur outside the established mid-month windows. Please work to ensure this does not occur in your district. GaDOE will be monitoring for this very closely through various mechanisms.



Sample Invoice

PEARSON		ALWAYS LEARNING	
INVOICE		INVOICE NUMBER: 240038	
		TAX ID NO: 41-0890527	
		DATE: 17-JUN-13	Page 1 of 1
BILL TO:		CUSTOMER NO: 5550000	CREDIT REF NO:
ATTN: JOHN SMITH SAMPLE COUNTY SCHOOLS ASMT 699 W MAIN ST TOWNCITY, GA 30000-4715		LOCATED AT: JOHN SMITH SAMPLE COUNTY SCHOOLS ASMT 699 W MAIN ST TOWNCITY, GA 30000-4715	
Reference Number: PA-619-917			
PURCHASE INFORMATION		SHIPPING INFORMATION	
PURCHASE ORDER: VC6747		(NOG1 RECENT SHIPMENTS)	
		SHIP DATE:	
		CARRIER:	
		B/L NUMBER:	
		TERMS: NET 30	
		DUE DATE: 17-JUL-13	
		CONTACT: cred9@pearson.com	
		800-843-0019	
		201-767-5029 (Fax)	
		cred9@pearson.com (e-mail)	
DESCRIPTION		UM	QTY
CONTAINS CONFIDENTIAL STUDENT INFORMATION			
Archer High School Doc, John, I # 5555544444: CAL		1	50.00
Johnson, Mary, J # 6666688888: 9TH		1	50.00
Middleton High School Doc, John, I # 5551234444: ALG		1	50.00
INVOICE SUMMARY:			
TOTAL FOR ALL LINE ITEMS			150.00
6.25% STATE TAX			0.00
0.00% COUNTY TAX			0.00
2.00% CITY TAX			0.00
Register at https://pay.pearson.com/OA_HTML/SelfRegistration.jsp			
Already a user, login to https://pay.pearson.com			
SUBTOTAL		TAX	TOTAL
150.00			(USD) 150.00
Please Remit to: NCS PEARSON, INC 13036 COLLECTION CENTER DRIVE CHICAGO, IL 60688			



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REMITTANCE COPY

Online Testing Registration

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

[Home](#) | [Organizations](#) | [Student Data](#) | [Test Setup](#) | **[Test Management](#)** | [Test Results](#)

[Overview](#) | [Register Students](#) | [Manage Test Sessions](#) | [Resolve Student Test Alerts](#)




Current organization: **PEACH COUNTY BOARD OF EDUCATION (7110000)** [change organization](#)

[Home](#) > Test Management Overview

Test Management Overview

[Return to Home](#)

EOCT Fall 2013 Mid-Month [Change](#)

Task	Dates
 Register Students <ul style="list-style-type: none">• Assign students to paper & online tests• Update student demographic data before testing• View student counts by administration	07/22/2013 - 11/22/2013
 Manage Test Sessions <ul style="list-style-type: none">• View online test sessions• Add registered students to a test session• Proctor test sessions	07/22/2013 - 11/22/2013
 Resolve Student Test Alerts <ul style="list-style-type: none">• Examine and resolve issues with completed tests	08/05/2013 - 11/22/2013



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Online Testing Registration

Register Students

[Return to Test Management](#)

EOCT Fall 2013 Mid-Month [Change](#)

View By: ☐ Classes ☒ Registered Students ☐ Unregistered Students ☐ Student Tests

Search: ☒ Current Organization Only

0 Students Selected Results: 1 to 1 of 1

Name starts with

GTID starts with

Student Number (FTE) starts with

School starts with

School Code starts with

☐ Show All Students

| | |

<input checked="" type="checkbox"/>	Name starts with: SMITH, JOHN	<input checked="" type="checkbox"/> GTID	<input checked="" type="checkbox"/> Student Number (FTE)	<input checked="" type="checkbox"/> School	<input checked="" type="checkbox"/> School Code
<input type="checkbox"/>	SMITH, JOHN P	4443399999	444339999	PEACH CO HIGH	7112052

Results: 1 to 1 of 1



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Online Testing Registration

Registered Students

[Return to Register Students](#)

EOCT Fall 2013 Mid-Month [Change](#)

Registered Students Record

Assigned Classes

Assigned Tests

Click on Assigned Test

Assigned Tests

SMITH, JOHN P

Gender: M Date of Birth: 06/19/1999

GTID: 4443399999

Student Number (FTE): 444339999

Show Search

[Clear All Filters](#)

0 Entities Selected

Results: 1 to 1 of 1

Add Test | Remove Test | Move Test | Change History

<input type="checkbox"/>	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Organization	Format	<input checked="" type="checkbox"/> Completed	UIN	Testing Status
<input type="checkbox"/>	Biology	TESTOUT-TESTOUT	PEACH CO HIGH (7112052)	Online	No		

Results: 1 to 1 of 1



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Online Testing Registration

Registered Students

[Return to Register Students](#)

EOCT Fall 2013 Mid-Month [Change](#)

Registered Students Record

Assigned Classes

Assigned Tests

Student Test Details

[Change History](#)

[Edit](#)

[Go back to Tests](#)

SMITH, JOHN P

Gender: M Date of Birth: 06/19/1999

GTID: 4443399999

Student Number (FTE): 4443399999

► - Required

Biology

[Go to Test Session Details](#)

Completed: No

Organization: PEACH CO HIGH (7112052)

Class Name: TESTOUT

UIN:

Online Testing: Yes

Primary SRC Code:

EL(13):

Section 504 (14):

Title I Reading (16):

Title I Mathematics (17):

Migrant (18):

EL-M(19):

SDU A:

Test ID:

Test Out Administration:

Irregularity:

Invalidation:

06

**Edit Assigned Test to Specify
Test Out Administration**



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Online Testing Registration

Selecting “Yes” for the Test Out Administration can incur a \$50 fee if student does not reach a Performance Level of “Exceeds”. Note that the screen will have the following disclaimer at the bottom of the screen:

IMPORTANT: For School Districts electing “Y” for Test Out Administration registration, please be advised of the following:

- 1. In the event that a student registered for the EOCT Test Out Administration option does not reach the Performance Level of “Exceeds”, the school district will be invoiced a fee of \$50.00. If the student attempts more than one EOCT for this purpose, the \$50.00 applies to each test taken.**
- 2. Pearson will invoice the school district for the total amount due as a result of students not successfully achieving a Performance Level of “Exceeds”. The invoice will include a listing of students that are encompassed within the invoice. The school district must remit payment to Pearson within 30 days of the receipt of such invoice.**

[Change History](#)

[Edit](#)

[Go back to Tests](#)



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Online Testing Registration

Registered Students Record Assigned Classes **Assigned Tests**

Student Test Details Change History **Save** Cancel ► - Required

SMITH, JOHN P
Gender: M Date of Birth: 06/19/1999
GTID: 4443399999
Student Number (FTE): 444339999

Biology
[Go to Test Session Details](#)
Completed: **No**
Organization: PEACH CO HIGH (7112052)
Class Name: TESTOUT
UIN:

► Online Testing: Yes ▼
Primary SRC Code: <select> ▼
EL(13): <select> ▼
Section 504 (14): <select> ▼
Title I Reading (16): <select> ▼
Title I Mathematics (17): <select> ▼
Migrant (18): <select> ▼
EL-M(19): <select> ▼
SDU A:
► Test ID: 06 ▼
Test Out Administration: **Yes** ▼ ← Change to Yes and click Save
Irregularity: <select> ▼



Online Testing Registration SDU Upload

- Reference Georgia SDU Template for 2013 – 2014
 - Pearson Access/Support/Templates
 - Log into Pearson Access to View Templates
- Test Out Admin Field Location
 - Last Position of SDU Layout After Retest Indicator
- Upload SDU File with Test Out Admin field as “Y”



Test Out Reporting

- Reference Pearson Access Student Test Details
 - View Test-Out Administration Field
- Test Out Administration Field Reported as “Y”
 - System Data File
 - Student Data Files (under Class Reports)
- System Data and Class Data Record Layouts
 - PearsonAccess/Support/User Documentation

