Policies in this Registration Bulletin are in effect from July 1, 2014, through June 30, 2015. Note that changes may occur during the program testing year; see the ETS GACE website for the most up-to-date information.
Updated: July 1, 2014

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.
CONTENTS

GACE® at a Glance ............................................. 5
  Information in this Bulletin ......................... 5
  Registration .............................................. 5
  Test Takers with Disabilities or Health-Related Needs .......... 5
  Test Preparation Resources .......................... 5
  On Test Day ............................................ 6

About the GACE Assessments ............................. 7
  Overview ................................................ 7
  What’s New in 2014–15 ................................ 7
  Curriculum and Instruction and Instructional Technology Assessments ....................... 7
  Educational Leadership Assessment ................. 7
  Educator Ethics Assessment .......................... 7
  Teacher Leadership Assessment ..................... 8
  Purchasing Interactive Practice Tests (IPTs) with Registration ....................... 8
  Getting Ready to Test .................................. 9
  The GACE Assessments ................................ 10

Contact Information ........................................ 11

Registration Information ............................... 13
  GACE Assessments Offered ......................... 13
    Program Admission Assessment ................. 13
    Content Assessments .............................. 13
    Certificate Upgrade ............................... 19
    Educational Leadership ........................... 19
    Educator Ethics ..................................... 19
    Paraprofessional Assessment .................... 19
  Eligibility ............................................. 20
  Reasons for Testing ................................. 20
  Requesting Eligibility ............................... 20
  Claiming your Enrollment Record .................. 20
  Registration Steps .................................... 21
    Educator Ethics, Paraprofessional, and Teacher Leadership Assessments ............ 21
    All Other Assessments ............................ 21
    Choosing Score Recipients ....................... 21
    Educator Ethics Candidates ..................... 21
    Paraprofessional Candidates ..................... 21
    Teacher Leadership Candidates ................. 21
  Information About Your Name ....................... 22
  Creating Your Mypsc Account ....................... 22
  Correcting or Updating Your Mypsc Account .... 23
  Creating Your ETS GACE Testing Account ....... 23
    If you register online ............................. 23
    If you register by phone ......................... 24
    After you create your account .................. 24

  How to Register ....................................... 24
    Online ................................................ 24
    Phone ................................................. 24
    American Sign Communication-American Sign Language (ASC-ASL) .................. 24
    Educator Ethics ..................................... 25
    Paraprofessional .................................. 25
    Teacher Leadership ............................... 25
  Test Start Times ...................................... 25
  Test Centers .......................................... 26
    Test Center Locations in Georgia ............... 26
    Test Center Locations in Other U.S. States .... 26
    Test Center Locations Outside the U.S. ....... 28
  Test Dates and Registration Deadlines ............ 29
    Test Dates .......................................... 29
    Registration Deadlines ............................ 29
    2014-15 Testing Windows .......................... 29
  Admission Tickets ..................................... 35
    Printing Admission Tickets ....................... 35
    American Sign Communication-American Sign Language (ASC-ASL) ................. 35
    Educator Ethics ..................................... 35
    Paraprofessional .................................. 35
    Teacher Leadership ............................... 35
  Defense Activity for Non-Traditional Education Support (DANTES) ......................... 35
  Fees for Tests and Related Services ............. 35
    Payment ............................................. 36
    Payment Policies .................................... 36
  Change Requests ...................................... 36
    American Sign Communication-American Sign Language (ASC-ASL) ................. 36
    Educator Ethics ..................................... 36
    Paraprofessional .................................. 36
    Teacher Leadership ............................... 36
  Canceling a Test Registration ....................... 37
    Canceling Online or by Phone .................... 37
    Refunds .............................................. 37
    American Sign Communication-American Sign Language (ASC-ASL) ................. 37
    Educator Ethics ..................................... 37
    Paraprofessional .................................. 37
    Teacher Leadership ............................... 37
  Test Retake Policy .................................... 37

On the Day of the Test ................................... 38
  Before You Go to the Test Center .................. 38
  Arrival Time ......................................... 39
  General Guidelines .................................. 39
  What to Bring to the Test Center .................. 40

www.gace.ets.org

2014–15 GACE® Registration Bulletin
## CONTENTS (continued)

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification (ID) Requirements</td>
<td>41</td>
</tr>
<tr>
<td>ID Document Requirements</td>
<td>41</td>
</tr>
<tr>
<td>Acceptable Primary ID Documents</td>
<td>41</td>
</tr>
<tr>
<td>Acceptable Supplemental ID Documents</td>
<td>42</td>
</tr>
<tr>
<td>Unacceptable ID Documents</td>
<td>42</td>
</tr>
<tr>
<td>Multiple-Part Last Name</td>
<td>42</td>
</tr>
<tr>
<td>Single First or Last Name</td>
<td>42</td>
</tr>
<tr>
<td>Recent Name Change</td>
<td>42</td>
</tr>
<tr>
<td>Driver’s License Renewals</td>
<td>43</td>
</tr>
<tr>
<td>Testing Outside Your Country of Citizenship/</td>
<td>43</td>
</tr>
<tr>
<td>U.S. Non-Citizen Testing Within the U.S.</td>
<td>43</td>
</tr>
<tr>
<td>U.S. Military</td>
<td>43</td>
</tr>
<tr>
<td>Unable to Meet ID Requirements</td>
<td>43</td>
</tr>
<tr>
<td>Questions About ID Documents</td>
<td>43</td>
</tr>
<tr>
<td>Compliance with Testing Rules</td>
<td>44</td>
</tr>
<tr>
<td>Rules of Test Participation</td>
<td>44</td>
</tr>
<tr>
<td>Test Center Procedures and Regulations</td>
<td>47</td>
</tr>
<tr>
<td>Dismissal from a Test Center</td>
<td>47</td>
</tr>
<tr>
<td>Taking Computer-delivered Tests and Recording Answers</td>
<td>49</td>
</tr>
<tr>
<td>Cancellation of a Test Administration</td>
<td>49</td>
</tr>
<tr>
<td>Submitting Comments</td>
<td>50</td>
</tr>
<tr>
<td>Test Results and Score Reporting</td>
<td>51</td>
</tr>
<tr>
<td>Test Scores and Passing Standards</td>
<td>51</td>
</tr>
<tr>
<td>Content Assessments</td>
<td>51</td>
</tr>
<tr>
<td>Assessment of Sign Communication-American Sign Language (ASC-ASL)</td>
<td>51</td>
</tr>
<tr>
<td>Certificate Upgrade Assessments (Curriculum and Instruction and</td>
<td>51</td>
</tr>
<tr>
<td>Instructional Technology)</td>
<td>51</td>
</tr>
<tr>
<td>Educator Ethics</td>
<td>51</td>
</tr>
<tr>
<td>Educational Leadership</td>
<td>51</td>
</tr>
<tr>
<td>Program Admission and Paraprofessional</td>
<td>51</td>
</tr>
<tr>
<td>Teacher Leadership</td>
<td>51</td>
</tr>
<tr>
<td>Unofficial Scores</td>
<td>52</td>
</tr>
<tr>
<td>Reporting Your Test Scores</td>
<td>52</td>
</tr>
<tr>
<td>Delay of Test Scores</td>
<td>52</td>
</tr>
<tr>
<td>Score Reporting Dates</td>
<td>53</td>
</tr>
<tr>
<td>Canceling Your Scores</td>
<td>54</td>
</tr>
<tr>
<td>Cancellation of Test Scores by You</td>
<td>54</td>
</tr>
<tr>
<td>Cancellation of Test Scores by ETS and the GaPSC</td>
<td>54</td>
</tr>
<tr>
<td>Confidentiality of Information</td>
<td>56</td>
</tr>
<tr>
<td>Privacy</td>
<td>56</td>
</tr>
<tr>
<td>Consent</td>
<td>56</td>
</tr>
<tr>
<td>At the Test Center</td>
<td>56</td>
</tr>
<tr>
<td>Purpose and Use of Personal Information and Photographs</td>
<td>56</td>
</tr>
<tr>
<td>Disclosure</td>
<td>56</td>
</tr>
<tr>
<td>Security and Retention</td>
<td>57</td>
</tr>
<tr>
<td>Individual Rights</td>
<td>57</td>
</tr>
<tr>
<td>Score Information</td>
<td>57</td>
</tr>
</tbody>
</table>
INFORMATION IN THIS BULLETIN

This bulletin covers information for all GACE assessments, with the exception of Educator Ethics, Paraprofessional, and Teacher Leadership. While some information about those assessments is covered here, more detailed information, including policies and procedures regarding registration, fees, payment, testing, and scores, is in the following sections of the GACE website:

- Educator Ethics: gace.ets.org/ethics
- Paraprofessional: gace.ets.org/paraprofessional
- Teacher Leadership: gace.ets.org/teacher_leadership

REGISTRATION

See pages 13–38 for detailed information about test registration.

- You can register for GACE assessments online or by phone. See pages 13–38 for more information on registration.
- A wide variety of electronic payment methods are available. See pages 35–36 for information about payment under “Fees for Tests and Related Services.” If you do not have access to an electronic form of payment, contact ETS Customer Service at 1-855-225-7178, Monday–Friday 7 a.m.–6 p.m. Eastern Time.

TEST TAKERS WITH DISABILITIES OR HEALTH-RELATED NEEDS

- 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. 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 register by mail through ETS Disability Services and have your accommodations approved before you register to test. Do not schedule your test until your accommodations are approved, and do not register online. Documentation review takes approximately six weeks once your request and documentation are received. You should submit your request as early as possible before your preferred test date.
- The 2014–15 Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs for the GACE assessments contains contact information, procedures for requesting testing accommodations, and registration forms. 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 policy statements and forms are available through the ETS website at www.ets.org/disabilities/documentation.
- To request a large-print copy of this Registration Bulletin, contact ETS Disability Services. See “Disability Services” on page 11.
- See ETS’s “Tips for Test Takers with Disabilities” available online at www.ets.org/disabilities/tips.

TEST PREPARATION RESOURCES

- The “Test Preparation Resources” section of the GACE website 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.
- Free study companions for most assessments are available for download in the “Test Preparation Resources” section of the GACE website at www.gace.ets.org/prepare/materials. Each study companion includes the content specifications for all tests in the assessment, a detailed test description, sample questions with answers and rationales, and test-taking strategies. Supplemental preparation materials, a study plan template, and other resources are also listed in each study companion. All study companions are enhanced with features that make them more interactive when viewed on a computer, including bookmarks and links to help you navigate to the different sections of the manuals.
TEST PREPARATION RESOURCES (continued)

- An interactive demonstration of a computer-delivered GACE assessment is available on the GACE website. This free demonstration gives you a chance to see what a computer-delivered test looks like and lets you practice navigating the test.

- Two videos are available in the “Test Preparation Resources” section of the GACE website. GACE Strategies for Success is about preparing and studying to take a test and includes tips for dealing with test anxiety. The Computer-delivered Test Center Tour shows you what it’s like to take a test at a computer-delivered test center.

- Live webinars are offered to help you prepare for the GACE assessments and give helpful tips for studying for the test. They walk you through the different parts of a GACE assessment and present a plan to guide you as you prepare to test. The webinar explores the online resources available to you for test familiarization and preparation. You will be able to ask questions in real time at the conclusion of each webinar. See the “Test Preparation Resources” section of the website for more information about the webinars.

- GACE Interactive Practice Tests (IPTs) are available for many 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 test day. After you complete the practice test, you can see if you answered questions correctly or incorrectly and get explanations for the correct answers and an automatic score summary report. **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 questions.**

- Helpful 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.

- If you need preparation materials in an alternate format, please contact ETS Disability Services. See page 11 for contact information.

ON TEST DAY

- You must arrive at the designated test center at least 30 minutes before the reporting time on your admission ticket. If you arrive after the reporting time, you will not be admitted, and your test fees will be forfeited. See “Arrival Time” on page 39.

- You 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. If you are found to be in possession of any of these devices before, during, or after the test administration, your device may be inspected and/or confiscated, and you will be dismissed from the test. Your test fees will be forfeited and your scores will be canceled, even if dismissal is not enforced on the day of the test. Test administrators are not permitted to collect and hold cell phones or any other devices.

- Some types of watches (e.g., calculator, computing, digital, watches with alarms, smart watches, stopwatches) are not allowed in the test room; you may be asked to remove your watch and store it during the administration.

- You may be photographed for ID confirmation. See pages 41–43 for further information. If you refuse to be photographed, you will not be permitted to test, and your test fees will be forfeited.

- Review “ID Requirements” on pages 41–43 and take the required documents with you. Without the required ID documents, you will not be permitted to test, and your test fees will be forfeited. Be sure that the first and last name on your admission ticket match your ID documents (hyphens, accents, suffixes, middle initials, and spaces in your name will not appear on the admission ticket). If they do not match, see “Correcting or Updating Your MyPSC Account” on page 23.

For other important information regarding the test day, see

- Test Center Procedures and Regulations (page 47)
- Cancellation of Test Scores by You (page 54)
- Cancellation of Test Scores by ETS and the GaPSC (pages 54–55).
ABOUT THE GACE ASSESSMENTS

Overview
The purpose of the GACE assessments is to assure that the knowledge and skills acquired by prospective Georgia educators are aligned with state and national standards for educator preparation and with state standards for the P–12 student curriculum — the Common Core Georgia Performance Standards (CCGPS). The GACE program helps the Georgia Professional Standards Commission (GaPSC) meet its goal of ensuring that educator candidates meet these standards before receiving their educator certification in the state of Georgia. The GaPSC has contracted with Educational Testing Service (ETS) to assist in the development and administration of the GACE program.

The GACE assessments are the result of a collaboration between trained ETS assessment developers and experienced Georgia educators and educator preparation faculty members who serve on the GACE test development committees. These committees are composed 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. Test blueprints were reviewed and approved by the committees, and all tests underwent a bias review.

The GACE assessments measure competency on the knowledge and skills needed to teach in Georgia’s P–12 classrooms. Criterion-referenced and objective-based, these tests are designed to measure the skills and knowledge of a prospective educator in relation to a universal standard, rather than in comparison to other candidates.

The passing score for each test is established by the GaPSC, based on the professional judgments and recommendations of Georgia educators.

The table on page 10 provides an overview of the assessments offered by the GACE program. 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.

What’s New in 2014–15
Several new GACE assessments are being offered for the first time beginning in 2014:

► Curriculum and Instruction
► Educational Leadership
► Educator Ethics
► Instructional Technology
► Teacher Leadership

Curriculum and Instruction and Instructional Technology Assessments
Curriculum and Instruction (300) and Instructional Technology (302) are new assessments developed to align with these new certificate upgrade fields.

The first 2014-15 testing window for Curriculum and Instruction is August 23–29, and the first testing window for Instructional Technology is August 9–15, 2014. Registration for these assessments is open.

Educational Leadership Assessment
The Educational Leadership assessment (301), which is newly developed by ETS, was formerly offered by the Evaluation Systems group of Pearson (ES).

The first 2014-15 testing window for Educational Leadership is August 9–19. Registration for this assessment is open.

Educator Ethics Assessment
The Educator Ethics assessment is a self-guided online assessment consisting of modules designed to both teach and assess knowledge and skills in understanding areas of the Georgia Code of Ethics for Educators, and to guide ethical behaviors and decision making.

The assessment will initially be offered at two levels:

► Educator Ethics for Pre-service Certification (350)
► Educator Ethics for Induction Certification (360)

Educator Ethics for Pre-service Certification will be available in September 2014. Educator Ethics for Induction Certification will be available in January 2015. More information about the Educator Ethics assessment will be in the Educator Ethics section of the GACE website at www.gace.ets.org_ethics which is scheduled to launch in August.
Teacher Leadership Assessment
The GACE Teacher Leadership assessment (303) 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. Task responses are entered in a private, secure website, accessible only by you via your username and password. Registration for this assessment opens on November 3, 2014.

For more information about the Teacher Leadership assessment, including how to register, tasks, submission requirements, and deadlines, see the Teacher Leadership section of the GACE website at www.gace.ets.org/teacher_leadership.

Purchasing Interactive Practice Tests (IPTs)
with Registration
There is a new service offered in the GACE registration system. You can now select and purchase the IPT that matches the test title(s) you are registering for when you register to test. If you choose to purchase the IPT, the cost will be added to your registration fees so that both the test registration and the IPT can be purchased in a single online transaction.
### Getting Ready to Test

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.

<table>
<thead>
<tr>
<th>Task</th>
<th>Refer to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify which test(s) you need to take for certification.</td>
<td>Eligibility on page 20.</td>
</tr>
<tr>
<td>Determine if you are eligible to take a GACE assessment and gain approval to test.</td>
<td>Requesting Eligibility on page 20.</td>
</tr>
<tr>
<td>Review the Registration Bulletin.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>Creating Your MyPSC Account on page 22.  Correcting or Updating Your MyPSC Account on page 23.  Identification (ID) Requirements on pages 41–43.</td>
</tr>
<tr>
<td>Create your ETS GACE testing account.</td>
<td>Creating Your ETS GACE Testing Account on pages 23–24.</td>
</tr>
<tr>
<td>Register for the assessment(s) you plan to take.</td>
<td>Registration Steps on page 21.</td>
</tr>
<tr>
<td>Review test preparation resources and purchase test prep materials.</td>
<td>Test Preparation Resources on pages 5–6.</td>
</tr>
<tr>
<td>If the test you are taking requires the use of a calculator, practice with the online calculator tutorial.</td>
<td>Online Calculator Tutorial on page 38.</td>
</tr>
<tr>
<td>If you are taking a French, German, or Spanish assessment, practice entering accents and alternate characters with the alternate character toolbar tutorial.</td>
<td>Alternate Character Toolbar Tutorial on page 38.</td>
</tr>
<tr>
<td>Review the guidelines of what to bring with you on test day.</td>
<td>See “What to Bring to the Test Center” on page 40.</td>
</tr>
<tr>
<td>Print your admission ticket and gather your identification documents.</td>
<td>See “Printing Admission Tickets on page 35.  See “Identification (ID) Requirements on pages 41–43.”</td>
</tr>
</tbody>
</table>
### The GACE Assessments

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Assessment Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Admission (formerly Basic Skills)</td>
<td>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.</td>
</tr>
<tr>
<td>Content</td>
<td>The content assessments test a variety of content knowledge areas. 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 13 for details on each content assessment.</td>
</tr>
<tr>
<td>Certificate Upgrade</td>
<td>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 gace.ets.org/teacher_leadership for information about this assessment.</td>
</tr>
<tr>
<td>Educational Leadership</td>
<td>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.</td>
</tr>
<tr>
<td>Educator Ethics</td>
<td>The Educator Ethics assessment is a self-guided online assessment designed to both teach and assess knowledge and skills in understanding areas of the Georgia Code of Ethics for Educators, as well as guide ethical behaviors and decision making. This assessment will initially be offered at two levels — Pre-service (available September 2014) and Induction (available in January 2015). The assessment will be composed of instructional assessment modules that combine instruction and testing. An Educator Ethics section will be added to the GACE website in August that will have more information about this assessment.</td>
</tr>
<tr>
<td>Paraprofessional</td>
<td>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 gace.ets.org/paraprofessional for information about this assessment.</td>
</tr>
</tbody>
</table>
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 7 a.m.–6 p.m. Eastern Time

**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 7 a.m.–5:45 p.m. Eastern Time.

**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. Eastern Time

**Fax**
1-609-771-7165

**Email**
stassd@ets.org

**Web**
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

for the most up-to-date information.
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. More information about the assessments, including the content specifications, test question formats, and study resources, is available in the Study Companion for each assessment. Study Companions are available for download free of charge from the GACE website at www.gace.ets.org.

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.

Program Admission Assessment

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

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I – Reading</td>
<td>200</td>
<td>SR</td>
<td>85 min.</td>
<td>2 hrs.</td>
</tr>
<tr>
<td>Test II – Mathematics</td>
<td>201</td>
<td>SR</td>
<td>85 min.</td>
<td>2 hrs.</td>
</tr>
<tr>
<td>Test III – Writing</td>
<td>202</td>
<td>SR, CR</td>
<td>100 min.</td>
<td>2 hrs.</td>
</tr>
<tr>
<td>Combined Test I, II, and III</td>
<td>700</td>
<td>SR, CR</td>
<td>4 hrs. and 30 min.</td>
<td>5 hrs.</td>
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</tbody>
</table>

Content Assessments

Agricultural Education

<table>
<thead>
<tr>
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<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>040</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>041</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>540</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
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</table>

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

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<th>Testing Time</th>
<th>Test Duration</th>
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<tr>
<td>Test I – American Sign Language</td>
<td>150</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
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<tr>
<td>Test II – Assessment of Sign Communication-American Sign Language (ASC-ASL)</td>
<td>151</td>
<td>CR</td>
<td>20 min.</td>
<td>20 min.</td>
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Art Education

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<th>Test Duration</th>
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<tr>
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<td>109</td>
<td>SR</td>
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<tr>
<td>Test II</td>
<td>110</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
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<td>SR</td>
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<td>5 hrs.</td>
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### Behavioral Science

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<tr>
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<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>051</td>
<td>SR</td>
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<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>550</td>
<td>SR</td>
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### Biology

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<th>Test Duration</th>
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</thead>
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<tr>
<td>Test I</td>
<td>026</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>027</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>526</td>
<td>SR</td>
<td>4 hrs.</td>
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### Birth Through Kindergarten

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<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
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</thead>
<tbody>
<tr>
<td>Test I</td>
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<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>006</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>505</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
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</table>

### Business Education

<table>
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<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>042</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>043</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>542</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

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

<table>
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<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
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</thead>
<tbody>
<tr>
<td>Test I</td>
<td>028</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>029</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>528</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

### 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.)

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
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</thead>
<tbody>
<tr>
<td>Test I</td>
<td>001</td>
<td>SR, CR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>002</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
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<tr>
<td>Combined Test I and II</td>
<td>501</td>
<td>SR, CR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

### 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.)

<table>
<thead>
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<th>Test Duration</th>
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<tr>
<td>Test I</td>
<td>003</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>004</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>503</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
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</tbody>
</table>
### Economics

<table>
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<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>038</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>039</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>538</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
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</table>

### English

<table>
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<th>Question Types</th>
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<th>Test Duration</th>
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<tbody>
<tr>
<td>Test I</td>
<td>020</td>
<td>SR, CR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>021</td>
<td>SR, CR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>520</td>
<td>SR, CR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
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</table>

### English to Speakers of Other Languages (ESOL)

<table>
<thead>
<tr>
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<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>119</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>120</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>619</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
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</table>

### Family and Consumer Sciences Education

<table>
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<th>Testing Time</th>
<th>Test Duration</th>
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<tbody>
<tr>
<td>Test I</td>
<td>044</td>
<td>SR</td>
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<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>045</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>544</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
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</table>

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

<table>
<thead>
<tr>
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<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I – Reading/Writing</td>
<td>143</td>
<td>SR, CR</td>
<td>1 hr. and 20 min.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II – Listening/Speaking</td>
<td>144</td>
<td>SR, CR</td>
<td>1 hr.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>643</td>
<td>SR, CR</td>
<td>2 hrs. and 20 min.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

### Geography

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
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</thead>
<tbody>
<tr>
<td>Test I</td>
<td>036</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>037</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>536</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
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</table>

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

<table>
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<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I – Reading/Writing</td>
<td>145</td>
<td>SR, CR</td>
<td>1 hr. and 20 min.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II – Listening/Speaking</td>
<td>146</td>
<td>SR, CR</td>
<td>1 hr.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>645</td>
<td>SR, CR</td>
<td>2 hrs. and 20 min.</td>
<td>5 hrs.</td>
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</tbody>
</table>

### Health and Physical Education

<table>
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<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
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</thead>
<tbody>
<tr>
<td>Test I</td>
<td>115</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>116</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>615</td>
<td>SR</td>
<td>4 hrs.</td>
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</table>
### Health Education

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<tbody>
<tr>
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<td>Test II</td>
<td>114</td>
<td>SR</td>
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<td>2.5 hrs.</td>
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<tr>
<td>Combined Test I and II</td>
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<td>SR</td>
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### History

<table>
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<th>Test Duration</th>
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<tr>
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<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
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<tr>
<td>Combined Test I and II</td>
<td>534</td>
<td>SR</td>
<td>4 hrs.</td>
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### Latin

<table>
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<tr>
<td>Latin</td>
<td>147</td>
<td>SR, CR</td>
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### Marketing Education

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<th>Test Duration</th>
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<td>2.5 hrs.</td>
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<tr>
<td>Test II</td>
<td>047</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
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<td>SR</td>
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### Mathematics

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

<table>
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<tr>
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<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
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</thead>
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<tr>
<td>Test II</td>
<td>023</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
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<td>SR</td>
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### Media Specialist

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<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
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</thead>
<tbody>
<tr>
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<td>101</td>
<td>SR</td>
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<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>102</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>601</td>
<td>SR</td>
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### Middle Grades Language Arts

<table>
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<th>Testing Time</th>
<th>Test Duration</th>
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</thead>
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<tr>
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<td>2.5 hrs.</td>
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</tbody>
</table>

### Middle Grades Mathematics

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

<table>
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<tr>
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<th>Question Types</th>
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</thead>
<tbody>
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### Middle Grades Reading

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<tbody>
<tr>
<td>Middle Grades Reading</td>
<td>012</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
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</tbody>
</table>

### Middle Grades Science

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

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
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<td>Middle Grades Science</td>
<td>014</td>
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<td>2 hrs.</td>
<td>2.5 hrs.</td>
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</table>
### Middle Grades Social Science

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Grades Social Science</td>
<td>015</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
</tbody>
</table>

### Music

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>111</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>112</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>611</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>030</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>031</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>530</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

### Political Science

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>032</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>033</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>532</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

### Reading

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>117</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>118</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>617</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

### School Counseling

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>103</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>104</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>603</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

### School Psychology

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>105</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>106</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>605</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>024</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>025</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>524</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>
### Spanish (Practice with the Alternate Character Toolbar tutorial prior to test day.)

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I – Reading/Writing</td>
<td>141</td>
<td>SR, CR</td>
<td>1 hr. and 20 min.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II – Listening/Speaking</td>
<td>142</td>
<td>SR, CR</td>
<td>1 hr.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>641</td>
<td>SR, CR</td>
<td>2 hrs. and 20 min.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

### Special Education Adapted Curriculum

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>083</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>084</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>583</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

### Special Education Deaf Education

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>085</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>086</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>585</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

### Special Education General Curriculum

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>081</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>082</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>581</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

### 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.)

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Education Mathematics and Science</td>
<td>088</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
</tbody>
</table>

### Special Education Reading, English Language Arts, and Social Studies

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Education: Reading, English Language Arts and Social Studies</td>
<td>087</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
</tbody>
</table>

### Technology Education

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test I</td>
<td>048</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Test II</td>
<td>049</td>
<td>SR</td>
<td>2 hrs.</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>Combined Test I and II</td>
<td>548</td>
<td>SR</td>
<td>4 hrs.</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>
Certificate Upgrade
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.

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum and Instruction</td>
<td>300</td>
<td>SR, CR</td>
<td>2 hrs. and 45 min.</td>
<td>3 hrs. and 15 min.</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>302</td>
<td>SR, CR</td>
<td>3 hrs.</td>
<td>3.5 hrs.</td>
</tr>
<tr>
<td>Teacher Leadership</td>
<td>303</td>
<td>SR</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Educational Leadership

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Leadership</td>
<td>301</td>
<td>SR</td>
<td>3 hrs.</td>
<td>3.5 hrs.</td>
</tr>
</tbody>
</table>

Educator Ethics
The “Educator Ethics” section of the GACE website will have information about the Educator Ethics assessment, including information about the modules, policies and procedures regarding registration, and scores. It is scheduled to launch in August.

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Service</td>
<td>350</td>
<td>SR</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Induction</td>
<td>360</td>
<td>SR</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Paraprofessional Assessment
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.

<table>
<thead>
<tr>
<th>Tests</th>
<th>Test Code</th>
<th>Question Types</th>
<th>Testing Time</th>
<th>Test Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paraprofessional</td>
<td>177</td>
<td>SR</td>
<td>2.5 hrs.</td>
<td>3 hrs.</td>
</tr>
</tbody>
</table>
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” below and “Creating Your MyPSC Account” on page 22.

Reasons for Testing
A GACE assessment can be taken for any of the following reasons. You must indicate your reason for testing in your MyPSC account.

1. You are testing to satisfy the Program Admission assessment requirement (formerly the Basic Skills assessment).
2. You are enrolled in or have completed a Georgia-approved program and have obtained eligibility to test from your program provider.
3. You are testing 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. You are enrolled, or plan to enroll, in an out-of-state (non-Georgia) certification program and are testing to meet Georgia’s certification assessment requirements.
5. You are testing to add a field to your valid teaching certificate.
6. You are testing because the GaPSC informed you of a required educator assessment, or your reason for testing is not covered by the reasons above.
7. You are taking the Georgia Educator Ethics assessment.

Requesting Eligibility
Log in to your MyPSC account and select “Assessments” at the top of the MyPSC home page. Follow the steps below to request or confirm 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” below.
- 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 3, and select the program for which you want to add the assessment.
Registration Information (continued)

Registration Steps

**Educator Ethics, Paraprofessional, and Teacher Leadership Assessments**
See registration steps for Educator Ethics, Paraprofessional, and Teacher Leadership on page 25.

**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 44.
- 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 “Creating Your ETS GACE Testing Account” on pages 23–24.

**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 prior to registering or reporting to the test center.

**Choosing Score Recipients**
When you register to test, you will be given the option to add score recipients. The recipients you add should be based on the selection you made as your Reason for Testing in your MyPSC account. See “Reasons for Testing” on page 20. Scores are automatically sent to the GaPSC. You may add up to three additional score recipients during the registration process.

**Reasons 1 and 3**
- You must add the program you are enrolled in or seeking admission into as a score recipient.

**Reasons 2, 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 only if you are taking Educator Ethics for Pre-service Certification.

**Educator Ethics Candidates**
The Educator Ethics assessment is an online assessment. Registration is required for this assessment, and you do need a MyPSC account. When you create or update your MyPSC account, select 7 as your reason for testing. If you are taking Educator Ethics for Pre-certification, you must add the program you are seeking admission into as a score recipient.

See Educator Ethics under “How to Register” on page 25 for registration instructions.

**Paraprofessional Candidates**
The Paraprofessional assessment is given only in participating school districts and Regional Education Service Agencies (RESAs) and is scheduled at the convenience of the school district or the RESA 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 $35 test fee.

See Paraprofessional under “How to Register” on page 25 for information about how to register.

**Teacher Leadership Candidates**
The Teacher Leadership assessment is an online assessment. You will compose and submit your responses by a submission deadline date that you select. Registration is required for this assessment, and you do need a MyPSC account. When you create or update your MyPSC account, select 2 as your reason for testing.

See Teacher Leadership under “How to Register” on page 25 for registration instructions.
Information About Your Name

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.

- 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 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 appropriate supporting documentation. See the GaPSC website at www.gapsc.com for further information.
- If you register by phone, please be sure you are registered under your legal name as it appears on your ID.
- 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.

Creating Your MyPSC 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 “Paraprofessional Candidates” on page 21.
- Before you create your MyPSC account, read “Information About Your Name” on this page. 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 page 23. 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 MyPSC 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 7 a.m.–6 p.m. Eastern Time.

Creating Your ETS GACE Testing Account

If you register 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. 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 and last name (middle initial and any suffix will be optional) exactly as it appears in your MyPSC account; your date of birth; gender; 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 up your eligibility information from the GaPSC.
If you register 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 will include 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.

After you create your account

You will be able to:

- register for any test you are eligible to take (**NOTE:** Do not register for the Educator Ethics, Paraprofessional, or Teacher Leadership assessments through your ETS GACE testing account. Registration for those assessments is not done through that system; see “How to Register” on this page.)

- indicate score recipients (see “Choosing Score Recipients” on page 21)

- 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](http://mypsc.gapsc.org) to update your information. See “Correcting or Updating Your MyPSC Account” on page 23.

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

How to Register

Before you register, please read the information in this Registration Bulletin under “Eligibility” on page 20, “Registration Steps” on page 20, and “Information About Your Name” on page 22.

**NOTE:** Do not register for the Educator Ethics, Paraprofessional, or Teacher Leadership assessments through your ETS GACE testing account. See “Educator Ethics,” Paraprofessional, and “Teacher Leadership” on page 25.

Online at www.gace.ets.org

- Available 24 hours a day, 7 days a week.

- See page 29 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, 7 a.m.–6 p.m. Eastern time, Monday–Friday, excluding holidays.

- If you register by phone, available test dates will be provided to you.

American Sign Communication—American Sign Language (ASC-ASL)

The American 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. The test dates are **November 1, 2014**, and **April 11, 2015**. The registration deadline for these two administrations is four weeks prior to the test day. Registrations CANNOT be taken after this point because there would be insufficient time to make arrangements for videographers and interviewers.
**Educator Ethics**
Registration steps for the Educator Ethics assessment:

1. Create or update your MyPSC account on the GaPSC website.
2. The GaPSC sends your profile and eligibility information to ETS.
3. You are sent an email with a link to the Educator Ethics system.
4. Access the Educator Ethics system, create your account, and continue with registration.

**Paraprofessional**
You do not have to pre-register to take the Paraprofessional assessment, you do not need a MyPSC account, and you do not need approval to test.

   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**
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 registration system for this assessment (it is not the same registration system used for other GACE assessments) and notifies you via email when it is complete. You will be sent emails that will contain your login credentials for the registration system.
4. Access your online testing account and register for the assessment.
5. Once you have completed your registration, you are provided with access to the online 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.

**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.
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

<table>
<thead>
<tr>
<th>City</th>
<th>City</th>
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<tbody>
<tr>
<td>Albany</td>
<td>Alpharetta</td>
<td>Dahlonega</td>
<td>Macon</td>
<td>Statesboro</td>
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<tr>
<td>Americus</td>
<td>Augusta</td>
<td>Eastman</td>
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<td>Athens</td>
<td>Brooklet</td>
<td>Ellijay</td>
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<td>Columbus</td>
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### Test Center Locations in Other U.S. States

<table>
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<th>State</th>
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### REGISTRATION INFORMATION (continued)

| Cumberland | Boone | NYC - Queens | Rhode Island |
| Largo | Charlotte | Poughkeepsie | Cumberland |
| Salisbury | Durham | Rochester | Providence |
| Towson | Fayetteville | Syracuse | Warwick |
| Maine | Greensboro | White Plains | South Carolina |
| Bangor | Greenville | Thanksgiving | Charleston |
| Presque Isle | Raleigh | Columbia | Charlotte |
| Portland | Wilmington | Florence | Columbus |
| Michigan | North Dakota | Myrtle Beach | Greenwood |
| Ann Arbor | Bismarck | North Augusta | Myrtle Sea |
| Auburn Hills | Fargo | Rock Hill | South Dakota |
| Grand Rapids | Grand Forks | Rapid City | Sioux Falls |
| Lansing | Nebraska | Saint Cloud | Tennessee |
| Mt. Pleasant | Columbus | Albertville | Chattanooga |
| Sault Ste Marie | Kearney | Clarksville | Clarksville |
| Minnesota | Lincoln | Jackson | Jackson |
| Duluth | Omaha | Johnson City | Johnson City |
| Edina | Scottsbluff | Knoxville | Knoxville |
| Minneapolis | New Hampshire | Martin | Martin |
| Rochester | Concord | Memphis | Memphis |
| St. Cloud | Lebanon | Nashville | Nashville |
| Woodbury | Portsmouth | Texas | Texas |
| Missouri | New Jersey | Bend | Bend |
| Columbia | Clark | Baker City | Baker City |
| Jefferson City | Fair Lawn | Eugene | Eugene |
| Kansas City | Hamilton | La Grande | La Grande |
| Kirkville | Laurel Springs | Medford | Medford |
| Springfield | Newark | Milwaukee | Milwaukee |
| St. Louis | | Portland | Portland |
| Missouri | New Mexico | Allentown | Allentown |
| Columbia | Albuquerque | Clark's Summit | Clark's Summit |
| Jefferson City | Farmington | Conshohocken | Conshohocken |
| Kansas City | Las Cruces | Erie | Erie |
| Kirkville | Laurel Springs | Harrisburg | Harrisburg |
| Springfield | Roswell | Indiana | Indiana |
| St. Louis | Santa Fe | Lancaster | Lancaster |
| Missouri | Nevada | Pennsylvania | Pennsylvania |
| Flwood | Las Vegas | Allentown | Allentown |
| Jackson | Reno | Clarks Summit | Clarks Summit |
| Hattiesburg | New York | Conshohocken | Conshohocken |
| Starkville | Albany | Erie | Erie |
| Oxford | Binghamton | Harrisburg | Harrisburg |
| Tupelo | Buffalo | Indiana | Indiana |
| Montana | Melville | Lancaster | Lancaster |
| Billings | Garden City | Philadelphia | Philadelphia |
| Bozeman | | Pittsburgh | Pittsburgh |
| Helena | | Scranton | Scranton |
| Missoula | | York | York |
| North Carolina | | Puerto Rico | Puerto Rico |
| Asheville | | Guaynabo | Guaynabo |
| Asheville | | San Juan | San Juan |

### Additional Cities
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Virginia
- Washington
- Wisconsin
- Wyoming
Test Center Locations Outside the U.S.

Argentina
Buenos Aires

Armenia
Yerevan

Austria
Vienna

Australia
Melbourne
Perth
Sydney

Bahrain
Manama

Bangladesh
Dhaka

Belgium
Brussels

Bolivia
La Paz

Botswana
Gaborone

Brazil
Belo Horizonte
Brasilia
Curitiba
Recife
Rio de Janeiro
Sao Paolo

Bulgaria
Sofia

Canada
Calgary
Edmonton
Vancouver
Winnipeg
St Johns
Halifax
Hamilton
London
Ottawa
St. Johns
Toronto
Windsor
Montreal
Saskatoon

Chile
Santiago

China
Beijing
Guangzhou
Shanghai

Colombia
Bogota
Cali

Croatia
Zagreb

Czech Republic
Prague

Denmark
Copenhagen

Dominican Republic
Santo Domingo

Egypt
Alexandria
Cairo

Finland
Helsinki

France
Paris
Toulouse

Georgia
Tbilisi

Germany
Berlin
Frankfurt
Hamburg
Munich

Ghana
Accra

Greece
Athens
Thessaloniki

Guatemala
Guatemala City

Hong Kong
Hong Kong

Hungary
Budapest

India
Ahmedabad
Allahabad
Bangalore
Calcutta
Chennai
Hyderabad
Mumbai
New Delhi
Trivandrum

Indonesia
Jakarta

Ireland
Dublin

Israel
East Jerusalem
Tel Aviv

Italy
Milan
Rome

Japan
Kanagawa
Osaka
Tokyo

Jordan
Aman

Kazakhstan
Almaty

Kenya
Nairobi

Korea
Seoul

Lebanon
Beirut

Lithuania
Vilnius

Luxembourg
Luxembourg

Malaysia
Kuala Lumpur

Mexico
Guadalajara
Mexico City
Monterrey

Nepal
Kathmandu

Netherlands
Amsterdam

New Zealand
Auckland

Nigeria
Abuja
Lagos

Oman
Muscat

Pakistan
Islamabad
Karachi
Lahore

Peru
Lima

Philippines
Cebu City
Manila

Portugal
Lisbon

Qatar
Doha

Romania
Bucharest

Russia
Moscow
St. Petersburg

Saudi Arabia
Dammam
Riyadh

Serbia
Belgrade

Singapore
Singapore

Slovakia
Bratislava

Slovenia
Ljubljana

South Africa
Cape Town
Johannesburg

Spain
Barcelona
Madrid

Sweden
Stockholm

Switzerland
Geneva

Taiwan
Kaohsiung
Taipei

Tanzania
Dar Es Saleem

Thailand
Bangkok

Tunisia
Tunis

Turkey
Ankara
Istanbul
Izmir

Uganda
Kampala

Ukraine
Kiev

United Arab Emirates
Abu Dhabi
Dubai

United Kingdom
London
Manchester

Uzbekistan
Tashkent

Venezuela
Caracas

Vietnam
Ho Chi Minh City
Test Dates and Registration Deadlines

Test Dates
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](http://www.gace.ets.org). If you register by phone, available dates will be provided to you.

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 Educator Ethics, Teacher Leadership and Paraprofessional 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).

Registration for ASC-ASL must be completed at least four weeks prior to the test administration. Registrations CANNOT be taken after this point because there would be insufficient time to make arrangements for videographers and interviewers. Registration for this test can only be made by phone.

Registration for the Teacher Leadership assessment must be completed by December 12, 2014, for the December 31, 2014, submission deadline date, and by May 15, 2015, for the May 31, 2015, submission deadline date.

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

2014-15 Testing Windows

<table>
<thead>
<tr>
<th>Agricultural Education: Test I (040), Test II (041), Combined Test I &amp; II (540)</th>
<th>Behavioral Science: Test I (050), Test II (051), Combined Test I and II (550)</th>
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<td>2/6/15 – 2/12/15</td>
<td>2/6/15 – 2/12/15</td>
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<tr>
<td>4/10/15 – 4/16/15</td>
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<thead>
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<td>11/14/14 – 11/20/14</td>
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</tbody>
</table>
Business Education: Test I (042), Test II (043), Combined Test I and II (542)
10/17/14 – 10/23/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

Chemistry: Test I (028), Test II (029), Combined Test I and II (528)
10/17/14 – 10/23/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

Curriculum and Instruction (300)
8/23/14 – 8/29/14
10/17/14 – 10/23/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

Early Childhood Education: Test I (001), Test II (002), Combined Test I and II (501)
7/12/14 – 7/22/14
8/9/14 – 8/19/14
10/17/14 – 10/26/14
11/14/14 – 11/23/14
1/9/15 – 1/18/15
2/6/15 – 2/15/15
3/6/15 – 3/15/15
4/10/15 – 4/18/15; 4/21/15
5/8/15 – 5/17/15
5/29/15 – 6/7/15

Early Childhood Special Education General Curriculum: Test I (003), Test II (004), Combined Test I and II (503)
8/23/14 – 8/29/14
9/6/14; 9/9/14 – 9/13/14
11/14/14 – 11/20/14
12/12/14 – 12/18/14
2/6/15 – 2/12/15
3/6/15 – 3/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

Economics: Test I (038), Test II (039), Combined Test I and II (538)
10/17/14 – 10/23/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

Educational Leadership (301)
8/9/14 – 8/19/14
11/14/14 – 11/23/14
2/6/15 – 2/15/15
4/10/15 – 4/18/15; 4/21/15
5/8/15 – 5/17/15
5/29/15 – 6/7/15

Educator Ethics: Pre-service (350), Induction(360)
No set windows; can be taken at any time.

English: Test I (020), Test II (021), Test I and II (520)
8/23/14 – 8/29/14
11/14/14 – 11/20/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/8/15 – 5/14/15
5/29/15 – 6/4/15

English to Speakers of Other Languages (ESOL): Test I (119), Test II (120), Combined Test I and II (619)
8/23/14 – 8/29/14
9/6/14; 9/9/14 – 9/13/14
11/14/14 – 11/20/14
12/12/14 – 12/18/14
2/6/15 – 2/12/15
3/6/15 – 3/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

Family and Consumer Sciences Education: Test I (044), Test II (045), Combined Test I and II (544)
10/17/14 – 10/23/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15
French: Test I (143), Test II (144), Combined Test I and II (643)
10/17/14 – 10/23/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

Geography: Test I (036), Test II (037), Combined Test I and II (536)
10/17/14 – 10/23/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

German: Test I (145), Test II (146), Combined Test I and II (645)
10/17/14 – 10/23/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

Health and Physical Education: Test I (115), Test II (116), Combined Test I and II (615)
8/23/14 – 8/29/14
9/6/14; 9/9/14 – 9/13/14
11/14/14 – 11/20/14
12/12/14 – 12/18/14
2/6/15 – 2/12/15
3/6/15 – 3/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

Health Education: Test I (113), Test II (114), Combined Test I and II (613)
10/17/14 – 10/23/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

History: Test I (034), Test II (035), Combined Test I and II (534)
8/23/14 – 8/29/14
9/6/14; 9/9/14 – 9/13/14
11/14/14 – 11/20/14
12/12/14 – 12/18/14
2/6/15 – 2/12/15
3/6/15 – 3/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

Instructional Technology (302)
8/9/14 – 8/15/14
10/17/14 – 10/23/14
2/6/15 – 2/12/15
4/10/16 – 4/16/15
5/29/15 – 6/4/15

Latin (147)
10/17/14 – 10/23/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

Marketing Education: Test I (046), Test II (047), Combined Test I and II (546)
10/17/14 – 10/23/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

Mathematics: Test I (022), Test II (023), Combined Test I and II (522)
7/12/14 – 7/18/14
8/23/14 – 8/29/14
9/6/14; 9/9/14 – 9/13/14
10/17/14 – 10/23/14
11/14/14 – 11/20/14
1/9/15 – 1/15/15
2/6/15 – 2/12/15
3/6/15 – 3/12/15
4/10/15 – 4/16/15
5/8/15 – 5/14/15
5/29/15 – 6/4/15

Media Specialist: Test I (101), Test II (102), Combined Test I and II (601)
8/9/14 – 8/15/14
11/14/14 – 11/20/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/8/15 – 5/14/15
5/29/15 – 6/4/15
## Middle Grades Language Arts (011)
8/9/14 – 8/15/14
11/14/14 – 11/20/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/8/15 – 5/14/15
5/29/15 – 6/4/15

## Middle Grades Mathematics (013)
7/12/14 – 7/31/14
8/9/14 – 8/29/14
9/6/14; 9/9/14 – 9/27/14
10/17/14 – 11/5/14
11/14/14 – 11/23/14
1/9/15 – 1/28/15
2/6/15 – 2/25/15
3/6/15 – 3/15/15
4/10/15 – 4/18/15
4/21/15 – 5/1/15
5/8/15 – 5/27/15
5/29/15 – 6/17/15

## Middle Grades Reading (012)
8/9/14 – 8/15/14
9/6/14; 9/9/14 – 9/13/14
11/14/14 – 11/20/14
12/12/14 – 12/18/14
2/6/15 – 2/12/15
3/6/15 – 3/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

## Middle Grades Science (014)
8/9/14 – 8/15/14
9/6/14; 9/9/14 – 9/13/14
11/14/14 – 11/20/14
12/12/14 – 12/18/14
2/6/15 – 2/12/15
3/6/15 – 3/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

## Middle Grades Social Science (015)
8/9/14 – 8/15/14
9/6/14; 9/9/14 – 9/13/14
11/14/14 – 11/20/14
12/12/14 – 12/18/14
2/6/15 – 2/12/15
3/6/15 – 3/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

## Music: Test I (111), Music Test II (112), Combined Test I and II (611)
8/9/14 – 8/15/14
11/14/14 – 11/20/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/8/15 – 5/14/15
5/29/15 – 6/4/15

## Physics: Test I (030), Test II (031), Combined Test I and II (530)
10/17/14 – 10/23/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/29/15 – 6/4/15

## Political Science: Test I (032), Test II (033), Combined Test I and II (532)
8/9/14 – 8/15/14
11/14/14 – 11/20/14
2/6/15 – 2/12/15
4/10/15 – 4/16/15
5/8/15 – 5/14/15
5/29/15 – 6/4/15
Program Admission: Test I – Reading (200), Test II – Mathematics (201), Test III – Writing (202), Combined Test I, II and III (700)
- 7/12/14 – 7/31/14
- 8/9/14 – 8/29/14
- 9/6/14; 9/9/14 – 9/17/14
- 10/17/14 – 11/5/14
- 11/14/14 – 11/23/14
- 1/9/15 – 1/28/15
- 2/6/15 – 2/25/15
- 3/6/15 – 3/25/15
- 4/10/15 – 4/18/15
- 4/21/15 – 5/1/15
- 5/8/15 – 5/27/15
- 5/29/15 – 6/17/15

Reading: Test I (117), Test II (118), Combined Test I and II (617)
- 8/9/14 – 8/15/14
- 11/14/14 – 11/20/14
- 2/6/15 – 2/12/15
- 4/10/15 – 4/16/15
- 5/8/15 – 5/14/15
- 5/29/15 – 6/4/15

School Counseling: Test I (103), Test II (104), Combined Test I and II (603)
- 8/9/14 – 8/15/14
- 9/6/14; 9/9/14 – 9/13/14
- 11/14/14 – 11/20/14
- 12/12/14 – 12/18/14
- 2/6/15 – 2/12/15
- 3/6/15 – 3/12/15
- 4/10/15 – 4/16/15
- 5/29/15 – 6/4/15

School Psychology: Test I (105), Test II (106), Combined Test I and II (605)
- 10/17/14 – 10/23/14
- 2/6/15 – 2/12/15
- 4/10/15 – 4/16/15
- 5/29/15 – 6/4/15

Science: Test I (024), Test II (025), Combined Test I and II (524)
- 8/9/14 – 8/15/14
- 9/6/14; 9/9/14 – 9/13/14
- 11/14/14 – 11/20/14
- 12/12/14 – 12/18/14
- 2/6/15 – 2/12/15
- 3/6/15 – 3/12/15
- 4/10/15 – 4/16/15
- 5/29/15 – 6/4/15

Spanish: Test I (141), Test II (142), Combined Test I and II (641)
- 10/17/14 – 10/23/14
- 2/6/15 – 2/12/15
- 4/10/15 – 4/16/15
- 5/29/15 – 6/4/15

Special Education Adapted Curriculum: Test I (083), Test II (084), Combined Test I and II (583)
- 8/23/14 – 8/29/14
- 9/6/14; 9/9/14 – 9/13/14
- 11/14/14 – 11/20/14
- 12/12/14 – 12/18/14
- 2/6/15 – 2/12/15
- 3/6/15 – 3/12/15
- 4/10/15 – 4/16/15
- 5/29/15 – 6/4/15
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<tr>
<th>Test and Subject</th>
<th>Submission Dates</th>
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<td>Special Education Deaf Education: Test I (085), Test II (086), Combined Test I and II (585)</td>
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<td>Special Education General Curriculum: Test I (081), Test II (082), Combined Test I and II (581)</td>
<td>7/12/14 – 7/31/14</td>
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<td>May 31, 2015</td>
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<td>Technology Education: Test I (048), Test II (049), Combined Test I and II (548)</td>
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<tr>
<td></td>
<td>5/29/15 – 6/4/15</td>
</tr>
</tbody>
</table>
**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] and the Educator 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 7 a.m.–6 p.m. Eastern Time.

**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.

**Assessment of Sign Communication-American Sign Language (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, please call Customer Service at 1-855-225-7178.

**Educator Ethics**

The Educator Ethics assessment is an online assessment; you do not need an admission ticket.

**Paraprofessional**

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**

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

**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.

**Fees for Tests and Related Services**

<table>
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<tr>
<th>Test</th>
<th>Total Fee</th>
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<tbody>
<tr>
<td>Program Admission (combined test)</td>
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</tr>
<tr>
<td>Program Admission (any two tests)</td>
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<tr>
<td>Program Admission (single test)</td>
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<tr>
<td>Certificate Upgrade</td>
<td>$193*</td>
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<tr>
<td>Teacher Leadership</td>
<td>$350</td>
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</tbody>
</table>

*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.
See “Change Requests” on this page and “Canceling a Test Registration” on page 37 for information about rescheduling or canceling your test registration along with fees for those services.

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™

If you do not have access to an electronic form of payment, please contact ETS Customer Service at 1-855-225-7178.

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 this page for information regarding refunds.
- There are no refunds for additional service fees such as rescheduling or canceling your test registration.
- ETS reserves the right to add or remove payment methods at its own discretion.

Change Requests
For all tests except the Assessment of Sign Communication-American Sign Language (ASC-ASL) and the Educator Ethics, Paraprofessional and Teacher Leadership assessments, you may change your test center, date, or reporting time through your ETS GACE testing account.

- 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 11 for contact information.
- Changes can be made up to two full days before the test date (not including the day of the request and the day of the test).
- A $15 processing fee is charged for making changes. See “Fees for Tests and Related Services” on page 35 and 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 37.

Assessment of Sign Communication-American Sign Language (ASC-ASL)
Changes for this test can only be made by phone. Call ETS Customer Service at 1-855-225-7178.

Educator Ethics
You can take this assessment at any time. However, once you access the online assessment, you cannot change your registration.

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

Teacher Leadership
You may change your submission deadline date through your testing account in the online Teacher Leadership submission 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 page 37.
Canceling a Test Registration

For all tests except the Assessment of Sign Communication-American Sign Language (ASC-ASL), Educator Ethics, 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.

Canceling Online or by Phone
- Cancellations can only be processed up to two full days before the test date (not including the day of the request and the day of the test).

Refunds
- If the cancellation is processed at least two full days before the test date (not including the day of the request and the day of the test), the full test fee will be refunded, minus a cancellation fee of $30. The international test site fee is not refundable.
- Test fee refunds will be issued based on the original payment method. Credit, debit, and PayPal payments will begin being processed as soon as the registration is canceled. Check with your credit/debit card company or PayPal regarding processing time for crediting your 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 two full days before your test, you will not be entitled to a refund. Fees for additional services are nonrefundable.

Assessment of Sign Communication-American Sign Language (ASC-ASL)
Test cancellations for this test can only be made by phone. Call ETS Customer Service at 1-855-225-7178

Educator Ethics
Once you access the online assessment, you cannot cancel your registration.

Paraprofessional
Contact the test site where you are scheduled to test to cancel your testing appointment.

Teacher Leadership
You may cancel your test online; however, cancellations must be done through your testing account in the online Teacher Leadership submission system.

Initial Registration
If a cancellation is processed online or by phone by the registration deadline for the submission deadline date you have selected, the full registration fee will be refunded, minus a refund fee of $120. Cancellations processed online or by phone after the registration deadline for the submission deadline date you have selected are not eligible for a refund.

Resubmission
If a cancellation is processed online or by phone no later than the registration deadline for the resubmission deadline date, the task resubmission fee will be refunded, minus a fee of $15 per task. (For example, if you registered to resubmit three tasks and paid three $75 resubmission fees, totaling $225, and then you cancelled the resubmission registration within the appropriate timeframe, you would be refunded the full resubmission fee you paid, minus a fee of $45.) Cancellations processed online or by phone after the registration deadline for the resubmission deadline date you have selected are not eligible for a refund.

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.
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.

- **Assemble your identification (ID) documents** — See “Identification (ID) Requirements” on pages 41–43 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 42.

- **Review the general guidelines and the list of what to bring to your test center.**

- **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 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 13-19 to see what reference materials are included in these tests.

- **Dress appropriately** — Testing room conditions vary. Dress in layers to ensure you are ready for any room temperature. Test-related information written on clothing, ID documents, or on any parts of the body is prohibited.

- **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.**
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. See “Cancellation of a Test Administration” on pages 49–50.

General Guidelines

- 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.
- Test centers do not have large waiting areas. 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.
- 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.
- Cell phones, smartphones (e.g., Android, BlackBerry, iPhone), tablets, PDAs, and other electronic, listening, recording, scanning, or photographic devices are not allowed in the test center. If you are found to be in possession of any of these devices before, during or after the test administration, your device may be inspected and/or confiscated and you will be dismissed from the test. Your test fees will be forfeited and your scores will be canceled, even if dismissal is not enforced on the day of the test. Test administrators are not permitted to collect and hold cell phones or any other devices.
- Some types of watches (e.g., calculator, computing, digital, watches with alarms, smart watches, stop-watches) are not allowed in the test room; you may be asked to remove your watch and store it during the administration.
- Personal items other than identification documents are not allowed in the testing room. You will be required to follow the procedures set by the test center for storage of your personal belongings. You may also be asked to empty your pockets. Storage space is limited, so plan accordingly. You will not have access to your personal items during the test. Personal items such as hats or headwear, scarves, jackets, and outerwear that are taken into the test room are subject to inspection by the test administrator. Failure to comply may result in dismissal from the test and/or cancellation of scores.
- You may not use any aids in connection with the test, including, without limitation, pens, pagers, beepers, 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.
- Food, drinks, and tobacco are not allowed in the testing room.
- 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 5 for information about how to get the Supplement.
ON THE DAY OF THE TEST (continued)

- Neither ETS nor the test centers assume any responsibility whatsoever for personal items or devices that you choose to bring into the test center.
- The test administrator will assign you a seat.
- You must have the test administrator’s permission to leave the room during the test. Any time lost cannot be made up. You are required to remain inside the test center building.
- 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.
- 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. See “Cancellation of a Test Administration” on pages 49–50.

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.

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 American 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, please call Customer Service at 1-855-225-7178.
- Valid and acceptable identification document(s) with a name, signature, and photograph. Your ID will be checked before you are admitted. See “Information About Your Name” on page 22 and “Identification (ID) Requirements” on pages 41–43.
- 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.
- 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 13-19 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 ensure that your ID documents are up-to-date and available on the day of the test.

- As outlined in “Information About Your Name” on page 22, you are responsible for ensuring that the first and last name you use when you create your MyPSC account 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 either during or after the test administration. 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.

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
- 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

See “Unacceptable ID Documents” later in this section.

Acceptable Primary ID Documents

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

- Passport
- Government-issued driver’s license
- State or Province ID card (including those issued by motor vehicle agencies)
- National ID card
- Military ID card

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)
Acceptable 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.
- Supplemental ID documents may not be used to resolve last name discrepancies. The first and 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 Acceptable 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.

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 that does not bear your first and last name exactly as it appears 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
- Diplomatic, consulate, or embassy ID card (e.g., Mexican Matricula Consular card)
- Voter registration card

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 “Information About Your Name” on page 22. 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 43.
- 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 you are issued a temporary paper license in lieu of a renewal certificate, that is acceptable only if it is accompanied by a supplemental ID.

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

- 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. See Information for All Test Takers above for more information.

- 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.

- You must present a valid passport with your name, photograph, and signature as your primary ID document.

- U.S. Non-Citizens testing within the U.S. 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 Acceptable Supplemental ID Documents earlier in this section. This document must also contain your name, a recent, recognizable photo, and be in English.

- 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 Acceptable Primary or Acceptable 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)

Phone: 1-609-406-5430 or 1-800-750-6991
Fax: 1-609-406-9709
Email: TSReturns@ets.org
Monday–Friday 7:30 a.m.–5:30 p.m. Eastern Time

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)
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 test administrations, 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.

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, cell phones, 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), some types of watches (e.g., calculator, computing, digital, watches with alarms, smart watches, stopwatches), 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, 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 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.

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.
ON THE DAY OF THE TEST (continued)

Test Center Procedures and Regulations

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 44–46 and/or communicated to you at the test administration for which you have registered.

The following procedures and regulations are in place to protect the security of the testing process. They apply to the entire test administration, which begins at sign-in, ends at sign-out, and includes breaks.

• You will be required to write in cursive (not print) 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 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 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.

• If you need to leave your seat at any time, raise your hand; timing of the test will not stop.

• 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.

• 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 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.

Dismissal from a Test Center

A test administrator is authorized to dismiss you from a test 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, without limitation, 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)

• having a cell phone, smartphone (e.g., Android, BlackBerry, or iPhone), tablet, PDA, or any other electronic, listening, recording, scanning, or photographic device in the test center. If you are found to be in possession of any of these devices before, during, or after the test administration, your device may be inspected and/or confiscated and you will be dismissed from the test. Your test fees will be forfeited and your scores will be canceled, even if dismissal is not enforced on the day of the test.
• Using watch alarms or time-keeping devices that make noise. You may pace yourself with your own watch; however, some types of watches (e.g., calculator, computing, digital, watches with alarms, smart watches, stopwatches) are not allowed in the test room; you may be asked to remove your watch and store it during the administration. You may not continue the test beyond the established time limit.

• using any aids in connection with the test, including, without limitation, calculators (except when approved as a testing accommodation), some types of watches (e.g., calculator, computing, digital, watches with alarms, smart watches, stopwatches), books, pamphlets, notes, unauthorized scratch paper, rulers, pens, highlighter pens, stereos or radios with headphones, dictionaries, translators, compasses, protractors, and any handheld electronic, 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 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 a weapon or firearm into the test center

• bringing food, drinks, or tobacco into the testing room (except when approved as a testing accommodation)

• leaving the testing room 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.)

• failing to follow any of the test administration regulations contained in this Registration Bulletin (including the Rules of Test Participation), 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, including the “Rules of Test Participation” in this bulletin. If your scores are canceled, they will not be reported, and your registration and test fees will not be refunded. Further action may be taken, including denying, revoking, and/or suspending a teaching credential or certificate.

NOTE: ETS takes test security very seriously. Although 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)
Fax: 1-609-406-9709
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.” 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 later in the test, click on “Mark,” which will place a check mark next to the question 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 54.

- 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 52.

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](http://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. **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 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.

**Submitting Comments**

If you have comments about the test center or the conditions under which you took a test, please submit your comments in a letter via mail, email, or fax to the appropriate address under “Test Center Comments” on page 12. **All comments must be sent directly to ETS.** Comments sent to your program provider or to the GaPSC will not be acted upon. Comments must be submitted or postmarked no later than **two days** after the date of your test.

The GaPSC and ETS employ stringent quality-control procedures in preparing test materials. However, if you wish to comment about a test question for any reason, notify the test administrator at your test center or send a letter to the address under “Test Question Inquiries” on page 12 postmarked within **two days** of your test date.
Test Scores and Passing Standards

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

The selected-response section of a test is scored based on the number of questions you answered correctly.

• No additional points are subtracted for questions answered incorrectly
• Even if you are uncertain about the answer to a question, it is better to guess than not to respond at all; there is no penalty for guessing.

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.

Assessment of Sign Communication–American Sign Language (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.

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

This assessment does not have a tiered passing standard.

The passing score for the Educational Leadership, assessment is 250.

Educator Ethics

Educator Ethics for Pre-service Certification is reported as “Completed” or “Not Completed.” Although a minimum score is not required to attain Pre-service Certification, results are used to determine the amount and type of ethics instruction needed.

Educator Ethics for Induction Certification is reported as “Passed” or “Not Passed.” Beginning in January 2015, you must pass Educator Ethics for Induction Certification to attain Induction Certification.

Program Admission and Paraprofessional

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 assessment is 250.

Teacher Leadership

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. You must submit and pass all tasks to pass the assessment.

The passing score for the Teacher Leadership assessment will be determined during the summer of 2014.
TEST RESULTS AND SCORE REPORTING (continued)

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 consist of both selected-response questions and 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.

Reporting Your Test Scores

With the exception of the Educator Ethics, Paraprofessional, and Teacher Leadership assessments, all score reports will be available via your testing account on the ETS GACE website. Scores for the Educator Ethics and Teacher Leadership assessments will be available via their respective online 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 “Test Scores and Passing Standards” on this page for information on the passing requirements for GACE tests.)

Score reports are posted by 6 p.m. Eastern time on the score reporting date. See “Score Reporting Dates” on page 47.

Your scores are made available to you, to the GaPSC, to your program provider (if applicable), and any other score recipients you indicated during registration. Your score report is for your information only; there is no need to send it to GaPSC or your program provider. Under no circumstances will ETS or GaPSC release your score information by phone, fax, email, or in person.

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

Delay of Test Scores

Scores are released on the score reporting date. Under some circumstances, scores may be delayed.

- Scores for newly developed or substantially revised assessments may be delayed in order to set passing score standards.
- Scores may be delayed due to 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.
- Scores will be delayed if there are problems with your payment. See “Fees for Tests and Related Services” on pages 35–36 for more information.

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

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<tr>
<th>Testing Window</th>
<th>SR-Only Tests</th>
<th>SR/CR Tests</th>
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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, the GaPSC, your program provider (if applicable), and any other score recipients you indicated during registration. 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 37.

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 test 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 page 47 of this Registration Bulletin.
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.

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 include voluntary score cancellation, a free retest, or allowing the GaPSC to make a decision whether to accept the scores.
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.

Consent

When you register for a test you will be asked to read and agree to the privacy statement below.

I understand and agree that ETS and the GaPSC may collect my photograph and other types of personal information regarding my identification document(s) and may use my personal information for purposes of the GACE assessment.

The following information may be collected.

- Personal contact details from your identification documents
- Date of birth, country of residence, and country of citizenship from your identification documents
- Photograph
- Signature
- Audio and video recordings of test administrations

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 41–42.

Purpose and Use of Personal Information and Photographs

Photographic images and other associated identification information will be used solely to:

- administer the tests and verify your identity on an ongoing basis as you participate in this and future testing activities
- identify and prevent testing fraud and maintain the integrity of the testing process by detecting and preventing test taking by unauthorized candidates
- provide results, scores, and analysis
- facilitate test administration management and operational functions such as tracking attendance, recording tests taken and scores received, communicating test and score reporting times, details and results, conducting analysis of the test, etc.
- backup data to facilitate business continuity
- maintain compliance with any contractual, legal, or regulatory obligations or other legitimate business purposes

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 11–12.

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

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
• 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.