

## Frequently Asked Questions: Graduation Exit Examination (GEE) Online

These frequently asked questions are arranged according to audience: those questions that students and parents are most concerned about, and those from school districts outside of Louisiana.



### STUDENTS:

1. Who can take the GEE Online?

In general, Louisiana students **who were displaced to another state** by Hurricanes Katrina or Rita can register to take the GEE Online at their new school out of state. Students must be residing in a state other than Louisiana and

- be in the 12<sup>th</sup> grade (that is, those who plan to graduate in 2006–2007) or
- have completed high school course requirements but need to retake all or part of the GEE.

Seniors will be offered any of the tests they need to retake.

2. Will 10<sup>th</sup> graders take the English language arts and mathematics tests online?

In general, *no*—10<sup>th</sup>-grade students will *not* take the GEE online.

3. Will seniors who have finished their course requirements for graduation but still need to retake the GEE be able to take the tests online if their family has relocated to another state after Hurricane Katrina? Where will they take the test if they are not enrolled in a local school?

These students should contact the local school district and ask them at which school they can register to take the test.

4. How and when will students register for the online administration?

School counselors will need to pre-register their school as a site at which students can take the GEE Online at [www.louisianaschools.net](http://www.louisianaschools.net), click on the **GEE Online** icon. After the school is a registered site, counselors will be provided a school code with which to register students, in addition to a counselor code, which should remain secure. Dates for the final three administrations of the GEE Online are noted on the Louisiana Department of Education Web site on the GEE Online home page.

5. Where can I take the GEE Online?

Contact your school counselor at your new school for information about pre-registering. You will only be able to take the test online on specially prepared computers in a school computer lab, with a school official present.

6. What do I need to bring with me to take the test?

You will need a photo ID and a pencil and scratch paper if you will be taking the Mathematics test. A scientific calculator will be available online, but bring the calculator that you are accustomed to using. Louisiana teachers recommend a scientific calculator with graphic capabilities. You will be able to use scratch paper during the Mathematics test, but you must turn this paper in after testing.

7. Is there a tutorial for students to take prior to the test to familiarize them with the format of the GEE Online?

PASS (Practice Assessment/Strengthen Skills) is available to Louisiana students at [www.louisianapass.org](http://www.louisianapass.org). If students are interested in using PASS but do not know the initial password, call the Louisiana Department of Education Help Desk at 877-453-2721.

8. When/how will students receive the test results?

Test results will be available for downloading about a month after the completion of testing. After students are signed up for the GEE, they will receive instructions on how to get their scores.

9. How will questions from students, parents, and districts be answered?

The Louisiana Department of Education will provide information regarding the GEE Online toll-free at **877-453-2721**.



## SCHOOL DISTRICTS OUTSIDE LOUISIANA:

10. What are the infrastructure requirements to administer the GEE online tests?

A school official will need to administer the tests in a Microsoft Windows compatible (Windows 98 and above with Windows Explorer 4.0 and above) school computer lab.

11. Who will be responsible for downloading the software necessary to give the test?

A school official will need to download a short *User Guide* that will include directions for setting up the testing computers and downloading the secure Web browser, a process that will take only a short time at each computer that will be used during testing. The *User Guide* is available on the Louisiana Department of Education Web site, [www.louisianaschools.net](http://www.louisianaschools.net), by clicking on the **GEE Online** icon.

12. What are the expectations for the current school campus on which displaced students from Louisiana are enrolled?

A **school counselor** should

- notify displaced students from Louisiana of the opportunity of taking the GEE Online;
- preregister your school site before registering students for the test online at [www.louisianaschools.net](http://www.louisianaschools.net), click on the **GEE Online** icon, and then look for the link to register students;
- download the roster of eligible students and the *User Guide* before the test;
- provide the computer lab coordinator and test proctor(s) copies of the *User Guide* before the test;
- provide the test proctor(s) a copy of the student roster, which will contain each student's test login number.

The **school computer lab coordinator** must

- read the *User Guide* for instructions;
- set up computers by downloading the secure browser to each one that will be used for testing.

The **test proctor** must

- confirm each tester's identity against the student roster (provided by the school counselor) each testing day;
- administer the exam online according to instructions in the *User Guide*;
- shred/destroy the Mathematics test scratch paper after testing.

The GEE is **not** a timed test; however, *suggested* times for taking each session of the exam are as follows:

## Mathematics

	<b>Suggested Times</b>
Session 1 (No Calculator):	75 minutes
Session 2 (Calculator):	75 minutes
Session 3 (Calculator):	<u>60 minutes</u>
<b>Total:</b>	3.5 hours

## English Language Arts

Session 1 (Writing):	90 minutes
Session 2 (Using Information Resources):	40 minutes
Session 3 (Reading and Responding):	90 minutes
Session 4 (Proofreading):	<u>20 minutes</u>
<b>Total:</b>	4 hours

## Science

Session 1 (Multiple-Choice Questions):	90 minutes
Session 2 (Short-Answer Questions):	30 minutes
Session 3 (Science Task):	<u>60 minutes</u>
<b>Total:</b>	3 hours

## Social Studies

Session 1 (Multiple-Choice Questions):	90 minutes
Session 2 (Constructed-Response Questions):	<u>60 minutes</u>
<b>Total:</b>	2.5 hours

13. How will current counselors know which tests students need to take?

After students register for the test, the online system will inform students and school officials of the test(s) that each student is required to take. Typically, students take the GEE English Language Arts and Mathematics tests for the first time in grade 10 and the GEE Science and Social Studies tests in grade 11. The 12<sup>th</sup> grade students who are taking the GEE Online will be offered the tests they have not taken and any of the tests they did not pass.

14. Are the tests untimed? Can students take two tests in one day?

The Graduation Exit Examination (GEE) is **not** a timed test; however, suggested times needed for taking each session of the exam are provided for planning. A preferred schedule is provided; however, school counselors will be allowed discretion regarding the number of tests students can complete in one day.

15. What, if any, accommodations will be allowed with the online test?

The following accommodations (which will be defined in detail in the *User Guide*) may be provided to special education students with accommodations documented on their IEPs or students with one or more disabilities according to Section 504 with accommodations documented on their IAPs.

1. Answers Recorded
2. Assistive Technology
3. Extended Time
4. Communication Assistance (except for Reading and Responding)
5. Individual/Small Group Administration
6. Tests Read Aloud (except for Reading and Responding)
7. Transferred Answers
8. Other (Any necessary accommodations on IEPs or IAPs that do not invalidate the meaning of the test score or the purpose of the test are allowed.)

Limited English Proficient (LEP) students qualify for the following accommodations provided they are used in the students' regular instructional and assessment program:

1. Extended Time
2. Individual/Small Group Administration
3. Provision of English/Native Language Word-to-Word Dictionary (No Definitions)
4. Test Administered by ESL Teacher or by Individual Providing Language Services
5. Tests Read Aloud (except for Reading and Responding)

16. What steps need to be taken to ensure test security?

Each test administrator/proctor must read a copy of the short *User Guide* before the test to become familiar with directions for correctly administering the test. A school official will also be responsible for downloading the secure browser to each of the computers in the lab before testing. This browser will make the GEE available online to students who are registered for the test. Student registration numbers that are provided on the student roster should be considered secure.

Secure test materials include any materials that contain test items or student responses. Students will be allowed to use scratch paper during the GEE Online Mathematics test **only**. The test administrator must pick up and shred/destroy the scratch paper after each testing session in mathematics is completed. The test administrator must also ensure that students are unable to see other students' computer screens and that students are in a quiet environment.

According to the Louisiana State Board of Education-approved policy, the Louisiana Department of Education (LDE) considers it a violation of test security for any person to do any of the following:

1. administer tests in a manner that is inconsistent with the administrative instructions provided by the LDE that would give examinees an unfair advantage or disadvantage;
2. give examinees access to test questions prior to testing;
3. examine any test item at any time (except for students during the test or test administrators while providing the accommodations *Tests Read Aloud* or *Communication Assistance* for students determined to be eligible for those accommodations);
4. at any time, copy, reproduce, discuss, or use in a manner inconsistent with test regulations all or part of any secure test [materials, including writing prompts, science tasks, student scratch paper for the GEE Online Mathematics test];
5. coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;
6. provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form—written, printed, verbal, or nonverbal;
7. administer published parallel, previously administered, or current forms of any statewide assessment. . . as a practice test or study guide;
8. fail to . . . account for and secure test materials before, during, or after testing;
9. fail to report any testing irregularities to the [LDE, Division of Standards, Assessments, and Accountability] (a *testing irregularity* is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data);

10. participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in the section.