

Richard Woods, Georgia's School Superintendent "Educating Georgia's Future"

Georgia Department of Education

Division of FY 2020 Assessment Rescore Request User Guide

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Assessment Rescore Request

An Assessment Rescore Request provides documentation and rationale from a school system or charter requesting a review and rescore of a previously reported assessment.

Rescores may be requested by System Test Coordinators for the Georgia Milestones and the Georgia Alternate Assessment (GAA 2.0) programs. These are reviewed by the Assessment Administration division and if approved forwarded to the respective program contractor for attention. Fees do apply unless a student's score changes as a result of the retest request.

Organization and Application User Role Mappings

Based on the user's organization role determines the application role permission, as depicted in the table below.

		Application Roles							
Organization Roles	Create/Edit	Delete	Submit	Approve	Reject	View only			
Administrator (Division)				1	1				
Assessment Director (District)	~	✓	1						
Charter School Administrator (School)	4	~	~						
Help Desk						✓			

Application Roles defined...

- Administrator has role as approver, which can approve, reject, and can see all forms submitted. User can print form and download the attachment(s).
- Assessment Director has role as editor, which can create, submit, save, print, and delete a form. Once form is submitted, Editor can change status of form to in-process before Approver approves it.
- Charter School Administrator has role as editor, which can create, submit, save, print, and delete a form. Once form is submitted, Editor can change status of form to in-process before Approver approves it.

• **Help Desk** has view only rights and can see all forms submitted under the Assessment Rescore Request application. User can print form and download the attachment(s).

Note:

In-process / Delete Status:

- Assessment Director (District), Charter School Administrator (School) can delete a form if it is still in-process.
- If form is in delete status, Assessment Director (District), Charter School Administrator (School) can reset form to in-process.

Approve / Reject Status:

- Administrator (Division) approves or rejects the form.
- If the form is rejected, then Assessment Director (District), Charter School Administrator (School) can set form back to in-process.

Accessing the Assessment Rescore Request Form

Perform the following steps to access the Assessment Rescore Request form.

1. Log on to the Georgia Department of Education (GaDOE) portal system with your **Username** and **Password**, and then click **Login**.

	MyGaDOE
,	Please Log In Username: DistrictDunDD1_test@DD Password: Iferation Information Systems Information Systems
<u>Terms of Use</u> <u>Site Requirements</u> <u>Feedback</u>	

2. Click the Assessment Forms fly-out button and select **Assessment Rescore Request** from the list of forms. If user has access to more than one Assessment Form, then the Assessment Forms menu item is visible.

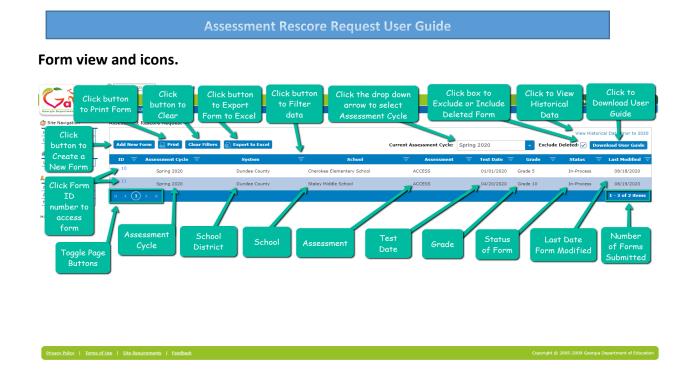
/ <>	Search Districts	0-9 A B	C D	E F	G H	І Ј К	L	M N O	р	Q	R S	т	u v	w	x	Y Z
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🕌 Dundee County	New surveys															♦ <u>More</u>
View Documents	Ag_ FY17 Georgia	Alternate Assessment	Survey - (Dundee (County)												
Message Center	Ag FY18 GAA Par	ticipation Survey - (Du	indee County)													
	Testing Irregularity Form					◆ <u>M</u> c	re									
L DD1_test DistrictDun	Superintendent Test Certification															
Assessment Telescophics	Rescore Request	Click	(the Asse	ssment Fo	orms fly-out,	,										
Add to Favorites	Rescore Request		then select													
Help Desk				I RESCUIE	Request											
		_				-										
Hide Navigation 🐗																
Privacy Policy Terms	of Use Site Requirem	ents <u>Feedback</u>										Co	pyright © 2005-	2009 Georgia	Department	of Education

- **Note:** If user has only one Assessment Form assigned, then user will not see that Assessment Forms fly-out link, but the assigned Assessment Form link.
- 3. The home summary page for Assessment Rescore Request.

P <>	Search Districts	0-9 A B	C D	E F	G H I	I J K L	M N	O P	Q R S	T U	v w	x y z
Zabor											Welcome	• MyGaDOE
Georgia Department of Education	You have (0) new	messages.									Н	elp Desk Online Documentation
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view Documents												No items to display
L DD1_test DistrictDun												
Account Information Add to Favorites												
Help Desk												
Hide Navigation 4												

Copyright © 2005-2009 Georgia Department of Education

Note: The **Content Area** and **Students Effected** columns are removed from Summary Page.



4. Click Add New Form button to create a new form for Assessment Rescore Request.

Search Distri	cts 0-9 A B C	DEF G	н т эк с	M N O P	Q R S	T U V	w x y come to MyGaDO
orgia Department of Education)) new messages.					Wei	Help Desk Online Documentati
Site Navigation Assessment	t Rescore Request						
me							View Historical Data Prior to 202
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Dundee County	Assessment Cycle =	System		Assessment	\Xi Test Date \Xi	Grade \Xi S	tatus \Xi Last Modified 🗄
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D1_test DistrictDun	Spring 2020	Dundee County	Cherokee Elementary School	ACCESS	01/01/2020	Grade 5 In	Process 08/18/2020
count Information	Spring 2020	Dundee County	Staley Middle School	ACCESS	04/20/2020	Grade 10 In	-Process 08/19/2020
) 🕨 м						1 - 2 of 2 items
elp Desk							
e Navigation 🐗							

5. Under the General Information section, click the down arrow or in the field to select an **Assessment Cycle**.

Note: All required fields are denoted by a red asterisk.

~ <>	Search Districts 0-9 A B C	DEFGHIJ	K L M	I N O	P Q	R	S T	U V	w	x	y z
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· •	Summer 2020 Spring 2020 Winter 2019	NUMBER OF STUDENTS AFFECTED	NUMBER OF STUDENTS AFFECTED			>	- 1				
	Fall 2019	0				~	:			*	
	ASSESSMENT RESCORE REQUEST DETAIL										-
	STUDENT INFORMATION										-
	SUPPORTING DOCUMENTATION										-
	Go back to Forms List Print	Save									

6. Under the General Information section, click the down arrow or in the field to select a **System**. By default, only user logged in school district will be listed.

	Search Districts 0-9 A B C D	E F G H I J K I	LMNOPQRSTUVWXY	z
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Georgia Department of Education	You have (0) new messages.		Help Desk Online Documer	itation
🂣 Site Navigation	Assessment Rescore Request			
Home Logout	Go back to Forms List Print Save			
a Dundee County	ASSESSMENT RESCORE REQUEST HISTORY			-
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& DD1_test DistrictDun	ASSESSMENT CYCLE *	ASSESSMENT *	CONTENT AREA *	•
Account Information Add to Favorites	Fall 2020 🗸		Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows	; to
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	ASSESSMENT RESCORE REQUEST DETAIL			-
	STUDENT INFORMATION			-
	SUPPORTING DOCUMENTATION			-
	Go back to Forms List Print Save			

7. Under the General Information section, click the down arrow or in the field to select an **Assessment**.

	Search Districts 0-9 A B C	DEFGHI	J K L	M N O	P Q	R S	т		w	x	y z
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	ASSESSMENT RESCORE REQUEST DETAIL										-
	STUDENT INFORMATION										-
	SUPPORTING DOCUMENTATION										-
	Go back to Forms List Print	Save									

8. Under the General Information section, click the down arrow or in the field to select a **School**.

~ <>	Search Districts 0-9 A B C D	EFGHIJK	L M N O P Q R S T U V W X Y Z
Zabor			Welcome to MyGaDOE
Georgia Department of Education	You have (9) new messages.		Help Desk Online Documentation
or Site Navigation	Assessment Rescore Request		
Home Logout	Go back to Forms List Print Sa	ve	
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& DD1_test DistrictDun	ASSESSMENT CYCLE *	ASSESSMENT *	CONTENT AREA *
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	SYSTEM TEST COORDINATOR *	Cherokee Elementary School	Alternate ACCESS Writing <
	DD1_test DistrictDun	Staley Middle School	v << v
	ASSESSMENT RESCORE REQUEST DETAIL		•
	STUDENT INFORMATION		· · · · · · · · · · · · · · · · · · ·
	SUPPORTING DOCUMENTATION		•
	Go back to Forms List Print Sa	ve	

 Under the General Information section, choose one or more Content Areas on the left and then click the > arrow to select a single content, or click >> arrows to select multiple contents.

Note: Click the < arrow to deselect a single content or click << arrows to deselect multiple contents from the Content Area.

Site Navigation Home Logout Undee County View Documents	Search Opprices 0-9 A B C D Construction Construction	_	L M N O P Q R S T U V W X V Z Welcome to MyGaDOE Heb Device Ordine Documentation
DD1_test DistrictDun Account Information Add to Pavorites Help Desk Hide Navigation	ASSESSMENT CYCLE * Fall 2020 SYSTEM * Dundee County SYSTEM TEST COORDINATOR * DD1_test DistrictDun ASSESSMENT RESCORE REQUEST DETAIL	ASSESSMENT * Alternate ACCESS SCHOOL * Staley Middle School NUMBER OF STUDENTS AFFECTED 0	CONTENT AREA * Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows to deselect a Content Area. Alternate ACCESS Seaking Alternate ACCESS Seaking Alternate ACCESS Writing C C C C C C C C C C C C C C C C C C C

10. Under the General Information section, by default the **System Test Coordinator** field is automatic populated with the name of the sign-in user.

	Search Districts 0-9 A B C	DEFGHIJK	L M N O P Q R S T U V W X Y Z Welcome to MyGaDOE Http://www.sature
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Help Desk	SYSTEM *	SCHOOL *	Alternate ACCESS Listening Alternate ACCESS Reading Alternate ACCESS Speaking Alternate ACCESS Writing
Hide Navigation 🜗	Dundee County	▼ Staley Middle School	
-	SYSTEM TEST COORDINATOR *	NUMBER OF STUDENTS AFFECTED	
	ASSESSMENT RESCORE REQUEST DETAIL		Ŧ

11. Under the General Information section, **Number of Students Affected** field by default is set to 0. The value will automatically update once student information is added.

~ <>	Search Districts 0-9 A B C	DEFGHIJI	K L	M N O P	Q	R S	т	u v	w	x	y z
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	SYSTEM TEST COORDINATOR *	NUMBER OF STUDENTS AFFECTED				<					
	DD1_test DistrictDun				w	<<				~	
	ASSESSMENT RESCORE REQUEST DETAIL										-

12. Click on the blue bar or down arrow to expand/collapse the **Assessment Rescore Request Detail** section.

~ <>	Search Districts 0-9 A B C	DEFGHIJ	л к с м	I N O P	Q R S	т	u v w	x	y z
Zabor							Welcome	to MyG	aDOE
Georgia Department of Education	You have (9) new messages.							Help Desk Online	Documentation
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Home Logout	Go back to Forms List Print	Save							
a Dundee County	ASSESSMENT RESCORE REQUEST HISTORY								-
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& DD1_test DistrictDun	ASSESSMENT CYCLE *	ASSESSMENT *		CONTENT AREA *					•
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Help Desk	SYSTEM *	SCHOOL *		deselect a Content Area. Alternate ACCESS Listening Alternate ACCESS Speaking	^ >>		te ACCESS Reading te ACCESS Writing		
Hide Navigation 🐗	Dundee County	- Staley Middle School	-		>				
	SYSTEM TEST COORDINATOR *	NUMBER OF STUDENTS AFFECTE	D		<				
	DD1_test DistrictDun	0			~ <<			*	1
	ASSESSMENT RESCORE REQUEST DETAIL								~
	STUDENT INFORMATION								-

13. Under the Assessment Rescore Request Detail section, click the calendar icon to select **Test Date**.

	Ven have (0) new messages.		Welcome to MyGaDOE HelDeki / Johnsbaumentation
Navigation	Assessment Rescore Request		
	SYSTEM *	SCHOOL *	Alternate ACCESS Listening Alternate ACCESS Reading Alternate ACCESS Reading
	Dundee County 🗸	Staley Middle School	Alternate ACCESS Speaking Alternate ACCESS Writing
J	SYSTEM TEST COORDINATOR *	NUMBER OF STUDENTS AFFECTED	<
	DD1_test DistrictDun	0	~ <<
-	ASSESSMENT RESCORE REQUEST DETAIL		•
	TEST DATE *	GRADE *	
	8/20/2020	-	
	AUGUST 2020		
	SU MO TU WE TH FR SA	REQUESTOR'S POSITION	
	26 27 28 29 30 31 1		
	2 3 4 5 6 7 8		
	9 10 11 12 13 14 15		REMIT AND SHIP TO
	16 17 18 19 20 21 22		
	23 24 25 26 27 28 29		
	30 31 1 2 3 4 5		
	THURSDAY, AUGUST 20, 2020	li	

14. Under the Assessment Rescore Request Detail section, click the down arrow or inside the field to select a **Grade**.

	Search Districts 0-9 A B C D	Е F G H I J K	L M N O P Q R S T U V W X Y Z
	You have (9) new messages.		Welcome to MyGaDOE Helcome 1 Online Desumentation
Site Navigation	Assessment Rescore Request		
Home	SYSTEM *	SCHOOL *	Alternate ACCESS Listening Alternate ACCESS Reading Alternate ACCESS Speaking Alternate ACCESS Writing
Logout	Dundee County	Staley Middle School	Alternate Access speaking >
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Account Information Add to Favorites	ASSESSMENT RESCORE REQUEST DETAIL		•
Help Desk	TEST DATE *	GRADE *	
Hide Navigation 🐗	4/6/2020		
	REQUESTOR *	Grade 3 Grade 4	-
		Grade 4 Grade 5	
	RATIONALE FOR RESCORE *	Grade 6	REMIT AND SHIP TO
		Grade 7 Grade 8	
		Grade 9	•
		10	

15. Under the Assessment Rescore Request Detail section, click in the field to enter the **Requestor**.

~ <>	Search Districts 0-9 A B C	DE	FG	н і і	л к	L	м	N	0 Р	Q	R	s	т	U	v	w	х ү	z
Zabor															Welcom	e to M	yGaĽ	DOE
Georgia Department of Education	You have (0) new messages.															Help Desk	Online Docur	mentation
🍅 Site Navigation	Assessment Rescore Request																	
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Logout	SYSTEM *	SCH	00L *				Alte	ernate ACC	content Area. CESS Listenir CESS Speakii			>>			CESS Reading CESS Writing			
View Documents	Dundee County	- Sta	ey Middle School	l.		-						>						
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Theip beak	ASSESSMENT RESCORE REQUEST DETAIL																	
Hide Navigation 🐗	****		*															
	TEST DATE *		DE *															
	4/6/2020	Gra	de 9			*												
	REQUESTOR *	REC	UESTOR'S POSIT	ΓΙΟΝ														

16. Under the Assessment Rescore Request Detail section, click in the field to enter the **Requestor's Position**. *This is not a required field*.

***	Search Districts 0-9 A B C	DEFG NIJK	
			Welcome to MyGaDOE
Georgia Department of Education	You have (0) new messages.		Help Desk Online Documentation
🂣 Site Navigation	Assessment Rescore Request		
Home	Fall 2020	- Alternate ACCESS	Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows
Logout			to deselect a Content Area.
🕌 Dundee County	SYSTEM *	SCHOOL *	Alternate ACCESS Listening Alternate ACCESS Speaking Alternate ACCESS Speaking Alternate ACCESS Writing
View Documents	Dundee County	Staley Middle School	> > >
& DD1_test DistrictDun Account Information Add to Favorites Help Desk	SYSTEM TEST COORDINATOR *	NUMBER OF STUDENTS AFFECTED	
Theip beak	ASSESSMENT RESCORE REQUEST DETAIL		•
Hide Navigation 🐗			
	TEST DATE *	GRADE *	
	4/6/2020	Grade 9	
	REQUESTOR * Tester_P	REQUESTOR'S POSITION	

17. Under the Assessment Rescore Request Detail section, click in the field to enter the **Rationale for rescore**.

avigation As	sessment Rescore Request		
	Fall 2020	Alternate ACCESS	Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrow to deselect a Content Area.
e County	SYSTEM *	SCHOOL *	Alternate ACCESS Listening >> Alternate ACCESS Reading ^ Alternate ACCESS Speaking >> Alternate ACCESS Writing ^
est DistrictDun	Dundee County SYSTEM TEST COORDINATOR *	Staley Middle School NUMBER OF STUDENTS AFFECTED	
Information avorites sk	DD1_test DistrictDun	0	• << •
pation 🇌	ASSESSMENT RESCORE REQUEST DETAIL		
	TEST DATE *	GRADE *	
	4/6/2020	Grade 9	
	REQUESTOR *	REQUESTOR'S POSITION	
	Tester_P	Counselor	
			REMIT AND SHIP TO
	RATIONALE FOR RESCORE *		

18. Under the Assessment Rescore Request Detail section, click in the field to enter the **Remit and Ship To** information. *This is not a required field*.

Gaboe	Search Districts 0+9 A B C D	е ғ қ н т з к і	Welcome to MyGaDOE
Georgia Department of Education	You have (0) new messages.		Help Desk Online Documentation
🂣 Site Navigation	Assessment Rescore Request		
Home Logout	Fall 2020	Alternate ACCESS	Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows to deselect a Content Area.
a Dundee County	SYSTEM *	SCHOOL *	Alternate ACCESS Listening Alternate ACCESS Speaking Alternate ACCESS Speaking
View Documents	Dundee County	Staley Middle School	
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Account Information Add to Favorites	DD1_test DistrictDun	0	v <<
Help Desk	ASSESSMENT RESCORE REQUEST DETAIL		•
Hide Navigation 🐗			
	TEST DATE *	GRADE *	_
	4/6/2020	Grade 9	
	REQUESTOR *	REQUESTOR'S POSITION	
	Tester_P	Counselor	
	RATIONALE FOR RESCORE *		REMIT AND SHIP TO
	Verifying accuracy of data		

19. Click on the blue bar or down arrow to expand/collapse the **Student Information** section.

// <>	Search Districts 0-9 A B C D	E F G H I J K L	M N O P Q R	S T U V W X Y Z
				Welcome to MyGaDOE
Georgia Department of Education	You have (0) new messages,			Help Desk Online Documentation
Site Navigation	Assessment Rescore Request			^
Logout	ASSESSMENT RESCORE REQUEST DETAIL			▲
Dundee County View Documents	TEST DATE *	GRADE *		
& DD1_test DistrictDun	4/0/2020	Glade 9		
Account Information	REQUESTOR *	REQUESTOR'S POSITION		
Add to Favorites Help Desk	Tester_P	Counselor		
Hide Navigation 🌗	RATIONALE FOR RESCORE *		REMIT AND SHIP TO	
	Verifying accuracy of data		Mail to	
		ti.		
_	STUDENT INFORMATION			
	SUPPORTING DOCUMENTATION			
	Go back to Forms List Print Save			

20. Under Student Information section, click in the **Enter Student GTID** field to add a student's GTID, and then click the **Add a Student** button.

/ <>	Search Districts 0-9 A B	C D E F	G H I J	K L	M N O	P Q	R S	T U	v	w x	
									Welco		GaDO
Georgia Department of Education	You have (0) new messages,									Help Desk 9	Online Documentation
Site Navigation	Assessment Rescore Request										
Logout	ASSESSMENT RESCORE REQUEST DETA	IL									^
d Dundee County	TEST DATE *	GRADE	*								
View Documents	4/6/2020	Grade 9		-							
LDD1_test DistrictDun											
Account Information Add to Favorites	REQUESTOR *		TOR'S POSITION								
Help Desk	Tester_P	Coun	seior								
Hide Navigation 🐗	RATIONALE FOR RESCORE *				REMIT AND SHIP TO						
	Verifying accuracy of data				Mail to						
				h						li	
	STUDENT INFORMATION										_
	Enter Student GTID Add a Studen	nt OR Add Students fr	om a Roster Down	oad Student Roster	Template File						
	GTID	FIRST NAME		LAST	NAME			GR/	ADE		

Note: To add multiple students at once, click *Add Students from a Roster* button, and select the file of the student roster.

21. After entering the Student GTID number, if the row is highlighted yellow, then the student is not in the same grade as listed in the **Grade** field under the **Assessment Rescore Request Detail** section.

	Search Districts 0-9 A B	C D E F G H	I J K L	M N O P Q	RST	u v	w x	y z
	You have (0) new messages.					Welc	ome to MyGe	
Georgia Department of Education	Assessment Rescore Request						Help Desk Online I	locumentation
Home								*
Logout	REQUESTOR *	REQUESTOR'S POSITIO	N					
d Dundee County	Tester_P	Counselor						
View Documents	RATIONALE FOR RESCORE *			REMIT AND SHIP TO				
L DD1_test DistrictDun	Verifying accuracy of data			Mail to				
Account Information								
Add to Favorites Help Desk								
Hide Navigation 🐗			li				li	- 14
	STUDENT INFORMATION							
	Enter Student GTID Add a Stu	dent OR Add Students from a Roster	Download Student Roster Ten	nplate File				
	Student grade not matching grade	FIRST NAME	LAST NA	ме		GRADE		
	choosen in detail section.	John	Doe			09	X - Delet	•
	999999998	Jane	Doe			10	X - Delet	
				Row will highlight in ye student grade does grade entered in Grac	not match			
	SUPPORTING DOCUMENTATION			the Assessment Reso				-
Privacy Policy Terms of	Use <u>Site Requirements</u> <u>Feedback</u>			Detail sect	ion	Copyright © 2005-20	009 Georgia Department	of Education

Note: An Alert warning box displays when an invalid GTID number is entered.

Gaboe	Search Districts 0-9 A B	C D E F G	H I J K L	M N O	P Q	R S T U		w x y me to MyGaDO	
Georgia Department of Education	Assessment Rescore Request							tang asars (animus advantisinate	
Logout	REQUESTOR *	REQUESTOR'S PO	DSITION						
Dundee County View Documents DD1_test DistrictDun Account Information Add to Favorites	RATIONALE FOR RESCORE *	An Alert warning box displays when an invalid		REMIT AND SHIP TO Mail to					
Help Desk Hide Navigation 4 1	STUDENT INFORMATION	GTID is entered. Click OK to close box.	Alert Please, enter a valid 10-dig		*				l
	Enter Student GTID Add a Stu	dent OR Add Students from a Ros	51	OK					
	GTID	FIRST NAME	LAST	NAME		G	RADE		
	999999999	John	Doe				09	X - Delete	
	9999999998	Jane	Doe				10	X - Delete	

22. To remove a student entered, click on the blue **X–Delete** button.

	,	Assessment	Rescore Re	equest	User Guic	le				
ZODOE	Search Districts 0-9 A B	C D E F	с н і ј	K L	M N O	ΡQ	R S	τυν Wel		x y yGaDC
Site Navigation	Assessment Rescore Request									
me gout	REQUESTOR *	REQUEST	FOR'S POSITION							
Dundee County	Tester_P	Couns	selor							
ew Documents	RATIONALE FOR RESCORE *				REMIT AND SHIP TO					
D1_test DistrictDun count Information d to Favorites p Desk	Verifying accuracy of data				Mail to					
Navigation 4 1										
	STUDENT INFORMATION									-
	Enter Student GTID Add a Stude	nt OR Add Students fr	om a Roster Download	l Student Roster Te	mplate File					
	GTID	FIRST NAME		LAST N	АМЕ			GRADE		
	999999999	John		Doe				09	×	- Delete
	999999998	Jane		Doe				10		- Delete
								Click button to delete a student		
	SUPPORTING DOCUMENTATION							student		_

23. Click on the blue bar or down arrow to expand/collapse the **Supporting Documentation** section.

				17549-57503	Online D
ation A	Assessment Rescore Request				
	Tester_P	Counselor			
ounty	RATIONALE FOR RESCORE *		REMIT AND SHIP TO		
ients	Verifying accuracy of data		Mail to		
DistrictDun					
ormation rites					
iii a			<i>A</i>		
on 🐗	STUDENT INFORMATION				
	Enter Student GTID Add a Stu	dent OR Add Students from a Roster	Download Student Roster Template File		
	GTID	FIRST NAME	LAST NAME	GRADE	
	999999999	John	Doe	e0	- Deleb
	999999998	Jane	Doe	10 🗙	- Delet

24. Under the Supporting Documentation section, click **Select files...** to browse the location of stored file, select it, and then click **Open**.

Interference of training You have 100 new reasonses Site Navigation Assessment Rescore Request Image: Site Navigation Add a Student OR Add Students from a Roster Download Student Roster Template File	
Assessment Rescore Request GTID Add a student OR Add Students from a Roster Download Student Roster Template File accounty Enter Student GTID Add a Student or Roster Canade GRADE accounty 999999999 John Doe 09 999999999 Jan Doe 09 999999998 Jan Doe 10	GRADE 09 X - Deleti
Image: Control of Contro of Control of Control of Control of Control of Control of	09 X - Delet
GTD FIRST NAME LAST NAME GLADE ee County 999999999 John Doe 09 set DistrictDun	09 X - Delet
e County 999999999 John Doe 09 Jaments 999999999 Jane 09 At DistrictDum Information	09 X - Delet
Ments Join Loss Op 999999998 Jane Doe 10 Datricthun demation Image: Control of the second sec	
: DatrictDun formation	10 X - Delet
formation	
ntes	
SUPPORTING DOCUMENTATION	
FILE ID FILE NAME SIZE (BYTES) UPLOADED ON	LOADED ON

25. Uploaded file is attached. To upload additional documents, click **Select files** button, and locate the file to upload.

	Search Districts 0-9 A B C	DEFGH	I J K L M N O	PQR	s t u v Welcon	w x y z ne to MyGaDOE Helio.Desk Online.Documentation
Site Navigation Home Logout	Assessment Rescore Request STUDENT INFORMATION					· ·
Dundee County View Documents	Enter Student GTID Add a Student	OR Add Students from a Roster	Download Student Roster Template File		GRADE	
& DD1_test DistrictDun Account Information Add to Favorites Help Desk	9999999999 9999999998	John Jane	Doe Doe		09 10	X - Delete X - Delete
Hide Navigation 🌗	SUPPORTING DOCUMENTATION					-
	FILE ID FILE NAME			SIZE (BYTES)	UPLOADED ON	
	NOTE: When done, you must		on, you wish to associate with this Assessment Re elected files to be uploaded and permanently s that file before proceeding.		File upload	
Uploaded file name	Testing document.docx					100% ×

26. Click Save button to save the form.

View Documents	SUPPORTING DOCUMENTATION		•
& DD1_test DistrictDun Account Information Add to Favorites Help Desk	FILE ID FILE NAME	SIZE (BYTES) UPLOADED ON	
Hide Navigation 📲 If you click Go back to	Please upload any scanned statements and supporting documentation, you wish to associate with this NOTE: When done, you must click the "SAVE" button for the selected files to be uploaded and NOTE: If a file already exists with the same name, please delete that file before proceeding. Select files		Done
Forms List button	# Testing document.docx		100% ×
builton before saving the form, then all form information will be lost	Go back to Forms List Print Save button to save form		
Privacy Policy Terms of U		Copyright © 2005	-2009 Georgia Department of Education

27. After the form is saved, the General Information section is expanded. Under the Number of Students Affected field, the value has changed from zero (0) to reflect the number of student(s) entered under the Student Information section. The status of form is displayed; and the Form ID is generated.

Gabor	Search Districts 0-9 A B C D	EFG HIJKL	M N O P Q R S T U V W X Y Z Welcome to MyGaDOE
Georgia Department of Education	You have (0) new messages.		Status of Hele Deak Online Documentation
O Site Navigation	Assessment Rescore Request		form
Home	Go back to Forms List Print Save	Delete Submit (In-Process)	Form ID: 12
Dundee County	ASSESSMENT RESCORE REQUEST HISTORY		· · · · · · · · · · · · · · · · · · ·
View Documents	GENERAL INFORMATION		Form
LDD1_test DistrictDun	ASSESSMENT CYCLE *	ASSESSMENT *	CONTENT AREA *
Account Information Add to Favorites	Fall 2020	Alternate ACCESS	Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows to
Help Desk	SYSTEM *	SCHOOL *	deselect a Content Area. Alternate ACCESS listening Alternate ACCESS Seaking Alternate ACCESS Writing
Hide Navigation 🥠	Dundee County	Staley Middle School	×
	SYSTEM TEST COORDINATOR *	NUMBER OF STUDENTS AFFECTED	<
	DD1_test DistrictDun	2	
	ASSESSMENT RESCORE REQUEST DETAIL	Number automatically upda	tes to the
	STUDENT INFORMATION	number of student(s) ente	
	SUPPORTING DOCUMENTATION	the Student Information	section 👘
	Go back to Forms List Print Save	Delete Submit (In-Process)	Form ID: 12

28. Click the **Go back to Forms Lists** to return to the summary home page.

~~ <>	Search Districts 0-9 A B C D	EFGHIJKL	M N O P Q R S T U V W X Y
Zabor			Welcome to MyGaDC
Georgia Department of Education	You have (0) new messages.		Help Deak Online Documentar
O Site Navigation	Assessment Rescore Request		
Home Logout	Go back to Forms List Print S	ave Delete Submit (In-Proces	ss) Form ID: 1
Dundee County	ASSESSMENT RESCORE REQUEST HISTORY		
View Documents	GENERAL INFORMATION		
LDD1_test DistrictDun	ASSESSMENT CYCLE *	ASSESSMENT *	CONTENT AREA *
Account Information Add to Favorites	Fall 2020	- Alternate ACCESS	Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows to
Help Desk	SYSTEM *	SCHOOL *	deselect a Content Area. Alternate ACCESS Listening
Hide Navigation 4 1	Dundee County	 Staley Middle School 	Alternate ACCESS Speaking Alternate ACCESS Writing
	SYSTEM TEST COORDINATOR *	NUMBER OF STUDENTS AFFECTED	<
	DD1_test DistrictDun	2	v << v
	ASSESSMENT RESCORE REQUEST DETAIL		
	STUDENT INFORMATION		
	SUPPORTING DOCUMENTATION		
	Go back to Forms List Print S	ave Delete Submit (In-Proces	ss) Form ID: 1

29. From the home summary page, click the **ID number** to access a form. If form number is not listed, then click the down arrow for the **Current Assessment Cycle** to change cycle.

Correst Department of Education	Search Districts 0-9 A B	CDEFG	н і з к і	to	q R s down arrow select the ssment Cycle	τυ		x y z MyGaDOE tesk Online Documentation
Home Logout M Dundee County	Add New Form			Current Assessment Cycle:	was entered	_	Deleted: 🖌 🛛 Dov	cal Data Prior to 2020 vnload User Guide
View Documents	ID = Assessment Cycle = 10 Spring 2020	System Dundee County	Cherokee Elementary School	Assessment ACCESS	Test Date 01/01/2020	Grade \Xi Grade 5	Status =	Last Modified = 08/18/2020
DD1_test DistrictDun Account Information Add to Favorites Help Desk	11 Spring 2020 (((1))→))	Dundee County	Staley Middle School	ACCESS	04/20/2020	Grade 10	In-Process	08/19/2020 1 - 2 of 2 items
Hide Navigation								

30. Select the Assessment Cycle from list, and then click the form number to access.

Department of Education							
e Navigation Assessm	nent Rescore Request						
e						View His	torical Data Prior to 20
Add N	lew Form 🔒 Print 🛛 Clear Filter	s Export to Excel		Current Assessment Cycle: Sprin	g 2020	Exclude Deleted: 🖌	Download User Guid
Idee County	- Assessment Cycle -	System		- Assessment Fall 1	020	de \Xi Status	\Xi Last Modified
Documents 10			Cherokee Elementary School		mer 2020		08/18/2020
test DistrictDun	Spring 2020	Dundee County	Cherokee Elementary School	Sprin	ig 2020	In-Process	08/18/2020
nt Information	Spring 2020	Dundee County	Staley Middle School		er 2019	0 In-Process	08/19/2020
Favorites				Fall :	019		1 - 2 of 2 iter
wigation 🌗				Select cycle from the list			
vigation 🜗	Districts 0-9 A B C	D E F G	: Н І Э К L		R S	T U V W	х ү
		DEF G	: Н I J К L	from the list	R S	Welcome 1	• MyGaD
	Districts 0-9 A B C	D E F G	: H I J K L	from the list	R 5	Welcome 1	• MyGaD
		DEF G	: Н I Э К L	from the list	R S	Welcome 1	x v •• MyGaD ek Desk Define Rocume
Navigation	ve (0) new messages.	D E F G	: н т ј к с	from the list	R S	Welcome 1	to MyGaD ele Desk Online Documer
Navigation	ve (0) new messages.		: H I J K L	from the list]	Welcome t H View His	to MyGaD ela.Desk Online Document ela.Desk Online Document ela.Desk Online Document
Navigation See County	ve (9) new messages, hent Rescore Request few Form Print Clear Filter	s 🔒 Export to Excel		from the list	020	Welcome 1 H View His Stude Deleted: ()	to MyGaD els Desk Online Document storical Data Prior to 20 Download User Guid
Navigation Assessm dee County	v <u>e (9) new messages.</u> Nent Rescore Request		: Н I J K L Staley Middle School	from the list	020 Test Date \Xi	Welcome t H View His	to MyGaD ela.Desk Online Document ela.Desk Online Document ela.Desk Online Document

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Hide Navigation 🜗
```

31. On the form page, user can **print**, **save**, **delete**, and **submit** a form.

	Search Districts 0-9 A B C D	EFG HIJKL	M N O P Q R S T U V W X Y Z
Zaboe			Welcome to MyGaDOE
Georgia Department of Education	You have (0) new messages.		Hele. Desk Online. Documentation
Ote Navigation	Assessment Rescore Request		
Home Logout	Go back to Forms List Print Sa	ve Delete Submit (In-Process)	Form ID: 12
a Dundee County	ASSESSMENT RESCORE REQUEST HISTORY		•
View Documents	GENERAL INFORMATION		•
LDD1_test DistrictDun	ASSESSMENT CYCLE *	ASSESSMENT *	CONTENT AREA *
Account Information Add to Favorites	Fall 2020	Alternate ACCESS	Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows to
Help Desk	SYSTEM *	SCHOOL *	deselect a Content Area. Alternate ACCESS listening Alternate ACCESS Seaking Alternate ACCESS Switting
Hide Navigation 🐗	Dundee County	▼ Staley Middle School ▼	>
	SYSTEM TEST COORDINATOR *	NUMBER OF STUDENTS AFFECTED	<
	DD1_test DistrictDun	2	
	ASSESSMENT RESCORE REQUEST DETAIL		•
	STUDENT INFORMATION		•
	SUPPORTING DOCUMENTATION		*
	Go back to Forms List Print Sa	ve Delete Submit (In-Process)	Form ID: 12
	Click button Click button	Click button to Click button to	
	to Print form to Save form	Delete form Submit form	
Drivora Delina I Tarma a	files I Site Deguiremente I Feedback		Convict © 2005 2000 Convit Department of Education

32. To delete a form, click the **Delete** button.

	Search Districts 0-9 A B C D	EFGHJJKL	M N O P Q R S T U V W X Y Z Welcome to MyGciDOE Heb Deck Define Documentation
Site Navigation Home Logout	Assessment Rescore Request Go back to Forms List Print Save	Delete Submit (In-Process)	Form ID: 12
Dundee County View Documents	ASSESSMENT RESCORE REQUEST HISTORY GENERAL INFORMATION		•
Court Information Accourt Information Ad to Favorites Help Desk	ASSESSMENT CYCLE * Fail 2020 SYSTEM * Dundee County SYSTEM TEST COORDINATOR * DD1_test DistrictDun ASSESSMENT RESCORE REQUEST DETAIL	ASSESSMENT * Alternate ACCESS SCHOOL * Staley Middle School NUMBER OF STUDENTS AFFECTED 2	CONTENT AREA *
	STUDENT INFORMATION SUPPORTING DOCUMENTATION		• •
		Dedete Submit (In-Process)	Form ID: 12 Capyright © 2005-2009 Georgia Department of Education

33. A confirmation warning box displays. Click **Ok** to delete or click cancel to keep form.

~~ <>	Search Districts 0-9 A B C D	E F G	н і ј к і	м N O P	Q R S	T U V W	х ү г
Zahor						Welcome to	MyGaDOE
Georgia Department of Education	You have (9) new messages.					<u>Help</u>	Desk Online Documentation
🍈 Site Navigation	Assessment Rescore Request						
Home	Go back to Forms List Print Save	Delete	Submit (In-Process)				Form ID: 12
Logout	ASSESSMENT RESCORE REQUEST HISTORY						~
Undee County	GENERAL INFORMATION						
DD1_test DistrictDun	ASSESSMENT CYCLE *	ASSESSMENT *		CONTENT AREA *			`
Account Information Add to Favorites	Fall 2020	Alternate ACCESS		Choose one or more Content deselect a Content Area.	Areas on the left and then o	click on the >> arrows to select. Clic	k on the << arrows to
Help Desk	SYSTEM *	SCHOOL *	Confirm		^ >>	Alternate ACCESS Reading	A
Hide Navigation 🐗	Dundee County	Staley Middle School	Confirm	×		Alternate ACCESS Writing	
	Dundee County	staley widdle schoo	Warning!Deleting this for	n is permanent. Would	>		
	SYSTEM TEST COORDINATOR *	NUMBER OF STUDI	you like to continue?		<		
	DD1_test DistrictDun	2			~ <<		-
				Ok Cancel			
	ASSESSMENT RESCORE REQUEST DETAIL						-
	STUDENT INFORMATION						-
	SUPPORTING DOCUMENTATION						-
	Go back to Forms List Print Save	Delete	Submit (In-Process)				Form ID: 12



34. To submit the form, click the **Submit** button.

	Search Districts 0-9 A B C	регантэк	L M N O P Q R S T U V W X Y Z Welcome to MyGaDOE Into Dani 1 Onine Documentation
Site Navigation Home Logout Ugout Ugout	Assessment Rescore Request Go back to Forms List Print ASSESSMENT RESCORE REQUEST HISTORY	Save Delete Submit (In-Proc	
View Documents DD1_test DistrictDun Account Information Add to Favorites Help Desk	GENERAL INFORMATION ASSESSMENT CYCLE * Fail 2020 SYSTEM *	ASSESSMENT * Alternate ACCESS SCHOOL *	CONTENT AREA * Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows to desided: a Content Area. Alternate ACCESS Seading Alternate ACCESS Seading Alternate ACCESS Seading Alternate ACCESS Seading
Hide Navigation 🌗	Dundee County SYSTEM TEST COORDINATOR * DD1_test DistrictDun ASSESSMENT RESCORE REQUEST DETAIL	Staley Middle School NUMBER OF STUDENTS AFFECTED 2	
	STUDENT INFORMATION SUPPORTING DOCUMENTATION Go back to Forms List Print	Save Delete Submit (In-Proc	cess) Form ID: 12
		Click the Submit buttom from the top screen or bottom screen	

35. A pop-up dialog box for *Add Additional Comments* will display on screen. Enter comment(s) or leave blank, and then click **Submit** button.

	de Search Datatess 0-9 A B C D E F G H I J K L H N O P Q R S T U V W X Y Z Welcome to MyGaDOE perf the here (2) new menagers.
🍅 Site Navigation	Assessment Rescore Request
Home Logout	Add Additional Comments Form ID: 12
Dundee County View Documents	
DD1_test DistrictDun Account Information Add to Pavorites Help Desk Hide Navigation	CONTENT AREA * Choose one or more Content Areas on the left and then click on the >> arrows to select. Click on the << arrows to deselect a Content Areas. Alternate ACCESS Litering Alternate ACCESS Speaking Alternate ACCESS Speaking Cancel Submit
	ASSESSMENT RESCORE REQUEST DETAIL
	A SESSMENT RESUME REQUEST OF LAND
	SUPPORTING DOCUMENTATION
	Go back to Forms List Print Save Delete (In-Process) Form ID: 12

36. Form status updated to Submitted.

Zabor																		V	Velcome	• My	GaD
Lia Department of Education	You have (0)	new messages.																			nline Docume
ite Navigation	Assessment	Rescore Reque	st																		
ne																			View Hi	torical Dat	ta Prior to :
out	Add New	Form 🔒 Print	Clear	Filters	Expo	rt to Exc	el				Current	Assessme	nt Cycle:	Fall 20	20		- Đ	clude De	eleted: 🖌	Download	l User Gui
undee County	ID =	Assessment (vcle =		S	ystem		=		School	=	A.53	essment	-	Test Date	Ŧ	Grade	-	Status	⊤ Las	st Modifie
v Documents	12	Fall 2020				dee Coun	ty		Middle Sc			Alternate			04/06/202		rade 9		Submitted		08/21/2020
L_test DistrictDun	(1) » »I																	5	1 -	1 of 1 ite
to Favorites																		7			

37. Click the **ID number** to access the form.

CZODOF	Search Districts	0-9 A	в с	D	. ,	G	н	t J	к	L	м	N	o	р	Q	R	т	U	v We	w Icome to			
Georgia Department of Education	Xou have (0) new																			Hels View Histo		line Docume	
Logout	Add New Forr			-	rt to Excel		_				Curr		ssment C		all 2020			_		ied: 🖌 D	ownload	User Gui	ide
View Documents	12	Fall 2020			ystem dee County		Stale	ey Middle S	Schoo chool	1		Alte	Assession and the Acco			est Date	Grade	ade \Xi 9		Status ⁻ Submitted	0	t Modified 8/21/2020	0
Account Information Add to Favorites Help Desk		¥I.																			1 -	1 of 1 ite	ms
Hide Navigation 🐗																							

Georgia Department of Education

38. Click on the blue bar or down arrow to expand/collapse the **Assessment Rescore Request History** section.

- <>	Search Districts 0-9 A B C	реғ дні ј к	L M N O P Q	R S T U	v w x y
Zabor					Welcome to MyGaD
Department of Education	You have (0) new messages.				Help Desk Online Docume
Navigation	Assessment Rescore Request				
t	Go back to Forms List Print Rese	t to In-Process (Submitted)			Form ID
dee County	ASSESSMENT RESCORE REQUEST HISTORY				
Documents	GENERAL INFORMATION				
test DistrictDun	ASSESSMENT CYCLE *	ASSESSMENT *	CONTENT AREA *		
Tavorites	Fall 2020	Alternate ACCESS	Alternate ACCESS Reading Alternate ACCESS Writing	*	
esk	SYSTEM *	SCHOOL *			
vigation 🐗	Dundee County	Staley Middle School			
	SYSTEM TEST COORDINATOR *	NUMBER OF STUDENTS AFFECTED		Ψ.	
	DD1_test DistrictDun	2			
	ASSESSMENT RESCORE REQUEST DETAIL				

39. Status of form history is displayed below.

~~ <>	Search Districts 0-9 A	вс	D E F	G H	L I	K L	м	N O	р	Q	R	s	т	u v	w	x	Y	z
Zabor														We	lcome to	MyG	aDO	DE
Georgia Department of Education	You have (0) new messages.														<u>Help</u>	Desk Onlin	e Document	tation
🍅 Site Navigation	Assessment Rescore Reque	st																
Home	Go back to Forms List	Print	Reset to In-Process	(Submitted))											Form	n ID: 12	-
Logout	ASSESSMENT RESCORE RI			·														
🛍 Dundee County	ASSESSMENT RESCORE R		a															
View Documents	MODIFY DATE	STATUS	MOD	IFIED BY						сом	MENTS							
& DD1_test DistrictDun	08/21/2020 12:18 PM	In-Process	DD1_tes	t DistrictDun														
Account Information	08/21/2020 01:59 PM	Submitted	DD1_tes	t DistrictDun					F	Review dat	ta carefull	y						
Add to Favorites	1	•		^							^							
Help Desk												_						
	Date form	Status of	Per	son who						Com	nment							
Hide Navigation 🥠	modified	Form		fied form							d, if a							
	modified	rorm	modi	ied form						liste	α, η α	ny j						
					·				_			_						
	GENERAL INFORMATION																^	
	ASSESSMENT CYCLE *		ASSE	SMENT *			CONTE	NT AREA *										
	Fall 2020		Alter	nate ACCESS			Altern	ate ACCESS Rea	ading			-	1					
							Altern	ate ACCESS Wri	iting									- 1
	SYSTEM *		SCHO	OL *														
	Dundee County		Stale	y Middle Scho	lool													
			NUM	BER OF STUDEN								-						
	SYSTEM TEST COORDIN			BER OF STUDEN	IS AFFECTED													
	DD1_test DistrictDu	n	2															
																		*

View Historical Data Prior to 2020

40. Click the View Historical Data Prior to 2020 link to view form data prior to 2020.

ZODOF	Search Districts 0-9 A B C	D E F	G H I J K L	M N O P	Q R S	TU	v w x v z Welcome to MyGaDOE Help.Desk Online Documentation
🍅 Site Navigation	Assessment Rescore Request						
Home Logout	Add New Form	Export to Excel		Current Assessment Cycle:	Fall 2020	- Exclud	View Historical Data Prior to 2020 Download User Guide
Dundee County View Documents	ID = Assessment Cycle =	System		- Assessment	😇 Test Date 😇	Grade 😇	Status 😇 Last Modified 😇
	12 Fall 2020	Dundee County	Staley Middle School	Alternate ACCESS	04/06/2020	Grade 9	Submitted 08/21/2020
& DD1_test DistrictDun Account Information							1 - 1 of 1 items
Add to Favorites Help Desk							
Hide Navigation 🜗							

Download User Guide

41. Click the **Download User Guide** button to access user guide.

CZODOF	Search Districts	0-9 A B	с	D E	FG	н	т э к	L	м	N	0 Р	Q	R	S T	U				y z a DOE Documentation
Site Navigation Home Logout	Assessment Rescor		ar Filters	ন্ন Export to Ex	cel				Curr	ent Assess	ment Cycle:	Fall 20	20		Exc	lude Delet		rical Data Pr	
Dundee County View Documents		ssment Cycle 🗍		System Dundee Cou		호 Stale	So y Middle School	hool		Ŧ	Assessment ate ACCESS	Ŧ	Test Date 04/06/202		Grade		Status -	= Last M	odified = 1/2020
DD1_test DistrictDun Account Information Add to Favorites Help Desk																		1 - 1 o	f 1 items