



Georgia Department of Education

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.

Organization Roles	Application Roles					
	Create/Edit	Delete	Submit	Approve	Reject	View only
Administrator (Division)				✓	✓	
Assessment Director (District)	✓	✓	✓			
Charter School Administrator (School)	✓	✓	✓			
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:

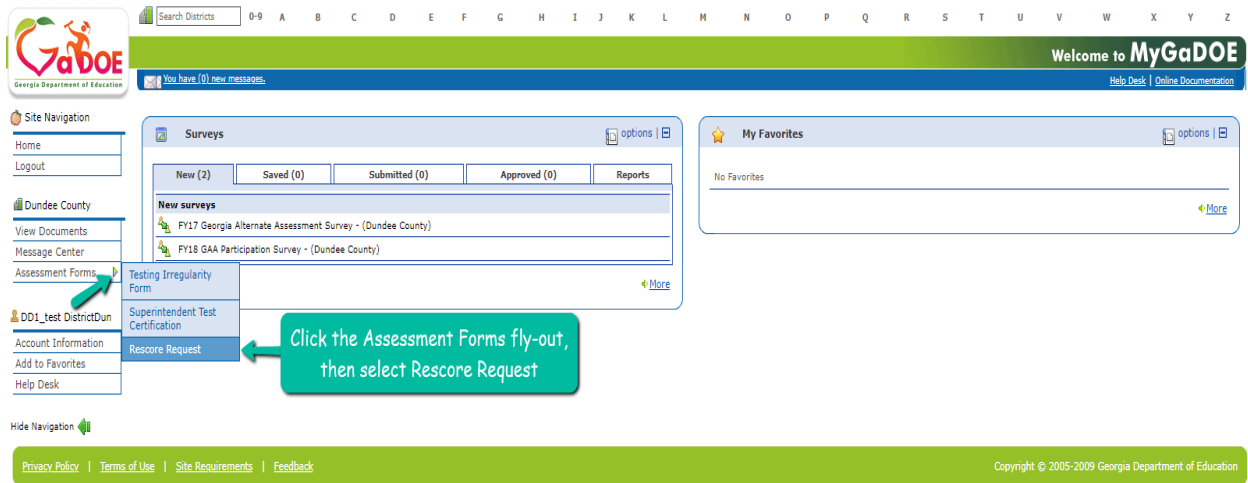
- Administrator (Division) approves or rejects the form.
- If the form is rejected, then Assessment Director (District), Charter School Administrator (School) can set form back to in-process.

Accessing the Assessment Rescore Request Form

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

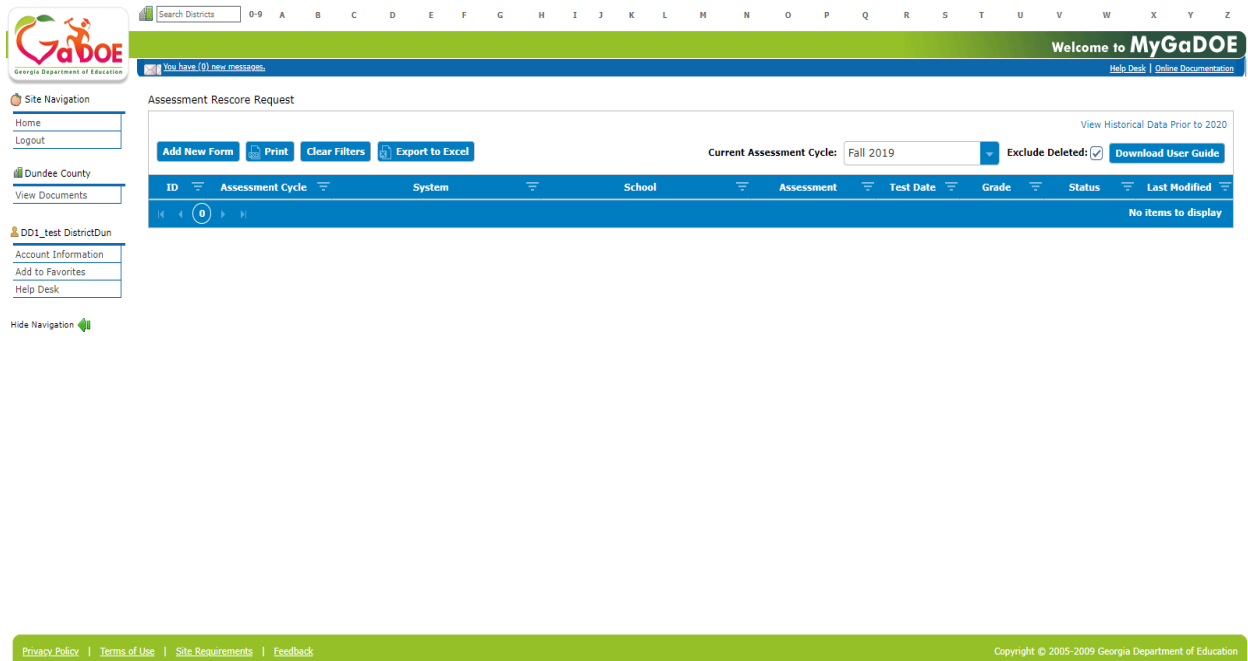
1. Log on to the Georgia Department of Education (GaDOE) portal system with your **Username** and **Password**, and then click **Login**.

- 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.



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.

- The home summary page for Assessment Rescore Request.



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

Form view and icons.

Callouts for the Assessment Rescore Request form:

- Click button to Print Form
- Click button to Clear
- Click button to Export Form to Excel
- Click button to Filter data
- Click the drop down arrow to select Assessment Cycle
- Click box to Exclude or Include Deleted Form
- Click to View Historical Data
- Click to Download User Guide
- Click button to Create a New Form
- Click Form ID number to access form
- Toggle Page Buttons
- Assessment Cycle
- School District
- School
- Assessment
- Test Date
- Grade
- Status of Form
- Last Date Form Modified
- Number of Forms Submitted

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

The screenshot shows the MyGaDOE website interface. The 'Add New Form' button is highlighted with a red arrow. The table below shows the current assessment cycle and the number of forms submitted.

ID	Assessment Cycle	System	School	Assessment	Test Date	Grade	Status	Last Modified
10	Spring 2020	Dundee County	Cherokee Elementary School	ACCESS	01/01/2020	Grade 5	In-Process	08/18/2020
11	Spring 2020	Dundee County	Staley Middle School	ACCESS	04/20/2020	Grade 10	In-Process	08/19/2020

- 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.

The screenshot shows the 'GENERAL INFORMATION' section of the Assessment Rescore Request form. The 'ASSESSMENT CYCLE' dropdown is highlighted with a red arrow. The form includes fields for Assessment, School, and Number of Students Affected.

ASSESSMENT RESCORE REQUEST HISTORY

GENERAL INFORMATION

ASSESSMENT CYCLE *
 Fall 2020
 Summer 2020
 Spring 2020
 Winter 2019
 Fall 2019

ASSESSMENT *
 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.

ASSESSMENT RESCORE REQUEST DETAIL

STUDENT INFORMATION

SUPPORTING DOCUMENTATION

- 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.

The screenshot shows the 'Assessment Rescore Request' form. The 'GENERAL INFORMATION' section is expanded. The 'SYSTEM' dropdown menu is open, showing 'Dundee County' and 'DD1_test DistrictDun'. A green arrow points to the dropdown arrow. The 'ASSESSMENT CYCLE' is set to 'Fall 2020'. The 'ASSESSMENT' field is empty. The 'CONTENT AREA' section is empty. The 'SCHOOL' field is empty. The 'NUMBER OF STUDENTS AFFECTED' is set to '0'.

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

The screenshot shows the 'Assessment Rescore Request' form. The 'GENERAL INFORMATION' section is expanded. The 'ASSESSMENT' dropdown menu is open, showing 'ACCESS', 'Alternate ACCESS', 'GA Milestones EOC', 'GA Milestones EOG', and 'GAA'. A green arrow points to the dropdown arrow. The 'ASSESSMENT CYCLE' is set to 'Fall 2020'. The 'SYSTEM' is set to 'Dundee County'. The 'CONTENT AREA' section is empty. The 'SCHOOL' field is empty. The 'NUMBER OF STUDENTS AFFECTED' is set to '0'.

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

The screenshot shows the 'Assessment Rescore Request' form. The 'GENERAL INFORMATION' section is expanded. The 'SCHOOL' dropdown menu is open, showing 'Cherokee Elementary School' and 'Staley Middle School'. A green arrow points to the dropdown arrow. The 'ASSESSMENT CYCLE' is set to 'Fall 2020'. The 'ASSESSMENT' is set to 'Alternate ACCESS'. The 'CONTENT AREA' section is empty. The 'SYSTEM' is set to 'Dundee County'. The 'NUMBER OF STUDENTS AFFECTED' is set to '0'.

- 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.

The screenshot shows the 'Assessment Rescore Request' form in the MyGaDOE system. The 'GENERAL INFORMATION' section is expanded. The 'CONTENT AREA' field is highlighted with a green arrow, showing a list of content areas: Alternate ACCESS Listening, Alternate ACCESS Reading, Alternate ACCESS Speaking, and Alternate ACCESS Writing. The 'SYSTEM TEST COORDINATOR' field is populated with 'DD1_test DistrictDun'. The 'NUMBER OF STUDENTS AFFECTED' field is set to 0.

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

The screenshot shows the 'Assessment Rescore Request' form. The 'SYSTEM TEST COORDINATOR' field is highlighted with a green arrow, showing it is populated with the user's name 'DD1_test DistrictDun'. The 'CONTENT AREA' section is also visible, showing the same list of content areas as in the previous screenshot.

- 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.

The screenshot shows the 'Assessment Rescore Request' form. The 'NUMBER OF STUDENTS AFFECTED' field is highlighted with a green arrow, showing it is set to 0. The 'SYSTEM TEST COORDINATOR' field is also visible, populated with 'DD1_test DistrictDun'.

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

The screenshot shows the 'Assessment Rescore Request' form. The 'GENERAL INFORMATION' section is expanded, showing fields for Assessment Cycle (Fall 2020), Assessment (Alternate ACCESS), Content Area (Alternate ACCESS Reading, Alternate ACCESS Writing), System (Dundee County), School (Staley Middle School), System Test Coordinator (DD1_test DistrictDun), and Number of Students Affected (0). A green arrow points to the 'ASSESSMENT RESCORE REQUEST DETAIL' section header.

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

The screenshot shows the 'Assessment Rescore Request' form with the 'ASSESSMENT RESCORE REQUEST DETAIL' section expanded. The 'TEST DATE' field is set to 8/20/2020, and a green arrow points to the calendar icon next to it. The 'GRADE' field is empty. The 'REQUESTOR'S POSITION' field is also empty. The 'REMIT AND SHIP TO' field is empty.

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

The screenshot shows the 'Assessment Rescore Request' form with the 'ASSESSMENT RESCORE REQUEST DETAIL' section expanded. The 'TEST DATE' field is set to 4/6/2020. The 'GRADE' field is open, showing a dropdown menu with options: Grade 3, Grade 4, Grade 5, Grade 6, Grade 7, Grade 8, and Grade 9. A green arrow points to the down arrow next to the Grade field.

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

The screenshot shows the MyGaDOE Assessment Rescore Request form. The 'ASSESSMENT RESCORE REQUEST DETAIL' section is highlighted. The 'REQUESTOR' field is empty and has a green arrow pointing to it. Other fields include 'TEST DATE' (4/6/2020), 'GRADE' (Grade 9), 'SYSTEM' (Dundee County), 'SCHOOL' (Staley Middle School), 'SYSTEM TEST COORDINATOR' (DD1_test DistrictDun), and 'NUMBER OF STUDENTS AFFECTED' (0). The 'CONTENT AREAS' section on the right shows 'Alternate ACCESS Listening' and 'Alternate ACCESS Speaking' selected.

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

The screenshot shows the MyGaDOE Assessment Rescore Request form. The 'ASSESSMENT RESCORE REQUEST DETAIL' section is highlighted. The 'REQUESTOR'S POSITION' field is empty and has a green arrow pointing to it. Other fields include 'TEST DATE' (4/6/2020), 'GRADE' (Grade 9), 'SYSTEM' (Dundee County), 'SCHOOL' (Staley Middle School), 'SYSTEM TEST COORDINATOR' (DD1_test DistrictDun), and 'NUMBER OF STUDENTS AFFECTED' (0). The 'CONTENT AREAS' section on the right shows 'Alternate ACCESS Listening' and 'Alternate ACCESS Speaking' selected.

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

The screenshot shows the MyGaDOE Assessment Rescore Request form. The 'ASSESSMENT RESCORE REQUEST DETAIL' section is highlighted. The 'RATIONALE FOR RESCORE' field is empty and has a green arrow pointing to it. Other fields include 'TEST DATE' (4/6/2020), 'GRADE' (Grade 9), 'SYSTEM' (Dundee County), 'SCHOOL' (Staley Middle School), 'SYSTEM TEST COORDINATOR' (DD1_test DistrictDun), and 'NUMBER OF STUDENTS AFFECTED' (0). The 'CONTENT AREAS' section on the right shows 'Alternate ACCESS Listening' and 'Alternate ACCESS Speaking' selected.

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.*

The screenshot shows the 'Assessment Rescore Request' form. The 'ASSESSMENT RESCORE REQUEST DETAIL' section is expanded. The 'REMIT AND SHIP TO' field is highlighted with a green arrow. The form includes fields for TEST DATE (4/6/2020), GRADE (Grade 9), REQUESTOR (Tester_P), and REQUESTOR'S POSITION (Counselor). The RATIONALE FOR RESCORE field contains the text 'Verifying accuracy of data'.

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

The screenshot shows the 'Assessment Rescore Request' form. The 'ASSESSMENT RESCORE REQUEST DETAIL' section is expanded. The 'STUDENT INFORMATION' section is expanded, showing the 'SUPPORTING DOCUMENTATION' section. The 'REMIT AND SHIP TO' field is highlighted with a green arrow. The form includes fields for TEST DATE (4/6/2020), GRADE (Grade 9), REQUESTOR (Tester_P), and REQUESTOR'S POSITION (Counselor). The RATIONALE FOR RESCORE field contains the text 'Verifying accuracy of data'.

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.

The screenshot shows the 'Assessment Rescore Request' form. The 'ASSESSMENT RESCORE REQUEST DETAIL' section is expanded. The 'STUDENT INFORMATION' section is expanded, showing the 'SUPPORTING DOCUMENTATION' section. The 'Enter Student GTID' field and the 'Add a Student' button are highlighted with green arrows. The form includes fields for TEST DATE (4/6/2020), GRADE (Grade 9), REQUESTOR (Tester_P), and REQUESTOR'S POSITION (Counselor). The RATIONALE FOR RESCORE field contains the text 'Verifying accuracy of data'.

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

- 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.

Assessment Rescore Request

REQUESTOR *
Tester_P

REQUESTOR'S POSITION
Counselor

RATIONALE FOR RESCORE *
Verifying accuracy of data

REMIT AND SHIP TO
Mail to...

STUDENT INFORMATION

Enter Student GTID **Add a Student** OR **Add Students from a Roster** [Download Student Roster Template File](#)

GTID	FIRST NAME	LAST NAME	GRADE	
999999999	John	Doe	09	X - Delete
999999998	Jane	Doe	10	X - Delete

SUPPORTING DOCUMENTATION

Row will highlight in yellow when the student grade does not match grade entered in Grade field under the Assessment Rescore Request Detail section

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

Assessment Rescore Request

REQUESTOR *
Tester_P

REQUESTOR'S POSITION
Counselor

RATIONALE FOR RESCORE *
Verifying accuracy of data

REMIT AND SHIP TO
Mail to...

STUDENT INFORMATION

Enter Student GTID **Add a Student** OR **Add Students from a Roster** [Download Student Roster Template File](#)

GTID	FIRST NAME	LAST NAME	GRADE	
999999999	John	Doe	09	X - Delete
999999998	Jane	Doe	10	X - Delete

Alert
Please, enter a valid 10-digit GTID!
OK

An Alert warning box displays when an invalid GTID is entered. Click OK to close box.

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

Assessment Rescore Request User Guide

Search Districts: 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

Assessment Rescore Request

REQUESTOR *
Tester_P

REQUESTOR'S POSITION
Counselor

RATIONALE FOR RESCORE *
Verifying accuracy of data

REMIT AND SHIP TO
Mail to...

STUDENT INFORMATION

Enter Student GTID [Add a Student](#) OR [Add Students from a Roster](#) [Download Student Roster Template File](#)

GTID	FIRST NAME	LAST NAME	GRADE	
9999999999	John	Doe	09	X - Delete
9999999998	Jane	Doe	10	X - Delete

Click button to delete a student

SUPPORTING DOCUMENTATION

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

Search Districts: 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

Assessment Rescore Request

REQUESTOR *
Tester_P

REQUESTOR'S POSITION
Counselor

RATIONALE FOR RESCORE *
Verifying accuracy of data

REMIT AND SHIP TO
Mail to...

STUDENT INFORMATION

Enter Student GTID [Add a Student](#) OR [Add Students from a Roster](#) [Download Student Roster Template File](#)

GTID	FIRST NAME	LAST NAME	GRADE	
9999999999	John	Doe	09	X - Delete
9999999998	Jane	Doe	10	X - Delete

SUPPORTING DOCUMENTATION

[Go back to Forms List](#) [Print...](#) [Save](#)

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

Search Districts: 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

Assessment Rescore Request

REQUESTOR *
Tester_P

REQUESTOR'S POSITION
Counselor

RATIONALE FOR RESCORE *
Verifying accuracy of data

REMIT AND SHIP TO
Mail to...

STUDENT INFORMATION

Enter Student GTID [Add a Student](#) OR [Add Students from a Roster](#) [Download Student Roster Template File](#)

GTID	FIRST NAME	LAST NAME	GRADE	
9999999999	John	Doe	09	X - Delete
9999999998	Jane	Doe	10	X - Delete

SUPPORTING DOCUMENTATION

FILE ID	FILE NAME	SIZE (BYTES)	UPLOADED ON
Please upload any scanned statements and supporting documentation, you wish to associate with this Assessment Rescore Request.			
NOTE: When done, you must click the "SAVE" button for the selected files to be uploaded and permanently saved!			
NOTE: If a file already exists with the same name, please delete that file before proceeding.			
Select files...			

[Go back to Forms List](#) [Print...](#) [Save](#)

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

The screenshot shows the 'Assessment Rescore Request' form. The 'STUDENT INFORMATION' section contains a table with student details:

GTID	FIRST NAME	LAST NAME	GRADE
9999999999	John	Doe	09
9999999998	Jane	Doe	10

The 'SUPPORTING DOCUMENTATION' section shows a file named 'Testing document.docx' uploaded successfully. A callout box points to the 'Select files...' button with the text 'Uploaded file name'.

26. Click **Save** button to save the form.

The screenshot shows the bottom of the 'Assessment Rescore Request' form. The 'SUPPORTING DOCUMENTATION' section is visible. Below the file list, there are buttons for 'Go back to Forms List', 'Print...', and 'Save'. A callout box points to the 'Save' button with the text 'Click Save button to save form'. Another callout box points to the 'Print...' button with the text 'Click Print button to print form'. A third callout box points to the 'Go back to Forms List' button with the text 'If you click Go back to Forms List button before saving the form, then all form information will be lost'.

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.

The screenshot shows the 'Assessment Rescore Request' form after saving. The 'GENERAL INFORMATION' section is expanded. The 'NUMBER OF STUDENTS AFFECTED' field is updated to 2. The 'STATUS OF FORM' is displayed as '(In-Process)'. The 'FORM ID' is 12. A callout box points to the 'Status of form' with the text 'Status of form'. Another callout box points to the 'Form ID' with the text 'Form number'. A third callout box points to the 'NUMBER OF STUDENTS AFFECTED' field with the text 'Number automatically updates to the number of student(s) entered under the Student Information section'.

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

Assessment Rescore Request

Go back to Forms List Print... Save Delete Submit (In-Process) Form ID: 12

ASSESSMENT RESCORE REQUEST HISTORY

GENERAL INFORMATION

ASSESSMENT CYCLE * Fall 2020

ASSESSMENT * Alternate ACCESS

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 Listening Alternate ACCESS Speaking Alternate ACCESS Reading Alternate ACCESS Writing

SYSTEM * Dundee County

SCHOOL * Staley Middle School

SYSTEM TEST COORDINATOR * DD1_test DistrictDun

NUMBER OF STUDENTS AFFECTED 2

ASSESSMENT RESCORE REQUEST DETAIL

STUDENT INFORMATION

SUPPORTING DOCUMENTATION

Go back to Forms List Print... Save Delete Submit (In-Process) Form ID: 12

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.

Assessment Rescore Request

Add New Form Print Clear Filters Export to Excel

Current Assessment Cycle: Spring 2020 Exclude Deleted: ☒ Download User Guide

ID	Assessment Cycle	System	School	Assessment	Test Date	Grade	Status	Last Modified
10	Spring 2020	Dundee County	Cherokee Elementary School	ACCESS	01/01/2020	Grade 5	In-Process	08/18/2020
11	Spring 2020	Dundee County	Staley Middle School	ACCESS	04/20/2020	Grade 10	In-Process	08/19/2020

1 - 2 of 2 items

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

Assessment Rescore Request

Add New Form Print Clear Filters Export to Excel

Current Assessment Cycle: Spring 2020 Exclude Deleted: ☒ Download User Guide

ID	Assessment Cycle	System	School	Assessment	Test Date	Grade	Status	Last Modified
10	Spring 2020	Dundee County	Cherokee Elementary School	ACCESS	01/01/2020	Grade 5	In-Process	08/18/2020
11	Spring 2020	Dundee County	Staley Middle School	ACCESS	04/20/2020	Grade 10	In-Process	08/19/2020

1 - 2 of 2 items

Assessment Rescore Request

Add New Form Print Clear Filters Export to Excel

Current Assessment Cycle: Fall 2020 Exclude Deleted: ☒ Download User Guide

ID	Assessment Cycle	System	School	Assessment	Test Date	Grade	Status	Last Modified
12	Fall 2020	Dundee County	Staley Middle School	Alternate ACCESS	04/06/2020	Grade 9	In-Process	08/21/2020

1 - 1 of 1 items

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

The screenshot shows the 'Assessment Rescore Request' form in the MyGaDOE system. The form is titled 'Assessment Rescore Request' and includes a 'Form ID: 12' in the top right corner. The form is divided into several sections: 'GENERAL INFORMATION', 'ASSESSMENT RESCORE REQUEST DETAIL', 'STUDENT INFORMATION', and 'SUPPORTING DOCUMENTATION'. The 'GENERAL INFORMATION' section contains fields for 'ASSESSMENT CYCLE' (Fall 2020), 'ASSESSMENT' (Alternate ACCESS), 'CONTENT AREA' (Alternate ACCESS Listening, Alternate ACCESS Reading, Alternate ACCESS Writing), 'SYSTEM' (Dundee County), 'SCHOOL' (Staley Middle School), 'SYSTEM TEST COORDINATOR' (DD1_test DistrictDun), and 'NUMBER OF STUDENTS AFFECTED' (2). The 'ASSESSMENT RESCORE REQUEST DETAIL' section includes 'STUDENT INFORMATION' and 'SUPPORTING DOCUMENTATION'. At the top of the form, there are four buttons: 'Go back to Forms List', 'Print...', 'Save', 'Delete', and 'Submit'. Below these buttons, there are four callouts with arrows pointing to each button: 'Click button to Print form', 'Click button to Save form', 'Click button to Delete form', and 'Click button to Submit form'.

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

This screenshot is similar to the previous one, but it highlights the 'Delete' button. A green arrow points from a callout box to the 'Delete' button. The callout box contains the text: 'Click the Delete button from the top screen or bottom screen'.

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

This screenshot shows the 'Assessment Rescore Request' form with a confirmation warning box displayed. The warning box is titled 'Confirm' and contains the text: 'Warning! ..Deleting this form is permanent. Would you like to continue?'. There are two buttons in the warning box: 'Ok' and 'Cancel'. A green arrow points from the 'Ok' button to the bottom of the form.

Assessment Rescore Request User Guide

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

Click the Submit button 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.

36. Form status updated to Submitted.

ID	Assessment Cycle	System	School	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

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

ID	Assessment Cycle	System	School	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

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

ASSESSMENT RESCORE REQUEST HISTORY

GENERAL INFORMATION

ASSESSMENT CYCLE * Fall 2020	ASSESSMENT * Alternate ACCESS	CONTENT AREA * Alternate ACCESS Reading Alternate ACCESS Writing
SYSTEM * Dundee County	SCHOOL * Staley Middle School	
SYSTEM TEST COORDINATOR * DD1_test DistrictDun	NUMBER OF STUDENTS AFFECTED 2	

ASSESSMENT RESCORE REQUEST DETAIL

39. Status of form history is displayed below.

ASSESSMENT RESCORE REQUEST HISTORY

MODIFY DATE	STATUS	MODIFIED BY	COMMENTS
08/21/2020 12:18 PM	In-Process	DD1_test DistrictDun	
08/21/2020 01:59 PM	Submitted	DD1_test DistrictDun	Review data carefully...

GENERAL INFORMATION

ASSESSMENT CYCLE * Fall 2020	ASSESSMENT * Alternate ACCESS	CONTENT AREA * Alternate ACCESS Reading Alternate ACCESS Writing
SYSTEM * Dundee County	SCHOOL * Staley Middle School	
SYSTEM TEST COORDINATOR * DD1_test DistrictDun	NUMBER OF STUDENTS AFFECTED 2	

View Historical Data Prior to 2020

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

ASSESSMENT RESCORE REQUEST HISTORY

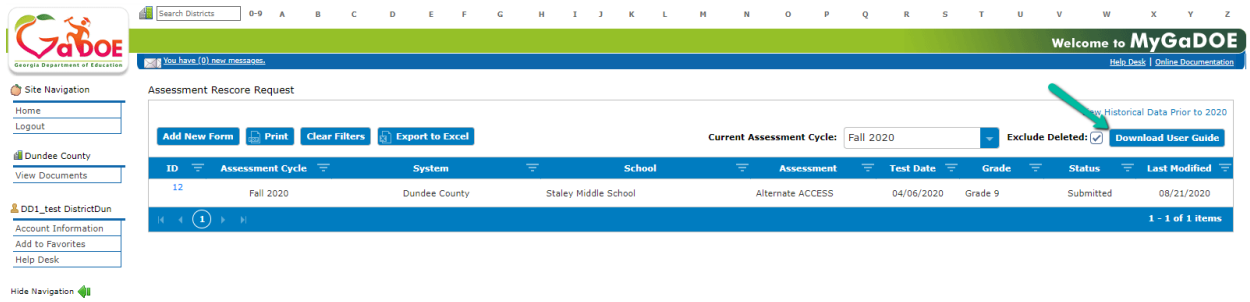
View Historical Data Prior to 2020

GENERAL INFORMATION

ASSESSMENT CYCLE * Fall 2020	ASSESSMENT * Alternate ACCESS	CONTENT AREA * Alternate ACCESS Reading Alternate ACCESS Writing
SYSTEM * Dundee County	SCHOOL * Staley Middle School	
SYSTEM TEST COORDINATOR * DD1_test DistrictDun	NUMBER OF STUDENTS AFFECTED 2	

Download User Guide

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



The screenshot shows the MyGaDOE website interface. At the top, there is a search bar and a navigation menu with letters A through Z. Below this, a banner reads "Welcome to MyGaDOE" with links for "Help Desk" and "Online Documentation". On the left side, there is a "Site Navigation" menu with links for "Home", "Logout", "Dundee County", "View Documents", "DD1_test_DistrictDun", "Account Information", "Add to Favorites", and "Help Desk". The main content area is titled "Assessment Rescore Request" and contains several buttons: "Add New Form", "Print", "Clear Filters", and "Export to Excel". To the right of these buttons, there is a dropdown menu for "Current Assessment Cycle" set to "Fall 2020", a checkbox for "Exclude Deleted" which is checked, and a green arrow pointing to the "Download User Guide" button. Below this, there is a table with the following columns: ID, Assessment Cycle, System, School, Assessment, Test Date, Grade, Status, and Last Modified. The table contains one row with the following data: ID 12, Assessment Cycle Fall 2020, System Dundee County, School Staley Middle School, Assessment Alternate ACCESS, Test Date 04/06/2020, Grade 9, Status Submitted, and Last Modified 08/21/2020. At the bottom right of the table, it says "1 - 1 of 1 items".