



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

Georgia Department of Education

Division of
FY 2020

Superintendent's Test Certification User Guide

Table of Contents

Superintendent’s Test Certification	3
Organization and Application User Role Mappings.....	3
Accessing the Superintendent’s Test Certification Form.....	5
History of form	18
View Historical Data Prior to 2020	19

Superintendent's Test Certification

The Superintendent's Test Certification provides documentation that all testing programs are administered to all students as directed in trainings, Test Administration manuals, and Test Examiner manuals. This includes training in test security and assurances that all test examiners are certified through the Georgia Professional Standards Commission.

The Superintendent's Test Certification form is to be completed by the System Test Coordinator twice a year. The due dates are January 31 and July 31. When System Test Coordinator submits the form, it then requires the approval of the local superintendent for final submission to the Assessment Administration Division at the GaDOE.

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	In-process	Delete	Submit	Approve	Reject	View only
Administrator (Division)							✓
Assessment Director (District)	✓	✓	✓	✓			
Superintendent (District)					✓	✓	
Charter School Administrator (School)	✓	✓	✓	✓			
Charter School Superintendent (School)					✓	✓	
Help Desk							✓

Application Roles defined...

- **Administrator** has view only rights and can see all forms submitted under the Superintendent Test Certification application. User can print form and download the attachment(s).
- **Help Desk** has view only rights and can see all forms submitted under the Superintendent Test Certification application. 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.
- **Superintendent** has role as approver, which can approve, reject, and view a form. Once form is submitted, Editor can change status of form to in-process before Approver approves it.
- **Charter School Superintendent** has role as approver, which can approve, reject, and view a form. Once form is submitted, Editor can change status of form to in-process before Approver approves it.

Note:

In-process / Delete Status:

- Assessment Director (District), Charter School Administrator (School) can delete a form if it is still in-process.
- Superintendent (District), Charter School Superintendent (School) cannot delete form.
- If form is in delete status, Assessment Director (District), Charter School Administrator (School) can reset form to in-process.

Approve / Reject Status:

- Superintendent (District), Charter School Superintendent (School) 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 Superintendent's Test Certification 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**.

WARNING: YOU ARE IN OUR UAT/TEST ENVIRONMENT!

The screenshot shows the MyGaDOE login interface. A red arrow points to the 'Please Log In' section. Another red arrow points to the 'Login' button. A third red arrow points to the 'Or sign up for an account' link. The login form includes fields for Username (District01DW_test@DWte) and Password (masked with dots). There is a link for 'I forgot my passphrase!'. To the right, a 'Helpful links' section lists various resources like MyGaDOE Online Guide, GaDOE Public Website, Information Systems, AYP & NCLB, Georgia Standards, Data Collections, Financial Reports, and Report Card.

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

The screenshot shows the GaDOE portal dashboard. On the left, the 'Assessment Forms' menu item is highlighted with a red arrow. A fly-out menu is visible, showing 'Testing Irregularity Form' and 'Superintendent Test Certification'. A red arrow points to 'Superintendent Test Certification'. A red box with a red arrow points to the 'Assessment Forms' menu item, containing the text: 'Click the Assessment Forms fly-out to select Superintendent Test Certification.' The main content area shows a 'Surveys' section with a table of survey counts: New (1), Saved (1), Submitted (0), Approved (1), and Reports. Below this, a list of surveys is shown, including 'FY17 Georgia Alternate Assessment Survey - (Appling County)'. The bottom of the page features a green footer with links: [Privacy Policy](#) | [Terms of Use](#) | [Site Requirements](#) | [Feedback](#).

Note: If user has only one Assessment Form assigned, then user will not see that Assessment Forms fly-out link, as listed below, but the assigned Assessment Form link.

The screenshot shows the MyGaDOE home screen. On the left, the 'Site Navigation' menu includes links for Home, Logout, Appling County (View Documents, Message Center, Superintendent Test Certification), and DW_test District01 (Account Information, Add to Favorites, Help - Dticket). A red arrow points to the 'Superintendent Test Certification' link. The main content area shows a 'Surveys' section with tabs for New (1), Saved (1), Submitted (0), Approved (1), and Reports. Below these tabs, a 'New surveys' section lists 'FY17 Georgia Alternate Assessment Survey - (Appling County)' with a 'More' link. To the right, a 'My Favorites' section shows 'No Favorites' with a 'More' link. The top navigation bar includes a search box, a district list (0-9 A-Z), and a 'Welcome to MyGaDOE' message with links for Help - Dticket and Online Documentation. The footer contains links for Privacy Policy, Terms of Use, Site Requirements, and Feedback, along with a copyright notice for 2005-2019 Georgia Department of Education.

3. The home screen for Superintendent Test Certification.

The screenshot shows the Superintendent Test Certification home screen. The top navigation bar is identical to the previous screenshot. The main content area features a table of testing administration sessions. Above the table, there are buttons for 'Add New Form', 'Print', 'Clear Filters', and 'Export to Excel'. Below these buttons, a 'Current Session' dropdown is set to 'Session ending January 31', and an 'Exclude Deleted' checkbox is checked. A 'Download User Guide' button is also present. The table has columns for ID, Testing Administration Session, Year, System, Status, and Last Modified. The table contains five rows of data. At the bottom of the table, there is a pagination bar showing '1 - 5 of 5 items'.

ID	Testing Administration Session	Year	System	Status	Last Modified
3	Session ending January 31	2018	Appling County	Approved	09/13/2019
5	Session ending January 31	2018	Appling County	Rejected	09/13/2019
7	Session ending January 31	2018	Appling County	Approved	09/13/2019
9	Session ending January 31	2017	Appling County	In-Process	09/17/2019
11	Session ending January 31	2018	Appling County	In-Process	10/08/2019

Form view and icons.

The screenshot shows the Superintendent's Test Certification User Guide interface. The top navigation bar includes a search bar for districts, a message notification, and links for help, dticket, and online documentation. The main content area displays a table of testing administration sessions. The table has columns for ID, Testing Administration Session, Year, System, Status, and Last Modified. The table is filtered by 'Current Session: Session ending January 31' and 'Exclude Deleted: [checked]'. The table shows 5 items, with the first item being 'Session ending January 31' for the year 2018, system 'Appling County', status 'Approved', and last modified '09/13/2019'. The table is paginated, showing '1 - 5 of 5 items'.

Callouts and annotations include:

- Print form**: Points to the 'Print' button in the top navigation bar.
- Clear set filters**: Points to the 'Clear Filters' button in the top navigation bar.
- Export form to Excel**: Points to the 'Export to Excel' button in the top navigation bar.
- Click the check box to include or exclude deleted form(s) display**: Points to the 'Exclude Deleted' checkbox.
- Download User Guide**: Points to the 'Download User Guide' button in the top navigation bar.
- Create a new form**: Points to the 'Add New Form' button in the top navigation bar.
- Form ID number**: Points to the 'ID' column header.
- Test Administration Session**: Points to the 'Testing Administration Session' column header.
- Year Test Administered**: Points to the 'Year' column header.
- Filter icon**: Points to the filter icon in the 'Year' column header.
- Select a session**: Points to the 'Current Session' dropdown menu.
- School district**: Points to the 'System' column header.
- Status of form: Approved, Rejected, In-process**: Points to the 'Status' column header.
- Last date modified**: Points to the 'Last Modified' column header.
- Number of form(s), and total number of forms submitted**: Points to the '1 - 5 of 5 items' pagination text.
- Toggle page buttons**: Points to the pagination controls, with a note: 'Go to the first page, go to the previous page, go to the next page, and go to the last page'.

- Click **Add New Form** button to create a new form for Superintendent Test Certification.

The screenshot shows the Superintendent's Test Certification User Guide interface. The top navigation bar includes a search bar for districts, a message notification, and links for help, dticket, and online documentation. The main content area displays a table of testing administration sessions. The table has columns for ID, Testing Administration Session, Year, System, Status, and Last Modified. The table is filtered by 'Current Session: Session ending January 31' and 'Exclude Deleted: [checked]'. The table shows 5 items, with the first item being 'Session ending January 31' for the year 2018, system 'Appling County', status 'Approved', and last modified '09/13/2019'. The table is paginated, showing '1 - 5 of 5 items'.

The 'Add New Form' button in the top navigation bar is highlighted with a red arrow.

- Under the General Information section, click the down arrow or inside the box to select a **Testing Administration Session**.

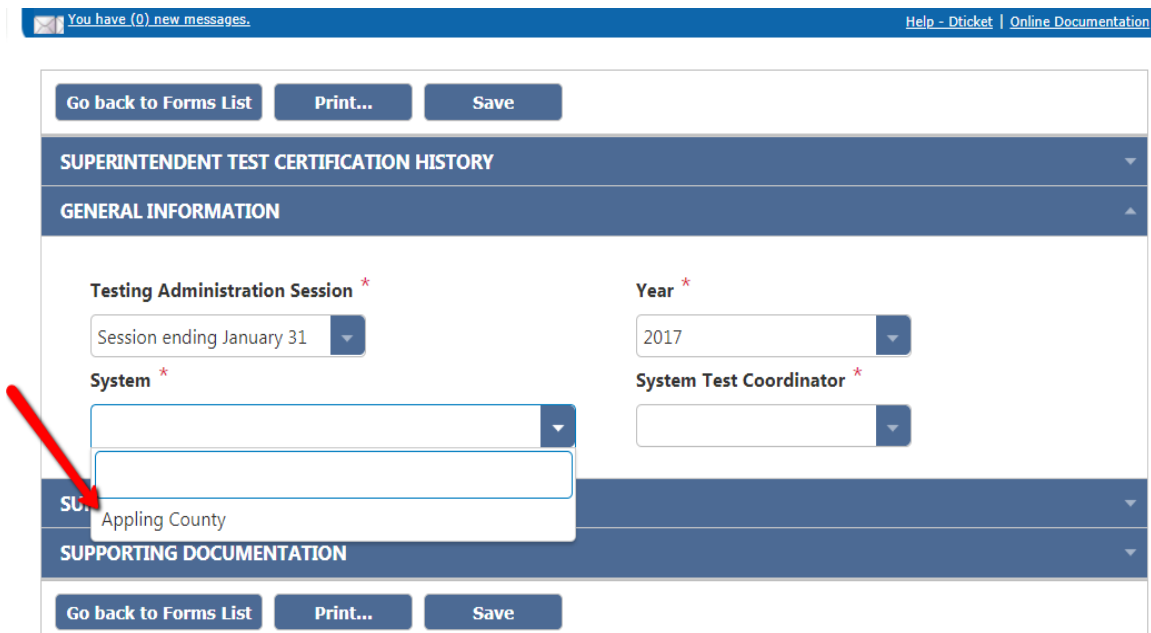
Note: All required fields are denoted by a red asterisk.

The screenshot shows the 'SUPERINTENDENT TEST CERTIFICATION HISTORY' section expanded to 'GENERAL INFORMATION'. At the top are buttons for 'Go back to Forms List', 'Print...', and 'Save'. Below the section header, there are four required fields marked with red asterisks: 'Testing Administration Session', 'Year', 'System Test Coordinator', and 'System'. The 'Testing Administration Session' dropdown is open, showing two options: 'Session ending July 31' and 'Session ending January 31'. A red arrow points to the dropdown menu. Below the 'GENERAL INFORMATION' section are two more sections: 'SUPERINTENDENT TEST CERTIFICATION DETAIL' and 'SUPPORTING DOCUMENTATION'. At the bottom are buttons for 'Go back to Forms List', 'Print...', and 'Save'.

- Under the General Information section, click the down arrow or inside the box to select a **Year**.

The screenshot shows the 'SUPERINTENDENT TEST CERTIFICATION HISTORY' section expanded to 'GENERAL INFORMATION'. At the top are buttons for 'Go back to Forms List', 'Print...', and 'Save'. Below the section header, there are four required fields marked with red asterisks: 'Testing Administration Session', 'Year', 'System Test Coordinator', and 'System'. The 'Year' dropdown is open, showing a list of years from 2013 to 2019. A red arrow points to the dropdown menu. Below the 'GENERAL INFORMATION' section are two more sections: 'SUPERINTENDENT TEST CERTIFICATION DETAIL' and 'SUPPORTING DOCUMENTATION'. At the bottom are buttons for 'Go back to Forms List', 'Print...', and 'Save'.

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

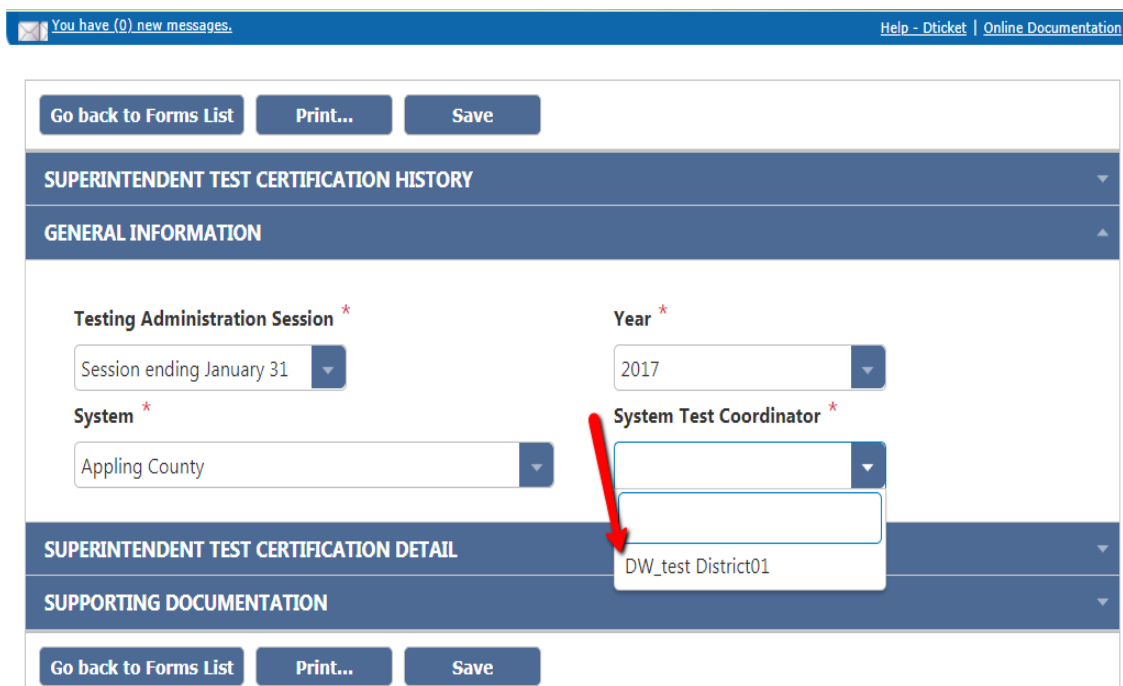


This screenshot shows the 'SUPERINTENDENT TEST CERTIFICATION HISTORY' form. The 'GENERAL INFORMATION' section is expanded. It contains the following fields:

- Testing Administration Session ***: A dropdown menu with 'Session ending January 31' selected.
- Year ***: A dropdown menu with '2017' selected.
- System ***: A dropdown menu with 'Appling County' selected. A red arrow points to the dropdown arrow.
- System Test Coordinator ***: A dropdown menu that is currently empty.

Below the 'GENERAL INFORMATION' section is the 'SUPPORTING DOCUMENTATION' section, which is currently collapsed. At the top of the form are buttons for 'Go back to Forms List', 'Print...', and 'Save'.

- Under the General Information section, click the down arrow or inside the box to select a **System Test Coordinator**. By default, only user logged in will be listed as System Test Coordinator.



This screenshot shows the same 'SUPERINTENDENT TEST CERTIFICATION HISTORY' form, but with the 'System Test Coordinator' dropdown menu open. The dropdown list shows 'DW_test District01' as the selected option. A red arrow points to the dropdown arrow.

The 'GENERAL INFORMATION' section contains the same fields as the previous screenshot, with 'System' set to 'Appling County'. The 'SUPPORTING DOCUMENTATION' section remains collapsed. Buttons for 'Go back to Forms List', 'Print...', and 'Save' are visible at the top and bottom of the form.

- Click on the blue bar or down arrow to expand the **Superintendent Test Certification Detail** section.

You have (0) new messages. [Help - Docket](#) | [Online Documentation](#)

Go back to Forms List Print... Save

SUPERINTENDENT TEST CERTIFICATION HISTORY

GENERAL INFORMATION

Testing Administration Session * Year *
 Session ending January 31 2017
 System * System Test Coordinator *
 Appling County DW_test District01

SUPERINTENDENT TEST CERTIFICATION DETAIL

SUPPORTING DOCUMENTATION

Go back to Forms List Print... Save

Click on the blue bar or down arrow to expand detail section.

- Under the Superintendent Test Certification Detail section, click the down arrow or inside the box to select a **Yes**, **No**, or **blank** for the following 3 statements. Selecting "blank" removes the answer choice selected.

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SUPERINTENDENT TEST CERTIFICATION DETAIL

* Test materials were properly inventoried and stored in a secure location prior to test administration.

Yes
 No

...ding level official was responsible for test material distribution and storage while materials were in the
 held accountable for all test booklets sent to that building. All test materials were inventoried and

* This system adhered to all written regulations and procedures relating to testing and test administration including the distribution and collection of test materials, test security, use of test results and department testing dates and the reporting of irregularities established in the Student Assessment Handbook, System and School Test Coordinators' Manuals(s), Assessment Guides, assessment supplements, and correspondence. (Any and all irregularity documentation was sent to the appropriate program manager at the Georgia Department of Education.) -----Summer/Fall Test Administrations,; (July-Dec.) GA Milestones -----Winter/Spring Test Administrations,; (Jan.-May) GKIDS, GAA, ACCESS, NAEP, GA Milestones

You have (0) new messages. [Help - Dticket](#) | [Online Documentation](#)

SUPERINTENDENT TEST CERTIFICATION DETAIL

* Test materials were properly inventoried and stored in a secure location prior to test administration.

Yes

* A certified building level official was responsible for test material distribution and storage while materials were in the school and was held accountable for all test booklets sent to that building. All test materials were inventoried and accounted for.

Yes

* This system adhered to all written regulations and procedures relating to testing and test administration including the distribution and collection of test materials, test security, use of test results and department testing dates and the reporting of irregularities established in the Student Assessment Handbook, System and School Test Coordinators' Manuals(s), Assessment Guides, assessment supplements, and correspondence. (Any and all irregularity documentation was sent to the appropriate program manager at the Georgia Department of Education.) -----Summer/Fall Test Administrations,; (July-Dec.) GA Milestones -----Winter/Spring Test Administrations,; (Jan.-May) GKIDS, GAA, ACCESS, NAEP, GA Milestones

No

11. Under the Superintendent Test Certification Detail section, click the **up arrow** to increase value or **down arrow** to decrease value to input value for the following 6 statements; or type value in cell and press tab.

You have (0) new messages. [Help - Dticket](#) | [Online Documentation](#)

* How many GA Milestones irregularities were reported to the Georgia Department of Education?

* How many of those GA Milestones irregularities resulted in assessment invalidation?

* How many GAA irregularities were reported to the Georgia Department of Education?

* How many of those GAA irregularities resulted in assessment invalidation?

* How many ACCESS irregularities were reported to the Georgia Department of Education?

* How many of those ACCESS irregularities resulted in assessment invalidation?

You have (0) new messages.

[Help - Docket](#) | [Online Documentation](#)

* How many GA Milestones irregularities were reported to the Georgia Department of Education?

5

* How many of those GA Milestones irregularities resulted in assessment invalidation?

2

* How many GAA irregularities were reported to the Georgia Department of Education?

10

* How many of those GAA irregularities resulted in assessment invalidation?

3

* How many ACCESS irregularities were reported to the Georgia Department of Education?

3

* How many of those ACCESS irregularities resulted in assessment invalidation?

3

12. Under the Superintendent Test Certification Detail section, click the radio button to select answer **Yes**, **No**, or **NA** for the remaining 8 statements.

* If any possible unethical behavior occurred regarding testing policies and procedures, the Educator Ethics Division of the Professional Standards Commission has been notified.

☒ Yes

☐ No

☐ NA

* The system superintendent reviewed and approved system testing administration plans.

☐ Yes ☒ No

* Building level personnel received training in appropriate administration procedures.

☒ Yes ☐ No

* Students with disabilities or students who received Limited English Proficiency services received accommodations in accordance with their IEPs, IAPs, or ELL/TPC Plan.

☒ Yes ☐ No

* All students appropriately participated in the Statewide Student Assessment Program.

☐ Yes ☒ No

* System and/or building administrative personnel monitored testing sites.

☒ Yes ☐ No

* The system has accounted for, disposed of and/or returned testing materials in accordance with stated timelines and instruction in the Student Assessment Handbook, System and School Test Coordinators' Manual(s) and Assessment Guides.

☐ Yes ☒ No

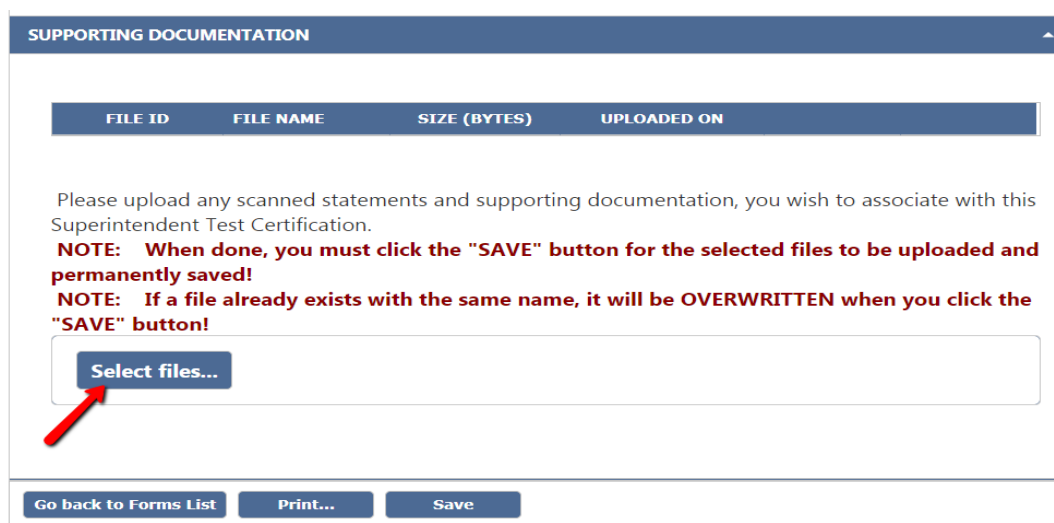
* The Principal's Certification Form has been completed as required for all test administrations.

☒ Yes ☐ No

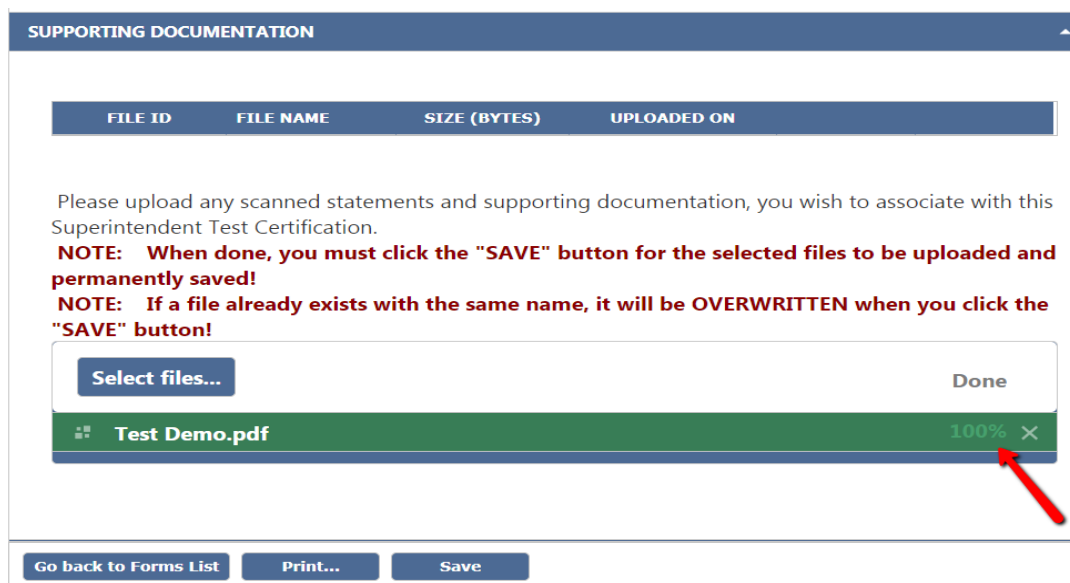
13. Click on the blue bar or down arrow to expand the **Supporting Documentation** section.



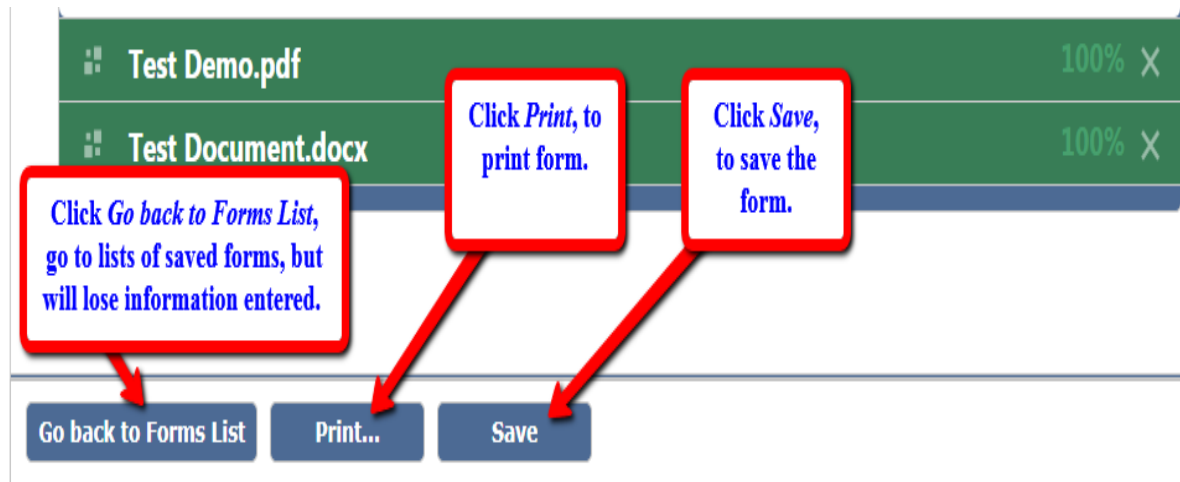
14. Under the Supporting Documentation section, click **Select files...** to browse the location of stored file, select it, and then click **Open**.



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

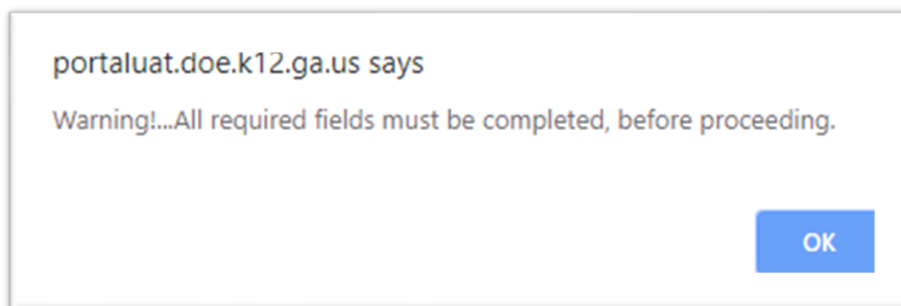


16. Click **Save** button to save the form.



Note:

- A warning box will display if any field is left blank, or invalid data entered. Click **OK** and scroll up screen to see the warning. Make the changes and click **Save**.

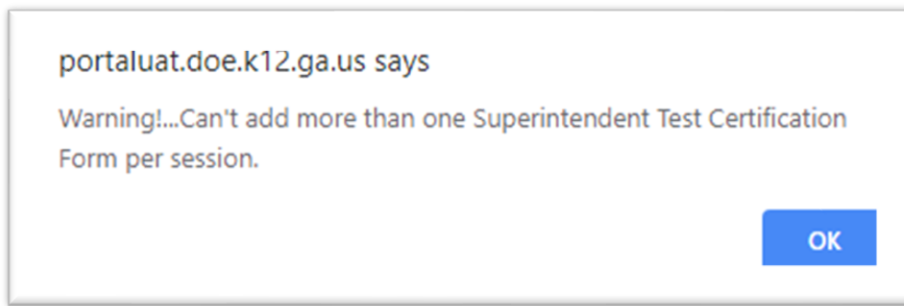


The screenshot shows a form with a sidebar on the left containing links like 'DW_test District01', 'Account Information', 'Add to Favorites', and 'Help - Dticket'. The main content area contains several questions with dropdown menus. A red callout box points to the first question, stating: 'Value cannot be greater than value in previous question.'

Questions and answers shown:

- * How many GA Milestones irregularities were reported to the Georgia Department of Education? (5)
- * How many of those GA Milestones irregularities resulted in assessment invalidation? (7)
- * GA Milestones irregularities resulted must be less than or equal to GA Milestones irregularities were reported.
- * How many GAA irregularities were reported to the Georgia Department of Education? (1)
- * How many of those GAA irregularities resulted in assessment invalidation? (4)
- * GAA irregularities resulted must be less than or equal to GAA irregularities were reported.
- * How many ACCESS irregularities were reported to the Georgia Department of Education? (3)
- * How many of those ACCESS irregularities resulted in assessment invalidation? (3)

- A warning box will display if a user enters more than one form per session. Click **OK**.



- Scroll to the top of form and change the **Testing Administration Session** and/or **Year** under the General Information section; and then click **Save**.

Go back to Forms List | Print... | Save

SUPERINTENDENT TEST CERTIFICATION HISTORY

GENERAL INFORMATION

Testing Administration Session *
Session ending January 31

Year *
2017

System *
Appling County

System Test Coordinator *
DW_test District01

SUPERINTENDENT TEST CERTIFICATION DETAIL

17. **Form ID** and **status of form** are generated after saving form.

You have (0) new messages. | Help - Docket | Online Documentation

Go back to Forms List | Print... | Delete | Save | Submit (In-Process) | Form ID: 19

SUPERINTENDENT TEST CERTIFICATION HISTORY

GENERAL INFORMATION

Testing Administration Session *
Session ending January 31

Year *
2017

System *
Appling County

System Test Coordinator *
DW_test District01

SUPERINTENDENT TEST CERTIFICATION DETAIL

SUPPORTING DOCUMENTATION

Go back to Forms List | Print... | Delete | Save | Submit (In-Process) | Form ID: 19

18. If you click **Go back to Forms List** before saving the form first, you will lose all the data entered in the form, and return the home screen, as depicted below.

You have (0) new messages. [Help - Dticket](#) | [Online Documentation](#)

[Add New Form](#)
[Print](#)
[Clear Filters](#)
[Export to Excel](#)

Current Session: Session ending January 31 ☐ Exclude Deleted: ☒ [Download User Guide](#)

ID	Testing Administration Session	Year	System	Status	Last Modified
3	Session ending January 31	2018	Appling County	Approved	09/13/2019
5	Session ending January 31	2018	Appling County	Rejected	09/13/2019
7	Session ending January 31	2018	Appling County	Approved	09/13/2019
9	Session ending January 31	2017	Appling County	In-Process	09/17/2019
11	Session ending January 31	2018	Appling County	In-Process	10/08/2019

1 - 5 of 5 items

19. If form is no longer needed, click **Delete** button, as depicted below.



20. To **edit** form, expand each section of the form and make the necessary changes. To expand, click on the blue bar of each section to expand/collapse.

- Note: Changes must be made before the form is submitted. Once form is submitted, changes cannot be made to the form.

21. To print a copy of the form, click **Print** button.

22. To submit the form, click **Submit** button. Once formed is submitted, the status will update from in-process to submitted.

Click Delete, to remove form no longer needed

Click Save, to save form

Click Submit, to submit form

Welcome to MyGaDOE

Help - Docket | Online Documentation

You have (0) net

Go back to Forms List Print... Delete Save Submit (In-Process) Form ID: 19

SUPERINTENDENT TEST CERTIFICATION HISTORY

GENERAL INFORMATION

Testing Administration Session *
Session ending January 31

Year *
2017

System *
Appling County

System Test Coordinator *
DW_test District01

SUPERINTENDENT TEST CERTIFICATION DETAIL

SUPPORTING DOCUMENTATION

Go back to Forms List Print... Delete Save Submit (In-Process) Form ID: 19

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

Go back to Forms List Print... Delete Save (In-Process) Form ID: 19

Add Additional Comments

Cancel Submit

* A certified building level official was responsible for test material distribution and storage while materials were in the school and was held accountable for all test booklets sent to that building. All test materials were inventoried and accounted for.

- Form status has been updated to Submitted.

You have (0) new messages. [Help - Docket](#) | [Online Documentation](#)

[Add New Form](#)
[Print](#)
[Clear Filters](#)
[Export to Excel](#)

Current Session: Session ending January 31 ☐ Exclude Deleted: ☒ [Download User Guide](#)

ID	Testing Administration Session	Year	System	Status	Last Modified
3	Session ending January 31	2018	Appling County	Approved	09/13/2019
5	Session ending January 31	2018	Appling County	Rejected	09/13/2019
7	Session ending January 31	2018	Appling County	Approved	09/13/2019
9	Session ending January 31	2017	Appling County	In-Process	09/17/2019
11	Session ending January 31	2018	Appling County	In-Process	10/08/2019
19	Session ending January 31	2017	Appling County	Submitted	10/21/2019

1 - 6 of 6 items

History of form

23. To view the history of the submitted form, click on the *blue bar of Superintendent Test Certification History*, or **down-pointing arrow** to expand.

You have (0) new messages. [Help - Docket](#) | [Online Documentation](#)

[Go back to Forms List](#)
[Print...](#)
(Submitted)
Form ID: 19

SUPERINTENDENT TEST CERTIFICATION HISTORY ▼

GENERAL INFORMATION ▲

Testing Administration Session *	Year *	System *	System Test Coordinator *
Session ending January 31	2017	Appling County	DW_test District01

SUPERINTENDENT TEST CERTIFICATION DETAIL ▼

SUPPORTING DOCUMENTATION ▼

[Go back to Forms List](#)
[Print...](#)
(Submitted)
Form ID: 19

24. Status of form history is displayed below.

You have (0) new messages. [Help - Dticket](#) | [Online Documentation](#)

[Go back to Forms List](#) [Print...](#) (Submitted) Form ID: 19

SUPERINTENDENT TEST CERTIFICATION HISTORY

MODIFY DATE	STATUS	FINAL DISPOSITION	MODIFIED BY	COMMENTS
10/16/2019 05:46 PM	In-Process		DW_test District01	
10/21/2019 02:36 PM	Submitted		DW_test District01	

GENERAL INFORMATION

Testing Administration Session *	Year *	System *	System Test Coordinator *
Session ending January 31	2017	Appling County	DW_test District01

SUPERINTENDENT TEST CERTIFICATION DETAIL

SUPPORTING DOCUMENTATION

[Go back to Forms List](#) [Print...](#) (Submitted) Form ID: 19

View Historical Data Prior to 2020

A new feature has been added to view historical forms created in the previous version of Superintendent Test Certification form. User will be able to access their forms submitted prior to 2020.

25. Click **View Historical Data Prior to 2020** link.

Welcome to MyGaDOE

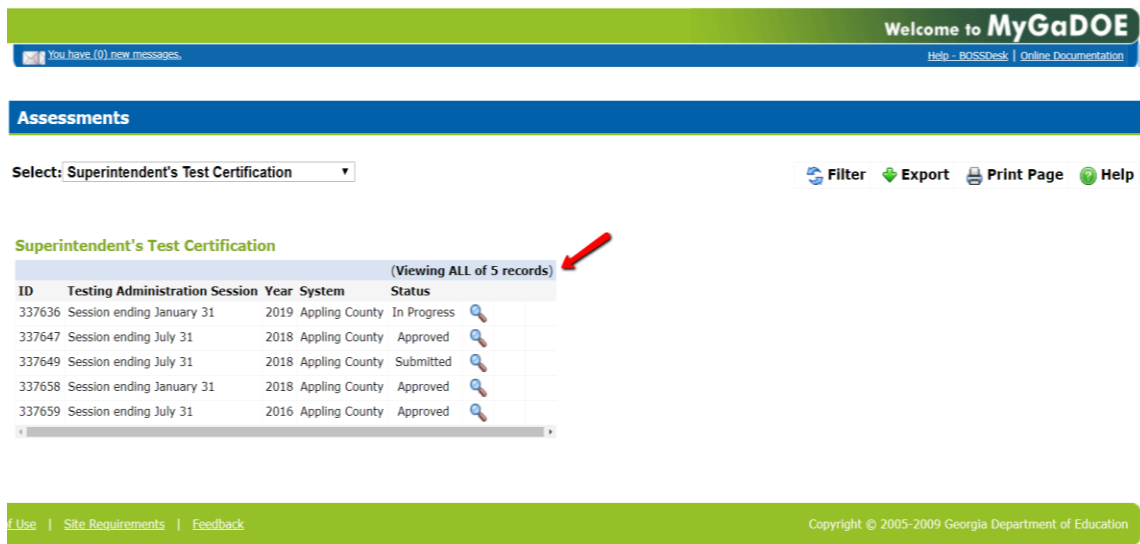
You have (0) new messages. [Help - BOSSDesk](#) | [Online Documentation](#)

[Add New Form](#) [Print](#) [Clear Filters](#) [Export to Excel](#)

Current Session: Session ending July 31 [View Historical Data Prior to 2020](#) ☒ Exclude Deleted: [Download User Guide](#)

ID	Testing Administration Session	Year	System	Status	Last Modified
2	Session ending July 31	2019	Appling County	In-Process	12/04/2019
4	Session ending July 31	2019	Appling County	In-Process	11/27/2019

26. A list of records will display on the summary page in the previous version of Superintendent Test Certification, as depicted below.



Welcome to **MyGaDOE**

You have (0) new messages. [Help - BOSSDesk](#) [Online Documentation](#)

Assessments

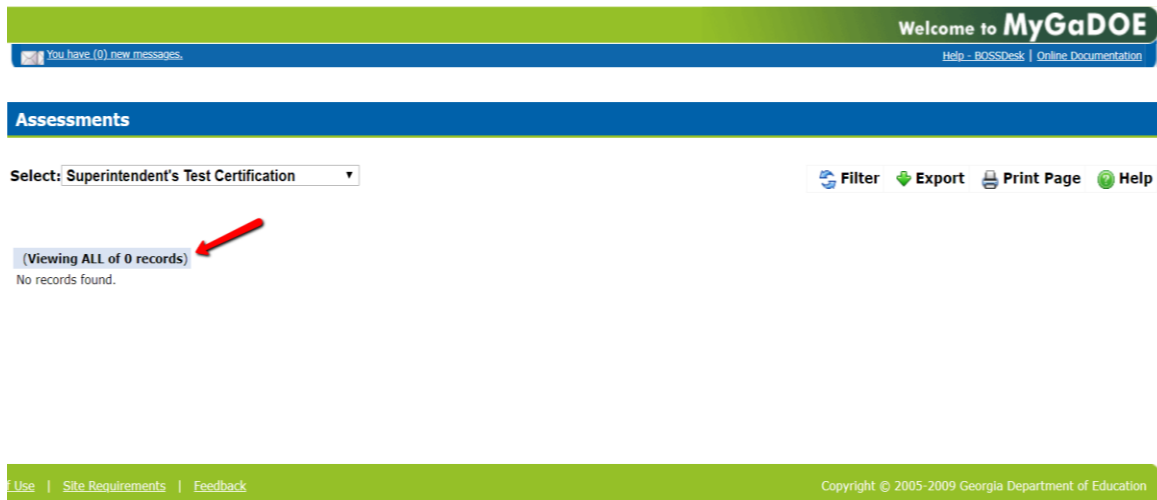
Select: Superintendent's Test Certification Filter Export Print Page Help

Superintendent's Test Certification (Viewing ALL of 5 records)

ID	Testing Administration Session	Year	System	Status
337636	Session ending January 31	2019	Appling County	In Progress
337647	Session ending July 31	2018	Appling County	Approved
337649	Session ending July 31	2018	Appling County	Submitted
337658	Session ending January 31	2018	Appling County	Approved
337659	Session ending July 31	2016	Appling County	Approved

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If user do not have any previous records prior to 2020, then summary page will display no records found.



Welcome to **MyGaDOE**

You have (0) new messages. [Help - BOSSDesk](#) [Online Documentation](#)

Assessments

Select: Superintendent's Test Certification Filter Export Print Page Help

(Viewing ALL of 0 records)

No records found.

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