

## GACE Content Assessment Testing Information

For test codes for your particular area of study (English, mathematics, German, history, etc.), please refer to the GACE/ETS Website: <http://gace.ets.org/about/assessments>

### IMPORTANT INFORMATION ABOUT YOUR NAME:

The first and last name shown in your MyPSC account must be your legal name and must exactly match the name on the ID documents you will present on the day of the test. It is your responsibility to ensure that the first and last name on your admission ticket match the ID documents you present on the day of the test. NOTE: Hyphens, accents, suffixes, middle initials, and spaces in your name will not appear on the admission ticket.

**First** - Create a MyPSC account on the GaPSC (Georgia Professional Standards Committee) website <http://www.mypsc.gapsc.org>. Select **“Register.”** Under ‘Tell Us about You’ choose **“Not Listed.”** Under ‘Tell Us Why You Want to Test’ choose **“To Take GACE Assessment”** and follow the remaining prompts. You will receive a Georgia Certification ID number (GA CERT ID). This GA CERT ID is for identification throughout the certification and test registration process. Print your MyPSC account information, so it will be handy when you register to test on the GACE website. It is important to remember your password.

**Second** – Log in to your MyPSC account and select “Assessments” at the top of the MyPSC homepage. Follow the steps below to confirm eligibility to test:

- a. Select the reason why you want to take the GACE assessment. Your reason for testing is **“Reason #3”**
- b. Select the assessments for which you are requesting or confirming eligibility to test from the drop down menu. **See test names and codes at the following website:**  
<http://gace.ets.org/about/assessments>
- c. Click the “ADD” button.
- d. Confirm your choices by typing “yes” in the space provided and then click “FINISH.”
- e. Your profile and eligibilities go to ETS.
- f. At the bottom of the assessments page is a list of your active and pending eligibility requests and their status.

**Third** – Create an ETS GACE testing account. This is where you will register to test. Go to the GACE website at [www.gace.ets.org](http://www.gace.ets.org). Select **My GACE Testing Account** and follow the guidelines for creating an account. You will need to provide your GA CERT ID, your first and last name, middle initial and suffix (if applicable) *exactly as it appears in your MY PSC account*, your date of birth and Social Security number. Your reason for testing is **“Reason #3.”** Follow the remaining prompts to register. **Be sure to add Covenant College as your score recipient.**

**\*\*\*If at any time you need assistance between 8:00 am – 4:30 pm, Monday- Friday, you may contact Miranda Huggins in the education department at 706.419.1427 or [miranda.huggins@covenant.edu](mailto:miranda.huggins@covenant.edu).\*\*\***