



SECTION 3

TEST I SAMPLE CONSTRUCTED-RESPONSE ASSIGNMENTS

This section of the Georgia Assessments for the Certification of Educators® (GACE™) Preparation Guide is designed to assist you in responding to the constructed-response assignments on the test. Included in this section are:

- ▶ Constructed-response assignment directions
- ▶ Sample constructed-response assignments
- ▶ Assignment response sheets
- ▶ An example of a strong response to each sample assignment
- ▶ Scoring criteria that will be used in evaluating your response to each assignment

For each sample assignment, you may want to take the following steps to prepare for the test:

- Review the constructed-response assignment directions.
- Print the assignment and the assignment response sheet.
- Use scrap paper to make notes, write an outline, or otherwise prepare your response.
- Use the assignment response sheet to record your response. The assignment response sheet reflects the amount of space available on an actual test.
- After you complete the assignment, review the sample strong response, your response, and the scoring criteria.

CONSTRUCTED-RESPONSE ASSIGNMENT DIRECTIONS

A sample of the directions for the constructed-response assignments is shown in the box below.

CONSTRUCTED-RESPONSE ASSIGNMENT DIRECTIONS

For each constructed-response assignment in this section, you are to prepare a written response of up to one page and record it in the area provided on the appropriate Assignment Response Sheet in your answer document.

Read each assignment carefully before you begin to write. Think about how you will organize what you plan to write. You may use any blank space provided in this test booklet following each assignment to make notes, write an outline, or otherwise prepare your response. *However, each of your final responses must be written on the appropriate Assignment Response Sheet in your answer document.*

Your responses will be evaluated based on the following criteria:

- **Purpose:** The extent to which the response fulfills the purpose of the assignment in relation to relevant GACE framework objectives
- **Application of Content Knowledge and Skills:** The extent to which the response accurately and effectively applies content knowledge and skills in relation to relevant GACE framework objectives
- **Supporting Evidence:** The extent to which the response includes appropriate, specific supporting evidence of content knowledge and skills in relation to relevant GACE framework objectives

Evaluation of each response will be based on the criteria above, not on your writing ability. However, your response must be communicated clearly enough to permit a valid judgment of your knowledge and skills. Your responses should be written for an audience of educators in the field.

Your responses should be your original work, written in your own words, and not copied or paraphrased from some other work. Please write legibly. You may not use any reference materials during the test. Remember to review your work and make any changes you think will improve your responses.

The selected-response section of the answer document containing your name will be removed from your written responses to maintain your anonymity during the scoring process. Do not write your name on any other portion of the answer document, and do not separate any of the sheets from the document.

Please turn the page and begin the constructed-response assignment section of the test.

CONSTRUCTED-RESPONSE ASSIGNMENT ONE

■ Sample Constructed-Response Assignment One

Use the case study below to complete the assignment that follows.

Jane was recently hired as the manager of the marketing department of a small publishing company. When she took over, the department was organized in a loose matrix system where employees with different specialties, such as promotion and sales, were assigned to specific editorial projects. When projects ended, staff were reassigned. Many of the staff worked on multiple projects and assumed multiple responsibilities. Jane felt that this structure led to too many complications with staffing and planning, so she reorganized the department into a more bureaucratic structure by staff specialty. All editorial leaders brought their requests to her and she assigned them to her staff supervisors. Soon, the editorial department was complaining of a lack of communication and Jane's staff felt out of touch with the product-development process. Many were complaining that their talents were being underused and that they were misassigned. After a planned product promotion failed because an author wasn't contacted about a book-signing event, it was unclear who was at fault. Jane's supervisor called her to ask what was going on.

- Explain how the problem in the case study above relates to one of the major functions of business management; and
- briefly describe a strategy that would be effective in solving this problem.

■ Strong Response to Sample Constructed-Response Assignment One

The problem in the case study relates to the organization function of business management. Management must arrange tasks, people, and other resources in an effective manner to accomplish business goals. This arrangement needs to include the roles and responsibilities of individuals along with well-defined communication channels for moving information through the organization. Jane reorganized the department to be more bureaucratic, but she did not make clear the roles and responsibilities of individuals in the organizational scheme, nor did she use staff in a way that took advantage of their talent, skills, and experience. In addition, her reorganization made the sharing of information among employees difficult, leading to confusion.

An effective strategy for dealing with this problem would be for Jane to meet with her staff supervisors to consider how to reorganize the department. They should start by focusing on things such as the goals of the marketing department, the nature of the department's work, the strengths and weaknesses of the staff, and the methods and routes of communication. Using the knowledge and expertise of her senior staff members is likely to result in a organizational structure that both meets the goals of the department and has the support of the department's staff.

CONSTRUCTED-RESPONSE ASSIGNMENT TWO

■ Sample Constructed-Response Assignment Two

Use the information below to complete the assignment that follows.

SpeedyFix, an automotive parts delivery service, has just purchased a new delivery truck using credit. The owner has forwarded all paperwork related to this transaction to the company's accountant for proper processing.

- Identify the accounts affected by the transaction outlined above; and
- explain the effects of this transaction on the accounting equation.

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■ Strong Response to Sample Constructed-Response Assignment Two

This transaction will affect the company's vehicle account, which is an asset account. The transaction will also affect accounts payable, which is a liability account.

The purchase will increase the company's vehicle account. Since this is an asset account, the increase will be recorded as a debit. The company is purchasing the new delivery truck using credit, and therefore the accounts payable account will also increase. Accounts payable is a liability account, so the cost of the truck is recorded as a credit. The accounting equation says that $\text{Assets} = \text{Liabilities} + \text{Owner's equity}$. Since the transaction does not affect the owner's equity account, the increase in assets and corresponding increase in liabilities keeps the accounting equation in balance.

CRITERIA FOR SCORING YOUR RESPONSE

Each response will be evaluated based on the following criteria.

PURPOSE	The extent to which the response fulfills the purpose of the assignment in relation to relevant GACE framework objectives
APPLICATION OF CONTENT KNOWLEDGE AND SKILLS	The extent to which the response accurately and effectively applies content knowledge and skills in relation to relevant GACE framework objectives
SUPPORTING EVIDENCE	The extent to which the response includes appropriate, specific supporting evidence of content knowledge and skills in relation to relevant GACE framework objectives

Each response is rated on a three-point scale. The three score points of the score scale correspond to varying degrees of performance that are related to the above criteria.

Score	Description
3	<p>The "3" response reflects thorough understanding of relevant content knowledge and skills as defined in relevant GACE framework objectives.</p> <ul style="list-style-type: none"> • The response fully achieves the purpose of the assignment. • The response demonstrates an accurate and effective application of relevant content knowledge and skills. • The response provides appropriate, specific supporting evidence of relevant content knowledge and skills.
2	<p>The "2" response reflects general understanding of relevant content knowledge and skills as defined in relevant GACE framework objectives.</p> <ul style="list-style-type: none"> • The response largely achieves the purpose of the assignment. • The response demonstrates a generally accurate, generally effective application of relevant content knowledge and skills. • The response provides some appropriate and general supporting evidence of relevant content knowledge and skills.
1	<p>The "1" response reflects limited or no understanding of relevant content knowledge and skills as defined in relevant GACE framework objectives.</p> <ul style="list-style-type: none"> • The response partially achieves or fails to achieve the purpose of the assignment. • The response demonstrates limited, inaccurate, and/or ineffective application of relevant content knowledge and skills. • The response provides limited or no appropriate, specific supporting evidence of relevant content knowledge and skills.

Please note: A response that is unrelated to the assigned topic, illegible, not primarily in the target language, or lacking a sufficient amount of original work to score will be considered **unscorable**. If there is no response to the assignment, then the response will be considered **blank**.