



Florida GED Testing Office

Monthly Newsletter

JANUARY 2010

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Message from the GED Administrator

Happy New Year! I am pleased to share with you the first monthly newsletter for the Florida GED Testing Office. The newsletter will be a primary forum to keep all GED testing professionals informed of operational updates, changes and reminders. As we start 2010, you will notice policy and procedures changes being made in the Florida GED Testing Center operations. If you have any questions on any policy issues, please contact me at tara.goodman@fldoe.org or 850-245-9001. I would be happy to discuss your comments or concerns with you.

Tara

Scoring Update

Answer sheets from testing dates through December 9, 2009, have been scanned and results shipped to testing centers. If you are waiting on results for students from testing dates prior to this date, please contact Aaron McKinney or Dan Richardson at 850-245-0449. It is probable that a staging error has occurred for that student. Please see the newsletter section for an important notice about staging errors. For your monthly invoices, please be sure you look at the statement of charges to ensure that the correct payment amount is being sent. This statement reflects adjustments to any credits received by your testing center.

Return of 2009 Testing Materials

Your 2009 testing materials **must be returned to GEDTS by January 31, 2010**. Your 2010 materials were shipped in secure white mailing containers. This container should be used to return 2009 materials to GEDTS along with the return mailing label provided with your 2009 materials.

GEDTS Annual Testing Fee

This is a reminder that each testing center is responsible for paying the annual testing fee of \$175 assessed by GEDTS. This payment should be made when the invoice is received. In 2009, the processing of the annual contracts for several testing centers was delayed due to non-payment of this fee.

Correct Information for Web Sites on Florida GED Testing

Please check all of your local Web sites to make sure any links to the Florida GED Testing Office official Web site are up-to-date:

The current main Web site link is:

<http://www.fldoe.org/workforce/ged>.

Also, if your Web site provides information on how to obtain a duplicate GED transcript or diploma, please use a link to the correct transcript form. See below for correct link:

<http://www.fldoe.org/workforce/ged/pdf/GEDtranscripRequest.pdf>.

Timely Transmission of Answer Sheets

Per GEDTS Policies and Procedures Manual Section 3.6, answer sheets must be prepared and shipped within 5 calendar days after completion of the testing session. Any delay in the transmission of answer sheets will affect the scoring turnaround time for a testing center.

In December, notifications of delayed shipment of answer sheets were sent to the Chief Examiners if there was a significant time lag between testing date and receipt in the Florida GED Testing Office. This notification policy will continue in 2010 to notify Chief Examiners of significant delays.

Prevention of Scoring Staging Errors

Delays in the return of a student's score can occur if there are errors on the forms that cause rejects (staging errors) in the scoring process. Below are some tips to ensure that candidate's scores are quickly scanned and scored by the Florida GED Testing Office.

Make sure the last name, date of birth and social security number are included and match on the demographic form and answer sheets

Make sure test form and format codes are included and valid

Make sure all of the information is provided:

- Date of submission on demographic form
- Testing date on all answers sheet should match the demographic
- Date of birth on all answer sheets
- County codes
- Highest grade
- For exit option students, NCES code for previous institution

Make sure the candidate does not include dashes or spaces in the social security number

Verification of Test Forms for Candidates who are re-testing

It is critical that a GED candidate's testing history is reviewed prior to test administration. The Florida scoring site receives numerous scoring errors as a result of duplicate forms being given to a candidate during the same calendar year. **There were approximately 20 individuals given duplicate English test forms in the month of November.**

GEDTS Policies and Procedures Manual 4.5 - Policy for Re-testing

POLICY: In order to achieve a passing score, GED candidates shall be permitted to re-test on the entire battery or on certain test(s) in the battery in accordance with the following:

- A) Candidates may not test more than three times on any individual test in a contract year (January 1 to December 31).
- B) Candidates shall not be administered a repeat form of the Tests whenever possible.*

* Three forms of the standard format English print tests are available each year, and candidates are not allowed to repeat the same form. Only two forms of other special edition tests are available each year, and candidates may need to repeat a form on their third attempt. Before repeating a form, the individual must first take the alternate form of the test. Whenever it is necessary to administer a repeat form of the tests, examiners should wait at least 90 days before re-administering a repeat form.

Computer-Based Testing Pilot with GEDTS

Florida will be participating in a pilot on computer-based testing in Florida. GED Testing Office staff members are working with representatives from GED® Testing Service on the plan and will be seeking the participation of Florida testing centers. Testing Centers will be asked to "recruit" participants who are first time test-takers in a particular content area for 2010. Eligible participants may have taken and failed one or more parts of the test in 2009 or earlier. Only testing centers with Pearson VUE centers near their location will be able to participate.

NOTE: The computer-based test given to participants will NOT count as a score that can be used toward successful completion of the GED. It is a computer-based practice test for the pilot study being conducted by GEDTS.

Testing Center Monitoring in 2010

The Florida GED Testing Office will begin a new testing center monitoring process in 2010. The jurisdictional office is required to monitor a minimum of one-fourth of all Florida testing centers by December 31, 2010. This monitoring will occur in one of two forms: 1) On-site visit, or 2) Desk audit.

**Scoring Site Production Statistics for Testing Dates from
January 2009 – November 2009**

Diplomas Issued	31,208	
Subtests Scored	MA	46,057
	RE	42,187
	SC	41,577
	SS	42,497
	WR	43,262
Individuals tested	47,432	

Note: All test dates in December have not been scored yet.

Upcoming Events

Summer 2010 – The Annual Chief Examiner’s Conference will be held this summer. The current plan is to host one meeting in Orlando and one meeting in Tallahassee. Dates will be announced by March.