



# Florida GED Testing Office

## Monthly Newsletter

JANUARY 2011

Florida Department of  
Education  
GED Testing Office  
325 West Gaines St.  
Room 634  
Tallahassee, FL 32399

Phone 850-245-0449

800 Line for Florida  
Customers  
1-877-352-4331

**Current Web Site  
(NEW):**

[ged.fldoe.org](http://ged.fldoe.org)

**Archived copies of  
newsletters:**

<http://ged.fldoe.org/newsletter.asp>

### Message from the GED Administrator

All 2010 testing materials should have been shipped back to GED Testing Service by your testing center. If this has not occurred, please contact Diane Vaccari immediately to resolve any outstanding issues. As always, if you have any other questions, please feel free to contact me at [Tara.Goodman@fldoe.org](mailto:Tara.Goodman@fldoe.org).

*Tara*

### GEDTS Invoices for 2011 Testing Materials

The GEDTS invoices for 2011 materials have been sent to all testing centers for which invoices were received. If you received your shipment in January due to a problem, your invoice will be sent when it is received. Please remember that each testing center is responsible for payment of the 2011 testing fee of \$175 and for any materials ordered in addition to those the Florida Department of Education agreed to purchase for your center.

Chief Examiners should have received a copy of the GEDTS invoice and a separate summary of charges with information on the Department's payment and the testing center's payment responsibility. When you submit payment to GEDTS, please include the invoice number and your testing center number on the remittance documents.

Make sure that you resolve your payments with GEDTS as quickly as possible. For the 2011 materials, several testing centers had their shipment held as a result of invoice problems that were not cleared up by the end of the year.

### GED Testing Service Launches a Computer-Based Testing Web Site

An informational computer-based testing (CBT) micro site has been launched by GED Testing Service. The web address is the following:

[www.GEDcbt.org](http://www.GEDcbt.org)

**GED Staff Members:**

*Tara Goodman, GED  
Administrator*

*Diane Vaccari, GED  
Program Manager*

*Winnie Tolliver,  
Information Specialist  
II*

*Dan Richardson,  
Information Specialist  
II*

*Ashley McKinnie  
Scott, Information  
Specialist II*

*Barbara Bass, Senior  
Clerk*

*Sirisha Byna, Clerk  
OPS*

*Ayesha Norwood,  
Clerk OPS*

*Rasheeda Dixon, Clerk  
OPS*

*Ashley Mullins, Clerk  
OPS*

Information you can use includes:

- More than 40 answers to the questions you and your colleagues submitted online
- The CBT PHASE 2 timeline and cohort progress according to jurisdiction
- Background information about the technology partner, Pearson VUE

### **Completion of 2010 Scoring**

All 2010 tests have been scored. If you have testers from 2010 whose results do not show up in the GED database, please contact Dan Richardson or Diane Vaccari immediately regarding the scoring for those tests.

### **GED AccessPoint: Adding Addendum Site Information**

You had until January 31 to contact Winnie Tolliver about any addendum sites that are listed on GED AccessPoint. If there are still active addendum sites for your testing center that are not listed, please contact Winnie about executing an addendum contract immediately. All addendum sites need to be listed on AccessPoint.

The web address for the GED AccessPoint site is the following:

<https://access.gedtest.org/Art/HgArtServer.dll>

### **Accommodations Tracking**

GED Testing Service has instituted new procedures for reporting information on individuals who use accommodations for the GED test. All Florida testing centers will be required to use a new feature on the GED AccessPoint system to report this testing information.

For all individuals tested at your center who were provided with accommodations approved by the GED Administrator or GED Testing Service, use the following directions to enter this information into GED AccessPoint:

- 1) Go to the GED AccessPoint system:  
<https://access.gedtest.org/Art/HgArtServer.dll>
- 2) Log in using your testing center ID number and password
- 3) Click on "GED AccessPoint" on the main menu
- 4) Click on "Accommodations"
- 5) Click on "Accommodations Used"
- 6) Use the form on this page to enter Candidate Demographic Information, Subject Area tests for which accommodations were used, type of disability, and accommodations used.

Do not use this form to submit locally approved adaptations as specified in section 8.9 of the GED Testing Service Policies and Procedures Manual.

### Scoring Update

Answer sheets from testing dates through January 20, 2011, have been scanned and results shipped to testing centers. If you are waiting on results for students from testing prior to this date, it is probable that a staging error has occurred for that student. Chief Examiners should review the error report from the scoring system that is sent with the batch transcript and diploma packets. If there is an issue, please contact Dan Richardson at 850-245-0449. When submitting inquiries about scoring, please include your testing center ID in any written communication.

For your monthly scoring 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 as a result of any scoring credits received by your testing center.

### Scoring Site Production Statistics January to December 2010

<b>Diplomas Issued</b>	33,674	
<b>Subtests Scored</b>	MA	47,270
	RE	43,079
	SC	42,716
	SS	43,663
	WR	44,540
<b>Individuals tested</b>	47,670	

### REMINDERS:

#### GED AccessPoint – Username and Password

The GED AccessPoint web address is <https://access.gedtest.org/Art>. The user name for accessing GED AccessPoint is your 10-digit testing center number (ex. 3000120XXX). The password was set locally by you when the system became available to testing centers. If you have been locked out of the system or do not remember your password, you may reset the password in the system. You will be sent an email with your temporary password. If you have questions, please contact Diane Vaccari.

#### User Names and Passwords for Accessing State GED Database: <https://ged.fldoe.org/login.asp>

All requests for user names and passwords to this system must be submitted by the Chief Examiner. We will review requests received by the Chief Examiner only. Access is limited to staff members involved in GED Testing at the testing centers. Instructional staff members are not permitted access to this system.

**The Chief Examiner may NOT share their user name and password with other staff members.** A request should be made for other GED personnel who require access to the database as part of their job duties. The Florida GED Testing Office is maintaining a list of all staff members who have been provided access. The Chief Examiner should maintain this information as well. Please contact Diane Vaccari if you have any questions.

### **Notice on Invoices for Scoring**

Your testing center will be assessed scoring fees for the administration of duplicate tests forms during the year, administration of tests to individuals with a diploma already and underage testers. Over the past month, the following scoring errors occurred:

- 15 individuals were tested on a duplicate test form
- 1 individuals were tested that already earned a diploma
- 0 individuals were tested under the age of 16

If you see items listed on the scoring invoice under the description identified as “DTF - Duplicate Test Form” or “DAE – Diploma Already Exist” or “DST – Duplicate Spanish Test”, and “UAT- Under Age Tester”, please remember to look for two sets of detail data that should be submitted to your Accounts Payable section with the Invoice.

### **Lending Library Materials**

Testing centers that check out materials from the lending library are responsible for ensuring materials are not damaged by test takers. Materials should be examined and stray marks removed prior to returning materials to the GED Testing Office. If markings are severe to the point where the battery cannot be re-used, the testing center will be charged \$200 to replace the testing battery.

### **Inquiry about Student Records**

For all emailed inquiries about student records, ***please do not send the candidate's complete social security number.*** The testing office staff should be able to access the records with the candidate name, birth date and last four digits of the ID number.

### **Answer Sheet Transmittal**

In the submission of answer sheets, please include your test center name and contract number on the transmittal sheet. Do not use your old contract/county number on these transmittals.

Per GEDTS Policies and Procedures Manual Section 3.6, answer sheets must be prepared and shipped **within five (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.

The following are acceptable GED secure materials shipping choices:

- **FedEx**
- **UPS**
- **USPS Express Mail (U.S. Postal Service)**

Please ensure that all secure materials are sent to the Florida GED Testing Office using one of the methods listed above.

**Using Your Testing Center Number to Communicate with the Florida GED Testing Office and GED Testing Service**

If you have to communicate with GEDTS via email, please remember that their staff will require that you provide your 10-digit testing center number to process or research any requests.

Also, when communicating with Florida GED Testing Office staff on administrative and scoring issues, please include your testing center number in your communication to help out the staff in responding quickly.