



Florida GED Testing Office

Monthly Newsletter

JANUARY 2012

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

Phone 850-245-0449

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

Web Site:

<http://ged.fldoe.org>

Archived copies of newsletters:

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

GED Staff Members:

Tara Goodman, GED
Administrator
Diane Vaccari, GED
Program Manager

Winnie Tolliver,
Information Specialist II

Dan Richardson,
Information Specialist II

Sirisha Byna,
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Barbara Bass,
Senior Clerk

Ashley Mullins,
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Bianca Jackson,
Clerk OPS

Chelsea Burnett,
Clerk OPS

Joe Tijerino, Clerk OPS

Ginette Southwell,
Clerk OPS

Message from the GED Administrator

In the coming months, we will be working on our computer-based testing roll-out plan. I anticipate hosting a series of conference calls starting in February to discuss plans for computer-based testing. In addition, we will be creating a section on the Florida GED Testing office website to post important information about the transition. As always, if you have any questions on the GED transition or any other topic, please contact me at Tara.Goodman@fldoe.org.

Tara

Rule Development Workshop – Play Back instructions

A rule development workshop via conference call was held on January 23, 2012, at 9 a.m. to discuss changes to State Board of Education rule on the State of Florida High School Diploma (Rule 6A-6.021). You may access the playback of this call through the third week of February.

Playback via the Internet

1. Click on the link below or paste the entire URL into your browser:
<http://suncom2.governmentconferencing.com/moderator/presentation/Playback?id=e0645d22-3c10-46a4-8a24-0ad6706681ee.rpm>
2. At the prompt, enter your name and email address.
3. Choose your player.
4. Click Listen.

Playback by Phone

1. Dial the phone number shown below based on your location.
U.S./Canada: 888-899-7904
International/local: 706-679-5560
2. At the prompt, enter the playback listed in the Conference Details section above.
3. Press #.

The following keypad commands are available during the conference playback:

- 3 Fast forward 30 seconds
- 7 Rewind 30 seconds
- # Pause/resume playback
- * Exit playback

Return of 2011 Testing Materials

All 2011 Testing Materials should have been returned to GEDTS by January 31, 2012. If your materials have not been returned for some reason, please contact Diane Vaccari immediately and provide a status report.

Scoring Update

Answer sheets from testing dates through **December 31, 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 e-mailed and 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. Contact Kathy Almand at 850-245-9462 if you have questions about charges on your invoice.

Scoring Site Production Statistics January to December 2011

| | | |
|---------------------------|--------|--------|
| Diplomas Issued | 32,668 | |
| Subtests Scored | MA | 47,438 |
| | RE | 42,043 |
| | SC | 41,950 |
| | SS | 42,560 |
| | WR | 43,543 |
| Individuals tested | 61,154 | |

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 two months, the

following scoring errors occurred:

- 21 individuals were tested on a duplicate test form
- 0 individuals were tested that already earned a diploma
- 1 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.

REMINDERS:

Submission of Tests to Scoring Office

The Transmittal Form and Procedures for Submission of Testing Materials can be downloaded from our Website: <http://ged.fldoe.org/forms.asp>. Please make sure to use the new transmittal form and procedures when submitting your GED tests for Scoring. Here are a few things that we would like you to pay close attention to:

- Demographic forms must have spines removed.
- Copies of essays are no longer submitted.
- Essay transmittal form is no longer used.
- Out-of-state transcripts submitted for conversion must be official.
- Candidate names must be listed alphabetically on the transmittal form.

If you have any questions about how to package your tests for submission, please contact Diane Vaccari.

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. If you have been locked out of the system or do not remember your password, you may reset the password in the system. 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 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.

Lending Library Requests

This is a reminder on the process for requesting testing materials from the lending library. The Chief Examiner must e-mail to the following address to request item(s): GEDLendingLibrary@fldoe.org.

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.

Answer Sheet Transmittal

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

If you have to communicate with GEDTS via email or the Florida GED office, please remember to provide your 10-digit testing center number to process or research any requests.

Submitting Out-of-State Transcripts

When a candidate has taken the GED tests out-of-state and is retesting at your site, you must send the candidate's **official transcript/official score report** with the transmittal to the scoring office. Notate on the transmittal that you have included an official transcript for the candidate. The out-of-state scores will be combined with the scores earned at your site.