



# Florida GED® Testing Office

## Monthly Newsletter

**JANUARY 2013**

### Message from the GED Administrator™

Please don't forget to spread the word about the GED closeout campaign. The Department will be launching a statewide radio campaign to communicate the message within the next month. As always, if you have any questions on the GED® testing transition or any other topic, please contact me at [Tara.Goodman@fldoe.org](mailto:Tara.Goodman@fldoe.org).

*Tara*

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#### Web Site:

<http://ged.fldoe.org>

#### Archived copies of newsletters:

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

#### Staff Members:

Tara Goodman, GED  
Administrator™

Diane Vaccari,  
Program Manager

### GED® Testing Conference Call – February 8, 10:30 a.m.

A statewide conference call on GED® testing will be held on Friday, February 8, at 10:30 a.m. The conference call details are as follows:

Conference call number 1-888-670-3525  
Participant Passcode: 6246588702 then #

### New GED Testing Center Locator Page

Please take a minute to familiarize yourself with the testing center locator page launched by GEDTS®:

<http://www.gedtestingservice.com/testers/locate-a-testing-center>

The following improvements were made to help adult learners navigate the initial steps of the GED® testing process:

1. Locator opens up within our own webpage making it more trustworthy
2. Map automatically opens on the same page and uses Google Maps instead of MapQuest for a better user experience
3. Register buttons that appear on site search results for CBT centers allow test-takers to go straight to registration

### Computer-based Testing

### GEDTS Second Shot Promotion

*Dan Richardson,  
Information Specialist  
III*

*Rasheeda Dixon,  
Information Specialist  
II*

*Sirisha Byna,  
Information Specialist  
II*

*Barbara Bass,  
Senior Clerk*

*Ashley Mullins,  
Clerk OPS*

*Bianca Jackson,  
Clerk OPS*

*Chelsea Burnett,  
Clerk OPS*

*Joe Tijerino,  
Clerk OPS*

*Ginette Southwell,  
Clerk OPS*

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GED Testing Service is offering an opportunity to encourage the one in five Americans without a high school diploma to try the test on computer. **Through May 31, 2013** test-takers who begin their GED test on computer will receive one free retake if they fail their first test. You can find the full details of the new offer by visiting [www.GEDtestingservice.com/secondshot](http://www.GEDtestingservice.com/secondshot).

### **CBT Launch**

As soon as your agency sets the timeline and start date for your GED CBT launch, please contact Diane Vaccari and provide the following information:

- Address and contact information for the testing center that should be posted on the DOE website here: <http://ged.fl DOE.org/CBTsites.asp>
- Anticipated date for opening registration
- Anticipated 1st date of testing
- Plan for regular appointment hours
- Document distribution contact name and info – who should the official documents be sent to for distribution to the candidates?
- Contact person for underage testers (This will appear on this website: <http://ged.fl DOE.org/testingcc.asp>)
- Copy of late arrival policy
- Address to send the marketing kit

### **Corrections – Testing in Restricted Access Facilities**

GED Testing Service® has an overview for testing in correctional facilities:

<http://www.gedtestingservice.com/uploads/files/53b0f70f1f8ae75e65bed3e56cc2e074.pdf>

In addition, testing centers should consider the mobile testing solution. Please consult with Pearson VUE channel management regarding this option. For summary information on mobile testing labs, please go to the following site:

<http://www.gedtestingservice.com/educators/mobile>.

### **Current Statistics on Computer-based Testing (July – December 2012)**

<b>Subtests Scored</b>		
	MA	611
	RE	573
	SC	530
	SS	554
	WR	526

**Individuals tested**

892

**Scoring Update**

Answer sheets from testing dates through January 16, 2013, 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.

**FINAL 2012 Scoring Site Production Statistics January – December** (Statistics include both PBT and CBT)

<b>Diplomas Issued</b>	28,873	
<b>Subtests Scored</b>	MA	46,096
	RE	39,571
	SC	39,420
	SS	40,285
	WR	41,208
<b>Individuals tested</b>	60,679	

**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:

- 14 individuals were tested on a duplicate test form
- 10 individuals were tested that already earned a diploma
- 1 individual was 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:

### Testers with Out-of-State GED Scores

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.
- Send a completed demographic form for the candidate

The out-of-state scores will be combined with the scores earned at your site.

If you have any questions about submission, please contact Dan Richardson, [Dan.Richardson@fldoe.org](mailto:Dan.Richardson@fldoe.org) or 850-245-0449.

### 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.

### **Essays Submitted for Scoring**

Please remind testers to write only on the lines provided on the essay answer sheet. Many of the essays we receive have writing into the margins where the timing marks are located on the forms and will not scan properly. Your examiners and proctors should monitor during the test to ensure that candidates are writing their essay within the appropriate section of the answer sheet. If you have any questions, contact Diane Vaccari.

### **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](mailto: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.

If you have lending library materials, you must ship them back securely to the Florida Testing Office immediately after their use. **If a testing center fails to return materials in a timely manner consistently, then the testing center will be responsible for purchasing the alternative format of the test for their candidates.** Please plan the use of these materials appropriately and in a way that does not disadvantage other testing centers that are waiting to receive them.

### **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.

### **GED Testing Service and Social Media**

GED Testing Service® has several venues for release information

through social media. See below for links to their various social media sites:

Official GED® Testing Facebook page:

<http://www.facebook.com/GEDTesting>

GED Testing Service® YouTube channel:

<http://www.youtube.com/user/GEDTestingService>

GED Testing Service® Twitter: <http://twitter.com/#!/gedtesting>

### **Verification of Identity**

The GEDTS P&P leaves it up to the GED administrator to determine if multiple documents can be presented. Florida will accept multiple documents as follows:

When a valid passport is presented and does not include a current **address one of the following showing candidate's name and current address** must be provided:

- Utility bill, not more than two months old
- Mail from financial institutions; including checking, savings, or investment account statements, not more than two months old
- Mail from Federal, State, County or City government agencies, not more than two months old
- **Current homeowner's insurance policy or bill**
- Current automobile insurance policy or bill
- Automobile payment booklet

### **Florida CBT Access - List of Testing Centers**

A list of CBT testing centers is available now on the Florida GED Testing website. This list will be updated as new centers begin testing.

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