



Florida GED[®] Testing Office

Monthly Newsletter

JANUARY 2014

Message from the GED Administrator[™]

Thanks to all of the testing center staff for your efforts to meet the needs of test takers in 2013. We have recently completed scoring for the paper-based testing. In 2013, the Department issued an astounding 44,373 diplomas, which is an increase of 53.5% over the 2012 level of 28,873. We are now turning our attention to creating effective processes and information systems for the 2014 GED[®] Test. Thank you for your patience as we work on developing a whole method for state administration of GED[®] test. As always, if you have any questions on the GED[®] testing, please contact me at Tara.Goodman@fldoe.org.

Tara

Closeout of 2002 Test Scoring

All scoring of the 2002 Test series has been completed, including paper-based materials. We are still processing credentials due to the large number printed at the end of December. We apologize for the delay. We would appreciate it if you would not tell testers to call our office to check on the status of their credentials. Please explain to them that due to the large volume of testers in December that it is taking longer than expected. We are hoping to have all credentials mailed out to testing centers by the end of next week – February 7. If you have any questions or concerns about candidates who tested in 2013, please contact Diane Vaccari at diane.vaccari@fldoe.org.

Updating your local web site information

Please review your public web sites to ensure that current information on the 2014 GED[®] Test is posted on your site and that outdated information on paper-based testing has been removed. See the following site for resources:

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

GED Manager and Corrections

Florida Department of
Education
325 West Gaines St.
Room 634
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)

Staff Members:

Tara Goodman, GED
Administrator[™]

Diane Vaccari,
Program Manager

Dan Richardson,
Information Specialist
III

Rasheeda Dixon,
Information Specialist
II

Sirisha Byna,
Information Specialist
II

Barbara Bass,
Senior Clerk

Bianca Jackson,
Clerk OPS

Joe Tijerino,
Clerk OPS

Ginette Southwell,
Clerk OPS

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Testing centers operated in correctional facilities will need access to GED Manager to register and schedule the candidates. Currently, access to GED Manager is limited to correctional testing facilities as GED Testing Service continues development of the system.

If you need access to GED Manager for your correctional testing facility, we need the following information for each staff member needing access in order to register and schedule candidates:

- First Name
- Last Name
- Title
- Organization
- Pearson VUE Site ID
- Work Email Address

Please email these requests to both diane.vaccari@fldoe.org and tara.goodman@fldoe.org.

Resources to help test takers with www.ged.com

GED Testing Service has several resources available for test takers available on the following web site:

<http://www.gedtestingservice.com/educators/2014ready>

This site has the following materials:

- Flyers
- Web graphics
- Math posters
- Web text
- Student guides

Please note the following specific test takers guides for individuals who need assistance with registering and scheduling the 2014 GED® Test:

Guide on how to sign up:

<http://www.gedtestingservice.com/uploads/files/2418e015760d104184f0d212c8e1eca6.pdf>

Guide on how to schedule:

<http://www.gedtestingservice.com/uploads/files/2418e015760d104184f0d212c8e1eca6.pdf>

Guide on how to clear alerts:

<http://www.gedtestingservice.com/uploads/files/add54280e4430ad2cb536330843ca77a.pdf>

Guide on how to access scores once you have tested:

<http://www.gedtestingservice.com/uploads/files/07aa9adc732c8b29b42b83550471ccfb.pdf>

GED.com Registration Error on High School Enrollment Question

Individuals registering for the test are commonly selecting that they are still enrolled in high school when registering to take the test, even though they have dropped out of high school and are enrolled in adult education preparation. If an individual selects "yes" to the question "Are you enrolled in high school," he/she will receive another question about enrollment in the Option program. Many individuals are selecting "yes" to both of these questions, even though are not enrolled in a K-12 high school. These actions will place them in the exceptions queue for the Exit Options program. Currently, these errors can be cleared in two ways:

1. Candidates may call 877-392-6433 to request that their registration profile is updated to reflect that they are NOT enrolled in high school.
2. Candidates may contact us via flgedhelp@fldoe.org and request that their registration profile is updated.

Performance-based Exit Options Students

For districts with the performance-based Exit Option, individuals participating in this program must receive approval from the district Performance-Based Exit Option program coordinator before being allowed to schedule GED® testing. A list of Exit Options coordinators is available at the following link:

http://www.fldoe.org/family/dropout/xls/dropout_contacts.xls

A form must be completed and submitted to the testing office before individuals in the Exit Options program can be cleared to test. This form will soon be available on the <http://ged.fldoe.org> web site. If you need a copy of this form, please email Diane Vaccari at diane.vaccari@fldoe.org.

New Accommodations Forms

New forms have been released for requesting accommodations on the 2014 GED® Test. Please see the following web site for the new forms:

<http://www.gedtestingservice.com/testers/computer-accommodations>

You may also review the sections of the newly released "2014 GED® Program Policy Manual" (Section 5 and Appendix 1) for more information on accommodations.

Cell Phone Policy

The "2014 GED® Program Policy Manual" contains the following information regarding cell phones:

"Any Test-taker caught with a cell phone or smart phone in a testing center while testing will be escorted to the lockers where the Test-taker will be communicated that the Test-taker needs to leave the testing center and reschedule the test. The Test-taker will not be able to continue testing on that day. The Test-taker will not be refunded the testing fees and will need to re issue payment at the next appointment time."

Changes to Credentialing – Original and Duplicates

Effective January 1, 2014, Florida is transitioning its credentialing process from the issuance of paper transcripts and diplomas to a paperless web-based credentialing system. As with any new process, there will be changes and questions.

For diplomas earned on or after January 1, 2014:

Original credentials will be sent via email to the candidate, usually the same day. The email will include information on how to order hardcopies. There is no charge for first issuance of original credentials, including the electronic and paper version.

Duplicate credential requests can be made by logging in to the candidate's myGED™ at <http://ged.com>. Use the login at the top right of the page. Select the My Scores tab and click the Order Duplicates button on the Scores page.

For diplomas earned prior to January 1, 2014:

Until January 31, 2014, candidates will request duplicate credentials from the Florida Department of Education using the instructions found on the website: <http://ged.fldoe.org>. Requests postmarked after January 31, 2014, will be returned to the sender.

Effective February 1, 2014, candidates will request credentials from GED Credentialing™, at: https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=rpDK8WYImkQgcPlw – Please note that credentials cannot be ordered at this site until February 1, 2014.

Verifications:

Also, beginning February 1, 2014, all diploma verifications will be handled through the duplicate diploma and/or transcript request process.

Florida GED® Records Website

- Records prior to January 1, 2014, will still be available at

<https://ged.fldoe.org/login.asp>, using your existing login credentials. This site is available for use now by current users.

- Records after and including January 1, 2014, are available at <https://app4.fldoe.org/FLHSDRecordSite>. The site still has some bugs that need to be worked out, but it can currently be used to search for candidates by name to view scores on the 2014 test. All users of the current Florida GED® Records Website will be notified via email when the site is fully functional. If you have any suggestions on the functionality of this site, please email your suggestions to Diane Vaccari.
- Eventually all the data will be merged so that all records will be viewable on this site <https://app4.fldoe.org/FLHSDRecordSite>.

If you have any questions, email Diane Vaccari at diane.vaccari@fldoe.org.

2013 Statistics on Computer-based Testing (January – December)

Subtests Scored	MA	25,621
	RE	17,109
	SC	16,664
	SS	16,869
	WR	16,122
Individuals tested	34,668	

2013 Scoring Site Production Statistics January – December (Statistics include both PBT and CBT)

Diplomas Issued	44,373	
Subtests Scored	MA	69,689
	RE	54,248
	SC	54,043
	SS	53,734
	WR	54,873
Individuals tested	116,502	

REMINDERS:

PBT Battery Return – Due back by the end of January

If you have not already done so, please return all testing booklets immediately. You do not need to return unused answer sheets only testing booklets and secure testing materials. If you have any questions, please contact Diane Vaccari at diane.vaccari@fldoe.org.

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.

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>

IMPORTANT NOTICE TO ACTIVE GED[®] CBT SITES ABOUT STOPPING A TEST

Please take note that on a few occasions, CBT scores have been invalidated and testers had to take the subtests again at no fault of their own. The invalidations have been due to the test administrator (TA) ending the testing session prior to the tester completing all subtests they had originally scheduled in that particular appointment (Example: Re-tester had an appointment for two sessions and decided to skip the second test because the scores on the first test were sufficient to pass). Even though the testers had the printed unofficial results, the scores were not transmitted to the center server and the tests had to be rescheduled. Pearson VUE technical

support has in both cases given TAs inadequate advice to how to stop the test. **Under no circumstances should the TA stop a test appointment in which a tester has completed only a portion of the subtests scheduled in that appointment. The testing appointment should be allowed to run out and *then* the TA should end the test session.**