



Florida GED® Testing Office

Monthly Newsletter

FEBRUARY 2012

Florida Department of
Education
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Room 634
Tallahassee, FL 32399

Phone 850-245-0449

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Customers
1-877-352-4331

Web Site:

<http://ged.fldoe.org>

Archived copies of newsletters:

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

Staff Members:

Tara Goodman, GED
Administrator™

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Manager

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Information Specialist II

Dan Richardson,
Information Specialist II

Sirisha Byna, Information
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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™

The Department is hosting rule development workshops for the amendments related to authorizing computer-based testing. See newsletter below for details. I encourage all interested parties from the instructional and testing communities to attend one of the workshops. A conference call line will be available for the March 16 meeting in Tallahassee for those who are unable to travel. As always, if you have any questions on the GED® testing transition or any other topic, please contact me at Tara.Goodman@fldoe.org.

Tara

Rule Development Workshops for Rule 6A-6.021

Three rule development workshops will be held regarding changes required to implement computer-based testing. The dates and times for these workshops are as follows:

TIME AND DATE: Friday, March 16, 2012, 12 p.m. to 1 p.m.
PLACE: Florida Department of Education, 325 W. Gaines Street,
Room 724, Tallahassee, FL 32399
Call-in number: 1-888-808-6959 with conference code 2459001

TIME AND DATE: Tuesday, March 20, 2012, 3 p.m. to 5 p.m.
PLACE: Orlando Technical Center, Room 317, 301 West Amelia
Avenue, Orlando, FL 32801

TIME AND DATE: Wednesday, March 21, 2012, 3 p.m. to 5 p.m.
PLACE: Sheridan Technical Center, Building 5 Orientation Room,
5400 Sheridan Street, Hollywood, FL 33021

GEDTS® - Release of the Assessment Guide for Educators

GEDTS® has begun to release information on the new assessment which will launch in January 2014. Please check out the following site for the most recent information:

<http://www.gedtestingservice.com/assessment>

Go to the Downloads section to access the new assessment guide chapters. As of today, Chapters 1 and 2 have been released.

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GED® Accommodations Review

The testing office has instituted new procedures for the review of accommodations paperwork. Any documents that were deemed incomplete during the initial review will be returned to the testing center for follow-up with the candidate. Reasons for return will include:

- No supporting documentation attached
- Incomplete forms – all sections must be completed and should never be submitted with “See Attached.”
- Incorrect forms submitted

Please ensure that all candidates are provided with documentation guidelines and forms as posted on the GED Testing Service® website for accommodations information:

http://www.acenet.edu/Content/NavigationMenu/ged/test/Take/Accommodations_Disab.htm

Also, if a candidate is requesting an extension of previously approved accommodations (approval is more than 1 year old), the candidate should use the extension request form available at the above link. For some types of accommodations, updated documentation might be required to approve an extension.

If you have any questions regarding this new procedure, please contact Tara Goodman at tara.goodman@fldoe.org.

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. Since we now scan our essays for electronic transfer to our essay scoring service, it is imperative that the tester only writes on the lines provided. 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.

Improving Scoring Errors related to Missing Demographic Forms

The scoring staff continues to experience long delays in scoring associated with candidates who do not have a demographic form on file. The scoring system will not complete the scoring process if we have not received a demographic form.

To improve scoring results, the following is being requested for any testing materials submitted without a demographic form:

- Before sending any testing materials without a matching demographic form, check these candidates in the Florida GED® records web site for any previous Florida testing information.
- If no record can be found after searching by ID or candidate name, please submit a demographic form with the testing materials.
- If your staff receives a request for a demographic form, the submission of this form should occur within one week of the request. If you are unable to obtain a demographic from the candidate, then the test will not be scored.

Using Correct Test Center Number and Name on Paperwork

Please make sure that you and your staff are entering your correct test center number and official GED® testing center name on any GEDTS® forms and transmittal forms. We have received several submissions on forms with test center name listed as “Adult Education” or other similar names. Using informal or incomplete names can cause confusion when processing the paperwork, in our office and with the GEDTS® staff.

On-Demand Examiner Training

The training course includes all material in the 2011 GED Testing Service® Policies and Procedures Manual. The cost per examiner is currently \$20 which will be charged to the testing center. The price will eventually go up to \$40 per examiner, so it is a great time to take advantage of the lower cost. It takes only few hours to complete the training course. However, in order to give ample time so that the examiners can go through the course at their own pace, they are allowed 14 calendar days from the date of the enrollment e-mail to complete the training.

Procedures for Registering for the On-Demand Training

- GED Chief Examiners™ request the on-demand training by e-mailing the examiner's name and e-mail address to Diane Vaccari, Diane.Vaccari@fldoe.org.
- Diane Vaccari will register the examiner with GED Testing Service®
- Only approved examiners listed in GED AccessPoint™ can be registered.
- GED Testing Service® will do the enrollment for the examiner. This will take 1 to 5 business days after submitting the request. Examiner will receive an e-mail with all the details needed to attend the training. If examiner does not receive an e-mail in 5 business days, contact Diane Vaccari.
- Each examiner registered will have access to the course for two weeks. The two week window starts on the date the enrollment confirmation e-mail is sent.
- Please be sure the window of time is convenient for the examiner before submitting the request.

- User ID, password, login link, and instructions will be sent to the e-mail address provided. If the e-mail address is incorrect or if the enrollment e-mail is blocked by a spam filter, the examiner will never receive the mail and the seat assigned will go unutilized.
- The testing center will be invoiced for the fee on the same invoice that is sent for scoring fees and ***will be billed even if the examiner does not complete the course or does not even start the course.***

Scoring Update

Answer sheets from testing dates through February 14, 2012, 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 2012

Diplomas Issued	2,006	
Subtests Scored	MA	3,361
	RE	2,851
	SC	2,899
	SS	2,883
	WR	2,961
Individuals tested	4,215	

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:

- 0 individuals were tested on a duplicate test form
- 4 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.

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 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.

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.

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.