



Florida GED Testing Office

Monthly Newsletter

MARCH 2010

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

Web Site:

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

Message from the GED Administrator

I sent out a notification regarding the computer-based testing comparability study on March 22. This is an opportunity for the candidates at your center to assessed a free practice version of the exam and to receive a stipend for their participation. Please let me know as soon as possible if your testing center is interested in participating in the pilot study. When more details are available from GEDTS, we will schedule a conference call with the testing centers who would like to participate. If you have any questions, please contact me at tara.goodman@fldoe.org or 850-245-9001.

Tara

Scoring Update

Answer sheets from testing dates through February 28, 2010 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 essays and diploma packets. If there is an issue, please contact Dan Richardson or Aaron McKinney at 850-245-0449.

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.

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. 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.

Over the past month, the following scoring errors occurred:

- 5 individuals were tested that already earned a diploma
- 1 individual was tested under the age of 16

This is an improvement over the last period that we tracked.

Annual Chief Examiner's Meeting

Two Chief Examiner meetings will be held this spring and summer. It is mandatory that the Chief Examiner attend one of these training sessions to pick up the 2011 annual testing contract and materials. The sessions are scheduled as follows:

Date: May 20, 2010, 9 a.m. to 4 p.m.

Location: Tallahassee – Turlington Building, 325 West Gaines Street, Rm 1703/07

Date: June 24, 2010, 9 a.m. to 4 p.m.

Location: Orlando – Jones High School Auditorium, 801 S. Rio Grande Avenue

A registration form and letter will be sent in early April regarding these meetings.

Accommodations Requests – Learning or Other Cognitive Disability

Chief Examiners must review all accommodations forms prior to the documents being sent the GED Administrator. This review should make sure that all appropriate sections of the form are completed. Common problems and errors with Learning or Other Cognitive Disability requests include the following:

- Not transferring information to 3A and 3B appropriately. *These forms should never be sent to the GED Administrator with the notation "See attached report."* All psycho-education report information should be transferred to these forms and the report attached.
- Incomplete information in Section 3B. Achievement score information provided for the WISC-III, WISC-IV, WAIS-III and WAIS-IV should include IQ and index scores for a comprehensive review. For the WJ-III, Cognitive, a GIA score must for provided for a review to be completed.
- Use of tests not approved by GEDTS for accommodations. The only tests not listed on the form that can be used to document the need for accommodations are the WAIS-IV and the WISC-IV. Examples of non-approved assessments include: RIAS, KBIT-2, WJ-III BIA, WRAT 3 or 4, WASI.
- Old Documentation: For most applicants, documentation is current if completed within the last 5 years. For persons with learning

disabilities, GED Testing Service will also accept as current, documentation that is more than 5 years old if 1) the evaluation was conducted after the applicants 17th birthday, and 2) a certifying professional provides a written statement on that professional's letterhead, stating why s/he believes there has been no change in the learning disability or need for the requested accommodation.

In addition, the candidate is not provided with accommodations for the GED test because she was enrolled in Exception Student Education as a result of a diagnosed learning disability at her high school. GEDTS has specific standards for determining whether accommodations are appropriate for their exams.

Please be aware that currently all requests using the SB-IV and SB-V assessments have to be sent to GEDTS for review.

Process for Adding/Replacing Examiners

There are two steps required for the Florida GED Testing Office to approve new examiners. The form on which to request the addition of examiners may be found at the following Web link:

<http://www.fldoe.org/workforce/ged/pdf/L10request.pdf>.

COMPLETE PART I OF THE REQUEST FORM AND SUBMIT TO GED

ADMINISTRATOR – Complete Part I in which you request the appointment of a new examiner and certify that the candidate meets or exceeds the qualifications and is not involved in instruction or preparation for the GED tests. If the requested examiner is replacing a current examiner, please note that on the form. The Chief Administrator Officer for your testing center must sign this form. For districts, this will be the Superintendent and for community or state colleges, this will be the President. When Part I is signed, attach a copy of educational verifications (proof of Bachelor's Degree) and submit to:

Tara Goodman
Florida GED Administrator
GED Testing Office
Florida Department of Education
325 West Gaines Street, Room 634
Tallahassee, Florida 32399-0400

The examiner candidate may not attend any training until Part I of the form is approved by the GED Administrator and you receive the signed form back. Once signed by the GED Administrator, the original signed form will be returned to the Chief Examiner for the completion of Part II.

CANDIDATE COMPLETES REQUIRED TRAINING AND SUBMIT PART II TO

THE GED ADMINISTRATOR– Using the form with original signatures that was mailed back to you, complete Part II and submit to the GED Administrator. This certifies the candidate has completed the training

required to administer the General Educational Development (GED) Tests in accordance with Section 2.4-2 of the GEDTS Policies and Procedures Manual. For the two required observations, at least one training should be at a different testing center.

When Parts I and II are completed and the GED Administrator approves Part II, the request will be sent by the State Office to GEDTS using the L-10 form. The person may not perform the responsibilities of a Chief or Alternate Examiner until you receive this form with the final approval signature attached along with the welcome email from GED Testing Service. Approval by GEDTS usually takes 1-3 days.

Please retain a copy of the forms during each step of the approval process. Once final approval is granted, it is acceptable to discard the partially approved copies.

Testing Center Policy of the Month

1.8-2 Specific Responsibilities of GED Chief Examiners and GED Examiners

(C) Throughout the contract year, the GED Chief Examiner must:

1. Select, train, and monitor GED Examiners and GED Proctors.
2. Administer complete battery of GED Tests no fewer than four (4) times each year, unless the official GED testing center administers GED Tests fewer than four times per year.
3. Inventory and check the condition of all secure testing materials when received from the GED Testing Service; prepare a written inventory at the beginning and end of each testing session and on a monthly basis when the tests are not in use.

Scoring Site Production Statistics January to Present (2010)

Diplomas Issued	5,342	
Subtests Scored	MA	7,514
	RE	6,881
	SC	6,673
	SS	6,981
	WR	7,033
Individuals tested	9,246	

REMINDERS:

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.

2010 GEDTS Invoices

Testing centers have been sent invoices for 2010 testing materials. Your invoice from GEDTS has been amended to reflect the testing materials that were purchased on behalf of the testing centers by the Department of Education. Each testing center is responsible for paying the 2010 annual testing center fee of \$175.

Timely Transmission of Answer Sheets

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.

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.