



Florida GED Testing Office

Monthly Newsletter

MARCH 2011

Message from the GED Administrator

I know that many testing centers are interested in learning about the plan for GED computer-based testing. I hope that you are able to participate in the upcoming conference call to discuss the transition to computer-based testing and the new GED assessment. The Florida GED Testing Office will need your assistance to develop a successful transition plan to the new testing structure. As always, if you have any other questions, please feel free to contact me at Tara.Goodman@fldoe.org.

Tara

Conference Call for Chief Examiners Scheduled

The Florida GED Testing Office will host a conference call on Thursday, April 7. The tentative agenda is as follows:

- GED Computer-Based Testing (CBT)
- New GED Assessment

If you have specific questions about CBT or the New GED Assessment that you would like addressed or other topics of interest that you would like included on this agenda, please email Diane Vaccari, diane.vaccari@fldoe.org by Monday, April 4. If you did not receive the call-in details from the email that was sent to Chief Examiners, please contact Diane Vaccari for the call-in information.

We hope you will be able to join us on the call.

Annual Contract Meetings

The Florida GED Testing Office is scheduling two annual contract meetings this year for the convenience of the GED Chief Examiners. Attendance at one of these meetings is required (CBT portion is optional). If you have a conflict with these dates, your testing center should send a representative to the meeting.

There will be a day and half format for this meeting:

Day 1 (afternoon) – Computer-based Testing Workshop with participation by GEDTS and Pearson VUE representatives. Attendance on the first day is optional.

Day 2 (morning to early afternoon) – Contract review and Chief Examiner Training.

These meetings will occur in Tallahassee and Orlando. Only one meeting date has been confirmed:

Dates: June 7 (1 pm to 4 pm) to June 8 (9 am to 2 pm)

Location: Tallahassee

Turlington Building, 325 West Gaines Street, Rm 1721/25

We are working on finalizing the second date in Orlando. You will be sent a notice to register for one of these meetings as soon as the second date is finalized.

If you have any questions, please contact Diane Vaccari.

Scoring Update

Answer sheets from testing dates through **March 9, 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.

Scoring Site Production Statistics January to March 2011

Diplomas Issued	6413	
Subtests Scored	MA	9,010
	RE	8,333
	SC	8,304
	SS	8,416
	WR	8,651
Individuals tested	11,199	

REMINDERS:

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.fl DOE.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.

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:

- 4 individuals were tested on a duplicate test form
- 9 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.

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.