



Florida GED[®] Testing Office

Monthly Newsletter

MARCH 2012

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**Archived copies of
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[http://ged.fldoe.org
/newsletter.asp](http://ged.fldoe.org/newsletter.asp)

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Message from the GED Administrator[™]

Thanks to everyone who participated in the rule development workshops in March. Your input was very valuable. 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

New Florida CBT implementation web link

The testing office has created a new section of the website to post information about the implementation of computer-based testing (CBT). This link can be accessed on the main page under the Teachers/Administrators section. Go to the link for "Computer-based Testing Implementation Resources."

On this page, a Q&A link has been created where we will respond to commonly asked questions about the CBT implementation. If you have questions that you would like added to this Q&A section, please email your questions to Tara Goodman at Tara.Goodman@fldoe.org.

Summer Conference – Chief Examiner Meeting

Our office has received a lot of questions about whether the annual Chief Examiner's meeting will be held this summer. Due to CBT implementation and the existence of the two-year contract through the end of 2013, there will not be a summer conference. Contract orders for 2013 will be handled via email and the online ordering system in GED AccessPoint. We are planning another mandatory statewide meeting for the fall. As soon as we have details, we will share that information.

GEDTS[®] - Release of the Assessment Guide for Educators

GEDTS[®] released three chapters of the new assessment guide which will launch in January 2014. Please check out the following site for the most recent information:

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

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Go to the Downloads section to access the new assessment guide chapters.

GEDTS[®] - Fraud Website Launched

GEDTS[®] has published a new website devoted to protecting candidates from fraudulent credentials: <http://www.gedtestingservice.com/fraud>. It includes a link for reporting fraud to GEDTS[®] and how to file a complaint with a local official. If you receive reports of fraudulent credentials, direct the individual to the website to report it to GEDTS[®] and follow the links to report it to a local official.

GEDTS[®] - Brand Usage Guidelines

GEDTS[®] published new *Brand Usage Guidelines & Graphic Standards* late last year: http://www.acenet.edu/Content/NavigationMenu/ged/etp/pros/GEDTS_Style_Guide.htm.

In their efforts to combat fraud, GEDTS[®] is requiring that everyone abide by their *Brand Usage Guidelines & Graphic Standards*. There are two sets of brand usage guidelines: one for licensed users and one for third party (fair use) users.

Official GED Testing Centers[™] as part of the jurisdiction are licensed users of the GED[®] brand, but the center must follow the guidelines found here: http://www.acenet.edu/Content/NavigationMenu/ged/etp/pros/GED_Brand_Usage_Guidelines_for_Licensed_Jurisdictions_1Aug2011.pdf.

The term General Education Development is being phased out and should only be used for the purpose of explaining the evolution of the GED[®] brand. The GED[®] brand should only be used as an adjective, not a noun. For example, statements such as, "I took the GED[®]" should be replaced with "I took the GED[®] test".

For those other than Official GED Testing Centers[™], you must follow the *Guidelines for Third Party Use of the GED[®] trademark*: http://www.acenet.edu/Content/NavigationMenu/ged/etp/pros/GED_fair_use_guidelines_final.pdf. Make sure your institution follows the fair use guidelines presented in this document. GEDTS[®] has already begun contacting institutions that are in violation of the fair use guidelines in part of their effort in combating fraud.

For complete information see the *Brand Usage Guidelines* posted at the above websites.

Scoring Update

Answer sheets from testing dates through **March 17, 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	5,590	
Subtests Scored	MA	9,381
	RE	8,080
	SC	8,158
	SS	8,176
	WR	8,338
Individuals tested	11,222	

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.

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.

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.

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. 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.