



# Florida GED Testing Office

## Monthly Newsletter

APRIL 2010

### Message from the GED Administrator

The annual contract meetings are coming up soon – May 20<sup>th</sup> and June 24<sup>th</sup>. If you have not already scheduled your participation, please do so as soon as possible. Please indicate any ideas for discussion/technical assistance on your registration form. I will send out a draft agenda prior to the meeting dates. I look forward to seeing all of you at the meetings. If you have any questions, please contact me at [tara.goodman@fldoe.org](mailto:tara.goodman@fldoe.org) or 850-245-9001.

*Tara*

### Scoring Update

Answer sheets from testing dates through March 31, 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:

- 10 individuals were tested that already earned a diploma
- 11 individuals were tested on a duplicate test form

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#### Website:

[www.fldoe.org/  
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#### Archived copies of newsletters:

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## **Annual Chief Examiner's Meeting**

If you have not already done so, please register for one of the 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

## **Accommodations Requests – Other**

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 include the following:

- Failure to adequately document functional limitations – A diagnosis is not sufficient for evaluating the request. Functional limitations are evaluated to determine whether accommodations are needed and which accommodations requests may be approved. If a candidate's condition is treated and controlled with medication, accommodations requests may not be approved without documentation of current functional limitations.
- Failure to include the license number of diagnosing professional – License information is required in the application.
- Letter not provided by an approved diagnosing professional – A registered nurse, licensed practical nurse, physician assistant, and health care coordinators are not approved diagnosing professionals in Florida.
- Use a prescription pad instead of a letter on official letterhead – Information provided by the doctor on a prescription pad does not meet the requirement for a letter on official letterhead.
- Inadequate documentation for a calculator, supervised breaks and private room – Requests for these items must relate to information provided on the diagnosis and functional limitations.

Please refer to the accommodations manual for information. A best practice is to provide candidates who are seeking to request accommodations with the sample letters included the following document (see Appendix C, starting on page 61):

## Testing Center Policy of the Month

### 3.11 Emergency Plan for Each Center

Each GED testing center must have an emergency plan accessible to all GED Examiners at the test center and all addendum sites. A copy of the emergency plan must also be sent to the jurisdiction's GED Administrator. This emergency plan shall include written procedures and identify the personnel responsible for managing any contingency.

GED Testing Centers that do not normally use more than one GED Chief Examiner or GED Examiner per test administration must identify a qualified GED Examiner to be available to take over test administration in case of an unexpected event, such as sudden illness, fire alarm, or testing irregularity. If the unexpected event requires the GED Chief Examiner or GED Examiner to leave the GED testing center, the one-hour rule may be invoked. A GED Chief Examiner or GED Examiner is permitted to suspend testing after the GED Chief Examiner or GED Examiner secures all testing materials, in order to attend to an emergency. The time the test is stopped is noted. If the situation is handled within an hour or less, testing may be resumed using the same test form and the remaining time. A qualified person must monitor the testing room until the identified emergency GED Examiner arrives.

### Scoring Site Production Statistics January to Present (2010)

<b>Diplomas Issued</b>	9,635	
<b>Subtests Scored</b>	MA	13,336
	RE	12,293
	SC	11,998
	SS	12,446
	WR	12,615
<b>Individuals tested</b>	15,809	

## 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

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.