Florida GED Testing Office
Monthly Newsletter

MAY/JUNE 2011

Message from the GED Administrator

Thanks to all for your active participation on the CBT workshops and annual contract meetings.   The CBT workshop was a valuable process for the GED Testing Service and Pearson VUE staff. I hope that it proved beneficial to you as well. As we get more details about final pricing, we will let you know. As always, if you have any questions, please feel free to contact me at Tara.Goodman@fldoe.org.

Tara

2012/2013 GED Testing Service Contracts

As you know, the deadline for submission of your testing center's 2012/2013 GED Testing Service Contract is **June 30**. If you have not submitted your contract signed by the Chief Examiner and Institutional Chief Administrative Officer to our office already, please do so. If there will be a delay in your sending the contract or you have any questions, please contact Diane Vaccari at Diane.Vaccari@fldoe.org.

In the next two weeks, you will be receiving an e-mail that includes your testing center's Preliminary 2012 Testing Center Order Summary which will show the 2012 testing materials that will be paid for by the Florida Department of Education. You will be asked to follow the instructions included with the Summary to finalize your 2012 testing materials order. Please follow the instructions carefully and meet the deadlines as required.

Please refer to the Contract Submission Checklist provided to you at the Chief Examiners' Annual Meeting for a list of deadlines and details for all contract submission items.

Submitting Out-of-State Transcripts

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. The out-of-state scores will be combined with the scores earned at your site.

Assigned ID numbers & Combining Candidate Records

An identification (ID) number for a GED candidate in Florida is generally the social security number (SSN) of the candidate; however, an SSN is not a requirement for GED testing. If a candidate has a SSN, you should encourage them to use it since official transcripts and diploma verifications include the ID number. Post-secondary institutions and employers like to match the candidates SSN to the transcript/diploma verification SSN.

If you have a candidate who does not produce an SSN and the candidate has tested before in Florida, use the Florida GED Records Website, https://ged.fldoe.org/login.asp, to search the candidate by name. If the candidate with the same name and date of birth is in the system use the system ID number for that candidate on transmittals and answer sheets.

If the candidate has not tested before in Florida, the ID number on the transmittal, demographics form and answer sheets must be left blank. You must also note on the transmittal that you are requesting that a number be assigned to that candidate. The candidate will be given an assigned number (AN) by the scoring office. Once the number has been assigned, that AN must be used on future retests in order for the candidate's record to be complete.

If the candidate has previously been issued an AN, but now produces an SSN, you must submit an Identification Number Change form and a copy of the candidate's social security card to the scoring office. If the candidate is retesting, use the SSN as the ID number on answer sheets making note of the ID number change on the transmittal.

If you find out that a candidate has GED records under two different ID numbers that need to be combined, contact Dan Richardson at 850-245-0449 or Dan.Richardson@fldoe.org. You will need to provide him with both ID numbers and may be asked to provide a copy of the candidate's social security card/photo ID for verification depending on the situation.

Submitting L-40 Report of Testing Irregularity

Testing irregularities are described in Section 9.1 of the GED Testing Service Policies and Procedures, http://ged.fldoe.org/pdf/gedts.pdf. Please review the information.

When a testing irregularity occurs, an L-40, http://ged.fldoe.org/pdf/L-40.pdf, must be completed, noted on the transmittal, and sent to the scoring office along with the completed or partially completed answer sheets. If a specific candidate is involved, please include the candidate's name and social security number on the L-40.

If the candidate's test is being invalidated (for example, the candidate's cell phone goes off and your policy states that the candidate's test will be invalidated), then **be clear on the L-40 of which test(s) is being invalidated**. The test will be recorded as a zero in the system in order to record the test form the candidate has taken and counts as one of the candidate's three possible attempts during the calendar year.

GED Testing Service Computer-Based Testing Pricing

As you know, GED Testing Service has announced that they are reviewing the previously announced pricing structure for computer-based testing. Please disregard any previous communication about GEDTS pricing because it is expected to change. When more information is available on a final pricing structure, we will let you know.

Scoring Update

Answer sheets from testing dates through **May 28, 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 June 2011

Diplomas Issued		15,107
Subtests Scored	MA	21,673
	RE	19,644
	SC	19,652
	SS	19,908
	WR	20,364
Individuals tested		24,213

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 your10-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.

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 <u>two</u> months, the following scoring errors occurred:

- 24 individuals were tested on a duplicate test form
- 11 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.

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.