



Florida GED® Testing Office

Monthly Newsletter

JUNE 2012

Florida Department of
Education
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800 Line for Florida
Customers
1-877-352-4331

Web Site:

<http://ged.fldoe.org>

Archived copies of newsletters:

[http://ged.fldoe.org/
newsletter.asp](http://ged.fldoe.org/newsletter.asp)

Staff Members:

Tara Goodman, GED
Administrator™

Diane Vaccari,
Program Manager

Message from the GED Administrator™

As of today, Florida is planning to launch computer-based testing in five pilot locations beginning the week of July 30. I would like to thank the following centers for being part of the first wave – Alachua County, Citrus County, Northwest Florida State College, Pensacola State College, and South Florida State college. Additional sites are entering the final stages of readiness for a launch and may begin testing in mid-August. I am very excited about this launch and the opportunities that it will provide to test takers in Florida. I look forward to working with all of the testing centers on the conversion to CBT. 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

Ordering Paper-Based Testing Materials for 2013

You should have received an email from Diane Vaccari with the Preliminary 2013 Testing Order Summary. Please review this document as soon as possible. While we are aware that you will need additional booklets to handle the closeout of the 2002 GED® Test Series, this initial order will not reflect that need for booklets.

Due to a reduced pricing opportunity for booklet orders after July 1, 2013 (half price) and the implementation of computer-based testing, we will be assessing the need for additional booklets after the initial order is placed. To qualify for the reduced funding opportunity, the Florida order for 2013 must meet or exceed the booklet order for 2012.

If you have not received information on the 2013 order, please contact Diane Vaccari at diane.vaccari@fldoe.org.

Retirement of Long-serving GED® Staff Member

Many of you have worked with Winnie Tolliver, Information Specialist II, with Florida GED® Testing Office for many years. Winnie is retiring on July 31, 2012 after thirty-five years of state service. If

Winnie Tolliver,
Information Specialist
II

Dan Richardson,
Information Specialist
II

Sirisha Byna,
Information Specialist
II

Barbara Bass,
Senior Clerk

Ashley Mullins,
Clerk OPS

Bianca Jackson,
Clerk OPS

Chelsea Burnett,
Clerk OPS

Joe Tijerino,
Clerk OPS

Ginette Southwell,
Clerk OPS

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you would like to send her well wishes on her retirement and thank her for many years of service to the program, you may reach her at Winnie.Tolliver@fldoe.org.

Becoming a GED[®] CBT Site

If you are interested in beginning the process to become a Pearson VUE testing center and offer the GED[®] test on computer, please contact Diane Vaccari or Tara Goodman. GED Testing Service[®] staff provided a short summary of the steps necessary to become a Pearson VUE testing center authorized to offer the GED[®] test series. Any current paper-based testing center may initiate plans to add computer-based testing. See below information that may assist you as you work on your plans to offer computer-based testing.

Information for a PBT Site that Converts to a PVTC

Test Center Application:

- <http://www.pearsonvue.com/pvtc/join/>
- The application can be downloaded and filled in on the website

20 minute Education Course on How to Become a PVTC:

- <http://www.gedcbt.org/educourses.html>
- Go to Course 2 on the site

Supplemental Site Requirements Reference Sheet

- A document on site requirements is available on the Florida CBT site here: <http://ged.fldoe.org/computer-based.asp>

Information for an existing PVTC who is adding GED[®] on to the list of their exams

The Pearson VUE Channel/VSS Team will work with the sites to ensure they are ready

- Sites will need to be on the correct software release
- Ensure that they are a Public Site
- Sites will sign a small agreement to add on another client (GED[®]) to the list of exams that they provide service to, including a Schedule A which outlines the payment provisions for GED test administration
- Calculators will be shipped to the sites

Scoring Update

Answer sheets from testing dates through July 2, 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 – June 2012

Diplomas Issued	13,304	
Subtests Scored	MA	21,538
	RE	18,676
	SC	18,684
	SS	18,926
	WR	19,318
Individuals tested	23,376	

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:

- 17 individuals were tested on a duplicate test form
- 4 individuals were tested that already earned a diploma
- 1 individual was 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:

SAVE THE DATE – Statewide Meeting of Chief Examiners

Please save the following dates for the required statewide meeting for GED Chief Examiners. The meeting will be held at Mid-Florida Technical Center in Orlando following the conclusion of the Florida ACE Conference:

- October 3 – Afternoon
- October 4 – All day

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.

GED Testing Service and Social Media

GED Testing Service[®] has several venues for release information through social media. See below for links to their various social media sites:

Official GED[®] Testing Facebook page:
<http://www.facebook.com/GEDTesting>

GED Testing Service[®] YouTube channel:
<http://www.youtube.com/user/GEDTestingService>

GED Testing Service[®] Twitter: <http://twitter.com/#!/gedtesting>