



Florida GED Testing Office

Monthly Newsletter

Florida Department of
Education
GED Testing Office
325 West Gaines St.
Room 634
Tallahassee, FL 32399

Phone 850-245-0449

800 Line for Florida
Customers
1-877-352-4331

Web Site:

[www.fldoe.org/
workforce/ged](http://www.fldoe.org/workforce/ged)

Archived copies of
newsletters:

[http://www.fldoe.org/
workforce/ged/newsle
tter.asp](http://www.fldoe.org/workforce/ged/newsletter.asp)

Message from the GED Administrator

I want to welcome Diane Vaccari to the Florida GED Testing team. Diane comes to our team from the Department's instructional materials office. I am looking forward to working with her to maintain and improve the operation of the GED testing program. She and I recently attended the national GED Conference in St. Louis. There are a lot of changes coming to GED, both in content and format. I am excited about working with you to implement any necessary changes to better serve our customers. As always, if you have any questions, please feel free to contact me at Tara.Goodman@fldoe.org.

Tara

2011 Contracts

As you are aware, contracts were due to be returned on August 1. Thanks to all Chief Examiners who were able to return those contracts on or near August 1. If you have not returned a contract yet, you have been contacted by Diane Vaccari. Please submit the required documentation as soon as possible. If you have questions, please contact Diane at Diane.Vaccari@fldoe.org or 850-245-0449.

Also, remember that you only have to sign and return one copy of the original order form (do not complete the order form). Keep the other original order form in your office in case you need to order additional materials throughout the year. If you are ordering materials in the initial order beyond what the Department will be paying for, please copy the original order form and indicate your additional order on the copy. The Department's testing booklet order is being finalized. You will be provided with a final order to confirm before we submit the contracts and order forms to GED Testing Service.

GEDTS AccessPoint – Submission of the L-20

All requests for testing center name changes and mailing address changes/corrections require submission of the L-20 form. This form is now available for submission on GED AccessPoint and can no longer be faxed to GEDTS. Please submit all future L-20 forms using this system. This request will be routed through the GED Administrator for approval.

Several community colleges have changed their institution names recently.

GED Staff Members:

Tara Goodman, GED Administrator

Diane Vaccari, GED Program Manager

Winnie Tolliver, Information Specialist II

Dan Richardson, Information Specialist II

Ashley McKinnie Scott, Information Specialist II

Barbara Bass, Senior Clerk

Joe Bobroskie, Senior Clerk OPS

Sirisha Byna, Clerk OPS

Ayesha Norwood, Clerk OPS

Rasheeda Dixon, Clerk OPS

When a college is changing its name, the Chief Examiner should use the online L-20 to update the official name and indicate the effective date of the change in that field.

NOTE: You may not submit requests to relocate your permanent storage or testing rooms using this form.

GED AccessPoint – Inventory of Secure Testing Materials

GED Testing Service has added a feature to the GED AccessPoint system that provides you with a listing of all testing booklets that were shipped to your testing center. To access this information, go to the GED AccessPoint link on the left hand side and then to Testing Center Data. The first item listed should be Secure Inventory. See the following features:

List Secure Inventory – This feature will produce a list of all materials, sorted by Item ID. You may use this form to conduct an inventory of your materials.

View Items on Hand -- This feature allows your center to report that the inventory is accurate. You may use this to report any discrepancies in the inventory; however, an L-24 must be completed immediately for any missing, lost, stolen, or shredded items.

Inquiry about Student Records

For all emailed inquiries about student records, please do not send the candidate’s complete social security number. The testing office staff should be able to access the records with the candidate name, birth date and last four digits of the ID number.

Accommodations Requests – Approved Diagnosticians

GED Testing Service has the following requirements for diagnosticians who are able to document a disability for a candidate requesting accommodations on the GED:

Learning or Other Cognitive Disability	Psychiatrist Medical Doctor Psychologist
Attention Deficit/Hyperactivity Disorder	Psychiatrist Medical Doctor Psychologist with a specialty in ADHD
Emotional/Mental Health	Psychiatrist Medical Doctor Psychologist with a specialty in clinical, counseling, educational, or school
Physical/Chronic Health	Medical Doctor Other Diagnosing professional for a particular disability (e.g., audiologist, ophthalmologist, optometrist)

The following diagnosticians are not accepted by GEDTS: registered nurse, licensed practical nurse, nurse practitioner, physician’s assistant, and licensed social worker. Chief Examiners should verify that the documentation provided is from an appropriate diagnostician prior to signing and submitting the paperwork to the Florida GED Testing Office for review. All paperwork submitted with an unapproved diagnostician will be returned the testing center without a review.

NOTE: Licensure information from the diagnosing professional is required on the request forms and must be included.

Scoring Update

Answer sheets from testing dates through July 15, 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 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.

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:

- 10 individuals were tested on a duplicate test form

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.

Scoring Site Production Statistics January to Present (2010)

Diplomas Issued	19,413	
Subtests Scored	MA	28,033
	RE	25,650
	SC	25,289
	SS	25,959
	WR	26,415

Individuals tested	29,874
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REMINDERS:

2010 ACE Conference

A pre-conference session on GED testing will be held at the 2010 ACE conference on September 27 from 9 a.m. to 3 p.m. Please contact ACE directly about attending this session.

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.

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.