



Florida GED® Testing Office

Monthly Newsletter

JULY 2012

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<http://ged.fldoe.org>

Archived copies of newsletters:

<http://ged.fldoe.org/newsletter.asp>

Staff Members:

Tara Goodman, GED
Administrator™

Diane Vaccari, Program
Manager

Winnie Tolliver,
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Dan Richardson,
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Sirisha Byna, Information
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Senior Clerk

Message from the GED Administrator™

Florida has launched computer-based testing! I want to thank the five testing centers who participated in the launch the week of July 30th – Alachua County, Withlacoochee Technical Institute, Pensacola State College, Northwest Florida State College, and South Florida State College. Broward County and others are expected to launch testing soon as well. Florida launched with an incredible number of tests scheduled – more than 100 tests were administered the week of the launch. This was the largest launch in the nation! Alachua County launched with more test takers than any other site in the nation so far! I look forward to working with all of our testing centers on the transition 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

On June 29, chief examiners were sent individualized Preliminary 2013 Testing Center Order Summary Forms. The deadline for submission of a Request for Amendment was August 1. If you submitted a Request for Amendment, you will receive an amended Preliminary 2013 Testing Center Order Summary Form via e-mail from Diane Vaccari by August 8 for you to complete and submit by the August 15 deadline.

The deadline for submission of the Preliminary 2013 Testing Center Order Summary Form is August 15, 2012. If for some reason you didn't receive the form, contact Diane Vaccari at diane.vaccari@fldoe.org.

On or around September 1, you will receive your Final 2013 Testing Center Order Summary with instructions on how to place your order in AccessPoint. Please do not place your 2013 materials order in AccessPoint until you receive the Final 2013 Testing Center Order Summary from Diane Vaccari via e-mail.

You must complete items by the deadlines or you may not receive your 2013 order in time to begin testing in January.

If you have any questions, contact Diane Vaccari at diane.vaccari@fldoe.org.

Ashley Mullins,
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OPS

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Item Sampler for the 2014 GED® Assessment Released

The Item Samplers are tools designed to provide adult educators with example content and test items that will appear on the new test.

There are four Item Samplers, one for each of the content areas on the new test: Reasoning through Language Arts (RLA), Mathematical Reasoning, Science, and Social Studies. Each of the Item Samplers is available in three different formats, but all contain the same information:

1. A web-based or online version that requires Internet access
2. A downloadable version that, once downloaded from the Internet, can run on a computer without an active Internet connection
3. A PDF that contains screenshots of each Item Sampler and is designed for use in situations where a paper version of the sampler content is desired

Please visit

<http://www.GEDtestingservice.com/educators/itemsampler> to access the Item Samplers, a recorded tour of the Item Samplers, and other helpful information. If you have additional questions and comments about the new test, please email GED at GED2014@GEDtestingservice.com.

Computer-based Testing FAQ

The Florida testing staff will periodically update the computer-based testing Q&A available here:

<http://ged.fldoe.org/computer-basedFAQ.asp>

If you have additional questions that you would like addressed in this Q&A, please submit them to Tara Goodman at tara.goodman@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. Diane Vaccari emailed a resource document to Chief Examiners on July 26, which was provided to our office by the Pearson VUE staff. We will be posting that information to the CBT implementation resource page on our web site.

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

Annual Meeting – October 3rd and 4th in Orlando

An agenda for the October 3-4 Chief Examiner's meeting will be forthcoming so that you may make travel plans to attend. A survey will be sent to Chief Examiners to assist in identifying the topics that will be most useful for this meeting. Wednesday afternoon will focus on topics related to paper-based administration and Thursday will be an all-day meeting on computer-based testing.

Scoring Update

Answer sheets from testing dates through **July 14, 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 – July 2012

Diplomas Issued	16,232	
Subtests Scored	MA	26,340
	RE	22,644
	SC	22,629
	SS	23,019
	WR	23,531
Individuals tested	27,810	

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:

- 16 individuals were tested on a duplicate test form
- 10 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>

Verification of Identity

The GEDTS P&P leaves it up to the GED administrator to determine if multiple documents can be presented. Florida will accept multiple documents as follows:

When a valid passport is presented and does not include a current address one of the following showing candidate's name and current address must be provided:

- Utility bill, not more than two months old
- Mail from financial institutions; including checking, savings, or investment account statements, not more than two months old
- Mail from Federal, State, County or City government agencies, not more than two months old
- Current homeowner's insurance policy or bill
- Current automobile insurance policy or bill
- Automobile payment booklet