



# Florida GED Testing Office

## Monthly Newsletter

JULY/AUGUST 2011

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:

<http://ged.fldoe.org>

### Archived copies of newsletters:

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

### GED Staff Members:

Tara Goodman, GED  
Administrator

Diane Vaccari, GED  
Program Manager

Winnie Tolliver,  
Information Specialist II

Dan Richardson,  
Information Specialist II

Sirisha Byna, Information  
Specialist II

Barbara Bass, Senior  
Clerk

Ashley Mullins, Clerk OPS

Amanda Raley, Clerk OPS

## Message from the GED Administrator

At the national GED conference in July, GED Testing Service provided important updates that we will be sharing with you on the Next Generation GED Assessment. The Division of Career and Adult Education will be working on several projects related to getting adult educators, testing professional, and students ready for the new assessment system. I look forward to working with the GED testing community on this project. As always, if you have any questions, please feel free to contact me at [Tara.Goodman@fldoe.org](mailto:Tara.Goodman@fldoe.org).

### Tara

## 2012/2013 GED Testing Service Contracts and Online Ordering

The Florida GED Testing Office will be finalizing the ordering for 2012 soon. Please make sure you are ready to order by ensuring the following:

- Original signed 2012-13 GEDTS Contract sent to our office
- 2012 Test Security Memo has been
  - Printed from Access Point
  - Signed and initialed
  - Scanned and e-mailed to [Diane.Vaccari@fldoe.org](mailto:Diane.Vaccari@fldoe.org)
  - Marked as completed in Access Point
- Preliminary Testing Center Order Summary Form has been completed and e-mailed to [Diane.Vaccari@fldoe.org](mailto:Diane.Vaccari@fldoe.org)

You will receive, via e-mail from Diane Vaccari, a Final Testing Center Order Summary with instructions on how to submit your order online using Access Point in early September. **You will not be able to order unless the items listed above have been completed. Orders not placed in Access Point by September 30, 2011, cannot be guaranteed to arrive by January 1, 2012.**

## Data Review required for 2012 Order Shipping

GED Testing Service needs to ensure that the shipping address and email address for all Chief Examiners is correct GED Access Point. A notification was sent to Chief Examiners with specific instructions on the completion of this data verification process.

Overall, you complete the following **by September 23, 2011:**

1. Log on to GED AccessPoint to check that the shipping address for your materials and the email for the Chief Examiner is correct.
2. Go to GED AccessPoint > Testing Center Data > Review Center Details section of the site.
3. If this shipping address and email is correct, select radio button "Data OK" and click "Submit."
4. If errors are found, then:
  - a. Change Chief Examiner email address using the "Report Corrections" radio button on the Review Center Details page.
  - b. Change Name of the Center or Shipping Address using the L-20 form.

**Please do not change the billing address when submitting an L-20. The Florida Department of Education is the correct billing address.**

### **NEW Accommodations Paperwork must be used effective September 1, 2011**

The Florida GED Testing Office will only accept the new GED Accommodations forms effective September 1. If a request on the old paperwork is received with a postmark after August 31, the documents will be returned to the testing center and the candidate should be informed that updated paperwork will need to be completed.

Many resources are available for accommodations on the GED Testing Service web site. Please see the following for a direct link to those documents:

[http://www.acenet.edu/Content/NavigationMenu/ged/test/Take/Accommodations\\_Disab.htm](http://www.acenet.edu/Content/NavigationMenu/ged/test/Take/Accommodations_Disab.htm)

### **Demographics Forms – Processing for Scoring**

When submitting your demographics forms in your scoring package, **the perforated spines MUST be removed**. Please inform those individuals packaging your materials for scoring to remove the spines. If you need a copy of the Scoring Packaging Instructions presented at the Annual GED Examiners' Training in June, e-mail [diane.vaccari@fldoe.org](mailto:diane.vaccari@fldoe.org).

### **Newsletter Mailing Lists**

If you have staff members who are not currently receiving the GED Testing Office Newsletter and would like to have it sent directly to their mail box, please send an email to Diane Vaccari with a list of individuals to be added to our supplemental email list. Include the testing center ID, name, title, and email address for the individual(s).

### **Scoring Update**

Answer sheets from testing dates through **August 2, 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 August 2011

<b>Diplomas Issued</b>	20,849	
<b>Subtests Scored</b>	MA	30,087
	RE	27,104
	SC	27,115
	SS	27,433
	WR	28,000
<b>Individuals tested</b>	32,353	

### 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 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.

#### 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 two months, the following scoring

errors occurred:

- 16 individuals were tested on a duplicate test form
- 6 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.

### **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](mailto: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.

### **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.