



Florida GED Testing Office

Monthly Newsletter

AUGUST 2010

Florida Department of
Education
GED Testing Office
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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 hope that all of your institutions had an excellent start to the new academic year, as many of your centers resume a full testing schedule again. It will be a busy fall season and I want to encourage you to attend the GED Examiner's pre-conference session on September 27 at the annual ACE conference. I look forward to introducing our testing center professionals to the new GED Program Manager, Diane Vaccari. The agenda contains many important topics (see the reminder section below for details). I hope to see you there. As always, if you have any questions, please feel free to contact me at Tara.Goodman@fldoe.org.

Tara

Testing Session – Use of Religious and Medical Head Coverings

The Florida GED Testing Office received a question from a testing center regarding whether candidates are permitted to wear religious head coverings during a testing session. We referred the question to GED Testing Service and were provided with the following answer:

If the student is wearing a head covering for religious reasons then you must allow them to test. The issue of head coverings for religious or medical reasons will be addressed in the upcoming revision to the policy and procedure manual.

As with all testing sessions, examiners and proctors should monitor the testing room to ensure that no unauthorized aids are using during the testing session.

Removal of Examiners

When you are requesting the removal of an examiner from GED AccessPoint, if that individual has access to the online site to Florida GED records, please submit a request to deactivate that individual's user name and password to Diane Vaccari.

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

Ashley Mullins, Clerk OPS

GED AccessPoint – Addendum Sites

The Florida GED Testing Service has started a review of all addendum sites. As many of you are aware, GED AccessPoint does not currently list all approved addendum sites. Upon consultation with GED Testing Service, prior to adding addendum sites, they have requested documentation that shows an addendum site approval (signed addendum contract or L-25 submission). GEDTS will not accept a request submitted on GED AccessPoint with a correction.

Therefore, the Florida staff members are examining all historical files for the requested documentation. If the required paperwork cannot be located, we will be requesting the re-submission of an L-25 for your addendum sites.

If you have any questions, please contact Diane Vaccari at 850-245-0449.

Scoring Update

Answer sheets from testing dates through August 6, 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.

Scoring Site Production Statistics January to Present (2010)

Diplomas Issued	21,267	
Subtests Scored	MA	29,907
	RE	27,285
	SC	26,917
	SS	27,637
	WR	28,101
Individuals tested	31,576	

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. See below for a draft agenda:

- Preparing for Computer-Based Testing
- General Procedures for GED Testing Office
 - Use of Various DOE and GEDTS forms
 - Accommodations
- Effective Use of GED AccessPoint
- The New GED Test: Planning for the Transition
 - Potentials Changes
 - Planning for Increase testing volume
- Best Practices for Improving Scoring
- Testing Center Best Practices

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.

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:

- 7 individuals were tested on a duplicate test form
- 3 individuals were tested that already earned a diploma
- 1 individual was tested that was 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 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.

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.