



Florida GED[®] Testing Office

Monthly Newsletter

AUGUST 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

Dan Richardson,
Information Specialist II

Sirisha Byna,
Information Specialist II

Barbara Bass,
Senior Clerk

Message from the GED Administrator[™]

I am looking forward to seeing the GED testing professionals at our annual meeting on October 3-4. Please make sure your testing center sends a representative to this required meeting. We will have packed agenda as we prepare for GED 2014. Computer-based testing launched in a sixth location on August 21 at Sheridan Technical Center in Broward County – our 1st testing center in South Florida! 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

Usage Limits on Leased GED Test Batteries

It is the Chief Examiner's responsibility to ensure that a leased test battery is not used for more than 15 administrations of the GED[®] test. GED Testing Service is monitoring usage and will be notifying us when testing centers appear to violate the usage policy.

If you believe you may have usage issues with your current supply of batteries for you 2012 testing schedule, please contact Diane Vaccari as soon as possible.

CBT and Onscreen Calculator

An on-screen calculator (Texas Instruments TI-30XS Multiview scientific calculator) will be automatically available on the computer when a candidate sits for the CBT test **beginning September 4, 2012**. In addition, the TI-30XS is the calculator that will be used on the new 2014 GED[®] test.

With the addition of the on-screen calculator, candidates will have two options (outlined below) when sitting for the GED[®] Mathematics Test on computer.

Option #1: Candidates may use the newly added on-screen TI-30XS calculator. The calculator will be automatically available on the computer when a candidate sits for the GED[®] Mathematics Test.

Option #2: Candidates may bring their own FX260 calculator to the

Ashley Mullins,
Clerk OPS

Bianca Jackson,
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Chelsea Burnett,
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Joe Tijerino,
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Ginette Southwell, Clerk
OPS

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testing center. Candidates will not be allowed to bring in any calculator other than the approved FX260. Only the on-screen calculator will be provided in GED® testing centers. If a testing center has FX260 calculators available, this calculator may be provided upon request. The GED CBT center is under no obligation to have this calculator available.

CBT Cancellation Policy

The CBT cancellation/rescheduling policy has changed. The tester can now cancel/reschedule the test up to 24 hours prior to the test. Originally, the tester could cancel/reschedule up to 48 hours prior to the test.

Florida CBT Access - List of Testing Centers

A list of CBT testing centers is available now on the Florida GED Testing website. This list will be updated as new centers begin testing.

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

GEDTS® launches GED Marketplace

GED Testing Service has announced the official launch of GED Marketplace™, a safe and secure site that features study materials for the GED® test. Not every test-taker can make it into the classroom on a consistent basis. For those who can't, GED Marketplace™ is a trusted environment to find GED® test prep.

The site features:

- Basic skills books
- Online practice tests
- GED® test prep
- Computer skills training

Today, there are 10 publishers who are partnering with GED Testing Service to provide study Resources for adult learners. Those publishers include: Steck-Vaughn, Paxen Learning, LearningExpress, REA, Ellsworth Publishing, MetaMetrics, Labyrinth Learning, Cengage Learning, LearnScape, and Kuder. The web link for this site is the following:

<http://gedtestingservice.com/educators/gedmarketplace>.

GEDTS® launches Brand Central

Brand Central is an easy-to-use website where you can order packs of brochures, posters, and flyers, or download files to print yourself. In addition, free resources for the 2002 Series Closeout Campaign will be available in Brand Central this fall.

To learn how to navigate Brand Central, watch the WebEx training or download the reference guide at the following web link:
www.GEDtestingservice.com/educators/brandcentralinfo

Send any questions you have to
amber.williams@GEDtestingservice.com.

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.

Annual Meeting – October 3rd and 4th in Orlando

Don't forget the annual meeting in October 3-4, 2012 in Orlando. A draft agenda was sent to the Chief Examiners a couple of weeks ago. If you did not receive this information, please contact Diane Vaccari at Diane.Vaccari@fldoe.org.

If you have not already done so, please register for the meeting here: <http://www.surveymonkey.com/s/2012GEDCEMeeting>

Scoring Update

Answer sheets from testing dates through **August 11, 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 – August 2012 (Statistics include both PBT and CBT)

Diplomas Issued	17,411	
Subtests Scored	MA	28,214
	RE	24,182
	SC	24,173
	SS	24,600
	WR	25,162
Individuals tested	29,509	

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:

- 6 individuals were tested on a duplicate test form
- 3 individuals were tested that already earned a diploma
- 0 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:

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