



Florida GED[®] Testing Office

Monthly Newsletter

AUGUST 2013

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<http://ged.fldoe.org>

Archived copies of newsletters:

[http://ged.fldoe.org
/newsletter.asp](http://ged.fldoe.org/newsletter.asp)

Staff Members:

Tara Goodman, GED
Administrator[™]

Diane Vaccari,
Program Manager

Message from the GED Administrator[™]

We are entering the home stretch in the preparation for a 100% conversion to computer-based testing on January 1. As of the middle of August, more than 17 percent of total sub-tests have been delivered on computer in 2013. If your agency is continuing GED[®] testing in 2014, please make sure that your agency is represented at the upcoming annual meeting (see notice below). 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

Chief Examiners' Annual Meeting

The Chief Examiners' Annual Meeting has been scheduled for Wednesday, October 2, 2013, from 2-5 PM, in conjunction with the ACE Conference at the Hilton Orlando Lake Buena Vista. The meeting will be held in the Palm 5 meeting room of the conference hotel. Topics will include the closeout of the 2002 GED[®] Test Series and the 2014 GED[®] Test.

Accommodations Requests for the 2002 GED Test Series

Please advise your test takers requesting accommodations to submit the complete request with all required documentation **by October 1** for testing this year. It is VERY important that Chief Examiner's review the paperwork for completeness prior to submitting the package to the Florida GED Testing office. Please make sure you have procedures in place for doing so.

Computer-based Testing

Underage Testing Process

For CBT, the *Testing Exception Eligibility Form*

Dan Richardson,
Information Specialist
III

Rasheeda Dixon,
Information Specialist
II

Sirisha Byna,
Information Specialist
II

Barbara Bass,
Senior Clerk

Winnie Tolliver,
Clerk OPS

Ashley Mullins,
Clerk OPS

Bianca Jackson,
Clerk OPS

Chelsea Burnett,
Clerk OPS

Joe Tijerino,
Clerk OPS

Ginette Southwell,
Clerk OPS

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(<http://ged.fldoe.org/pdf/GEDUnderageTesterForm.pdf>) must be submitted by the Underage Testing Contact from the school district in which the tester lives or goes to school. Underage testers must meet the school district's requirements in order for the form to be signed by the Superintendent or Superintendent's designee. Testers must be directed to the Underage Testing Contact that is listed here: <http://data.fldoe.org/workforce/contacts/default.cfm?action=showList&ListID=65>. Each district has its own requirements for underage testing and the district contact listed at the site above can give the tester those requirements.

In some cases, underage testers become confused when they receive a letter from their school district that approves them for underage testing which traditionally has been used for PBT. Additionally, for CBT the Underage Testing Contact for the district must submit the *Testing Exception Eligibility Form* to our office in order for the tester's CBT registration to be released for scheduling. Please share the process with your staff, including instructors, who may not realize that there is an extra step for CBT.

For complete procedures for underage testing see the Florida CBT Procedures manual found here: <http://ged.fldoe.org/forms.asp>

REMINDER – Planning for your CBT Launch

As soon as your agency sets the timeline and start date for your GED CBT launch, please contact Diane Vaccari and provide the following information:

- Pearson VUE Testing Center Number
- Address and contact information for the testing center that should be posted on the DOE website here: <http://data.fldoe.org/workforce/contacts/default.cfm?action=showList&ListID=66>
- Anticipated date for opening registration
- Anticipated 1st date of testing
- Plan for regular appointment hours
- Document distribution contact name and info – who should the official documents be sent to for distribution to the candidates?
- Copy of late arrival policy

2013 Statistics on Computer-based Testing (January – August)

Subtests Scored	MA	6,866
	RE	5,512
	SC	5,097
	SS	5,274
	WR	4,994
Individuals tested		7,603

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Scoring Update

Answer sheets from testing dates through **August 18, 2013**, 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.

2013 Scoring Site Production Statistics January – August (Statistics include both PBT and CBT)

Diplomas Issued	22,303	
Subtests Scored	MA	35,374
	RE	30,171
	SC	29,840
	SS	30,415
	WR	30,585
Individuals tested	36,957	

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:

- 18 individuals were tested on a duplicate test form
- 7 individuals were tested that already earned a diploma
- 0 individuals were 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.

If you have lending library materials, you must ship them back securely to the Florida Testing Office immediately after their use. ***If a testing center fails to return materials in a timely manner consistently, then the testing center will be responsible for purchasing the alternative format of the test for their candidates.*** Please plan the use of these materials appropriately and in a way that does not disadvantage other testing centers that are waiting to receive them.

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

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://data.fldoe.org/workforce/contacts/default.cfm?action=showList&ListID=66>

IMPORTANT NOTICE TO ACTIVE GED® CBT SITES ABOUT STOPPING A TEST

Please take note that on a few occasions, CBT scores have been invalidated and testers had to take the subtests again at no fault of their own. The invalidations have been due to the test administrator (TA) ending the testing session prior to the tester completing all subtests they had originally scheduled in that particular appointment (Example: Re-tester had an appointment for two sessions and decided to skip the second test because the scores on the first test were sufficient to pass). Even though the testers had the printed unofficial results, the scores were not transmitted to the center

server and the tests had to be rescheduled. Pearson VUE technical support has in both cases given TAs inadequate advice to how to stop the test. **Under no circumstances should the TA stop a test appointment in which a tester has completed only a portion of the subtests scheduled in that appointment. The testing appointment should be allowed to run out and then the TA should end the test session.**

New Resource Site for PBT to CBT conversion

GED Testing Service has created a new web page with resource information on converting from PBT to CBT. If you have not launched CBT, please review the information available at the following web link:

<http://www.gedtestingservice.com/educators/offercbt>

Pearson VUE – Technical Support Wait Times

We have received reports of long wait times when calling Pearson VUE Tech Support and Customer Service. If you are having significant technical support problems or wait times, please send that information to us in writing. We need very specific information about the incidents including the following:

- Date of the incident
- Time of day
- Purpose for contacting Pearson VUE Tech Support
- Issue – excessively long wait to get a representative on the line, insufficient assistance

We are going to track instances of problems and report issues to GED Testing Service. However, we must have the details listed above.

It is incumbent upon the testing administrators/proctors to be familiar with the CBT documentation for GED Testing. In the documentation, there is a specific Pearson GED Testing Guide. In most cases, there are clear guidelines for the policies and procedures. It is not necessary to contact Pearson VUE technical support if there is clear documentation for the procedure. Please use the call line appropriately.

If you have any questions, please contact Diane Vaccari.

Additional Paper-based Booklets for 2013

GED Testing Service® has given us permission to use a statewide average for the usage of booklets. ***What this means is that you can use each test booklet at your test site more than the 15***

times. Diane Vaccari will be tracking usage of the booklets state-wide using the data collected from the scoring system to make sure we don't exceed are statewide total usage on the booklets.

If, however, you have test batteries that have been used so many times that they are becoming unusable, please contact Diane Vaccari at Diane.Vaccari@fldoe.org or 850-245-0991 to discuss the process for obtaining additional batteries.

Guide to Scores and Credentials for CBT Testers

We have created a document that you can customize to provide your CBT testers with the information about how scores and credentials are provided for CBT testers. We encourage CBT sites to distribute the guide to testers along with the unofficial score print outs after testing. Make sure you customize the document to include the specifics for your CBT testing center. A link to the document is available from our main web page - <http://ged.fldoe.org/> or directly from this link: <http://ged.fldoe.org/DOC/guide-to-scores-and-credentials-for-testers.doc>

Important Notice - CBT Test Takers and Allowable Test Form Usage

The Florida testing office was originally notified that the test forms available for computer-based testing (CBT) were different than the paper-based testing (PBT) forms for this year; however, we have been notified that there is duplication among the test forms between CBT and PBT. See table below for the English test forms available for 2013 in CBT and PBT.

Test Form	Available in PBT (format code EP)	Available in CBT (format code EC)
IB	YES	YES
ID	YES	
IG	YES	
IH	YES	YES
II	YES	YES
IK	YES	

Candidates are being permitted to repeat on the same test form for this year with a maximum of one PBT use and one CBT use per test form. As a result, if you have a candidate who registered for paper-based testing at your center and has already been administered CBT form IB, IH, or II, the candidate will be permitted to re-test on paper on the duplicate form. The candidate may not test twice through PBT on the same test form in 2013.

When moving from PBT to CBT, you have no control over which test form the candidate receives as the computer assigns the form. However, when moving from CBT to PBT, you make the decision as to what test form to administer to a candidate. Here are the procedural guidelines for choosing what test form to administer when a candidate moves from CBT to PBT:

- Login to the Florida GED® Records website using your login credentials: <https://ged.fldoe.org/login.asp>
- Since a candidate that has only tested on computer will not have a social security number (SSN) in the system, you must search by candidate name and verify the date of birth (DOB). (It is good practice to do this anytime you search for a perspective tester since many have assigned numbers for PBT as well.)
- In the list of Candidate Test Instances, you can determine whether it is a PBT or CBT instance by looking at the last two digits of the Site number. Site numbers ending in 80-99 are CBT sites. Site numbers ending in 00-30 are PBT sites. The only test instances you need to be concerned with are those that occurred in 2013.
- If a candidate has tested on CBT, you should assign a candidate a test form that they have not used whenever possible.
- If a candidate has tested on CBT using all of the available PBT forms, you should administer the oldest test form they used.
- Please note:
 - If a tester is in the system, a demographic form should not be completed for the candidate.
 - Make sure to use the ID Number that appears on the screen when completing answer sheets; otherwise, the records will not be combined. If a candidate wants to use his/her SSN instead of the assigned number, submit an ID number change form.
 - Some testers have moved from PBT to CBT and then back to PBT. When that occurs, the SSN has been kept as the ID Number.

If you have any questions, please email diane.vaccari@fldoe.org.

Day of Testing Issues

When you have a question that is not addressed in the Policies and Procedure Guide or GED Testing Service Client Guide provided by Pearson VUE, you should contact the following:

- For GED policy issues, call or e-mail Bach Du at 202-471-2215 or 202-603-5078 bach.du@gedtestinservice.com.
- For technical or admission issues, call the technical support center