



Florida GED Testing Office

Monthly Newsletter

SEPTEMBER 2010

Message from the GED Administrator

Diane and I had a great time with the examiners at the GED Examiner's Meeting at the ACE conference. At that meeting, we started rolling out modifications to procedures. This is part of an effort to develop a Florida procedures manual. The documents from this meeting will be sent to all Chief Examiners soon. If you have any questions regarding the new forms and procedures, please contact Diane for assistance. As always, if you have any other questions, please feel free to contact me at Tara.Goodman@fldoe.org.

Tara

2011 Contract Materials

The 2011 contracts and order forms were mailed to GED Testing Service last week. The Chief Examiner for each testing center was emailed a scanned copy of the signed contract, the order form, and the test security memorandum.

The projected arrival date for the 2011 test booklets and other materials is November 2010. GEDTS is trying to send all documents before the Thanksgiving holiday. In preparation for the arrival of these materials, please see the following required actions:

1. You must login to GED AccessPoint and verify your shipping address and Chief Examiner email address are correct. To do this on AccessPoint, go to the section on the left side of the web site as follows: GED AccessPoint > Testing Center Data > Review Center Details. If your data is correct, click on the "Data OK" button and hit "Submit". If you need to update the shipping address or Chief Examiner email information, select the "Submit Corrections" button and a box will appear. Please enter any corrections in this box and hit the "Submit" button. Or you may submit changes to the address only using the online L-20 form.
2. When your package of materials is sent by GEDTS, the Chief Examiner will be sent an email. You can track the package on GED AccessPoint. To do so, go to the section of the left side as follows: GED AccessPoint > Testing Center Data > Track Shipments.

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Phone 850-245-0449

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Customers
1-877-352-4331

Web Site:

[www.fldoe.org/
workforce/ged](http://www.fldoe.org/workforce/ged)

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- Secure these materials upon arrival and DO NOT use any of these test booklets before January 1, 2011. Tests administered using these materials will not score before that date.

Computer-Based Testing Comparability Study

Data collection for this project will end on October 22. Anyone who has already scheduled their exam(s) through that Friday will be allowed to test. If they have registered for the Mathematics or Language Arts, Reading test, and they cancel, they will not be allowed to reschedule for another Math or Reading session; those two content areas have been closed for the remaining testing days. Science, Social Studies, and Language Arts, Writing are still being offered, so please encourage participation for those areas.

Scoring Update

Answer sheets from testing dates through September 7, 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	23,809	
Subtests Scored	MA	33,369
	RE	30,443
	SC	30,067
	SS	30,839
	WR	31,431
Individuals tested	34,936	

REMINDERS:

GED AccessPoint – Username and Password

The user name for accessing GED AccessPoint is your testing center number. The password was set locally by you when the system became available to testing centers. If you have been locked out of the system or do not remember your password, please send an email to

Diane.Vaccari@fldoe.org to request a reset of your password. You will be

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

sent an email with your temporary password.

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
- 1 individual was 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.

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.

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.