



Florida GED Testing Office

Monthly Newsletter

SEPTEMBER 2011

Florida Department of
Education
GED Testing Office
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<http://ged.fldoe.org/newletter.asp>

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Message from the GED Administrator

I just returned from a successful ACE Conference in Orlando. There were three presentations on the new GED Assessment from GED Testing Service, Pearson VUE, and Department staff. The Department is working on a project plan to implement all elements required to prepare for the new system. As always, if you have any questions on the GED transition or any other topic, please contact me at Tara.Goodman@fldoe.org.

Tara

NEW PROCESS: Submission of Essays

Our new scanner is finally up and running for scanning essays directly to our essay scoring service which has prompted a revision of the procedures for submission of GED testing materials to our office for scoring. Chief Examiners were sent the newly revised procedures and transmittal form on September 29, 2011 via e-mail. If you did not receive it, please e-mail Diane.Vaccari@fldoe.org. The revised procedures and transmittal form go into effect immediately.

Here is a list of the changes to the procedures:

- Provides details on submitting
 - L-40 Report of Testing Irregularities forms
 - Out-of-state transcripts
 - Documentation necessary for Name/Address/Identification Number Change forms
- New Transmittal Form (revised 9/26/2011)
 - Adds fields at the top for distinguishing the type of tests – Exit Option or Non-Exit Option; English, Spanish, or French
 - Adds a field to enter the number of WR examinees (essays), since an essay transmittal is no longer required
 - Includes detailed instructions on what should be written in each field on the form
- Essay Transmittal form is no longer submitted – only one transmittal must be submitted for each type of test.
- **Copies of Essays are no longer submitted** – only originals (bound with a clip or band) must be submitted.

Because there will not be a duplicate copy of the essay, it is critical that you and your staff account for all essays prior to sending the originals to the Florida GED Testing Office.

2012/2013 GED Testing Service Contracts and 2012 Online Ordering

All contracts have been received. All testing centers are required to enter their 2012 orders in the AccessPoint system. **Orders that were not placed in Access Point by September 30, 2011, cannot be guaranteed to arrive by January 1, 2012.**

If you have not submitted your testing center order yet, please immediately contact Diane Vaccari at 850-245-0449 or Diane.Vaccari@fldoe.org.

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. This was due by **September 23, 2011**. If you have not already checked AccessPoint, please do so immediately.

1. Log on to GED AccessPoint to check that the shipping address for your materials and the email for the Chief Examiner are 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.

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

Scoring Update

Answer sheets from testing dates through September 3, 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

Diplomas Issued	22,806	
Subtests Scored	MA	33,169
	RE	29,714
	SC	29,730
	SS	30,061
	WR	30,792
Individuals tested	35,301	

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:

- 10 individuals were tested on a duplicate test form
- 5 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:

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.

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.

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.

Accommodations Paperwork – NEW FORMS

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