



# Florida GED<sup>®</sup> Testing Office

## Monthly Newsletter

SEPTEMBER/OCTOBER 2012

Florida Department  
of Education  
325 West Gaines St.  
Room 634  
Tallahassee, FL  
32399

Phone 850-245-0449

800 Line for Florida  
Customers  
1-877-352-4331

### Web Site:

<http://ged.fldoe.org>

### Archived copies of newsletters:

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

### Staff Members:

Tara Goodman, GED  
Administrator<sup>™</sup>

Diane Vaccari,  
Program Manager

Dan Richardson,  
Information  
Specialist III

Rasheeda Dixon,  
Information  
Specialist II

## Message from the GED Administrator<sup>™</sup>

Thanks to all of the GED testing community for a successful GED Chief Examiner's meeting. It was great to see everyone and to share the latest information. We are working on getting answers to your questions that we were unable to answer at the meeting. As always, if you have any questions on the GED<sup>®</sup> testing transition or any other topic, please contact me at [Tara.Goodman@fldoe.org](mailto:Tara.Goodman@fldoe.org).

*Tara*

## Important Announcements for CBT

### Re-testing of paper-based testers is now permitted!

Individuals who have started the 2002 test series on paper may now complete the test on the computer-based version. If you have candidates interested in doing this, you need to advise them to provide the same ID in the computer registration system as was used for the paper-based administrations.

If you have any questions about this process, please contact Diane Vaccari.

### CBT – Launch update

Charlotte County and Lee County have launched computer-based testing in October.

If you are interested in beginning the process to become a Pearson VUE testing center and offer the GED<sup>®</sup> test on computer, please contact Diane Vaccari or Tara Goodman.

### Leased GED Test Batteries – 2012 batteries

GED Testing Service is offering additional 2012 test battery orders at a discounted price. Please check your battery usage and let Diane Vaccari know as soon as possible if you would like to request additional batteries to meet your testing demand through the end of the year.

Sirisha Byna,  
Information  
Specialist II

Barbara Bass,  
Senior Clerk

Ashley Mullins,  
Clerk OPS

Bianca Jackson,  
Clerk OPS

Chelsea Burnett,  
Clerk OPS

Joe Tijerino,  
Clerk OPS

Ginette Southwell,  
Clerk OPS

GED® and GED  
Testing Service® are  
registered  
trademarks of the  
American Council on  
Education (ACE).  
They may not be  
used or reproduced  
without the express  
written permission of  
ACE or GED Testing  
Service. The GED®  
and GED Testing  
Service® brands are  
administered by GED  
Testing Service LLC  
under license from  
the American Council  
on Education.

## Delivery of 2013 batteries

GED Testing Service informed us that the 2013 batteries will be shipped in mid to late November. They will stop shipping the week prior to Thanksgiving and expect their last shipment date to be December 7, 2012. **The 2013 batteries must not be used until January 1, 2013.** Carefully follow the instructions that will come with the shipment.

## Scoring Update

Answer sheets from testing dates through October 13, 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 – October 2012

(Statistics include both PBT and CBT)

<b>Diplomas Issued</b>	22,777	
<b>Subtests Scored</b>	MA	36,473
	RE	31,403
	SC	31,338
	SS	31,994
	WR	32,638
<b>Individuals tested</b>	37,180	

## 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:

- 20 individuals were tested on a duplicate test form
- 6 individuals were tested that already earned a diploma
- 1 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.

## **REMINDEERS:**

### **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](mailto: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](mailto: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.

Please return materials on time so we can meet the requests of others.

**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://ged.fldoe.org/testingcc.asp>