



Florida GED Testing Office

Monthly Newsletter

OCTOBER 2010

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

Phone 850-245-0449

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

Web Site:

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

Archived copies of newsletters:

[http://www.fldoe.org/
workforce/ged/newsle
tter.asp](http://www.fldoe.org/workforce/ged/newsletter.asp)

Message from the GED Administrator

The GEDTS computer-based testing (CBT) comparability study has ended. This concludes Phase I of the CBT project. I anticipate discussions starting soon on Phase II. I am going to need testing center involvement in Phase II and will be contacting all testing centers when I have more information from GEDTS. We are also engaged in a project to clean up the data on addendum sites on GED AccessPoint. The end result of this will be a data collection survey to collect information about where current testing is occurring and where computer-based testing is possible. I look forward to working with you to bring computer-based testing to the GED program. As always, if you have any other questions, please feel free to contact me at Tara.Goodman@fldoe.org.

Tara

Trackable Shipment Providers

GED secure materials include answer sheets to be scored and Florida GED Lending Library test materials. According to the GED Testing Service (GEDTS) Policies and Procedures when shipping secure materials to the scoring site, your testing center must use "a deliverer that can provide tracking, and testing center staff shall monitor the shipment at appropriate intervals until it reaches the scoring site." (GEDTS Policies and Procedures, page 42)

The following are acceptable GED secure materials shipping choices:

- **FedEx**
- **UPS**
- **USPS Express Mail (U.S. Postal Service)**

It is imperative that you use a shipper that provides tracking at intervals throughout the shipment, not just delivery confirmation services.

Please ensure that all secure materials are sent to the Florida GED Testing Office using one of the methods listed above.

If you have any questions, please contact Diane Vaccari at Diane.Vaccari@fldoe.org.

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*

2011 Contract Materials

Your 2011 contract materials (test booklets, etc.) are expected to be shipped to your testing center in November. When materials are shipped, you should receive an email notifying you. You may use GED AccessPoint to track your shipment.

Upon receipt, conduct an inventory and notify GEDTS if there are any shipping discrepancies.

New Site Address for Accessing State GED Database

The Florida GED Testing Office is working on a migration to new web site address. The first part of this process involved setting up a security certificate for the site used to access Florida GED testing records. Please see below for the NEW web site to access these records:

<https://ged.fldoe.org/login.asp>

Please start accessing the state GED records using this site address. You must notify all GED staff members who have user names and passwords of the new site address. The other site address will be disabled next week and this will be your only access point to the database.

Don't forget to change any bookmarks in your web access software (e.g., Internet Explorer). You may experience problems if you have saved the user name and password in your internet browser. For security reasons, you should not save the user name and password for the GED portal in your internet browser. Please contact your local computer systems staff if you are getting error messages generated by your internet browser software.

GEDTS – Score History Report

GEDTS has added a service to obtain a score history report through their database for testers in other states. This report may only be used to determine the form of the test that the candidate is given. It cannot be used for a conversion of scores. Conversions may only occur with an official transcript.

You can access the score history request form on GED AccessPoint by going to the following tabs: Resources, Document Library (common). Look for the section titled "PDF Version" at the bottom of the page. There is a listing for "GED Score History Report Request Form."

New Forms Available Online

During the Examiners' Meeting held at the ACE Conference in late September, we presented some new forms and procedural guidelines for the following:

- Requesting Addendum Sites
- Requesting GED Staffing (examiners/proctors)

- Requesting Relocation of Testing Center
- Requesting Relocation of Testing Room
- Transmittal Sheets

All of these forms are now available for download here:

<http://www.fldoe.org/workforce/ged/forms.asp>. You should begin using these forms now. If you need assistance with completion of the forms or have any questions, please contact Diane Vaccari at Diane.Vaccari@fldoe.org.

GEDTS Updates on the New Tests and Computer-Based Testing

GED Testing Service has posted the October edition of the Community newsletter on their website. You may access this newsletter through the following link:

http://www.acenet.edu/Content/NavigationMenu/ged/etp/pros/The_Community_1010.htm#2014

Several questions about the new GED test and computer-based testing are answered in this newsletter.

Scoring Update

Answer sheets from testing dates through October 2, 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	26,165	
Subtests Scored	MA	36,545
	RE	33,397
	SC	33,030
	SS	33,895
	WR	34,511
Individuals tested	37,906	

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 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:

- 15 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.

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.