



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

## Monthly Newsletter

OCTOBER 2013

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

We have less than 60 days to end of the 2002 Test Series. Thanks for all you are doing to ensure adequate access to testing for your candidates. 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*

### Expanded Retake policy for Paper-based

Candidates who have been administered all three paper-based forms in 2013 **may** be permitted additional PBT administrations, under certain circumstances. If a candidate has used all three of the PBT attempts without success, he/she may be permitted to test after waiting 60 days from the last attempt on the test form, including any CBT administrations.

If you have a candidate who has used all paper-based attempts who would like to test again on paper, you must:

- Contact Diane Vaccari to review the records, verify that the candidate is eligible, and be provided information on the allowable test forms and the process for transmittal for the candidate.
- Notification is critical because the data system will kick out any results for a duplicate form automatically.

If you have any questions, please contact Diane at [diane.vaccari@fldoe.org](mailto:diane.vaccari@fldoe.org).

### PBT Testing Dates and End of Year Processing

We are tracking test dates to facilitate a rapid closeout of the 2002 test series scoring. Please make sure you email Diane at [diane.vaccari@fldoe.org](mailto:diane.vaccari@fldoe.org) if you add any testing dates in December. We do not have to approve your additional testing dates. You may add them to your schedule as appropriate.

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#### Web Site:

<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<sup>™</sup>

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Program Manager

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Sirisha Byna,  
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It is extremely important that you make sure you have received results for each testing administration. This is the only way we can be sure that your packages have arrived here safely and have been scored. Please take the time to make sure you have received all of your results.

Clear all staging rejects quickly when you receive a staging reject notification.

### **PBT Battery Return**

Once you have completed your PBT testing at your site you may ship your secure test materials back to GED Testing Service (GEDTS).

**Unused blank answer sheets are not secure materials** and are not to be returned to GEDTS. Send boxes of secure test materials back to GEDTS by January 31, 2014. Use sturdy cardboard boxes for shipping. **White security boxes will not be sent to centers;** however, if you happen to have some GEDTS white security boxes at your center, use them. Refer to the GEDTS PBT Policies and Procedures Manual, pages 31-32, for packing instructions: <http://ged.fldoe.org/pdf/gedts.pdf>.

Return materials to the following address:

GEDTS Brightkey  
9050 Junction Drive Suite 2  
Annapolis, MD 20701

If you have any questions, please contact Diane Vaccari at [diane.vaccari@fldoe.org](mailto:diane.vaccari@fldoe.org).

### **Computer-based Testing and 2014 Test**

#### **GED.com**

You can go to GED.com now and sign up to receive notification when the new GED<sup>®</sup> registration portal opens.

#### **Free Practice Test Vouchers**

GED Testing Service wants to make sure that you know what GED Ready<sup>™</sup> has in store for your students. That's why we're offering two vouchers for adult educators to take GED Ready<sup>™</sup> for free when it becomes available in late November.

Sign up to request your GED Ready<sup>™</sup> vouchers today. Two vouchers will be sent to you at the end of November. Each voucher is good for access to one GED Ready<sup>™</sup> subject test.

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

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

<b>Subtests Scored</b>	MA	12,527
	RE	9,899
	SC	9,241
	SS	9,462
	WR	8,675
<b>Individuals tested</b>	13,466	

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### Scoring Update

Answer sheets from testing dates through **October 15, 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 – October (Statistics include both PBT and CBT)

<b>Diplomas Issued</b>	30,721	
<b>Subtests Scored</b>	MA	47,659
	RE	40,090
	SC	39,527
	SS	40,203
	WR	40,059
<b>Individuals tested</b>	47,439	

### 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:

- 23 individuals were tested on a duplicate test form
- 8 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](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.

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 statewide 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](mailto: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](mailto: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](mailto:bach.du@gedtestinservice.com).
- For technical or admission issues, call the technical support center