



Florida GED Testing Office

Monthly Newsletter

OCTOBER/NOVEMBER 2011

Florida Department of
Education
GED Testing Office
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Customers
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Web Site:

<http://ged.fldoe.org>

Archived copies of newsletters:

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

GED Staff Members:

Tara Goodman, GED
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Dan Richardson,
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OPS

Joe Tijerino, Clerk OPS

Message from the GED Administrator

It's that time of year again – to close out the 2011 testing year and prepare for 2012. Most 2012 materials should have been shipped and received. Please make sure you have procedures in place to promptly return all 2011 testing materials back to GED Testing Service when you complete your 2011 testing schedule. As always, if you have any questions on the GED transition or any other topic, please contact me at Tara.Goodman@fldoe.org.

Tara

Shipment of 2012 Testing Materials

GED Testing Service has shipped 2012 materials to most testing centers. If you have not received your materials by **December 15**, please contact Diane Vaccari to find out if there is an issue with your shipment such as an unpaid invoice or an outstanding contract. ***Under no circumstances may 2012 testing materials be used before January 1, 2012.***

Sending Answer Sheets for Test Dates through December

To facilitate the transition to 2012 scoring, please make sure all answer sheets are shipped to the testing office **no later than December 30, 2011**.

Chief examiners who are testing prior to the close of their college or district campuses for the holiday MUST send all answer sheets for scoring before leaving for the holiday break.

GEDTS Releases Enhanced Braille Version

GED Testing Service has released a revised version of the GED test that offers vision-impaired adults who read Braille a better testing experience. The enhanced English Braille version increases access to diagrams and charts, including raised tactile graphics, to represent many of the images test-takers use to answer questions.

GED Testing Service worked in partnership with Minnesota's Volunteer Braille Services to create a revised version of the GED tests. This version uses the most recent updates to the Braille code and reflects current best practices in production of Braille documents, especially in the areas of math and science.

For the complete press release visit:

http://www.acenet.edu/Content/NavigationMenu/ged/news/2011_10_31_GED_New_Braille_Version.pdf

GEDTS CBT Pricing

Base price for each subtest of the CBT GED has been set by GED Testing Service at \$24. Pricing does not include data management by the jurisdictional office and production of official transcripts and diplomas. Final determination of Florida's CBT GED price to the candidate will be forthcoming. It is expected that a rule development workshop will occur in early 2012.

Scoring Update

Answer sheets from testing dates through October 31, 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. Contact Kathy Almand at 850-245-9462 if you have questions about charges on your invoice.

Scoring Site Production Statistics January to November 2011

Diplomas Issued	28,109	
Subtests Scored	MA	40,859
	RE	36,473
	SC	36,392
	SS	36,868
	WR	37,721
Individuals tested	42,280	

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 two months, the following scoring errors occurred:

- 12 individuals were tested on a duplicate test form

- 9 individuals were tested that already earned a diploma
- 1 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:

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.

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.