



Florida GED Testing Office

Monthly Newsletter

NOVEMBER 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

Be on the lookout for 2011 contract materials. The shipments were not sent prior to Thanksgiving, as indicated by GEDTS. You should receive an email when the shipment is sent. Please be prepared to implement your receiving plan for these materials. If you have not already done so, please make sure your email address is listed correctly in GED AccessPoint. As always, if you have any other questions, please feel free to contact me at Tara.Goodman@fldoe.org.

Tara

Expiration of User Names and Passwords for Accessing State GED Database

The Florida GED Testing Office is expiring all of the current user names and passwords that are used to access to the GED Database through the following website:

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

You will be contacted in December with a new user name for the Chief Examiner and will be permitted to submit access requests for additional GED testing staff members. All requests for passwords to this system must be submitted by the Chief Examiner. We will review requests received 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.

Please make sure you respond to the request when received or your testing center will not have access to the database on January 1, 2011.

Use of GED AccessPoint to Report Secure Inventory

Beginning in December, approved Florida GED testing centers will be required to periodically report that their testing materials have been inventoried and are secure.

GED Testing Service (GEDTS) Policies and Procedures Manual states that throughout the contract year, the GED Chief Examiner must:

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

Inventory and check the condition of all secure testing materials when received from the GED Testing Service; prepare a written inventory at the beginning and end of each testing session and on a monthly basis when the tests are not in use. (GEDTS Policies and Procedures Manual, p. 12)

To complete this report on your inventory, you must log-on to GED AccessPoint. In Secure Inventory section of the AccessPoint system, you would report "Inventory OK." If your inventory reveals any discrepancies, you must immediately complete an L-24 and follow all other procedures in the GEDTS Policies and Procedures Manual to report a test compromise. Attached is a document with instructions on how to use the Secure Inventory feature in GED AccessPoint.

The report on your secure materials must be completed using the following annual schedule:

- Within 7 days of receiving materials for the new contract year
- Prior to shipping the materials from the previous contract year back to GEDTS
- March 1-15 (any time during this window)
- June 1-15 (any time during this window)
- September 1-15 (any time during this window)

This reporting should be conducted in accordance with your testing center's normal inventory procedures per the requirements of the GEDTS Policies and Procedures Manual.

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

GED Web Site Changes - UPCOMING

The Florida GED Testing Office will be moving its web site to a new URL address soon. If you have any links to the existing website on your local GED web pages (such as the transcript request page), these links will need to be updated. When the migration is scheduled to occur, we will send all Chief Examiners a list of new web addresses that you should use to replace any existing links.

END OF YEAR CONFERENCE CALL

An end of year conference call will be held on December 9 at 9 a.m., EST. You should have received an email announcing the call with the call-in information. If you did not receive this information, please contact Diane Vaccari about the call details.

Scoring Update

Answer sheets from testing dates through October 31, 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	28,828	
Subtests Scored	MA	40,338
	RE	36,826
	SC	36,453
	SS	37,335
	WR	38,082
Individuals tested	41,376	

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:

- 20 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.

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.

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.