



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

## Monthly Newsletter

NOVEMBER 2012

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

During this busy holiday season, I wanted to take time to thank you for your efforts in providing an important service to your community. Earning a high school equivalency credential is a valuable commodity with the potential to improve the life of the candidate and candidate's family. It is a pleasure for me to work with you on providing this opportunity to Floridians. 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*

### Delivery of 2013 batteries

GED Testing Service is shipping your test batteries; many centers have already received them. **The 2013 batteries must not be used until January 1, 2013.** Carefully follow the instructions that will come with the shipment. Contact Diane Vaccari if you have any questions or concerns.

### Answer Sheet Delivery for Tests Scheduled in December

Testing materials for sessions at the end of year MUST be shipped out immediately after testing. If you are hosting a testing session before your district or college leaves for holiday break, you must return those materials before your institution closes. **UNDER NO CIRCUMSTANCES SHOULD YOU HOLD THOSE MATERIALS UNTIL YOUR INSTITUTION RETURNS FROM A HOLIDAY BREAK.**

If you have scheduled a testing session within a day or two of when you close, you must commit to sending those materials or cancel the testing session. If you assign the responsibility for shipping materials to another staff member, it is your responsibility to make sure that the materials are sent.

If you are testing the last week of the year (Dec 24-31), **you MUST send the materials no later than the last day of the year.**

Testing centers that fail to submit materials in a timely manner will

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](http://ged.fldoe.org/newsletter.asp)

#### Staff Members:

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

Diane Vaccari,  
Program Manager

cause a statewide delay in the start of scoring for the 2013 testing materials.

### **Return of Lending Library Materials**

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.

If you have materials for December testing, those materials must be sent back so that the Department may return those materials to GEDTS.

### **Closeout of the 2002 Series**

Don't forget to join the closeout campaign for the 2002 test series. You can sign up to receive valuable updates at the following web address:

<http://www.gedtestingservice.com/jointhecampaign/>

### **Brand Central – New Items**

Additional materials for the closeout campaign have been added to Brand Central. You are able to access Brand Central through GED AccessPoint in the Document Library (log in at <http://access.gedtest.org>). Spanish buttons with the campaign slogan are now available.

### **Important Announcements for CBT**

#### **Mobile Solution for Testing**

A streamlined mobile lab solution that makes the GED<sup>®</sup> test on computer possible anywhere has been announced by GED Testing Service. Please go the following web site for more information:

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

*Dan Richardson,  
Information Specialist  
III*

*Rasheeda Dixon,  
Information Specialist  
II*

*Sirisha Byna,  
Information Specialist  
II*

*Barbara Bass,  
Senior Clerk*

*Ashley Mullins,  
Clerk OPS*

*Bianca Jackson,  
Clerk OPS*

*Chelsea Burnett,  
Clerk OPS*

*Joe Tijerino,  
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*Ginette Southwell,  
Clerk OPS*

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## Current Statistics on Computer-based Testing (July – November 2012)

<b>Subtests Scored</b>	MA	359
	RE	355
	SC	343
	SS	344
	WR	313
<b>Individuals tested</b>	423	

### Scoring Update

Answer sheets from testing dates through **November 10, 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>	24,488	
<b>Subtests Scored</b>	MA	39,123
	RE	33,698
	SC	33,601
	SS	34,313
	WR	35,047
<b>Individuals tested</b>	39,524	

### 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:

- 11 individuals were tested on a duplicate test form
- 3 individuals were tested that already earned a diploma
- 0 individuals 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>