



Florida GED Testing Office

Monthly Newsletter

DECEMBER 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

Current Web Site:

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

New Web Site
launching in mid-
January:

ged.fldoe.org

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

I hope that you all had a successful conclusion to the 2010 GED contract year. There are a lot of changes coming to GED in the coming year with the deployment of computer-based testing. I will be working with all GED testing centers to facilitate a smooth and successful transition to computer-based testing in Florida. As always, if you have any other questions, please feel free to contact me at Tara.Goodman@fldoe.org.

Tara

2011 GED Testing and Return of 2010 Materials

Beginning January 1, 2011, you must use the 2011 test booklets for all testing sessions. You may not use the 2010 Testing Materials after December 31, 2010 (No exceptions!). Follow all instructions for returning 2010 materials on the lavender sheet that was included with your 2011 Testing Materials. **All 2010 Testing Materials must be returned to GEDTS by January 31, 2011.**

We recommend that you conduct the secure inventory and return the 2010 materials now. Testing centers will return the 2010 materials in the same boxes in which they received the 2011 materials. If your center mistakenly returns 2011 items, the testing center will be charged for the replacements.

Please note that there is a new address for returning testing materials:

GED/BrightKey
9050 Junction Dr.
Annapolis Junction, MD 20701-1150

If there is a discrepancy found during your final inventory, your testing center must immediately complete the L-24 form and contact the GED Program Manager, Diane Vaccari.

GEDTS Invoices for 2011 Testing Materials

The GEDTS invoices for 2011 materials have arrived in the state office. Each testing center is responsible for payment of the 2011 testing fee of \$175 and for any materials ordered in addition to those the Florida Department of Education agreed to purchase for your center.

The Department will be processing its payments in January. Chief Examiners will be receiving a copy of the GEDTS invoices and a separate summary of charges with information on the Department's payment and the testing center's payment responsibility. When you submit payment to GEDTS, please include the invoice number and your testing center number on the remittance documents.

Make sure that you resolve your payments with GEDTS as quickly as possible. For the 2011 materials, several testing centers had their shipment held as a result of invoice problems that were not cleared up by the end of the year.

Completion of 2010 Scoring

All 2010 tests are expected to be scored no later than January 14. If you have testers in 2010 whose results do not show up in the GED database by January 17, please contact Dan Richardson or Diane Vaccari regarding the scoring for those tests.

GED AccessPoint: Adding Addendum Site Information

On January 3, GED Testing Service is adding features on addendum sites to the GED AccessPoint portal. The system will maintain the following fields: Sequence Number (pre-populated), Site Name, Site Type, Opening Date, Address and Closing Date. While address and closing date are optional, the Florida GED Testing Office will require you to maintain current information on the optional fields. An FAQ on the new feature will be sent under separate cover to the Chief Examiners.

Your testing center needs to do the following to get up-to-date information on currently operating addendum sites entered in the system:

1. Review all addendum site information on this site no later than January 14, 2011.
2. If there are current addendum sites that are not listed on GED AccessPoint, please contact Winnie Tolliver for further direction.
3. If an addendum site is listed and does not include information in all fields, please enter information on these sites into GED AccessPoint.

All entries made by the testing centers will have to be approved by the staff of the Florida GED Testing Office. NOTE: This process should not be used to request a new addendum site.

The web address for the GED AccessPoint site is the following:

<https://access.gedtest.org/Art/HgArtServer.dll>

Expiration of User Names and Passwords for Accessing State GED Database: Access for 2011

The Florida GED Testing Office expired 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 were contacted in December with a new user name and password for the Chief Examiner and were permitted to submit access requests for additional GED testing staff members. All requests for user names and 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.

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.

GEDTS Community Newsletter – November/December 2010

GEDTS publishes a monthly newsletter for GED Testing Professionals and Adult Educators. The latest newsletter can be accessed through this link:

http://www.acenet.edu/Content/NavigationMenu/ged/etp/pros/The_Community_111210.htm

If you would like to subscribe to this newsletter, you can go to this link and receive the latest newsletter as it is released:

http://www.acenet.edu/Content/NavigationMenu/ged/etp/pros/Subscribe_to_GED_New.htm

Accommodations Tracking Form

GEDTS has discontinued the accommodations tracking form. For the 2011 contact year, you are no longer required to submit this form with accommodations requests.

GEDTS is working on an alternative method for acquiring information on the students who are tested with accommodations. This method will require testing centers to enter information on accommodations used into GED AccessPoint. We are expecting additional information on or near January 3, 2011.

French Version of the GED Test - 2011

The Florida GED Testing Office has ordered one copy of the French test format for 2011. If your testing center schedules a re-test of the French exam during the 2011 contract year, please contact Diane Vaccari about gaining access to the other French test form. If a re-testing booklet is necessary, it will be ordered by the Florida GED Testing Office during the contract year.

Using Your Testing Center Number to Communicate with the Florida GED Testing Office and GED Testing Service

If you have to communicate with GEDTS via email, please remember that their staff will require that you provide your 10-digit testing center number to process or research any requests.

Also, when communicating with Florida GED Testing Office staff on administrative and scoring issues, please include your testing center number in your communication to help out the staff in responding quickly.

Scoring Update

Answer sheets from testing dates through December 4, 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	32,621	
Subtests Scored	MA	45,699
	RE	41,661
	SC	41,292
	SS	42,237
	WR	43,126
Individuals tested	46,285	

REMINDERS:

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 when the system became available to testing centers. If you have been locked out of the system or do not remember your password, you may reset the password in the system. You will be sent an email with your temporary password. If you have questions, please contact Diane Vaccari.

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
- 15 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.