



Florida GED Testing Office

Monthly Newsletter

DECEMBER 2011

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:

<http://ged.fldoe.org>

Archived copies of newsletters:

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

GED Staff Members:

Tara Goodman,
GED Administrator
Diane Vaccari,
GED Program Manager
Winnie Tolliver,
Information Specialist II
Dan Richardson,
Information Specialist II
Sirisha Byna,
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Barbara Bass,
Senior Clerk
Ashley Mullins,
Clerk OPS
Bianca Jackson,
Clerk OPS
Chelsea Burnett,
Clerk OPS
Joe Tijerino,
Clerk OPS

Message from the GED Administrator

The Department is hosting a rule development workshop to set up the framework for the computer-based testing (see notice below). I encourage all Chief Examiners to listen in to the call. As always, if you have any questions on the GED transition or any other topic, please contact me at Tara.Goodman@fldoe.org.

Tara

Rule Development Workshop – Authorizing Computer-based Testing

A rule development workshop via conference call will be held on January 23, 2012, at 9 a.m. to discuss changes to State Board of Education rule on the State of Florida High School Diploma (Rule 6A-6.021). You may access the current version of rule through this link:

<https://www.flrules.org/>

The call in information is the following:

Conference Call Number: 888-808-6959
Conference Code: 2459001

If you have any questions prior to this call, please contact Tara Goodman.

Return of 2011 Testing Materials

All 2011 Testing Materials must be returned to GEDTS by January 31, 2011. If you have not already done so, we recommend that you conduct the secure inventory and return the 2011 materials now. Testing centers will return the 2011 materials in the same boxes in which they received the 2012 materials. If your center mistakenly returns 2012 items, the testing center will be charged for the replacements.

Please follow the directions provided to you with your 2012 materials

regarding the return of 2011 testing materials.

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.

Revised GED Testing Service Policies and Procedures Manual

GED Testing Service revised the Policies and Procedures Manual in late November 2011. The revised manual is available for download from GED AccessPoint. It is also available at our website: <http://ged.fldoe.org/forms.asp>. The new manual is effective immediately.

Scoring Update

Answer sheets from testing dates through **December 12, 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 December 2011

Diplomas Issued	31,899	
Subtests Scored	MA	46,522
	RE	41,322
	SC	41,232
	SS	41,827
	WR	42,787
Individuals tested	47,296	

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:

- 23 individuals were tested on a duplicate test form

- 11 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:

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.