



Florida GED[®] Testing Office

Monthly Newsletter

DECEMBER 2013

Message from the GED Administrator[™]

Thanks for everything you have done to provide access to test takers during the closeout of the 2002 series. We are still crunching the numbers and will release the final data on the end of year testing that documents your efforts. We are now turning our attention to getting the systems in the place for the 2014 test and look forward to working with you as we enter the 100% computer-based testing environment. As always, if you have any questions on the GED[®] testing transition or any other topic, please contact me at Tara.Goodman@fldoe.org.

Tara

Exploring GED.com

Please check out the resources at the following link for information on the new GED.com site:

<http://www.gedtestingservice.com/educators/2014training>

Closeout of 2002 Test Scoring

We anticipate that all tests will be scored by the middle of January. All tests administered at your testing center should already have been sent to the scoring office. It is imperative that all staging rejects be cleared. Please contact Dan Richardson at (850) 245-0993 or dan.richardson@fldoe.org. When emailing Dan, make sure to include the tester's full name, date of birth, and last four digits of the ID number. Please make sure to include all details about the situation. We are dealing with numerous staging rejects and will need all details each time you contact us. We thank you for your cooperation in getting all tests scored by the middle of January. If you have any questions or concerns, please contact Diane Vaccari at diane.vaccari@fldoe.org.

PBT Battery Return

Since all PBT testing is now completed, you must ship your secure

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>

Staff Members:

Tara Goodman, GED
Administrator[™]

Diane Vaccari,
Program Manager

test materials back to GED Testing Service (GEDTS). **Unused blank answer sheets and calculators are not secure materials are not to be returned to GEDTS.** Send boxes of secure test materials back to GEDTS by January 31, 2014. Use sturdy cardboard boxes for shipping. **White security boxes will not be sent to centers;** however, if you happen to have some GEDTS white security boxes at your center, use them. Instructions for packing/shipping materials as excerpted and edited from GEDTS Policies and Procedures Section 4.5:

To ensure the security of the GED® test, the GED Chief Examiner shall follow these steps when shipping back GED® test booklets:

1. Thoroughly inspect and inventory all materials before packing to ensure that all materials are included. Pack tests in order by battery serial number and group them by test form.
2. Material Picking Plan of returned materials must be enclosed in each box. If you cannot find your Material Picking Plan, print an inventory list using Access Point.
3. Forward a copy of the Material Picking Plan, indicating the date and method of shipment with tracking numbers, to Diane Vaccari at diane.vaccari@fldoe.org or fax 850-245-9065. A copy must be maintained in the GED® testing center's files.
4. Test batteries must be packaged as follows:
 - a. Together by test form (e.g., English print IA).
 - b. In sequential serial number order.
 - c. With all six test booklets that have the same serial number packed together in the same battery envelope.
 - d. Audiocassette tapes must be returned with the assigned large print books. They will have the same serial number.
 - e. Braille books must be returned with the assigned standard print books. They will have the same serial number.
5. Essay topic cards must be packed as follows:
 - a. Alphabetically by topic letter, with the same serial numbers within a single topic envelope.
 - b. With all envelopes in sequential serial number order.
6. Secure testing materials must be packaged and returned using sturdy cardboard boxes. Add additional packing material (if needed) to secure test items in the boxes.
7. Return the secure sturdy boxes to GED Testing Service using the label provided by a shipping service that provides package tracking. If such service is unavailable, then ship the materials by U.S. Postal Service (USPS), postage prepaid and return receipt requested. All shipping charges on materials returned to GED Testing Service must be paid for by the individual GED testing center.
8. Write on the return label the total number of boxes in the shipment. For example, if a GED® testing center is returning three boxes, the first box should be labeled "1 of 3," the second, "2 of 3," and the last, "3 of 3."

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

Florida GED® Records Website

For the month of January:

*Dan Richardson,
Information Specialist
III*

*Rasheeda Dixon,
Information Specialist
II*

*Sirisha Byna,
Information Specialist
II*

*Barbara Bass,
Senior Clerk*

*Bianca Jackson,
Clerk OPS*

*Chelsea Burnett,
Clerk OPS*

*Joe Tijerino,
Clerk OPS*

*Ginette Southwell,
Clerk OPS*

GED® and GED Testing Service® are registered trademarks of the American Council on Education (ACE). They may not be used or reproduced without the express written permission of ACE or GED Testing Service. The GED® and GED Testing Service® brands are administered by GED Testing Service LLC under license from the American Council on Education.

- Records prior to January 1, 2014, will still be available at <https://ged.fldoe.org/login.asp>, using your existing login credentials. This site is available for use now by current users.
- Records after and including January 1, 2014, will be available soon at <https://app4.fldoe.org/FLHSDRecordSite>. All users of the current Florida GED® Records Website will be notified via email when the site is functional.

If you have any questions, email Diane Vaccari at diane.vaccari@fldoe.org.

2013 Statistics on Computer-based Testing (January – December)

Final Statistics will be forthcoming.

2013 Scoring Site Production Statistics January – December (Statistics include both PBT and CBT)

Final Statistics will be forthcoming.

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. 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.

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>

IMPORTANT NOTICE TO ACTIVE GED® CBT SITES ABOUT STOPPING A TEST

Please take note that on a few occasions, CBT scores have been invalidated and testers had to take the subtests again at no fault of their own. The invalidations have been due to the test administrator (TA) ending the testing session prior to the tester completing all subtests they had originally scheduled in that particular appointment (Example: Re-tester had an appointment for two sessions and decided to skip the second test because the scores on the first test were sufficient to pass). Even though the testers had the printed unofficial results, the scores were not transmitted to the center server and the tests had to be rescheduled. Pearson VUE technical support has in both cases given TAs inadequate advice to how to stop the test. **Under no circumstances should the TA stop a test appointment in which a tester has completed only a portion of the subtests scheduled in that appointment. The testing appointment should be allowed to run out and *then* the TA should end the test session.**

Day of Testing Issues

When you have a question that is not addressed in the Policies and Procedure Guide or GED Testing Service Client Guide provided by Pearson VUE, you should contact the following:

- For GED policy issues, call or e-mail Scott Salesses at (202) 471-2224 or scott.salesses@gedtestingservice.com.
- For technical or admission issues, call the technical support center