



# Florida GED Testing Office

## Monthly Newsletter

FEBRUARY 2010

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### Message from the GED Administrator

As we enter the busy Spring GED testing season, I wanted to let you know that the Department is taking steps to address the timely scoring of exams. We have added a new staff member recently and his job is dedicated to the scanning and scoring process. In addition, we will begin to issue procedures documents in response to common questions that are addressed to me and the testing office staff. As always, we are open to hearing suggestions from the Chief Examiners. If you have any questions or concerns, please contact me at [tara.goodman@fldoe.org](mailto:tara.goodman@fldoe.org) or 850-245-9001. I would be happy to discuss your comments or concerns with you.

*Tara*

### Scoring Update

Answer sheets from testing dates through January 29, 2010 have been scanned and results shipped to testing centers. If you are waiting on results for students from testing dates prior to this date, please contact Aaron McKinney or Dan Richardson at 850-245-0449. It is probable that a staging error has occurred for that student. 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 credits received by your testing center.

### New Feature on GEDTS Web site – Jurisdictional Policies

GED Testing Service® (GEDTS) has created a new feature on their Web site that provides a policy overview for each jurisdiction. The interactive map may be accessed at the following link:

<http://www2.acenet.edu/gedtest/policy/index.cfm>

### Edited Math Testing Instructions

GEDTS was made aware of the missing blank page between the directions and the questions in the Mathematics Part I test booklet. In response, they have revised the mathematics directions so that test takers are instructed to place their scratch paper over the question page while reviewing the first direction page. The revised directions also reflect printing changes (addition of the coordinate plane grid) made several years ago.

You should begin to use the revised Mathematics directions effective immediately and continue for the 2010 testing year. We will follow up with you concerning the Mathematics directions for 2011 after GEDTS finalize which forms will be distributed.

### **Process Requirements for GED Exit Option Testers**

An expedited scoring process will be used for GED Exit Option testers. Please submit exit option testers on green paper using a separate transmittal from regular testers. Answer sheets for Exit Option students should be separated from regular testers (with the green header sheet). Also, you must include purple bubble sheets for exit option testers. Only items submitted with a separate transmittal and purple bubble sheets will receive expedited processing.

### **GED® AccessPoint**

GEDTS is making their Access Point portal available to all testing centers. This will allow each Chief Examiner to access a number of resources including documents, forms, manuals, announcements, presentations, recorded training sessions, research literature, jurisdictional testing policies, templates, logos, and more. In addition, centers can check to make sure data maintained by GEDTS is correct and report any corrections online. This will help ensure that annual contracts from GED Testing Service will have accurate information. Aaron McKinney will be your primary point of contact as this feature is deployed to all testing centers in the coming months. You should have received an e-mail with a temporary password and directions on actions that need to be taken by the testing center.

Please review and correct your testing center's information by Wednesday, March 3, 2010. All changes made after March 3, 2010, will not be reflected on your 2011 testing center contracts.

### **Packaging Answer Sheets**

Your answer sheets should be assembled as follows:

- 1) Transmittal form with names listed in alphabetical order.
- 2) Demographic Booklets.
- 3) A set of answer sheets for each candidate: WR (multiple choice), SC-SS-RE, MA (order of answer sheets does not matter as long as each person's answer sheets are together).
- 4) Essay Transmittal – prepare one transmittal for ALL essay topics in alphabetical order.
- 5) Essay - Include a copy of each candidate's written essay. Omission of this will delay scoring.

This packaging order will facilitate the most efficient processing of answer sheets for scoring.

## **Testing Center Policy of the Month**

***READ TESTING INTRUCTIONS VERBATIM*** – GEDTS Policy 5.3: *All GED Chief Examiners and GED Examiners shall administer the GED Tests in strict adherence to the instructions and procedures disseminated by the GED Testing Service.*

## **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.

## **Testing Center information on DOE Web site**

Information on testing centers that are open to the public is posted on the DOE Web site at the following location:

<http://data.fldoe.org/workforce/contacts/default.cfm?action=showList&ListID=59>.

If your center is open to public testing, please review the information posted. If you find any errors, please send an e-mail to [Tara.Goodman@fldoe.org](mailto:Tara.Goodman@fldoe.org) with a subject line of "Updates to GED Testing Center Mailing List for Web site."

## **Computer-Based Testing Pilot with GEDTS**

A conference call is scheduled with GEDTS staff for the first week of March to discuss plans for the comparability pilot study. Following this call, testing centers will be contacted regarding their participation.

## **Staging Errors**

Over the past month, the following were the most common errors:

- 12 individuals were tested that already earned a diploma
- 1 individual was tested under the age of 16
- 7 individuals were given duplicate test forms
- 14 individuals had no candidate profile in the system

You will still be charged for scoring of underage testers, duplicate test forms and individuals who tested that have already earned diplomas.

## Final Scoring Site Production Statistics for 2009

<b>Diplomas Issued</b>	33,036	
<b>Subtests Scored</b>	MA	49,044
	RE	44,818
	SC	44,103
	SS	45,131
	WR	45,959
<b>Individuals tested</b>	50,139	

### REMINDERS:

#### 2010 GEDTS Invoices

Testing centers have been sent invoices for 2010 testing materials. Your invoice from GEDTS has been amended to reflect the testing materials that were purchased on behalf of the testing centers by the Department of Education. Each testing center is responsible for paying the 2010 annual testing center fee of \$175.

#### Timely Transmission of Answer Sheets

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.

#### Upcoming Events

Summer 2010 – The Annual Chief Examiner’s Conference will be held this summer. The current plan is to host one meeting in Orlando and one meeting in Tallahassee. Dates will be announced in March.