



Florida GED[®] Testing Office

Monthly Newsletter

APRIL 2012

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Tallahassee, FL 32399

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Customers
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<http://ged.fldoe.org>

Archived copies of
newsletters:
<http://ged.fldoe.org/newsletter.asp>

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Message from the GED Administrator[™]

The State Board of Education is scheduled to amend the GED[®] testing rule on May 10. This rule will authorize computer-based testing and set the testing fee for this format. We are inching toward a potential launch of CBT in Florida this summer. When more details are available, we will share the information. 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

NEW! – Accommodations Form for Intellectual Disabilities

GED Testing Service[®] has released a new accommodations form for candidates with intellectual disabilities. This form is intended for candidates who have lower cognitive abilities and who did not always “fit” the Learning Disabilities model. This new track, called Intellectual Disabilities, will make it possible for some of the candidates with this disability to be approved for testing accommodations. This form places less emphasis on IQ scores and more emphasis on the discrepancy between timed and untimed test results.

This form is designed for a candidate who’s highest VIQ, PIQ, or FSIQ score is below 80. The new Intellectual Disabilities request form and Documentation Guidelines for Evaluators are posted on the GEDTS website:

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

All accommodations requests using the Intellectual Disabilities form will be sent to GEDTS for review. Please be sure the forms are filled out completely before sending them to my office. If the forms are not complete, we will return them to the Chief Examiner prior to submission to GEDTS.

Candidate ID numbers

Florida does not require a candidate’s Social Security Number (SSN) be provided in order to be tested in Florida. However, if a candidate

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provides his/her SSN, you must verify it with the Social Security Card or W-2. If you cannot verify the SSN, then an ID number will be assigned to the tester.

- For first time Florida testers who choose not to provide the SSN for identification, the examiner should leave the ID field blank on the demographic form, answer sheets, and transmittal. An ID number will be assigned by the scoring office.
- For Florida re-testers, the examiner must use the Florida GED Records website, searching by name and using date of birth, to obtain the candidate's previously used ID number.
 - If the number is an SSN, then it has been previously verified and should be used on answer sheets and transmittals. Ask the candidate to tell you their SSN to verify the one in the database even if they cannot produce SSN documentation at the time of registration and/or testing.
 - If the number is an assigned number, starting with the letter A, then that number should be used on answer sheets and transmittals. **Florida re-testers must provide the same ID number used previously in order for scores to be combined.**

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>

Scoring Update

Answer sheets from testing dates through **April 7, 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 – April 2012

Diplomas Issued	7,340	
Subtests Scored	MA	12,125
	RE	10,523
	SC	10,561
	SS	10,633
	WR	10,841
Individuals tested	14,108	

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:

- 9 individuals were tested on a duplicate test form
- 3 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:

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 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.

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.

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.

On-Demand Examiner Training

The training course includes all material in the 2011 GED Testing Service® Policies and Procedures Manual. The cost per examiner is currently \$20 which will be charged to the testing center. The price will eventually go up to \$40 per examiner, so it is a great time to take advantage of the lower cost. GED Chief Examiners™ request the on-demand training by e-mailing the examiner's name and e-mail address to Diane Vaccari, Diane.Vaccari@fldoe.org.