

## Chapter 5

### ADMINISTRATION OF GED TESTS

*This chapter provides information about the administration of the GED Tests.*

Procedures for the Department of Corrections are located in [Appendix C](#).

#### **Florida's Model GED Testing Centers**

The GED Testing Service (GEDTS) of the American Council on Education has established minimum requirements for operating a testing center. Florida wants to raise the level of its testing centers to exceed the GEDTS minimum standards.

Toward that end, the Florida Department of Education Division of Community Colleges and Workforce Education is committed to the development and implementation of a Model Testing Center. Florida's model center mission is to preserve the integrity and uniformity of the GED Testing Services in Florida and to improve public perception of the value of a State of High School Diploma.

The goal of a model center is to raise the standards of test center operation, test administration, customer service, and marketing and outreach. The primary functions of a model testing center are to maintain strict security of all testing materials, be a model of efficiency, and provide a demonstration of how GED Testing Service standards can continue to rise.

Valued input from Florida's adult educators, administrators, students, teachers, Chief examiners and their support staff has resulted in the establishment of standards that exceed the national testing center model. These standards will ensure that GED candidates will have access to fair testing and GED administrators/examiners will provide them with the opportunity to test fairly under conditions conducive for success.

For information on Florida's Model GED Testing Centers, contact Bob Wofford, Senior Educational Program Director, Adult Education Unit, Division of Community Colleges and Workforce Education, Florida Department of Education, at [bob.wofford@fldoe.org](mailto:bob.wofford@fldoe.org) or at 850-245-9906.

## **GED Testing Services of the American Council on Education**

The GED Testing Services of the American Council on Education has established general policies and procedures for setting up and operating GED Testing Centers. The complete text of the policies is included in the GED Examiner's Manual for the Tests of General Educational Development. The GED Chief Examiner or Alternate Examiner should maintain a copy of this manual.

The following general information is provided to assist local examiners in the operation of GED Testing Centers in Florida, based on the GED Testing Service criteria. Specifics for Florida's Model GED Testing Center will be published as they become available.

### **Establishing a GED Testing Center**

GED Testing Centers must be established to provide high-quality, secure testing facilities for adults who wish to earn a high school diploma through the GED Testing program. Testing centers may be established in:

- Public high schools
- Community Colleges and Universities
- Veterans Administration Hospitals
- Military Installations
- Some Correctional and Health Institutions

Before a new testing center can be established, the institution must:

- Demonstrate that a new center is needed to:
  - Increase accessibility of testing
  - Serve a specific group (disabled or corrections)
- Identify a facility that meets the basic requirements
- Secure limited access storage for testing materials.
- Quiet, clean, comfortable, well-lit testing room(s)
- Adequate space so that seating can be staggered to prevent copying or cheating
- Accessibility for candidates with disabilities
- Complete GEDTS Form 75 and submit with the letter to State GED Administrator
- Submit a letter from the local GED Administrator to the State GED Administrator requesting site visitation and approval
- Obtain a transportation addendum to the GED contract, if the test will be transported from one location to another
- Upon receipt of approval letter, begin use of new center

### **Relocation of GED Testing Centers**

The requirements for relocating a GED Testing Center are the same as those for establishing a new center. The GED Administrator must notify the GED Testing Service in writing of the new center's address.

### **Closing of GED Testing Center**

For the following reasons, the GED Administrator and the GED Testing Service may close GED Testing Centers:

- Request from the Chief Examiner or Chief Administrative Officer
- Insufficient testing volume
- An excess number of centers in the area
- Lack of qualified staff
- Failure to pay invoices or submit reports
- Failure to return restricted materials on time
- Failure to maintain adequate test security
- Lost or compromised materials
- Failure to follow policies and procedures
- Failure to follow sound practices
- Failure to attend mandatory in-service
- Failure to order new materials each contract year

### **Appointing GED Testing Center Staff**

The GED Chief Examiner is responsible for managing the GED testing program and is responsible for test administration. Selection of the Chief Examiner is very important to a successful testing program. The local Chief Administrative Officer (such as the College President or Superintendent of Schools) appoints the Chief Examiner. The Chief Administrative Officer may also appoint as many Alternate Chief Examiners as are needed to maintain security and test administration procedures.

Each Testing Center must have at least one additional qualified individual who can assist in case of an emergency. In smaller centers this is especially important. In case of an emergency, this individual would be required to supervise the GED examinees in the event the GED Examiner was unable to do so. Under no circumstances can examinees be left unsupervised.

### **Chief and Alternate Examiners**

#### **Qualifications for Chief and Alternate Examiners**

- Bachelor's degree and a background in teaching, training, counseling or testing with no involvement in ABE or GED instruction
- Appointment by the Chief Administrative Officer
- Approval by the State GED Administrator
- Exception: An individual with an associate's degree and three years experience in test administration may be eligible with Written approval from the State GED Administrator.

To appoint a Chief Examiner or Alternate Examiner, the Chief Administrator must send a letter and a copy of GEDTS Form L-15 to the State GED Administrator requesting approval of the individuals. The letter must include a brief description of the current responsibilities of the individual and include a current resume. Written verification of appointment will be provided to the Chief Administrator from the GED Testing Service. Each new appointee will receive a packet of information. New appointees may not assume their roles until they have been informed in writing of their approval.

#### Responsibilities of Chief Examiner

- Sign contract
- Order materials
- Maintain test security
- Schedule and announce tests
- Identify test candidates
- Report test results
- Inventory and check tests
- Return materials to GEDTS
- Report any irregularities in the testing program
- Appoint proctors
- Submit reports

#### Responsibilities of Alternate Chief Examiners

- Maintain test security
- Schedule and announce tests
- Identify test candidates
- Report test results
- Inventory and check tests
- Report any irregularities in the testing program
- Appoint proctors
- Submit reports

#### Approval of New Chief/Alternate Examiners

- Obtain resumes from appointees
- Send completed form, resumes and a letter from Local Chief Administrator to State GED Administrator including:
  - Educational qualifications
  - Standard indicating non-involvement in ABE or GED Preparation
  - Date of appointee's training
  - Name and title of trainer
- State GED Administrator will complete the GEDTS Form L-15 and submit to the GEDTS
- Upon receipt of approval letter from the State Chief Administrator, new staff may assume their positions

## **GED Proctors**

### **Qualifications for Proctors**

Some GED Testing Centers use proctors to assist with test administration. Proctors must have a high school diploma or GED. Proctors are not permitted to conduct a testing session without direct supervision by the Chief Examiner or Alternate Chief Examiner. An individual who teaches ABE or GED students may not serve as a GED Testing Proctor. Proctors may:

- Maintain visual supervision of examinees
- Watch for cheating, copying or other inappropriate behaviors
- Distribute and collect test booklets, answer sheets, paper, pencils, pens, etc.
- Maintain the test log during the testing session

### **Approval of GED Proctors**

- Local GED Administrator provides written request to State GED Administrator, including qualifications of candidate(s)
- State GED Administrator notifies local Chief Examiner of approval

## **Testing Center Contracts**

All testing centers operate under the terms of an annual contract. This contract is developed between the GED Testing Service, the State GED Administrator and the local testing center. The Chief Administrator and Chief Examiner must sign the contract. By signing the contract the local testing center is agreeing to abide by all policies and procedures of the GED Testing program. If a center does not submit a signed contract and an order form before the previous year's contract expires, the center may be closed.

### **Transportation Addendums to the Contract**

Contracts may be amended to allow transportation of the GED Tests to alternate sites with the written approval of the State GED Administrator and GEDTS. This allows Chief/Alternate Examiners to transport the test to approved sites where they must be stored in a secure area. The State GED Administrator and GEDTS must approve any additions to the contract. An alternate site that will be used for testing must be approved as indicated on the first page of this chapter. *A transportation addendum is not required if the Chief or Alternate Chief Examiner is transporting the GED Tests for a one-time, off-site special administration to an individual with disabilities.*

### **Renewal of Test Site's Annual Contract**

Upon receipt of contract the Chief Examiner must sign the contract and:

- Obtain signature of Chief Administrator
- Process paperwork for annual testing fee

- Review contents of contract (procedures) with all Alternate Examiners and Proctors
- Develop and submit testing schedule for next contract year
- Submit list of Alternate Examiners and Proctors with their signature included (type names and provide line for each to sign)
- Sign the Test Security Memorandum
- Obtain signatures of Alternate Examiners on the Test Security Memorandum
- Submit order form for following year tests
- Submit contract and annual fee to State GED Administrator

### **Testing Materials**

All editions of the GED Tests are the sole property of and copyrighted by the American Council on Education. The tests are made available to local centers for administration only to those individuals who meet eligibility criteria. Each test booklet should be used no more than 15 times. Tests may be ordered by completing GEDTS Form 100. The form must be signed and submitted by the Chief Examiner. Additional test batteries may be ordered during the contract year. If a test booklet is damaged or becomes unusable it must be retired from use. Chief Examiners should retain these retired materials in a secure location and return to the GEDTS at the end of the contract year.

The GEDTS provides secure, tamper-resistant shipping containers when sending materials to local testing centers. These containers should be used to return materials to the GEDTS. Any empty container should also be returned to avoid paying a fee.

### **Ordering Test Batteries/Supplies**

Form DVE 279 must be used to order test batteries and/or supplies from the State GED Testing Office. The form must be completed accurately and should be received in the GED Testing Office at least ten working days prior to the test date. The form should include the following information:

- Date of request
- Name of Chief Examiner or designee
- Complete mailing address
- Test center name and telephone number
- Exact test date
- Number of test batteries required for testing session
- Supplies - may be requested at no extra cost to the county/district or correctional institution

A test center should not request special editions, such as the audiocassette, large print or Braille version unless the individual being tested using these editions has been approved for a special accommodation. Use of these tests usually requires additional time for the examinee.

The number of answer sheets provided to each testing center will not exceed the total testing volume for that center.

All special editions of the test batteries should be returned to the State GED Testing Office immediately following the last day of testing. This will enable the tests to be used in other facilities.

### **Storage of Materials and Test Security**

The Chief and Alternate Chief Examiners are directly responsible for safeguarding all testing materials. It is imperative that the security of the test booklets and answer sheets be maintained. Intact or incomplete answer sheet booklets must be treated as restricted material.

If the GED Tests are not treated with a high level of security, they lose their value.

All testing material must be secured in the following manner:

- The Chief Examiner and Alternate Chief Examiner(s) must be the only persons to inspect, administer and have access to the GED Tests.
- Test materials can be moved from the testing center only for:
  - Return to the GEDTS at the end of the contract year; or
  - Transportation under a valid addendum to the GED Annual Contract or for one-time only transportation to serve an adult with disabilities
- Materials must be stored in a sturdy, locked file cabinet or safe that is accessible only to the Chief and/or Alternate Chief Examiner(s).
- Materials must be inventoried upon receipt, before and after each test administration and at least once a month between testing sessions.
- Materials that are being transported must be delivered directly to the approved testing site and secured.
- No intermediate stops may be made on the way to the testing center.
- Materials must not be left unsecured in the trunk of an automobile.
- Materials must be inventoried before and after transporting.
- Test batteries may not be destroyed at the testing center.
- Test batteries must be returned to GEDTS at the end of the contract year.
- Answer booklets, once used by an examinee, are considered confidential and must be treated as restricted test material.

### **Lost or Compromised Testing Materials**

The security of the testing materials is crucial to the integrity and validity of the GED Tests.

#### **Compromised Testing Materials**

Any time a test booklet or essay topic has been exposed to a person or persons without direct and continual visual supervision by the Chief or Alternate Chief Examiner, that test is considered compromised. Compromising of testing materials can occur when:

- Allowing GED examinees to leave their seats during a testing session
- Disclosing an item on the GED Tests
- Disclosing an essay topic
- Permitting access to the GED Tests to anyone other than the Chief or Alternate Chief Examiner(s)
- Telling a GED examinee which items he or she did not answer correctly

Procedures for Investigating Test Loss or Compromise

If a test is lost or compromised the following procedures must be strictly followed:

- Upon discovery of loss or compromise, ALL administration of the GED Tests at the center must stop at once. No further testing can be conducted until written authorization is granted from the GED Administrator and the GEDTS.
- Test results and score reports may not be released for any examinee(s) at any testing session in which a test loss or compromise occurred until:
  - The cause and extent of the loss can be determined
  - Permission to release scores has been given
- The Chief Examiner must immediately (within the hour or if after 4:45 p.m., the start of the next business day) report by telephone and in writing any missing materials, including their forms and serial numbers to the
  - Chief Administrative Officer (School Superintendent or Community College President)
  - State GED Administrator
  - GED Testing Service
- Within minutes the Chief Examiner must begin an investigation into:
  - The location of the missing material
  - The reason for the loss
  - The extent of the loss
- If it appears that the test material has been stolen, the theft must be reported to the municipal or county police immediately, even if the loss occurs at a college or school with its own security staff.
- The Chief Examiner must conduct a detailed review of ALL test administration procedures and security measures. This is a first step in preventing problems.
- If there is a threat to test security at any center within a 50-mile radius, consult the GED Administrator for directions. Generally the Chief Examiner will notify testing centers to discontinue use of the compromised or lost materials
- If the compromised materials must be recalled from local centers within a 50-mile radius, the GED Testing Center at which the loss occurred may be responsible for assuming the cost of restocking test materials. (This decision will be made by the State GED Administrator)
- If the investigation determines that a form of the test has been compromised, the remaining stock of testing materials of that form must be returned to the GEDTS, addressed "To the Attention of Test Security."

The center will be required to pay a full rental fee for replacement forms IF AND WHEN the center can resume testing.

- A full written report of the investigation and the findings must be submitted by the Chief Examiner to the Chief Administrative Officer, State GED Administrator, and GED Testing Service
- The State GED Administrator must visit the center and consult with the Chief and Alternate Chief Examiner(s) concerning procedures. Results of the visit must be included in the Chief Examiner's Report. The Chief Examiner's Report must include:
  - The circumstances that led to the loss/compromise
  - Testimony of any staff or examinees that has bearing on the incident
  - Recommendations of the State GED Administrator
  - Security measures that will be implemented
  - Administrative changes that will occur, if any
  - A copy of the police report, if applicable

No requests to resume testing will be considered until the GED Testing Center has completed ALL the requirements in this list.

After the site visit, when the State GED Administrator is satisfied that appropriate security measures will be used at the center, he/she may recommend to the GEDTS that testing be allowed to resume.

If the GEDTS agrees with the recommendation, the State GED Administrator will be notified and a copy of the communication will be forwarded to the Chief Examiner and the Chief Administrative Officer. *No testing may take place until written notice is received from GEDTS.*

### **Transporting Testing Materials**

The GED Tests may be transported to alternate sites, if a transportation addendum has been included in the annual contract. GED Tests may also be transported to an alternate site on a one-time only basis to provide access to the tests to an adult with a disability.

Only the GED Administrator, Chief and/or Alternate Examiner(s) may transport the GED Tests.

### **Security of Materials During Transport**

- Materials should be transported in a heavy-duty container that can be secured with a lock
- Only the number of tests needed for the session may be transported: extra copies may not be included
- An inventory of the materials being transported must be completed before leaving the center, after arrival at the alternate site and before leaving the site and upon return to the testing center
- Lockable, limited access storage must be available to, at and from the transportation site

- Under no circumstances can materials remain overnight at any location other than those approved in annual contract,

### **Testing Schedules and Fees**

It is the responsibility of the Chief Examiner to develop and publish a schedule of testing sessions that will meet the needs of adults within the community. The testing schedule should be disseminated through :

- Local news media
- Brochures
- Other means of communication

The Chief Examiner should provide testing schedule information to:

- Local government agencies
- Community groups
- Organizations for further distribution

The testing schedule for the next calendar year must be prepared prior to signing of the annual contract and must be included as part of the contract package.

### **Testing Fees**

Each testing center may establish fees sufficient to cover the costs of the GED Tests. However, these fees may not exceed:

- \$50.00 for the complete battery
- \$12.00 for the Language Arts, Writing Test
- \$10.00 each for the Social Studies, Science, Mathematics and Language Arts, Reading

The Chief Administrative Officer of the local testing program may waive all or any portion of the fee on a uniform or individual basis.

Most testing centers require individuals to pay test fees in cash or by check. Proper identification must be included when paying by check.

### **Examinee's Eligibility for Testing and Retesting**

The GED Tests are intended to give adults a second opportunity to complete a high school program of instruction and receive a high school diploma. To be eligible for testing an adult must:

- Be a resident of the State of Florida, with no minimum period of residence required
- Not be a high school graduate, or have a high school equivalency certificate

- Not have earned scores on the GED Tests sufficient to qualify for a high school equivalency certificate, *except*
  - Where those individuals request special permission to retest to obtain a higher score for admission requirements for postsecondary education training or to meet employment requirements, or
  - Where the individual has earned a credential by passing the Spanish language version and is now required to pass the English language version for employment or postsecondary education or training purposes
- Not be enrolled in an accredited high school except for those students enrolled in the FCAT/GED Exit Option for alternative education (See Chapter 2)
- Must be at least 18 years of age, or if 16 or 17 years of age have obtained an age waiver from the local district or educational agency
- Must provide a valid State of Florida Driver License or State of Florida Identification card as proof of residency
- Must provide a Social Security Card or Taxpayer Identification Number
- Must complete a GED Test Application (DVE 090) - this form may be customized for each testing center.
- Must register for the GED Tests in person and provide proof of identification at time of registration

### **Initial Testing**

Examinees taking the GED Tests for the first time must be given an opportunity to complete the entire test battery before they are retested on any of the five tests. Examinees may take part or all of the GED Tests. Examinees who wish to take the parts over several testing periods may do so. However, examinees must be given the opportunity to complete all five tests during a testing session. In the State of Florida, most testing sessions occur over a period of three days, although some locations complete the full battery in two.

### **Retesting**

Examinees may retest on the entire battery or on certain tests in the battery. An examinee must take an alternate form of the test each time he/she retests. The GEDTS provides centers with three forms of the test during each annual contract period. When an examinee has taken all three forms of the test, he/she must wait until the following contract year to retest.

In the State of Florida, an examinee may be required to wait up to six (6) months before retesting if he/she scores less than 215 on the full battery. The examinee may retest before that period if he/she has demonstrated ability (usually through the GED Practice Test) that he/she has gained sufficient skills to be successful on the retest.

GED candidates should be advised of the three-times-per-year limit on testing and encouraged to participate in GED Preparation programs and take the GED Practice Test.

There are a number of test forms in use in Florida:

- U.S. English-Language - Each center receives three versions of the standard GED Tests each contract year. Generally, students may take each version once in a one-year period.
- Audiocassette - There is only one form of this test and it must be requested from the State GED Administrator. Examinees using the audiocassette version may take the same version three times in one year.
- Braille - There is only one form of this test and it must be requested from the State GED Administrator. Examinees using the Braille version may take the same version three times in one year.
- Large print - There are two forms of this test and they must be requested from the State GED Administrator. Examinees who retest using the large print version must alternate between the two forms.
- Spanish-Language - As with the English version, there are three forms of the Spanish-Language tests. Retesting must alternate between the forms.

### **Submitting Answer Sheets and Essays to the State GED Testing Office**

Proper preparation of the GED Answer Sheets is essential for the State GED Testing office. The State GED Testing Office handles more than 46,000 tests annually through their computer-scoring center. Answer sheets that are properly coded can be easily scored. Test results will be returned to the examinees in a timely manner. The computer may reject improperly coded answer sheets. This may result in incorrect information on the transcript and/or diploma.

It is the responsibility of the Chief/Alternate Examiners or proctor to ensure that examinees have bubbled in all information correctly. Examinees must never use a pen or a number one pencil on the information requested on pages 1, 2 and 5 of the answer sheet. Examinees are permitted to use ink only when writing the essay. All multiple-choice questions must be answered using a number two pencil.

### **Guideline for Submitting Answer Sheets (T1) and Essay (T2) for Scoring**

For each testing session, one DVE 503 must be used to submit answer sheets in both English and Spanish. The DVE 503 must include the following:

- All names, listed in alphabetical order
- A complete heading that includes:
  - Test Center Number
  - Test Center Name
  - Total Number of Answer Sheets Transmitted
  - Test Data

- Lithocode number
- Social Security Number of each examinee (if examinee does not have a social security number, leave blank and clip pages 1 and 2 of the examinee's answer sheet to the DVE 503)
- Name (last, first, middle initial)
- Previous scores (enter only scores that are more than 20 years old and/or out-of-state scores). Attach official transcript to DVE 503.
- Signature of Chief Examiner (if using a signature stamp, include initial of individual submitting form)
- Date (verified and signed by the Chief Examiner)
- Do not include "no shows" on the DVE 503

### **Preparing Essays for Transmittal and Scoring**

A separate DVE 503 must be prepared and submitted for each language (English and Spanish Essays may not be included on the same DVE 503).

A separate DVE 503 must be prepared and submitted for each essay topic. On each DVE 503, arrange the students' names in alphabetical order.

Include the names of only those students who tested during that session. Do not include "no-shows."

### **Submitting Testing Materials to the State GED Testing Office**

The State GED Testing Office must receive answer sheets and written essays no later than ten (10) days after the last day of the testing session. All materials should be securely packaged to avoid damage. Send all testing material by UPS or certified mail. Mail to:

GED Client Services  
Florida Education Center  
325 West Gaines Street, Room 634  
Tallahassee, FL 32399-0400

### **Scoring Fees**

In order to assist in covering state costs for the GED Testing program, each agency administering the GED must remit the following fees for scoring:

- Complete Test Battery \$17.00
- Language Arts, Writing \$5.00
- Social Studies \$4.00
- Science \$4.00
- Language Arts, Reading \$4.00
- Mathematics \$4.00

## **GED Score Reports**

A GED computer score printout is an alphabetized score report that provides the results of the examinees' highest scores. This report is generated at the time the tests are scored. The printout includes the names of all examinees who recently cleared the scoring system.

The GED Print-Out includes:

- Testing Center name and 3-digit number
- Social Security Number of examinee(s)
- Names - last, first and middle initial
- Date of Birth of examinee(s)
- Sex of examinee(s)
- Race of examinee(s)
- Activity Date - month and year answer sheet/essay scanned
- Format Code - indicating edition of the test (Spanish, English, Large Print, etc.)
- Date of Initial Scanning - month and year
- Initial Score - score earned and test form used for initial testing
- Current Scores - combined score and test form of the highest scores earned
- Total Score
- Diploma - number and date (month, day and year)
- If blank - student did not pass the test

The following items are located at the bottom of the printout:

- Fee rate charged for each subject area and total test
- Number of tests scored
- Total fees due for scoring

The following items should be included with the GED printout

- Official Diploma and Transcript for all examinees who passed the GED Tests
- Two sets of 1" x 4" labels that indicate the examinee's individual and total scores
- Two invoices

A GED update is provided when a record has been manually changed, corrected and/or scored in the Adult Education Section GED Testing Program.

## **Error Codes**

Error codes may result under the following situations:

- Last name different-the examinee previously tested under a different name or social security number. The Chief Examiner must submit a complete GED Correction Form with a copy of the printout. In some cases these

forms must be submitted with a copy of the following legal documentation:

- Marriage license
- Divorce decree (must indicate that name has been restored)
- Court ordered name change
- Incompatible Format Code-the examinee has previously tested and earned scores in a different language.
  - Examinee is not entitled to the score and scores will be void
- Second Diploma Attempt-the examinee has previously earned a State of Florida High School Diploma
  - The examinee is not entitled to those scores
  - A diploma and transcript will not be issued
- Duplicate transmittal-the answer sheet and/or essay was run through the scanner twice
  - The scores will be deleted from the system
- Social Security Number Discrepancy-When the social security number has been entered on the answer sheet incorrectly the following documentation may be used to verify correct social security number:
  - A copy of the individual's social security card and a copy of the individual's driver license.
  - Legal documentation from the Social Security Administration that the examinee has been issued another social security number

### **Combining Forms of the GED Test**

Effective with the GED 2002 Series Tests in English, scores may not be combined with those from early editions of the test.

Prior to January 2004, test scores could not be combined with test forms of different language editions. Beginning January 1, 2004, scores from the English and Spanish forms may be combined.

### **Score Reports/Transcripts for Testing Centers**

Local testing centers receive official score reports from the State GED Testing Office. The reports include:

- Name of the examinee
- Date of testing
- Birth date and an identifying number (usually social security number)
- Form of test taken
- Standard scores on each test
- Total test score
- Total average score

Score reports provided by local testing centers may not be considered as official score reports. Only those reports issued by the State GED Testing Office are official.

### **Maintenance of Records**

It is the responsibility of the Chief Examiner to maintain permanent records of individual's GED test results. Each center should develop a system to maintain records in a manner similar to that of storage of permanent records for regular high school graduates.

### **Examinees' Rights**

#### **Score Report Challenge**

A GED examinee has the right to formally challenge his/her score report. If an examinee exercises this right, the Chief Examiner must submit a written inquiry no more than 2 weeks after the score report has been received. The Chief Examiner may request a re-evaluation of the answer booklet and/or essay. The results of this re-evaluation must be reported to the examinee in a timely manner. If the examinee is not satisfied with the results, he/she may retest. If he/she refuses to retest or accept the scores, the examinee may file a grievance with the State GED Administrator.

#### **Challenge of Test Item During Administration**

- An examinee may question any portion of a test item during the testing session. In the event of a challenge, the GED Examiner must adhere to the following:
  - Allow the examinee to describe his/her concern
  - Record the following information:
    - Examiner's name, Center ID and telephone number
    - Test Form (AG, AK for example)
    - Content area of test (Social Studies, etc)
    - Format code (EP, SP, etc)
    - Item number and page number
    - Description of concern
    - Examinee's name and mailing address
  - Forward information from Step 2 to Director of Test Development at the GEDTS
  - GEDTS will research examinee's claim and provide a written response to the Examiner and examinee within 5 days of receiving the request
  - Outcome will depend on the findings of the GEDTS, either:
    - If item is correct as printed, the examinee's score will stand as awarded. If item is determined to have the potential to cause an examinee to miss the item, the GEDTS will adjust the examinee's score and implement procedures to prevent item from affecting other examinees' scores.

- GEDTS will provide copies of all correspondence to the GED Administrator
- If examinee is not satisfied with the results, he or she may retest on another form of the test

### **Challenge after test administration**

If an examinee approaches the examiner after the testing session has been concluded and challenges a question on the test, the examiner must obtain as much information as possible from the examinee as in the previous section. However, under no circumstances, may the examinee be allowed to view any portion of the tests while providing this information.

### **Confidentiality of Scores**

The test scores of examinees are confidential information. An examinee's scores should be reported to colleges, adult education teachers, recruiters, employers and others only for examinees who have provided written permission to that effect. The fact that a person has or has not taken the GED should also be treated as confidential information.

### **Conversions**

Individuals who have tested with GEDTS of USA FL, meet Florida's minimum score, age and residency requirement and have not received a GED credential from another state may apply for a conversion. All requests must include:

- A completed and signed DVE 503 marked "conversion"
- A completed State of Florida application (DVE 090-English, DVE 091-Spanish)
- An original transcript from the state Department of Education in the state where he/she tested
- A copy of the applicant's valid Florida Driver's License or identification card
- A copy of the applicant's social security card
- Applicant's current mailing address
- \$7.00 fee in the form of a cashier's check or money order made payable to the Florida Department of Education

### **Diploma/Transcript Corrections**

If a diploma or transcript is received with the graduate's name misspelled or with any other error the diploma should be returned with the correction to be made and the county number written in red ink. Corrected diplomas are available for \$2.00.

### **Name Changes**

If an examinee wishes to change his/her name on a diploma or transcript, he/she must:

- Submit a written request to make the change
- Provide legal documentation that supports the change (marriage license certificate, divorce decree, court order)

### **Duplicate Credential Fees**

Each examinee must pay a fee for duplicate credentials ordered. The fees are:

- Duplicate Transcript \$4.00
- Duplicate Diploma \$4.00

### **Accommodating Disabled Students: Definitions, Documentation and the Process of Requesting Accommodations**

The American Council on Education believes that all candidates "should have a fair opportunity to demonstrate his or her knowledge and skills under appropriate test conditions." The GEDTS has established procedures that allow candidates with physical, emotional or learning disabilities to receive special accommodations that will enable them to complete the GED Tests. It is the responsibility of the Chief Examiner to arrange tests under these special conditions. No additional charges may be made to the examinee.

### **Approved Accommodations**

Accommodations are determined by the needs of persons with documented disabilities, and they include:

- Audiocassette edition
- Braille edition
- Large print edition
- Extended time
- Scribe
- Frequent, supervised breaks (certifying professional must specify the frequency and duration of the breaks required)
- Calculator
- Interpreter (certified interpreter can be used to interpret test instruction and essay topic only-not the multiple-choice test questions-to examinees with hearing impairments; interpreter may not be a relative or friend of the examinee)

### **Accommodations Not Allowed**

- Word processors
- Spell checking programs
- Computers (except for extreme disabilities when approved by GEDTS)
- Readers

### **Testing Center Requirements for Special Testing**

In accordance with the Americans with Disabilities Act of 1990 (ADA), each GED Testing Center must ensure that adults with disabilities have access to testing services.

To ensure access, Chief Examiners should:

- Publish availability of special editions of the GED Tests and the availability of special accommodations.
- Maintain test security during special testing sessions, including:
- Limit supplies brought into the testing room
- Collect scratch paper after the test
- Prohibit friends or relatives from being present in the room
- Ensure that the examinee remains in the presence of the examiner during the entire testing session (exceptions for need of medical attention)

## **Definitions of qualifying conditions and possible accommodations**

### **Medical and Physical Disability**

**Definition:** A medical disability is a documented condition such as cerebral palsy, epilepsy or blindness that severely limits the candidate's ability to perform the essential skills required to take the GED Tests.

**Documentation:** Verification of a medical disability and needed reasonable accommodations can be made using Form SA-001. The GED candidate can consult with a medical doctor or other appropriate professional or can use existing medical records to support the claim.

**Process:** Permission from the Florida GED Administrator is required for requested accommodations to standard testing on the basis of physical disabilities. Approval from the GED Testing Service is not required for requests that conform to the guidelines.

### ***Adaptations for Candidates with Physical Disabilities***

- The test may be transported to the candidate if the candidate is unable to reach the test site.
- The examiner may mark the answer sheet or write the essay using appropriate strategies.
- The examiner may write numbers or symbols necessary to solve problems as long as they are written as directed by the candidate.

### ***Adaptations for Candidates who are Deaf or Hard of Hearing***

- A signed, captioned videotape of test instruction
- Candidate may read all printed instructions and information that would normally be read by the examiner
- A qualified, professional interpreter with language preference of the examinee may be provided, if requested
- Double time for examinees for whom Standard Written English is a second language
- A video camera, videocassette recorder and monitor to use in composing the essay. This provides the candidate with a way to compose his/her essay. The candidate then reviews the tape and writes the final draft of the essay on paper.

***Adaptations for Candidates who are Blind or Visually Impaired***

- A special edition of the test may be used, either:
  - Audiocassette
  - Braille
  - Large Print
- A scribe may read the essay topic aloud.
- An abacus, talking calculator, stylus or slate, or a braille may be used as "scratch paper."
- An Opticon, a magnifying glass or electronic aid to meet needs of the candidate, may be used.
- A Braille writing device or computer-controlled braille may be used to record answers.
- A scribe may record answers to multiple-choice questions and the essay.
- Another adaptive device may be used if it is appropriate to meet the needs of the candidate.

**Emotional or Psychological Disability**

Definition: An emotional or psychological disability is a DSM-IV defined condition, such as schizophrenia, major depression, attention deficit disorder or Tourette Syndrome that can be expected to impair a candidate's ability to be successful on the GED Tests under regular testing conditions.

Documentation: Most verification of an emotional disability and needed reasonable accommodations can be made using Form SA-011 for these requests. For Attention Deficit Disorder, use Form L-15. The process for verification of ADHD is the same as that established for specific learning disabilities.

Process: Permission from the Florida GED Administrator is required for requested accommodations to standard testing on the basis of emotional disabilities.

***Adaptations for Candidates with Affective Disorders***

- One time administration at a health care facility
- An individual testing session at a testing center
- Supervised un-timed breaks
- Allow the candidate to review examiner's directions prior to the test date

***Adaptations for Candidates with Behavior Disorders***

- Behavior controllers may be present to assist with the candidate's testing session (if approved by the GEDTS)
- The behavior controller:
  - Must be a high school graduate
  - Must not be the candidate's teacher
  - May not see or assist with any part of the test
  - Will be called upon only if there is a disruption
  - May be present inside the testing room
- If a candidate becomes disruptive, the examiner:
  - Must have candidate removed immediately
  - Must have testing results canceled for that session
  - Must file Report of Testing Irregularity with the GEDTS and the State GED Administrator

### **Specific Learning Disabilities and/or Attention Deficit Disorder**

**Definition:** The term "specific learning disability" (SLD) means a disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written, which may manifest itself in an imperfect ability to listen, speak, read, write, spell, or do mathematical calculation.

The term includes such conditions as:

- Perceptual handicaps
- Brain injury
- Minimal brain dysfunction
- Dyslexia
- Developmental aphasia

The term does not include persons who have learning disabilities that are primarily the result of:

- Visual, hearing or motor handicaps
- Mental retardation
- Emotional disturbance
- Environmental, cultural or economic disadvantage

**Documentation:** Verification of a diagnosis of SLD must be made by a certified professional licensed to diagnose and treat specific learning disabilities and preferably one who has experience in working with adults. All sections of Form L-15 must be completed or the request will be returned without approval.

**Process:** Requests for accommodations are submitted on Form L-15. Permission from the Florida GED Administrator is required for requested accommodations to standard testing based on specific learning disabilities and/or attention deficit disorder.

### ***Adaptations and Interventions for Candidates with Specific Learning Disabilities***

#### *Reading Disability (Dyslexia)*

- Additional time, usually time and a half
- Double time, if condition is profound
- Large print edition
- Audiocassette edition

#### *Written Language (Dysgraphia)*

- Scribe to write the essay dictated by the candidate
- Scribe to fill in bubbles on the answer sheet, if SLD affects sense of space and direction

#### *Mathematics Disability (Dyscalculia)*

- Calculator if SLD affects math calculation but not reasoning

#### *Attention Deficit Disorder (with or without Hyperactivity)*

- Extended time
- Frequent breaks
- Private testing