

PACKET CHECKLIST

A. REVIEW BEFORE EXAM IS GIVEN

1. _____ Identification papers - complete (and stapled) with the following:
 - _____ clearly visible copy of ID picture (and Social Security number, Tax ID or other government ID)
 - _____ name change papers - divorce, marriage or adoption papers if needed
 - _____ GED Exam Recommendation/Predictor Scores signed by instructor for underage applicants
 - _____ copy of the college-issued Fee Receipt (sent from Business Office), Fee Waiver Form, Rescheduling Form or Fee Deferment Form from agency

2. _____ Amount on Fee Receipt, Waiver, Rescheduling Permit or Fee Deferment Form to reflect total cost of tests highlighted on Log

3. _____ Master Alpha List: "surveillance check-list" of GED registrants, to reflect (in the exam room) the exam restrictions (eligibility) that had been recorded on Transcript Card
 - _____ restriction on re-testing has been followed (SEE APPENDIX C for authority)
 - _____ no exam is administered before date calculated and listed on the Transcript Card
 - _____ no forms previously taken have been assigned to any student
 - _____ subject area test assignment on Log is in compliance with exam restrictions on Master Alpha List
 - _____ student seat-assignment on Seating Chart reflects the form listed on Log

4. _____ Log, Row Charts and Seating Charts complete with highlights for:
 - _____ left-handed examinees requesting left-handed desk (Seating Chart and Log)
 - _____ examinee with medical condition (accommodation is made where requested)
 - _____ examinee who has been a SJRCC student (Seating Chart and Log)
 - _____ subject area tests to be taken, with seat and row indicated (Seating Chart, Log and Row Charts)
 - _____ Fee Deferment Form

5. _____ Names that are properly spelled (and consistent with ID) on all material:
 - _____ Row Charts
 - _____ Seating Chart
 - _____ Log
 - _____ Master Alpha List
6. _____ Pre-GED Data Sheet - individual names and Social Security numbers of students match names and Social Security numbers highlighted as "Student" on Logs

B. REVIEW AFTER EXAM SCORES ARE RECEIVED

1. _____ new score-stickers attached to all Transcript Cards
2. _____ relevant exam restrictions copied to the next space on the transcript card and placed on Master Alpha List
3. _____ completed GED Data Sheet containing Social Security numbers, scores, LCPs (for examinees who passed at least one subject area test) and/or Diploma numbers for GED graduates
4. _____ date- and time-sensitive material for next exam, to include for students: GED-Information Sheet and Sign-up Sheet; for staff: Log, Seating Charts, Row Charts, Memos and Transcript Cards

PACKET CHECKLIST: EXPLANATIONS

A. BEFORE EXAM IS GIVEN

1. Ensure that:
 - proper identification has been secured in the file
 - material going to the DOE is complete with documentation where appropriate so that a name change can be effected in one transaction
 - underage applicants have been prepared according to instructor and are ready to pass exam
 - applicants have paid the appropriate fees or owe no fees; applicants' sponsoring agencies are billed
2. Ensure that:
 - appropriate fees have been assessed, based on number of subject area tests to be taken
3. Ensure that:
 - restrictions on applicant's eligibility for testing on a particular date have been followed
 - applicant is not retested on any form which was assigned previously

- Log and Seating Chart reflect the identical assignment, and that seat (or test form) assignment is consistent with the restrictions listed on the Master Alpha List (and Transcript Card)
4. Ensure that:
 - left-handed desks are in place for applicants requesting them
 - medical conditions are noted for Examiner to monitor and to accommodate, by finding appropriate seating
 - all applicants who are students from the instructional program at the Testing Center are noted
 - all subject area tests paid for and listed on the Log, the Seating Chart and the Row Charts are identical in "Test Form"
 - seats on Log are identical to seats on Seating Chart and Row Charts
 5. Ensures that the spelling of applicant names on the Row Charts, the Seating Chart, the Log and the Master (Alpha) List are identical to the spelling of applicant names on the copied identification forms. This comparison helps get accurate name data to the DOE so as to reduce the number of diplomas having to be returned for spelling errors.
 6. Ensures that applicants who self-disclose as "student" on the Log are on the Access database and will appear on the GED Database.

B. AFTER EXAM SCORES ARE RECEIVED

1. Ensure that no information is lost.
2. Eligibility restrictions are updated and captured onto the next empty slot on the transcript card, to be re-interpreted if the examinee returns to be retested.
3. GED Data Sheet reflects the following information for all examinees who sat for one particular GED exam administration: - social security numbers "grandfathered" score-LCP earned for each subject area test "student" status subject area test scores- total score and diploma numbers date of exam when scores were earned. Checklist allows for checking the accuracy of all seven entries.
4. Ensure that:
 - testing center is accurate and consistent in sending informative materials to other support departments
 - materials delivered to new applicants are accurate, date-sensitive and time-sensitive
 - materials utilized in the center are complete and changed after each exam, to reflect next testing dates and times

(FOR ADMINISTRATIVE REVIEW)

Exam Date _____

DOCUMENT CONSISTENCY CHECKLIST

A. BEFORE EXAM: THE FOLLOWING SHOULD HAVE EQUAL TOTALS:

1. _____ # of names on SIGN-UP SHEET
_____ # of names on MASTER LIST
_____ # of packets
2. _____ # of F-D INVOICES
_____ # of names on F-D CHECKLIST
_____ # of names on F-D FORMS
3. _____ # of "students" on LOGS
_____ # of names on PRE-GED DATA SHEET
4. _____ # of "LH" desks on LOGS
_____ # of "LH" desks on SEATING CHARTS

B. AFTER EXAM: COMPARE THE FOLLOWING SETS FOR EQUAL TOTALS:

- 1a _____ # of names on DVE 503
- 1b _____ # of names on SIGN-IN SHEET

- 2a _____ # of "no-show" packets
- 2b _____ # of names on SIGN-UP SHEET minus # of names on SIGN-IN SHEET

- 3a _____ # of names on "Topic Letter 503's Forms"
- 3b _____ # of LOG's with "Test 1" highlighted

- 4a _____ total # of names on GED DATA SHEET
- 4b _____ total # of names on SIGN-IN SHEET

C. AFTER GED SCORES HAVE BEEN RECEIVED: MAKE A FINAL ACCURACY CHECK:

1. _____ DIPLOMA #'s are recorded accurately
(match Score Stickers to DIPLOMA #'s on GED DATA SHEET)
2. _____ Passing SUBTEST scores are recorded accurately
(match scores on Score Stickers with scores on GED DATA SHEET)
3. _____ LCPs are recorded accurately (check "grandfathered" base score against scores which earned LCPs on GED DATA SHEET)

DOCUMENT-CONSISTENCY CHECKLIST: EXPLANATIONS

A. BEFORE EXAM: COMPARISONS:

1. Ensures that all applicants who have "signed-up" are properly listed on the MASTER ALPHA LIST (master surveillance log.) Also ensures there is a packet ready for everyone who is testing, and the packets are together, ready to be transported to the GED examination room.
2. Ensures that all agencies sponsoring applicants with FEE-DEFERMENTS are properly billed with original FEE-DEFERMENT FORMS before the exam. Also ensures that all fee-deferred applicants have been counted, and that count is identical to the number of FEE-DEFERMENT FORMS in the application packets.
3. Ensures that the PRE-GED DATA SHEET includes all students from the institution that sponsors the Testing Center. Also ensures that (after the exam) the GED DATA SHEET will not omit scores or LCPs from any local student in the transmittal to the FL DOE.
4. Ensures that all declared left-handed individuals who request left-handed seating (on filling out their demographics on the LOGS) have access to a left-handed desk, since the set-up of desks in the classroom is reflected on the requests listed on the SEATING CHART, prior to exam.

B. AFTER EXAM: COMPARISONS:

1. Ensures that no completed SCORE SHEET is filed with the "no-show" packets (and thus inadvertently not transmitted to DOE.)
2. Ensures that the only packets in the "no-show" file are those of applicants who originally signed-UP but never signed-IN.
3. Ensures that the names of all examinees taking WRITING SKILLS (with essays) are included on the DVE 503 "Topic Letter" forms.
4. Ensures that no one's name is left off the GED DATA SHEET.

C. AFTER GED SCORES HAVE BEEN RECEIVED: ACCURACY CHECK:

1. Ensures that all DIPLOMA #'s are recorded, and are accurate in ACCESS (and on the college's or school district's mainframe computer)
2. Ensures that sub-test scores are accurately recorded in ACCESS (and on the institution's mainframe computer)
3. Ensures that each individual's sub-test score is matched against the examinee's "grandfathered score-level" so as to determine whether or not an LCP is warranted. Also ensures that only valid LCPs are recorded on the mainframe computer (for transmittal to DOE for institutional funding purposes)