

COMPONENT VI: POST-EXAM PAPERWORK

1) SECURITY MEASURES

In order to maintain security throughout the processing of score sheets for submittal to the Florida GED Office, at least two GED staff should work together in the same office under the supervision of the Testing Administrator and/or Examiners to complete the GED exam paperwork in a timely fashion, and with maximum security.

2) PACKET PROCESSING

The combination of processing and submitting the GED exam paperwork to the Florida GED Office and processing the local testing center paperwork is very detail-specific. This section will be presented in detail with explanations where necessary. The post-exam paperwork is defined within the structure of each institution's testing center, so there will be some parts of the process that differ from institution to institution. The overriding principles guiding the work done in this section are (1) accuracy and double-checking, (2) test security and (3) consistency of process. Without attention to all three, the paperwork could easily become haphazard and mistake-ridden and the security of the score-sheets and applicant information seriously compromised.

The GED office staff that process the exam paperwork should perform some variation of the following tasks:

- Compare names on sign-in sheet with names on packets, and divide packets into two categories:
 - “no-shows” - those whose names do not appear on sign-in sheet
 - “examinees” - those whose names appear on the sign-in sheet
- Count the number of no-show packets and record it on the Document-Consistency Checklist. Subtract the total number of names on the sign-in sheet from the total number of names on the sign-up sheet. Record the remainder on the “Document-Consistency Checklist.” *(There invariably are some no-shows for each GED exam. In trying to make sure that all examinee packets are sent to the Florida GED Office, first isolate the no-show packets and file them.)*
- For the no-show packets:
 - Shred the score sheets and postcard. *(The postcard would have notified examinees that scores had arrived.)*
 - Staple the Florida GED Application onto the ID copy.
 - Band the no-show packets together and label the package, “NO-SHOWS.”
 - Place the no-show packets in the test folder.
 - Remove the transcript cards of the no-shows from the rest of the transcript cards.
 - Refile the no-show transcript cards in the filing cabinet.
 - Place no-show packets and authorized Rescheduling Forms in a holding file awaiting the applicants' return. *(This will save everyone time, and unnecessary duplication of work, when applicant returns.)*
 - Shred copies of the invalid IDs. *(Each applicant must resubmit IDs for each subsequent registration.)*
- For the examinees' packets:

- Review the Florida GED Application Form and make corrections if necessary.
- Remove Florida GED Application Form and place aside in a stack.
- Staple the log onto the top of the copy of the applicant's identification.
- Reconcile the applicant's log with the receipt. *(To verify applicant took only those tests he/she registered and paid for.)*
- Recheck each log. *(To verify all test times were entered and the proctor checked each booklet.)*
- Set score sheets aside in a stack.

3) 503 REPORTING FORMS

Normally, the department would fill out two kinds of 503 Forms. The first would include the names of every examinee. The second set of 503 Forms would include only those examinees that took the "WRITING SKILLS TEST." The second set would be numerous, because each 'essay' 503 form must contain only the names of examinees who took identical essay topics (sorted by Essay Topic letters.)

If the testing center tests examinees who are enrolled in a school district program from which they plan to graduate - and graduation time is nearing - the entire group of examinees will be separated into two sub-groups: "A" (school-district-enrolled students) and "B" (non-school district-enrolled examinees). This division will allow the state GED Office to give processing priority to school-enrolled students who want to participate in their high school graduation ceremony.

- Complete one or more 503 Form(s) with examinees' names in alpha order.
- In the appropriate blanks at top right of the 503 Form, enter:
 - total number of examinees
 - test dates
 - correct page information in "page" spot
- Match each name on the entire sign-in sheet with the names of the examinees on the 'group' 503 Form *(Do this so you can be sure you have not omitted anyone.)*
- Compare the names on the no-show packets with names on the group 503 Form(s). *(No-show names must not be found on the 503 Form.)*
- Separate score sheets (both groups) into Part I (multiple choice) and Part II (essays)
- Throw away or shred any blank Part IIs.
- For Writing-Skills examinees only:
 - After sub-dividing into sub-group "A" and "B," when appropriate, complete a separate 503 Form for each essay topic letter used during the GED exam. *(There can't be more than 21- 503 Forms per set of examinees, because only 21 letters are used for essays.)*
 - In appropriate blanks at top right of the 503 Form, enter:
 - information for alphabetized examinees who wrote on same specific essay topic
 - test dates
 - "1 of 1" in "Page" spot
 - Divide the rest of the test materials into two stacks (remembering to divide each stack by sub-group "A" and sub-group "B" when appropriate):
 - Stack 1
 - Form 503 ("entire group")
 - All "Part I" sections of the score sheet (2 pages apiece)

All Florida GED Application Forms

- Stack 2
For any essay topic letter, pair total number of “Part II” essays with the ‘essay’ 503 Form for the matching essay-topic letter
Continue stacking the pairs in alpha order
- GED Test Administrator should sign/date all 503 Forms.
- Copy each signed 503 Form and file those copies in the Test Folder.

4) PACKAGING AND MAILING PROCEDURES

- Place materials from Stack 1 and Stack 2 into two separate, labeled folders. (*This would be 4 stacks and 4 folders for examinees divided into groups A and B.*)
- Place all folders in mailing envelope, sealing it well with packing tape and mailing it to the address shown on the top left of the 503 Forms.
- Prepare mailing label to be sent to the address listed on top left of 503

Address the package using the testing center as a return address. Send certified mail (return receipt requested) or a mailing service that can track down any packages which are sent but don't arrive.

5) SECURING MATERIALS

Records maintenance of GED testing materials is important, because if discrepancies appear between what was sent to the statewide GED Office and what an examinee claims, it is only the most complete set of records which will throw light on the entire process. The following procedures will allow the testing center to collect and maintain an accessible set of records for every test administration.

- Delete the names of the no-shows from the GED database.
- Print the revised GED Data Report (SEE APPENDIX “S”) and place in a folder you have designated as a pending file for GED scores returning from the Florida GED Office.
- Assemble a folder of materials to be reviewed by the Test Administrator:
 - Packet Checklist and the Document-Consistency Checklist (parts A and B now complete)
 - Copies of information memos and the GED information sheet with map
 - Sign-up sheet stapled to the sign-in sheet - with discrepancies highlighted. (*On sign-up sheet, each student's signature attests that he read and agreed to the GED regulations*)
 - Official Seating Chart and the used Row Charts
 - Fee-Deferment Checklist with copies of invoices stapled together
 - Pre-GED Data Report (SEE APPENDIX “T”) (*On this report is found the names of all examinees who took instruction at the testing center's home institution.*)
- Assemble the following information in Test Folder:
 - Master Alpha List (with all testing restrictions)
 - “Test-Times Pages” stapled to the Booklet Check-In Pages
 - Individual examinee packets stapled and banded together in alpha order
 - Individual packets of no-shows banded together in alpha order

- Copies of all 503 Forms transmitted to the statewide GED Office
- Place the Review Folder on top of the other information in the Test Folder. (It contains the “Packet Checklist” and the “Document-Consistency Checklist.”)
- The Chief, or Alternate Examiner will unlock the GED Closet and place the following items in the safe or the heavy, fireproof filing cabinet where the GED exams are stored:
 - Test Folder with all examinee materials
 - Chief Examiner’s Book with instructions, the seating chart, etc.
 - Test-Security Book with the Test-Booklet Checklist

6) NOTIFICATION

When GED-exam results are received:

- Put the green, DOE computer printout record in a secure place.
- Input the scores, test forms and diploma numbers into the institution’s database.
- Remove examinee’s postcard from “postcard file” and mail it.

For those who received a diploma:

- Pull transcript card from pending file; affix score sticker to it and refile.
- For each graduate, place the following in a manila envelope:
 - Diploma
 - DOE final transcript sheet
 - Recruitment letter
- Place envelopes with diplomas in an easily accessible place.

For those who did not receive a diploma:

- Copy testing restrictions (date and forms) to next sticker slot on transcript card (SEE APPENDIX “J”).
- Affix sticker to transcript card.
- Deliver transcript card to the GED Administrator for calculation of each examinee’s next eligibility date.
- Collect and refile transcript cards in alpha order.
- Personalize and print letter to be delivered to examinee, inviting him or her to take GED Prep courses.
- Affix transcript sticker to the score-letter, showing next eligible date to test (SEE APPENDIX “T”).
- Place score-letter in a manila envelope for examinee to collect.

7) OTHER FINALIZING PROCEDURES

- Print and send completed GED Data Report (SEE APPENDIX “S”) to the Records Office. *(To record scores, LCPs, diploma numbers, etc. in the institution’s main-frame computer.)*
- Prepare requisitions for all DOE invoices.
- Periodically monitor incoming receipts from agencies that were billed via a Fee Deferment Form, following through where the invoice has not been paid to the testing center. *(Some testing centers keep their own records as to invoices from the*

statewide GED Office. Some keep an Excel spreadsheet on payment of invoices owed the testing center by fee deferments.)

- Review all time-sensitive materials used in the application process for changes in exam dates, days, times, locations, etc.
- Review up-dated information to disseminate to applicants for subsequent exam:
 - memos and map
 - seating chart and log
 - score letter
- Review and place the final version of the Document-Consistency Checklist (with section “C” complete) in the GED Test Folder).