

GED Options Questions: We received several GED Options questions at the Examiner trainings. The Administrator for the GED Options Program is the Department of Education. The department is in the process of designating a lead for this program and, as soon as they have done so, we will notify local testing centers and work with the Department of Education to see that your questions receive answers.

Question: What is the definition of a “secure container” to transport GED tests? Is a locking briefcase acceptable as a “secure container?”

Answer: Policy 2.7, Authorization to Transport and Administer GED Tests at Addendum Site, states that “Only GED Chief Examiners or GED Examiners may transport secure materials to an approved addendum test site. Secure materials shall be transported in a **secure container** and stored in a secure location.”

A secure container is one that can be locked, thus, a locking briefcase may be considered a secure container.

QUESTION CARD # 1

Question: Do sites charge students who damage books?

Answer: This matter is not addressed in the *GEDTS Policies and Procedures Manual*. Local testing centers may establish policies that relate to the malicious destruction of testing materials. We recommend that if centers establish policies relating to the malicious or intentional destruction of testing materials, that they have the candidate sign that they are aware that they will be charged for malicious destruction of testing materials during orientation or pre-registration.

QUESTION CARD # 2

Question: If I travel to the jail to give one test to one student, do I have to take the test in my huge lock box? Is there something else acceptable I can carry it in?

Answer: As noted above, a locking briefcase would meet the requirements of a secure container for transportation purposes.

QUESTION CARD # 3

Question: Can we in Ontario, set up an addendum site or two in Idaho, re. Weiser, or Payette jail, or McCall or Midvale? Someplace to do occasional testing on an as-needed basis?

Answer: This may be done if the State of Idaho GED Administrator, the State of Oregon GED Administrator and the GEDTS agree to this arrangement.

QUESTION CARD # 4

Question: Are there alternate ID requirements for homeless or non-citizens who do not have or cannot obtain government issued photo identification?

Answer: This question was presented to GEDTS for response. GEDTS requires non-citizens and homeless to adhere to the verification requirements in section 4.2, Verification of Identity.” The only exception to this rule is for religious purposes.

QUESTION CARD # 5

Question: Do I need to file a transportation addendum when I test students in another building on Salem Chemeketa Community College campus?

Answer: No, provided:

- The room is set up appropriately and any educational visuals from the walls and boards are removed;
- Secure materials are only stored at your official testing center on campus;
- Only GED Chief Examiners or Examiners transport secure materials from your official testing center to other buildings on the Salem campus;
- Secure materials are transported in a secure container and stored in a secure location;
- The additional building address is the same as that of your official testing center (i.e., 4000 Lancaster Dr.) although the building designation may be different; and
- Storage of materials must remain at the approved official GED site.

QUESTION CARD # 6

Question: College ID – what is considered due diligence?

Answer: Section 4.2, “Verification of Identify,” notes that current identification provided by a postsecondary educational institution is also acceptable [identification] provided it contains the following elements: candidate’s name, address, date of birth, signature and photograph. Due diligence means that verification of these elements on the postsecondary student ID card has occurred.

QUESTION CARD # 7

Question: Will you send us the average testing fees list? Transfer fee/original test fee/re-test Fee?

Answer: Each year, the State GED Office, collates testing fees from new contracts.

If you would like a copy, please contact Linda Sozzi (Linda.sozzi@state.or.us).

QUESTION CARD # 8

Question: When might we receive the official logo – electronically?

Answer: It appears that GEDTS is behind schedule on making official logos available to states and testing centers. If you need a GED logo immediately, please send an email to the GED Testing Service with the type of file you need (JPEG / EPS) and whether you need a full-color, black, or white logo. You can send your request directly to Cassandra Brown at Cassandra.Brown@ace.nche.edu.

You can access information relating to the GED Style Guide and Graphic Standards by clicking on the link below:

http://www.acenet.edu/Content/NavigationMenu/ged/etp/pros/GED_Style_Guide_and_Graphic_Standards_Fv3.pdf

QUESTION CARD # 9

Question: Does the policy on the responsibilities of GED examinees, etc. replace the Code of Conduct?

Answer: No, the Policy on Responsibilities of GED Examinees states that the American Council on Education is the sole owner of the Tests of General Educational Development (GED Tests) and the responses to those tests, including all test questions, essay prompts, and essays. The policy goes on to state that the GED Tests are not the property of the examinee.

The Code of Conduct, signed by the candidate, states that candidates, have been advised that their scores will be invalidated and their GED certificate will be denied or revoked if they engage in misconduct. The Code of Conduct then goes on to list specific items of misconduct that the candidate acknowledges understanding of by initialing and signing.

QUESTION CARD # 10

Question: Why do client's scores change from one scan to another? Example: score for math 10/3/08 420 when I scan the next test their math score has changed to 490?

Answer: When using the answer sheets printed from the website, results are not "final" until the end of the business day. This occurs because the answer sheets are reviewed by hand for problems that the computer could not resolve, and corrections are made by hand as necessary. If you use pencil to complete the form, there will generally be a lot more hand corrections; so using pencil makes it more likely that scores will change. Failing to fully erase or white-out erasures, or using "X"s to mark wrong answers will also cause this problem.

Note: When there is a change, scores will always go up and never down. NRSPRO will always send an email to the center when the correction results in a change in passing status. Please remember: results after scanning are not "final" until the end of the business day. Tests processed on the weekend are not final until the end of Monday.

QUESTION CARD # 11

Question: Will a list of GED prep books that would work best work for the new GED 2012 test series.

GEDTS is in the early planning stages and has had communication with the Office of Vocational and Adult Education (OVAE) about sponsoring train-the-trainer workshops on the 2012 Series. The training is expected to be passed down to the local level. GED Administrators will be notified of any decisions about training in 2009. Note: The 2002 preparation books are not recommended for the 2012 series

QUESTION CARD # 12

Question: Will accommodations change with the 2012 tests?

Answer: No major changes are anticipated at this time.

QUESTION CARD # 13

Question: Can we get a “cheat sheet” from Nancy Archer that lists some standard disabilities (dyslexia, Asperger Syndrome, etc.) and which form is appropriate for that person to use? It is often hard to know which category people fall under for those of us who don’t know a lot about varying disabilities.

Answer: We have spoken with Nancy Archer and she has agreed to develop a “cheat sheet.” Once developed, we will send this to the Chief Examiners.

QUESTION CARD # 14

Question: Can you personalize information on the demographic form? We'd like to be able to get info like phone number and email address on the demo form so it shows up on NRSpro.com.

Answer: Because there is more than one demographic form, I can't fully answer the question. The general answer is "no," the demographic form can't be customized.

The GEDTS demographic form does not provide any space for either an email address or phone number. This can't be changed. If the center is using the demographic form printed from the web site, then there is already a space on that form for the email address. There is not a space for a phone number.

QUESTION CARD # 15

Question: Is it necessary to fill out high school codes on back of the demo forms?

Answer: Yes, it is absolutely necessary that the demographic form is filled out completely and that the Examiner reviews the form for completeness. The quality and completeness of the data collected on the demographic form at each testing site directly affects GEDTS annual assessment of state performance.

QUESTION CARD # 16

Question: What should we do with options forms after they are scanned?

Answer: As noted at the beginning of this GED Examiner Training Q&A, we are awaiting appointment by the Department of Education of a lead for the GED Options program. As soon as this person is designated, we will work cooperatively to answer any GED Options questions including the last question above, "What should we do with options forms after they have been scanned."

QUESTION CARD # 17