

GED<sup>®</sup> Testing

# Policies and Procedures Manual

*(for Paper Based Testing of 2002 Series GED<sup>®</sup> Tests)*



**2011 Edition**

Published by

**GED Testing Service**

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**Policies and Procedures Manual**  
(for Paper Based Testing of 2002 Series GED® Tests)  
2011 Edition  
(Last updated on December 1, 2011)

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## Preface

### Overview

By the terms of the GED® annual contract, anyone involved in administering the GED® test or any portion of the test is required to comply with and carry out the policies and procedures set forth in this *Policies and Procedures Manual*.

Questions, comments, or suggestions concerning this *GED Testing Service Policies and Procedures Manual* should be directed to Paper-Based Testing Operations, GED Testing Service, 1155 Connecticut Avenue, 4<sup>th</sup> floor, Washington, DC 20036.

### Introduction

The proper administration, supervision, and integrity of the GED testing program are joint responsibilities of participating jurisdictional departments or ministries of education, other contracting agencies, and GED Testing Service (GED Testing Service). In the case of U.S. federal correctional facilities and military installations, the GED testing program is the joint responsibility of the federal agency and GED Testing Service. Adherence to the policies and procedures established by GED Testing Service in concert with participating jurisdictions is vital to a successful testing program.

GED Testing Service endorses and abides by the National Council on Measurement in Education (NCME) Code of Professional Responsibilities in Educational Measurement. The GED Testing Service joins NCME in encouraging other organizations and individuals to uphold the principles of the NCME Code that are relevant to those aspects of their professions that relates to the GED testing program. A copy of the NCME Code may be viewed on the Internet at [www.ncme.org/resources/fairtesting.cfm](http://www.ncme.org/resources/fairtesting.cfm)

### Statement of Purpose

The GED® test was developed by the American Council on Education (ACE) and is now maintained and delivered by GED Testing Service. The GED® test is normed using a national sample of graduating high school seniors. The test is designed to provide an opportunity for adults who have not graduated from high school to earn their jurisdictions' high school-level educational diploma/certificate by measuring the major academic skills and knowledge associated with a high school program of study.

### History

The first GED® test was developed in 1942 to measure the major outcomes and concepts generally associated with four years of high school education. Initiated by the United States Armed Forces Institute (USAFI), the original tests were administered only to military personnel



so that returning World War II veterans could more easily pursue their educational, vocational, and personal goals.

The USAFI examination staff, composed of civilian testing experts, worked with an advisory committee established with the support and cooperation of the American Council on Education, National Association of Secondary School Principals, and regional U.S. accrediting associations.

The opportunity to document the attainment of high school–level academic skills served as a significant aid to the many service members whose academic careers had been disrupted during the war. During the 1950s, it became apparent that civilians could also benefit from the program—a need that ACE undertook to fulfill. Civilians were first allowed to take the GED® tests in 1952. The Veterans’ Testing Service administered the program from 1945 to 1963. In 1963, in recognition of the transition to a program chiefly for nonveteran adults, the name was changed to the GED Testing Service.

Since that time, the GED Testing Service has guided and directed a program that has served as many as one million candidates annually at more than 3,200 Official GED Testing Centers. Testing is also provided for military personnel stationed overseas, people confined in correctional and health institutions, and for U.S. civilians and foreign nationals overseas.

The acceptance of the GED® tests as a valid means of awarding a high school equivalency diploma/certificate is fundamental to the success of the GED testing program. All 50 U.S. states, District of Columbia, eight U.S. insular areas, ten Canadian provinces, and three Canadian territories use scores earned on the GED® tests as a basis for awarding high school equivalency credentials. Recent national surveys confirm that most U.S. employers and training programs treat the GED® credential in the same manner as a traditional high school diploma. In addition, most U.S. colleges and universities accept reports of GED test results as being the same as high school transcripts for admission purposes.

For more than 60 years, the GED® test has provided a means to obtain personal satisfaction, as well as to realize educational and occupational opportunities, for millions of adults who did not complete their formal high school studies. The GED® testing program provides high-quality tests and promotes accessible testing services to individuals who may benefit from high school equivalency diplomas/certificates awarded by participating jurisdictions in the United States, Canada, and U.S. insular areas.

In March of 2011 GED Testing Service, LLC was formed as a joint venture between the American Council on Education and Pearson VUE.



The GED® test is available in standard print form in U.S. and Canadian English-language editions, Spanish-language editions, and French-language editions. The English-, Spanish-, and French-language GED® tests are available in large-print and audiocassette editions. The English- and Spanish-language GED® tests are available in Braille editions.

### **GED Testing Service Advisory Board**

The executive vice president of GED Testing Service is authorized to appoint a GED Testing Service Advisory Board, broadly representative of adult and secondary education, research, disability advocacy, correctional education programs, military recruitment, and test development.



## Section 1: GED® Testing Program Policies

The Policies and Procedures Manual covers test use, staff qualifications and responsibilities, operating testing centers, proper test administration, candidate eligibility, accommodations for candidates with disabilities, and test security. Additional information with which all involved with the testing program must adhere is covered in the document, “Brand Usage Guidelines for Licensed Jurisdictions and Other Licensed Users.”

Jurisdiction administrators, chief examiners and examiners must comply with all guidelines as set out in the “Brand Usage Guidelines for Licensed Jurisdictions and Other Licensed Users.” This document can be downloaded from the Document Library of GED AccessPoint™.

The following policies broadly define the expectations for the GED® testing program and all GED® testing program personnel.

**POLICY:** GED® testing programs shall be conducted in accordance with (1) all policies and procedures as developed by GED Testing Service contained in this manual and (2) policies and procedures established by the respective jurisdictional agency responsible for administering the GED® test. Jurisdictional policies and procedures may in no way undermine, nor in any way be used to circumvent GED Testing Service policies and procedures. GED Testing Service has the authority to suspend GED® testing program operations in a jurisdiction, disestablish the jurisdictional GED testing program, or close local testing centers temporarily or permanently if violations of policy are not readily resolved.

**POLICY:** It is the responsibility of the staff of GED Testing Service to review the existing procedures and policies at least annually and to recommend to GED Testing Service’s executive vice president any changes and new policies, as needed or as required. It is also the responsibility of the GED Testing Service staff to interpret policies and to develop procedures for implementing them.

**POLICY:** Use of the GED® test other than as described in the *Statement of Purpose* is strictly prohibited, without the express written permission from GED Testing Service. Written authorization to use the GED® test for any purpose not described in the *Statement of Purpose* must be obtained in advance from the GED Testing Service. Misuses of the GED® test include but are not limited to use (1) for the purposes of grade placement or promotion; (2) as measures of student progress in instructional programs; (3) as a means of awarding academic credit (e.g., Carnegie units); or (4) as a means of awarding alternative credentials to currently enrolled high school students. *The exception is for jurisdictions that are approved by GED Testing Service to operate the GED Option™ Program, and only then shall they test students in accordance with their approved GED Option™ Program plan.*



**POLICY: GED® and GED Testing Service are registered trademarks of the American Council on Education (ACE). Use of these registered trademarks must be done in accordance with GED® Brand Usage Guidelines.**

**POLICY ON RESPONSIBILITIES OF GED® EXAMINEES and OWNERSHIP OF TESTS, SCORES, and OTHER DATA: GED Testing Service is the exclusive owner of the GED® test and the responses to those tests, including all test questions, essay prompts, and essays. The GED® test is not the property of the examinee. The GED® test questions and essay prompts administered at GED® testing centers are the valuable, copyrighted property of GED Testing Service. As a condition of testing, an examinee agrees to maintain the confidentiality of all test questions and essay prompts administered to him or her. An examinee may not receive any unauthorized assistance while taking the GED® test. An examinee may not discuss specific test items or essay prompts with anyone other than the GED Examiner. An examinee must return all GED® test items to the GED Examiner at the conclusion of testing.**

A disclosure of GED® test questions in any form by any means in violation of this confidentiality agreement undermines the integrity and security of the GED® test and is strictly prohibited. Any unauthorized access, reproduction, distribution, or disclosure of test questions by an examinee before, during, or after taking the GED® test is a violation of U.S. and international intellectual property laws and treaties. Available remedies will be pursued by GED Testing Service as appropriate, which may include criminal prosecution, a civil lawsuit seeking damages, or canceling or invalidating the examinee's GED® test scores and notifying entities that have received the examinee's GED® test scores.

In addition, a number of third parties perform services relating to the GED testing program. These third parties provide GED Testing Service with information from or about GED® examinees collected on forms that are prepared by GED Testing Service, or on modified versions of those forms. The information includes, but is not limited to, candidate demographic details, test scores, accommodation requests, and GED® Option™ Program testing authorizations. The GED Testing Service also owns this information, as it is reflected in the GED Testing Service records.

GED Testing Service reserves the right to update, change, and amend ownership policies at any time.



**POLICY ON PRIVACY:** GED Testing Service recognizes the privacy interests of GED® examinees. GED Testing Service is committed to respecting that privacy and keeping GED® examinees informed about our data privacy policies. Except as set forth below, the personally identifiable information an examinee provides when registering for the GED® tests is not made available to third parties without the examinee’s permission. An examinee’s personally identifiable information includes his or her name, address, identification number, date of birth, test dates, and test scores.

1. **Research.** GED Testing Service and third parties authorized by GED Testing Service may access and use GED® examinee data for research purposes, including research directed toward improving or reporting on the effectiveness of the GED® Testing Program. Any such access to GED® examinee information will be subject to a confidentiality requirement that prohibits the disclosure or publication of any information that allows individual examinees to be identified. Unless an examinee has indicated otherwise on the demographics form, GED Testing Service may contact an examinee to determine whether he or she is willing to participate in surveys that also are intended to improve or report on the effectiveness of the GED® Testing Program.
2. **Legal Proceedings.** GED Testing Service may disclose and provide access to personally identifiable examinee information in response to a subpoena or other order in a judicial or other governmental proceeding, or as otherwise required by law. To ensure test security, GED Testing Service may also disclose and provide access to personally identifiable information in order to detect, investigate, or prevent fraud or other unlawful activity or violations of GED Testing Service testing policies.

GED Testing Service has established safeguards to help prevent unauthorized access to or misuse of the examinees’ personal information maintained by GED Testing Service, but cannot guarantee that examinees’ personally identifiable information will never be disclosed in a manner inconsistent with this data privacy policy (for example, as a result of unauthorized acts by parties that violate applicable law or relevant web policies).

### General Terms and Conditions

a. Confidentiality

In addition to the privacy policies included within the GED Testing Service Policies and Procedures manual, Jurisdiction shall maintain the confidentiality of ACE’s confidential information and neither the Jurisdiction nor its subcontractors, employees, or agents shall use or divulge, or cause to be used or divulged, the ACE’s confidential information or proprietary property without the express authorization of ACE except permitted or required to perform administration of the GED® test. ACE may immediately terminate the Jurisdiction’s right to administer the GED® test for any violation of this provision. This provision shall survive the expiration or termination of the Jurisdiction’s MOU.



- b. Disputes  
In the event any controversy or claim arises out of or related to the MOU, or the breach thereof, the parties shall attempt to resolve the matter through discussions. If such discussions do not result in agreement between the parties, the parties shall consider engaging an outside mediator to assist in resolving the dispute. Only following these discussions may legal action be instituted.
- c. Governing Law  
The MOU and the GED® testing program administered by the Jurisdiction will be construed and enforced in accordance with the laws of the District of Columbia without reference to that body of law governing conflicts of law. ACE and Jurisdiction consent to the interpretation of laws, jurisdiction, and venue in the courts sitting in the District of Columbia.
- d. Severability  
The parties recognize the uncertainty of the law with respect to certain provisions of the MOU and expressly stipulate that the MOU will be construed in a manner that renders its provisions valid and enforceable to the maximum extent possible under applicable law. To the extent that any provisions of the MOU are determined by a court of competent jurisdiction to be invalid or unenforceable, such provisions will be deleted or modified so as to make them enforceable, and the validity and enforceability of the remainder of such provisions will be unaffected.
- e. Independent Contractor  
In administering the GED® test, Jurisdiction is acting independently and not as an agent of ACE. Nothing contained in the MOU will create any association, partnership, or joint venture between the Jurisdiction and ACE. Jurisdiction will have no authority, express or implied, to commit or obligate ACE in any manner whatsoever.
- f. Force Majeure  
Neither party shall be liable for any failure to perform under this Agreement when such failure is due to causes beyond that party's reasonable control, including, but not limited to, acts of state or governmental authorities, acts of terrorism, natural catastrophe, fire, storm, flood, earthquakes, accident, strikes, and prolonged shortage of energy. In the event of such delay the date of delivery or time for completion will be extended by a period of time reasonably necessary to overcome the effect of any such delay.
- g. Entire Agreement  
The MOU including the Exhibit(s) and the GED Testing Service Policy and Procedure Manual contain the entire understanding and agreement between the parties related to its subject matter. The current year MOU supersedes any and all other agreements and understandings, whether oral or written, related to its subject matter, and may only be amended by a written document signed by both Jurisdiction and ACE.
- h. Survivability  
It is mutually agreed that the terms of this MOU and any GED Testing Service® Policies and Procedures, which, by their nature, should reasonably survive termination or expiration of the MOU will survive.



## Section 2: GED® Testing Program Staff: Qualifications, Selection or Replacement, Training, and Responsibilities

### Overview

The GED® testing program is sponsored jointly by GED Testing Service and state, provincial, or territorial departments or ministries of education, or other jurisdictional agencies. The chief administrative officer at each respective jurisdiction designates a GED Administrator directly responsible for the operation, management, and secure administration of the GED® testing program throughout the jurisdiction. Chief examiners, examiners, and proctors are appointed locally with approval of the GED Administrator and GED Testing Service. Working together, this group of local, jurisdictional, and GED Testing Service staff form the GED testing program and help nearly 500,000 individuals each year earn a high school equivalency credential.

### 2.1 Qualifications of the GED Administrator

**POLICY: Chief administrative officers of state, provincial, or territorial agencies participating in the testing program shall appoint a qualified individual to administer and oversee all aspects of GED® testing in his or her respective jurisdiction.**

New GED Administrators are professional and experienced educators who must hold a master's degree and have experience in adult education, educational administration, testing, or counseling, and who must be knowledgeable about the GED testing program or educational testing and measurement.

GED Administrators should be full-time employees charged with responsibility for the GED testing program. Each GED Administrator must have the authority to enter into contracts that pertain to the GED testing program on behalf of the jurisdiction.

Should a jurisdiction wish to appoint an administrator who does not have a master's degree, the request for waiver should be addressed to the director of paper-based testing operations.

### 2.2 Selection or Replacement of a Jurisdiction's GED Administrator

The GED Administrator is a jurisdiction's authorized liaison with GED Testing Service. The chief administrative officer of the participating jurisdictional agency shall formally notify GED Testing Service of the appointment and the effective appointment date of the GED



Administrator using the Administrator Appointment form, which can be requested from the operations unit.

When it becomes necessary to appoint a temporary or acting GED Administrator, the jurisdiction must notify GED Testing Service promptly, including the expected length of time of the temporary or acting appointment.

Failure to appoint a replacement or acting GED Administrator may require the temporary suspension of GED testing in the jurisdiction until an appointment is made.

## 2.3 Training of the GED Administrator

New GED Administrators will receive training from GED Testing Service. Training will begin within four weeks after GED Testing Service's notification of the appointment.

## 2.4 Responsibilities of the GED Administrator

The GED Administrator is responsible for policy implementation, administration of the program, and supervision of all official GED® testing centers within the jurisdiction. The GED Administrator is the person with whom GED Testing Service has regular and direct contact regarding policies, procedures, and issues. GED Testing Service relies upon the GED Administrator to ensure that all official GED® testing centers in the jurisdiction conform to GED Testing Service policies and procedures, as well as to any jurisdictional or local requirements.

The GED Administrator's specific duties are as follows:

### 2.4-1 Administration

The GED Administrator shall:

- A) Administer the GED® testing program within the jurisdiction in compliance with the *Policies and Procedures Manual*.
- B) Approve locations for official GED® testing centers.
- C) Recruit, select and approve the appointment of chief examiners, examiners, and proctors.
- D) Coordinate all jurisdictional contracts.
- E) Monitor contracts and orders of secure testing materials placed by official GED® testing centers.
- F) Contract with an official scoring site for electronic and essay scoring for the jurisdiction.
- G) Ensure the maintenance of accurate and complete GED® candidate records.
- H) Develop test administration cost information to support a reasonable and equitable testing fee.



- I) Monitor jurisdictional GED® testing centers, to include test administration, record keeping, and storage of secure materials, through regular site visits.
- J) Assist GED Testing Service in contacting testing centers to ensure prompt payment of all invoices.
- K) Assist GED Testing Service in contacting testing centers to ensure prompt return of materials at the end of each contract year.
- L) Ensure that testing centers comply with all applicable GED Testing Service policies and procedures as well as state laws and regulations governing GED® testing.
- M) Provide examiner training that aligns with GED Testing Service Policies and Procedures.<sup>1</sup>
- N) Ensure timely review of requests for testing accommodations.
- O) Assist in joint research activities with the GED Testing Service as requested.
- P) Administer the test two times a year.

### **2.4-2 Outreach**

The GED Administrator shall:

- A) Cooperate with the GED Testing Service in marketing and public relations activities.
- B) Ensure accessibility to GED® testing for all populations.
- C) Serve as liaison with adult education instructional programs in order to keep teachers informed of developments in the GED® testing program.
- D) Promote cooperative programs with adult education to provide graduation and scholarship programs for GED® test graduates.
- E) Develop cooperative links with higher education and the workplace to promote accessibility for GED® test graduates.

### **2.4-3 Staff Development**

The GED Administrator shall:

- A) Hold annual meetings of all GED Chief Examiners™ and GED Examiners™ within the jurisdiction.
- B) Provide training for all newly appointed GED Chief Examiners and GED Examiners prior to their first test administrations.
- C) Provide ongoing staff development.

<sup>1</sup> GED Administrators are not required to be directly involved in all examiner training. However, the GED Administrator must ensure that training is provided.



## 2.4-4 Test Security

The GED Administrator shall:

- A) Inspect each official GED® testing center before it is established and before approving a change of location.
- B) Approve and review contracts with official GED® scoring sites.
- C) Review emergency plans and written receiving plans annually for each official GED® testing center in the jurisdiction.
- D) Monitor one-fourth of test centers annually.
- E) Close official GED® testing center(s) or cancel contracts with official GED® scoring site(s) when a violation of security procedures occurs and whenever circumstances warrant such action.
- F) Oversee investigations of security violations appropriately, including onsite visits whenever feasible.
- G) Participate in GED Testing Service audits of official GED® testing centers, electronic scoring sites, and essay scoring sites.

## 2.4-5 Attendance at National Meetings

Each GED Administrator is mandated to attend the annual GED Administrators' Conference sponsored by GED Testing Service as outlined in the *Memorandum of Understanding (MOU)* between GED Testing Service and each jurisdictional agency. GED Testing Service provides a subsidy to each administrator to cover a major portion of the expenses incurred in attending this conference. The GED Administrator may designate an authorized representative to attend the national conference in his or her place by notifying GED Testing Service.

## 2.5 Staff Required for an Official GED® Testing Center

The official GED® testing center staff consists of the following: GED Chief Examiner, GED Examiner(s), and GED Proctor(s). The selection of staff members to operate an official GED® testing center is essential to the integrity of the GED testing program. Access to GED® tests is limited exclusively to GED Chief Examiners and GED Examiners, or GED Proctors under the direct supervision of a GED Chief Examiner or GED Examiner. Any teacher involved in GED preparation classes cannot be a GED Chief Examiner, GED Examiner, or a GED Proctor.

**POLICY: Persons instructing potential candidates for the GED® tests, particularly as teachers in Adult Basic Education (ABE), Adult Literacy, GED® test instruction, secondary education programs, adult secondary education programs, alternative high school education programs, and developmental education staff cannot be appointed as GED Chief Examiners, GED Examiners, or GED Proctors, or otherwise have any**



access to any secure GED testing materials. Any exception must be approved by GED Testing Service.

In some jurisdictions, support staff is used to register students and assist with test site/room preparation. Any persons who will be in the testing room during testing must meet the requirement and must have been trained as proctors. Under no circumstances should proctors be allowed to handle testing materials without direct supervision of a GED Chief Examiner or GED Examiner.

## 2.6 Appointing Staff Members for an Official GED® Testing Center

The chief administrative officer for each agency or institution that hosts an official GED® testing center (e.g., the superintendent of the school district or the president or dean of the college where the official GED® testing center is located) signs the annual contract and is responsible for selecting the GED Chief Examiner.

Official GED® testing center staff members are employees of the agency or the institution that hires them, not of GED Testing Service. Their compensation, conduct, and supervision are, therefore, the exclusive responsibility of the hiring agency or institution; except in their role as examiners, when they are bound to comply with all GED Testing Service policies and procedures. Examiners may be removed from examiner duties by the jurisdiction administrator or by the Testing Service.

## 2.7 Educational Requirements for GED Chief Examiners, GED Examiners, and GED Proctors

### 2.7-1 Requirements for GED Chief Examiners and GED Examiners

**POLICY: GED Chief Examiners must hold at least a bachelor’s degree from a nationally accredited college or university and shall have experience in teaching, training, counseling, or testing. GED Examiners must have a bachelor’s degree from a nationally accredited college or university and experience in teaching, training, counseling, or testing; at least an associate degree from a nationally accredited college or university and three years of experience in teaching, training, counseling, or testing; or college-level coursework and experience as a testing proctor at the discretion of the jurisdictional GED Administrator.<sup>2</sup>**

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<sup>2</sup> The GED Administrator must verify the qualifications of each GED Chief Examiner and GED Examiner. Newly appointed GED Chief Examiners and GED Examiners shall receive in-service training and shall serve under either an experienced GED Chief Examiner or the GED Administrator during at least two full GED testing sessions before assuming duties as GED Chief Examiner or GED Examiner.



### 2.7-2 Training Requirements for GED Chief Examiners and GED Examiners

**POLICY:** Jurisdictional agencies shall ensure the provision of (1) training for all new GED Chief Examiners and GED Examiners prior to their first test administration sessions, and (2) at least one annual training session for all GED Chief Examiners and GED Examiners.

### 2.7-3 Requirements for GED Proctors

**POLICY:** GED Proctors shall have a high school diploma or GED® diploma/certificate. GED Proctors are selected by the GED Chief Examiner and must be approved by the state administrator. GED Proctors are not permitted to conduct a testing session under any circumstances. GED Proctors may not substitute for GED Examiners. GED Proctors shall always work under the direct, constant supervision of a GED Chief Examiner or GED Examiner.

### 2.7-4 Training Requirements for GED Proctors

**POLICY:** GED Chief Examiners shall provide training sessions for all GED Proctors prior to any assistance during test administration.

## 2.8 Responsibilities of GED Chief Examiners, GED Examiners, and GED Proctors

It is important that each GED Chief Examiner, GED Examiner, and GED Proctor understands his or her role specific to the GED® testing program.

### 2.8-1 General Responsibilities of GED Chief Examiners and GED Examiners

GED Chief Examiners and GED Examiners shall:

- A) Comply with all jurisdictional policies and procedures.
- B) Manage and oversee a high-quality testing program that ensures access for all qualified candidates and ensures the integrity of the GED® tests and their administration.
- C) Maintain the overall quality of the testing program at official GED® testing centers.
- D) Ensure that all staff members under their supervision comply with the contractual obligation to follow the policies of the *Policies and Procedures Manual*.
- E) Respond to the needs of the community and comply with all applicable legal requirements relating to the activities of official GED® testing centers.



## 2.8-2 Specific Responsibilities of GED Chief Examiners and GED Examiners

- A) At the beginning of each contract year, the GED Chief Examiner must:
1. Sign the GED Annual Contract (Form L-1) and the Test Security Memorandum, (Form L-27) and obtain the signatures of the chief administrative officer and the GED Examiner(s).
  2. Place an accurate order and arrange for prompt payment for all testing materials.
  3. Create and implement a written receiving plan for secure testing materials and train all official GED® testing center staff members to follow the plan. The plan must include how to receive and store secure materials if the GED Chief Examiner or GED Examiner is not present when materials arrive.
  4. Upon receipt from GED Testing Service, immediately inventory and place into secure storage all secure testing materials within one business day.
  5. Develop a written, GED®-specific emergency plan (see Section 3.11 of this manual), and train all official GED® testing center staff members to follow the plan.
- B) While preparing for and administering the tests, the GED Chief Examiner or Examiner must:
1. Verify the identity and eligibility of each GED® candidate.
  2. Maintain testing surveillance logs, seating charts, and other documentation as required.
  3. Maintain the security of all GED® testing materials.
  4. Prepare a written inventory of all secure testing materials used during each test administration and maintain the inventory documentation in the permanent secure storage area.
  5. Conduct testing sessions in accordance with GED Testing Service policies and procedures as set forth in this *Policies and Procedures Manual* and in any supplemental memorandums from GED Testing Service.
  6. Control testing sessions by following all GED Testing Service policies and procedures for conducting a testing session under standard conditions or, when appropriate, with accommodations for candidates with disabilities. (See sections 9 and 10 of this manual.)
- C) Throughout the contract year, the GED Chief Examiner must:
1. Select, train, and monitor GED Examiners and GED Proctors.
  2. Administer complete battery of GED® tests no fewer than four times each year, unless the official GED® testing center administers GED® tests fewer than four times per year.
  3. Inventory and check the condition of all secure testing materials when received from GED Testing Service; prepare a written inventory at the beginning and end of each testing session and on a monthly basis when the tests are not in use.



D) Throughout the contract year, the GED Chief Examiner and Examiner must:

1. Adhere to GED Testing Service policies regarding preparing and submitting GED® testing materials for scoring.
2. Report test results to GED® candidates in a timely, confidential manner.
3. Inform the GED Administrator of all disruptions or suspicious events that take place during any testing session promptly and in writing, by using a Report of Testing Irregularity (Form L-40).
4. Conduct investigations into test compromises and testing irregularities.
5. Schedule and publicize testing sessions for the local community.
6. Make information about accommodations available and provide accessible testing with approved accommodations for GED® candidates with disabilities.
7. Attend appropriate examiner meetings sponsored by the jurisdiction.
8. Cooperate in research and surveys sponsored by GED Testing Service or by the GED Administrator.
9. Provide information about the GED® tests to civic groups, adult educators, and high school counselors.
10. Implement local initiatives (e.g., GED® graduations, GED® awards ceremonies, and GED® free testing days).
11. Send clippings of local program press coverage of the local program to the GED Administrator.

E) At the end of each calendar year, the GED Chief Examiner must:

1. Inventory and return all secure GED® testing materials to GED Testing Service no later than 30 days after the end of the contract year.
2. Use that contract year's picking plan to validate all secure materials being returned.

### **2.8-3 Responsibilities of GED Proctors**

GED Proctors are always under the direct and constant supervision of a GED Chief Examiner or GED Examiner during the test session.

The duties of GED Proctors are limited to the following, except as prescribed in an emergency plan:

A) Walk the testing area and make sure that test candidates are:

1. Working in the correct sections of test booklets or answer sheets.
2. Marking the answer sheets and booklets correctly and NOT marking in the test booklets.

3. Not colluding, cheating, or committing any other improprieties or irregularities.
- B) Promptly alert the GED Chief Examiner or Examiner to any irregularities. C)  
Maintain the test surveillance log and seating chart.
- D) Assist with testing accommodations, as requested by the GED Chief Examiner or Examiner.
- E) GED Proctors may assist in distributing and picking up materials during test administration.

## 2.9 Staffing Policy Requirements for Staffing an Official GED® Testing Center

**POLICY: At a minimum, one GED Examiner must be present at each administration of the GED® tests to 20 or fewer candidates. For each additional group of up to 20 candidates, an additional GED Proctor or GED Examiner must be present.**

***Best practice: One GED Examiner and one GED Proctor are present at a test administration for 20 or fewer candidates. For each additional 20 candidates, an additional staff person (GED Examiner or GED Proctor) should assist with the test administration.***

When determining the number of examiners required to staff an official GED testing center, the GED Administrator should base the decision on the following criteria:

- A) The examiner's regular availability to administer the GED® tests.
- B) The number of candidates regularly tested in a testing session.
- C) The frequency of an official GED testing center's testing sessions.
- D) The scheduled work time required for examiners to address GED® testing program concerns.

### 2.9-1 Need for Additional Personnel at Specific Testing Sessions

If the GED® tests are being administered to a candidate who has a disability, the official GED® testing center staffing plan shall include having an appropriate number of people available to assist. For testing sessions conducted in correctional facilities, prison guards may be present if they meet the eligibility requirements for GED Proctors and have been trained. For candidates with medical needs or disabilities, appropriate professionals may be assigned and remain present as necessary.



## 2.10 Procedures for Appointing or Changing Staff Members at an Official GED® Testing Center

- A) If the position of GED Chief Examiner is vacant, the official GED® testing center's chief administrative officer is responsible for ensuring the security of restricted materials until a new GED Chief Examiner has been appointed and trained. With the approval of the GED Administrator, the chief administrative officer may offer this responsibility to a trained and experienced examiner.
- B) The GED Chief Examiner must request and receive approval for new GED Examiners from the GED Administrator using Form L-10 before they are permitted to administer the GED® test.
- C) The GED Administrator must review Form L-10 for each nominee for the position of GED Chief Examiner or GED Examiner to determine whether the nominee meets the criteria and qualifications as specified by GED Testing Service, as well as any additional criteria or requirements specified by the jurisdiction. If the GED Administrator rejects an appointment, the GED Administrator will notify the official GED® testing center of such action. If the GED Administrator approves an appointment, the GED Administrator will complete the online L-10 form and submit to GED Testing Service.
- D) GED Testing Service reviews all appointments for GED Chief Examiner and GED Examiners. E-mail notification of acceptance is sent to the GED Chief Examiner or Examiner and to the GED Administrator. If an appointment is not accepted, the GED Testing Service will advise the GED Administrator by e-mail.
- E) New GED Chief Examiners and GED Examiners shall not conduct any testing until the GED Testing Service has received written acknowledgment of their appointment and after they have completed training.
- F) The jurisdictional GED Administrator approves the appointment of GED® proctors recommended by the GED Chief Examiner. No paperwork for GED proctors is forwarded to GED Testing Service. GED proctors approved by the GED Administrator may not assist with test administration until they have completed training.



## Section 3: Procedures for Opening an Official GED® Testing Center

### Overview

GED Testing Service, in response to recommendations from the jurisdictional agencies that are responsible for the administration of the GED® testing program, may authorize the establishment of GED® testing centers in eligible local agencies and institutions within the jurisdiction. The GED Administrator will decide to establish a GED® testing center on the basis of the need for service in the area and on the ability and willingness of the eligible agency or institution to follow GED Testing Service policies and requirements for establishing and operating a GED® testing center.

### 3.1 Establishing an Official GED® Testing Center

Under the following established policies, GED Testing Service approves the opening of all new official GED® testing centers. Official GED® testing centers are facilities that provide standard secure testing administration to eligible candidates who wish to earn their jurisdictions' high school equivalency credential. Before opening an official GED® testing center, the GED Administrator must first complete Form L-75 and submit the completed form for approval via fax to (202)464-4853.

### 3.2 Where an Official GED® Testing Center May Be Established

**POLICY: Upon authorization by the jurisdictional GED Administrator, GED Testing Service may approve the establishment of an official GED® testing center at the following locations:**

- A) Public schools or other appropriate facilities of a local education agency (LEA).
- B) Public postsecondary educational institutions accredited by the jurisdictional department of education or other jurisdictional agency responsible for administering the GED® testing program.
- C) Military installations overseas or in the United States.
- D) Veterans Administration (VA) hospitals and medical centers, and federal correctional and health installations.
- E) Jurisdictional correctional facilities that have established a school inside the facility.
- F) Other nonprofit institutions and agencies only by special authorization of the GED Testing Service.

A jurisdiction may establish additional limitations on where that jurisdiction's official GED® testing centers may be established.

### 3.3 Procedural Steps for Opening an Official GED® Testing Center

GED Testing Service establishes and regularly updates policies regulating which agencies or groups may become an official GED® testing center. These policies incorporate the following recommended procedures:

- A) The local school board, community college, department or ministry of education office, military or jurisdictional correctional agency, or other appropriate institution demonstrates that there is a need to establish a new official GED® testing center.
- B) The board, office, agency, or institution contacts the GED Administrator to discuss the need for establishing a new official GED® testing center. Operational aspects of a GED® testing center, including test security, quality assurance, and examiner qualifications and responsibilities must be discussed.
- C) The GED Administrator reviews the feasibility of other options, such as adding a transportation addendum to the contract of an established official GED® testing center and advises whether the process continues or goes no further.
- D) The board, office, agency, or institution completes a formal request to establish an official GED® testing center (Form L-75) and staff appointment form (Form L-10) for each prospective examiner.
- E) The GED Administrator or designee conducts a site visit to ensure appropriateness of the location for GED testing; discusses institutional responsibilities with the GED Chief Examiner and Chief Administrative Officer of the hosting agency/institution (superintendent of local school district, president of community college, etc.) and meets with potential personnel at the official GED® testing center.
- F) The GED Administrator submits Form L-75 to GED Testing Service.
- G) GED Testing Service sends the contract to the GED Administrator. Access to GED AccessPoint™ must be provided and the test security memorandum completed. The GED Administrator then forwards the contract and the *Policies and Procedures Manual* (PDF version) to the new center's GED Chief Examiner.
- H) GED Testing Service sends a welcome letter to the testing center.
- I) The GED Administrator ensures the provision of GED Testing Service-approved training for the new GED Chief Examiner and GED Examiner(s).
- J) GED Testing Service ships secure testing materials and a packing slip to the official GED® testing center.
- K) The GED® Administrator or designee provides support and technical assistance as needed.



### 3.3-1 Institutional Requirements

**POLICY: For an institution to be eligible and remain eligible to administer GED® tests, the testing program must develop written operational procedures and provide the following assurances:**

- A) The testing program staff shall comply with all applicable state, federal, provincial, and local laws and regulations.
- B) The testing fee, if any, shall be reasonable and reflect locally prevailing charges, especially when the rate is not mandated by the jurisdictional agency.
- C) Provision of suitable physical facilities:
  - 1 Secure area in which GED® testing center staff can work.
  - 2 Dedicated secure storage for all GED® testing materials.
  - 3 Quiet, clean, comfortable, well-lit testing rooms.
  - 4 Adequate seating space to discourage copying or collaborating.
  - 5 Chairs, seating, desks, and writing surfaces suitable for adults.
  - 6 Space accessible and conducive to candidates with disabilities.
  - 7 A testing environment free of distractions/interruptions.
- D) Provision of full testing support services:
  - 1 Commitment to the values and traditions of the GED® testing program.
  - 2 Convenient testing schedules based on community needs.
  - 3 Written emergency plan for handling testing interruptions and irregularities.
  - 4 Information to help candidates make informed decisions about GED® testing.
  - 5 Detailed and accurate recordkeeping.
  - 6 Accessibility and availability of information on test accommodations for GED® candidates who have disabilities.
  - 7 Conduct outreach and marketing activities.
- E) Cooperation with GED Testing Service:
  - 1. Data provided as requested for research.
  - 2. Prompt payment of all invoices (within 30 days).
- F) Assurance of test security:
  - 1. Full compliance with all policies and procedures listed in the *Policies and Procedures Manual*.
  - 2. Immediate notification to GED Administrator and GED Testing Service when test compromise is identified.
  - 3. Prompt return of secure testing materials at the end of the contract year.
  - 4. Commitment to conduct all required inventories.
  - 5. Training for all GED® testing center staff on the center's customized written emergency plan and plan for receiving secure materials.<sup>3</sup>



### 3.4 Establishing Addendum Testing Sites

In areas where establishing a GED® test center is not feasible, the local GED Chief Examiner may request approval from the GED Administrator for a transportation addendum (Form L-25) to the annual contract. This addendum would allow the GED Chief Examiner and GED Examiner to transport test booklets to an approved site and conduct testing at this site. (In certain jurisdictions, transportation addenda are not permitted.)

### 3.5 Establishment of Addendum Sites

**POLICY: GED® tests may be administered only at official GED® testing centers or at alternate sites as approved by the jurisdictional GED Administrator and GED Testing Service and reflected on the annual contract.**

Examples of acceptable addendum sites include, (but are not limited to):

- A) Sites of vocational training programs (e.g., Job Corps and high school equivalency programs), where an official GED® testing center cannot be established.
- B) Local jails and hospitals.
- C) Workplaces that provide instruction.
- D) Educational institutions where a low overall testing volume does not justify establishing an official GED® testing center, but the testing volume is high enough periodically to justify the expense of sending a GED Examiner to the site to test.
- E) Certain proprietary schools, where an official GED® testing center cannot be established.

Staff members at any addendum site are not eligible to serve as GED Chief Examiners or GED Examiners. At the administrator's discretion, addendum staff not involved in instruction may be trained and serve as proctors.

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<sup>3</sup> If shipments are received outside the official GED testing center, the written plan must identify the delivery route to the center.

### 3.6 Procedures for Establishment of an Addendum Site

- A) The GED Chief Examiner submits Form L-25 (Request for Transportation Addendum) to the GED Administrator for permission to transport secure testing materials to an appropriate testing site. The GED Chief Examiner must provide justification of the need to test at the proposed site and assurance that the addendum site is a suitable facility for GED® testing. The GED Chief Examiner must also ensure that only approved GED Examiners will transport secure testing materials, and that appropriate inventory procedures will be followed for any testing materials transported to an addendum site.
- B) The GED Administrator forwards Form L-25 to the GED Testing Service for review and approval.
- C) GED Testing Service amends the annual contract and forwards the amendment to the GED Administrator, who then forwards it to the GED Chief Examiner.
- D) The testing center's chief administrative officer and the GED Chief Examiner must sign the amended contract and return it to the GED Administrator, who signs and returns it to GED Testing Service.
- E) After receiving the amended contract, the testing center may begin testing at the addendum site.
- F) Subsequent contracts will bear the name of any and each addendum site(s) that has been added or deleted to the file of an official GED® testing center.

### 3.7 Authorization to Transport and Administer GED® Tests at Addendum Site

**POLICY: 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.**

*Special permission from GED Testing Service is required if secure GED® testing materials need to be mailed to an addendum site.*



### 3.8 Security of Testing Materials at an Addendum Site

Security procedures must be followed when transporting secure GED® testing materials to an addendum site:

- A) To ensure that no materials have been misplaced, a complete inventory of all secure testing materials must be conducted
  - 1 Before leaving the official GED® testing center.
  - 2 Upon arrival at the addendum site.
  - 3 Immediately before and after administering the tests.
  - 4 Upon returning to the official site.
  
- B) Secure materials may only be stored overnight with permission of GED Testing Service at approved sites (i.e., board of education, community college, etc.) and after completing Form L-26.

## Section 4: Policies and Procedures for Operating an Official GED® Testing Center

### Overview

All official GED® testing centers operate under the terms of a contract signed by the director, PDSC, of the American Council on Education, the jurisdiction's GED Administrator, and the institutional chief administrative officer and GED Chief Examiner of the contracting institution, department, ministry, or agency. An official GED® testing center may not be opened or operated until all parties have signed a contract and the contracting institution or agency has met the requirements outlined in the contract with GED Testing Service.

Adherence to the terms of the contract is required for the continued operation of the official GED® testing center.

**4.1 POLICY: Official GED® testing centers must have a current contract and have completed the test security memorandum to function as official testing centers.**

### 4.2 GED Testing Service Forms and Editions

The secure forms of all editions of the GED® tests (U.S. English, Canadian English, Spanish, French, Braille, audiocassette, and large print) are copyrighted by and are the sole property of the GED Testing Service. The tests are available only for administration at official GED® testing centers under the supervision of a GED Chief Examiner or GED Examiner and can be administered only to eligible persons who are to be tested in accordance with policies and procedures of the GED Testing Service and the jurisdictional agency.

### 4.3 Determining the Quantity of Test Batteries for Initial Order

Each test booklet can be administered a maximum of 15 times. GED Chief Examiners should calculate the total number of test takers and divide by 15 and round to the next higher integer to determine the total number of test batteries to order. GED Chief Examiners should discuss the use of special editions of the GED® tests with the GED Administrator. Tests are available only in complete battery sets of six test booklets, and they must be ordered via GED AccessPoint™.

#### 4.3-2 Reordering Test Batteries During the Contract Year

Orders for additional testing materials are permitted during the contract year.<sup>5</sup> The GED Chief Examiner must submit all reorders via GED AccessPoint™. All materials will be billed at the full annual rental fee and all secure testing materials ordered must be returned at the end of the



contract year.

GED Testing Service will prorate battery rental fees only for new GED® testing centers that begin operation during the contract year.

## 4.4 Receipt and Storage of Secure Testing Materials

GED Testing Service requires that the GED Chief Examiner of each official GED® testing center prepare and maintain a plan for receiving and storing secure GED® testing materials. This plan should outline the process from the point at which the GED Chief Examiner is notified of a shipment date of secure testing materials through receipt and storage of materials.

### 4.4-1 Shipment, Receipt, and Verification of Secure GED® Testing Materials

- A) The GED Chief Examiner or GED Examiner shall thoroughly inventory secure testing materials.
- B) GED Testing Service will notify by e-mail each GED Chief Examiner at each GED® testing center of the shipment date with a UPS tracking number for all shipped materials.
- C) The GED Chief Examiner shall ensure that the shipment is tracked and shall contact GED Testing Service and the Administrator of any concerns about the shipment or any unusual delays.
- D) Unless otherwise addressed in the receiving plan, the GED Chief Examiner or GED Examiner shall complete the following within one business day after receipt of secure testing materials:
  - 1. Inventory all materials.
  - 2. Check the shipment against the picking plan.
  - 3. Check the condition of the materials page by page.

If the GED Chief Examiner finds errors or discrepancies in the shipment, he or she shall contact the GED Administrator and Associate Director, PDSC, of the American Council on Education within one business day of checking the shipment. GED® testing centers that fail to report discrepancies in a timely manner may be closed.



Once all materials have been reconciled, the GED Chief Examiner shall store secure testing materials in permanent, dedicated, secure storage. A permanent dedicated storage file may not contain items other than secure GED® testing materials. Access to secure materials must be limited to only the GED Chief Examiner or GED Examiners. Proctors or other staff members may not have access to the areas where secure testing materials are stored without the direct supervision of the GED Chief Examiner or GED Examiner. The dedicated permanent storage container must be located in an area away from the testing room and out of sight of GED® candidates at all times.

GED® testing materials are shipped in secure white mailing containers. The containers should be used to return the prior year's materials back to the GED shipping warehouse by January 31. Empty containers should also be returned back to the warehouse.

In addition, secure boxes received during the year due to an additional ordering should be returned to the GED shipping warehouse once the order is received and inventoried.

#### **4.4-2 Storage of Secure GED Testing Materials**

The GED Chief Examiner and GED Examiners are directly responsible for safeguarding all secure testing materials at each GED® testing center. The GED Chief Examiner and GED Examiners must follow procedures that protect the security of the GED® tests, the scored or partially used answer sheet, and the score report forms. Any partially completed or fully completed answer sheets must be treated as secure testing materials.

The institution sponsoring the GED® testing center must provide permanent dedicated secure storage for all secure GED® testing materials. All secure GED® testing materials must be safeguarded in the following manner:

- A) The GED Chief Examiner and GED Examiners shall be the only persons to inspect, administer, or have access to the GED® test.
- B) Secure testing materials shall not be removed from the GED® testing center except for
  1. Return to GED Testing Service at the close of the contract year, or
  2. As authorized by a valid addendum to the contract.
- C) Secure testing materials must be stored in a sturdy, locked storage unit. The center's GED Chief Examiner and GED Examiners must be the only person(s) with access to the keys or the combination to the lock. The storage unit, which must be for the storage of GED® secure materials only, must be a dedicated safe, a fireproof file cabinet, or a file cabinet that has an external steel bar lock which, when bolted to the cabinet, slides into place over the cabinet drawers and locks with a heavy-duty padlock or combination lock. Under no circumstances may the secure materials be stored in any location that is accessible to unauthorized staff members.



- D) Inventory of testing materials:
1. The GED Chief Examiner or GED Examiner must inventory all GED® testing materials within one business day of receipt.
  2. The GED Chief Examiner or GED Examiner must inventory all GED® testing materials stocked at the center once a month.
  3. The GED Chief Examiner or GED Examiner must inventory all GED® testing materials removed from storage at a GED® testing center before and immediately after each test administration.
  4. All inventories must be in writing and include:
    - a. The date of inventory.
    - b. A list of individual items.
    - c. The signature of the GED Chief Examiner or GED Examiner who conducted the inventory.
- E) When GED® tests are transported to an approved addendum test site, arrangements must be made for secure temporary locked storage for as long as the secure materials are away from the GED® testing center. All GED® tests must be inventoried both before and after transport to the addendum site. Off-site storage of secure testing materials overnight must have written approval of GED Testing Service and the jurisdictional administrator.
- F) No secure testing material, other than answer sheets, is to be destroyed at the GED® testing center or by the jurisdiction without prior approval of GED Testing Service.<sup>4</sup>
- G) All secure testing materials, other than answer sheets, must be returned to GED Testing Service within 30 days of the end of the contract year, at the termination of the contract, or at any other time deemed necessary by GED Testing Service or the GED Administrator. Under no circumstances may any batteries of GED® tests be retained more than 30 days beyond the end of the contract year.
- H) Once a GED candidate has marked on an answer sheet, that sheet is considered confidential and must be treated as secure testing material. Used answer sheets must be stored securely with GED® test batteries and score report forms.
- I) Because completed answer sheets are secure testing materials, answer sheets must be transported to scoring sites under controlled conditions such as a secure electronic system or by a shipping system that uses tracking numbers and tracking procedures.

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<sup>4</sup> An exception to this is provided if disposal is necessary to comply with state or local laws governing HAZMAT (hazardous materials). GED Testing Service shall be notified with a copy of the destruction receipt.



## 4.5 Return of Secure GED Testing Materials to the GED Testing Service

The GED Chief Examiner must inventory all secure testing materials (test batteries and topic cards) and return them to GED Testing Service within 30 days after the expiration of the contract year, or upon the request of GED Testing Service or the GED Administrator.

To ensure the security of the GED® test, the GED Chief Examiner shall follow these steps:

- A) Thoroughly inspect and inventory all materials before packing to ensure that all materials are included. Pack tests in order by battery serial number and group them by test form.
  - 1. Material Picking Plan and Inventory Return Sheet of returned materials must be enclosed in each white case.
- B) Forward a copy of the Material Picking Plan and Inventory Return Sheet, indicating the date and method of shipment with tracking numbers, to the GED Administrator. A copy must be maintained in the GED® testing center's files.
- C) Test batteries must be packaged as follows:
  - 1. Together by test form (e.g., English print IA).
  - 2. In sequential serial number order.
  - 3. With all six test booklets that have the same serial number packed together in the same battery envelope.
  - 4. Audiocassette tapes must be returned with the assigned large print books. They will have the same serial number.
  - 5. Braille books must be returned with the assigned standard print books. They will have the same serial number.
- D) Essay topic cards must be packed as follows:
  - 1. Alphabetically by topic letter, with the same serial numbers within a single topic envelope.
  - 2. With all envelopes in sequential serial number order.
- E) Secure testing materials must be packaged and returned using the same plastic shipping containers in which the secure materials were shipped to the GED® testing center. Add additional packing material (if needed) to secure test items in white containers. Shipping containers must be secured with the official GED Testing Service-approved tamper-evident seal.
- F) Return the secure shipping containers to GED Testing Service using the label provided by a shipping service that provides package tracking. If such service is unavailable, then ship the materials by U.S. Postal Service (USPS), postage prepaid and return receipt requested. All shipping charges on materials returned to GED Testing Service must be paid for by the individual GED testing center.



- G) Write on the return label the total number of boxes in the shipment. For example, if a GED® testing center is returning three boxes, the first box should be labeled “1 of 3,” the second, “2 of 3,” and the last, “3 of 3.” If the GED Chief Examiner is unable upon notification to account for any missing materials, GED Testing Service will notify the jurisdictional administrator and may recommend that the test center be closed.
- H) If a test booklet is marked or damaged, or if a test booklet is unusable before it is used for a 15th administration, the booklet must be retired from use and retained in secure storage until all testing materials are returned to GED Testing Service at the end of the contract year. The remaining booklets from that test battery may still be used for a test administration.

## 4.6 Scoring Tests and Managing Testing Documents

Jurisdictions must contract with an approved GED scoring site to score the multiple-choice portions, mathematical grid portions, and essay portions of the GED® tests. The GED Administrator is responsible for contracting for test scoring services with a GED Testing Service certified test scoring site.

Test answer sheets and related forms should be prepared for delivery to the official GED® tests scoring site (electronically or by appropriate carrier) no more than five calendar days after completion of the testing session. Until these items are delivered, they must be stored in a secure manner similar to the GED® tests. Testing centers that scan answer sheets and related forms must keep all documents secure after scanning. The testing center should abide by the records retention policy of their jurisdiction to determine how long scanned answer sheets should be kept. GED Testing Service recommends that these documents may be shredded no sooner than 90 days after the tests are scored and the results are reported.

## 4.7 Communications and Outreach

Official GED® testing centers should have a communications and outreach plan to ensure that their community is aware of the GED® testing program and the value of the GED® credential. Each center should develop a testing schedule based on the needs of the community. The schedule should be easily accessible to the community and widely distributed (e.g., in local news media, on flyers and bulletins, or cable television stations). Testing centers should partner with community agencies and involve them in publicizing the availability of the GED® Tests. To the extent possible, testing sessions should be scheduled at frequent intervals so that no candidate will be required to wait an undue length of time.

## 4.8 Emergency Plan for Each Center

Each GED® testing center must have an emergency plan accessible to all GED Examiners at the test center and all addendum sites. A copy of the emergency plan must also be sent to the jurisdiction’s GED Administrator. This emergency plan shall include written procedures and



identify the personnel responsible for managing any contingency.

GED® testing centers that do not normally use more than one GED Chief Examiner or GED Examiner per test administration must identify a qualified GED Examiner to be available to take over test administration in case of an unexpected event, such as sudden illness, fire alarm, or testing irregularity. If the unexpected event requires the GED Chief Examiner or GED Examiner to leave the GED® testing center, the one-hour rule may be invoked. A GED Chief Examiner or GED Examiner is permitted to suspend testing after the GED Chief Examiner or GED Examiner secures all testing materials, in order to attend to an emergency. The time the test is stopped is noted. If the situation is handled within an hour or less, testing may be resumed using the same test form and the remaining time. A qualified person must monitor the testing room until the identified emergency GED Examiner arrives.

#### **4.8-1 Additional Personnel for an Unexpected Event**

Each official GED® testing center shall have available, on standby status, at least one additional, qualified examiner who can assist in case of a sudden illness, emergency, or test compromise.

Official GED® testing centers and addendum sites that do not normally use more than one GED Chief Examiner or GED Examiner per test administration must identify a qualified examiner available to take over test administration in case of an unexpected event. If the emergency event requires the GED Chief Examiner or GED Examiner to leave the official GED® testing center or addendum site, the one-hour rule goes into effect. A chief examiner or examiner is permitted to suspend testing and secure all testing materials, in order to attend to an emergency. If testing is suspended, a qualified person approved by the GED Chief Examiner or GED Examiner must monitor the testing room until the back-up GED Examiner arrives.

If the situation is handled within an hour or less, testing may be resumed using the same test form and the remaining test time. Examiners should assess the situation and judge whether testing should resume based upon the nature of the incident and its effect on the candidates. If the decision is made to reschedule testing, candidates should not receive the same form as the uncompleted individual test.<sup>5</sup>

#### **4.8-2 Checklist for Evaluating an Emergency Plan for an Official GED® Testing Center**

A) The emergency plan must list:

1. Names and contact information for GED® testing center personnel.
2. Back-up examiners, including contact information.
3. Other key school personnel, such as security staff, principal, etc.
4. GED® testing center address, including room number.



5. Items in the first aid kit.
  6. Other emergency supplies and equipment in the test room.
- B) The emergency plan must include:
1. Official GED® testing center and approved addendum sites.
  2. Transportation of tests:
    - a. How will the secure test materials be transported?
    - b. Who will transport the secure test materials?
    - c. Has written approval for overnight storage been received from the GED Testing Service?
    - d. Where will the secure test materials be stored?
- C) The emergency plan must list detailed plans on how the following emergencies are handled:
1. Violence (upset candidate).
  2. Natural disasters (e.g., power outage, earthquake, weather, or fire).
  3. Illness (candidate or examiner).
  4. Hazardous waste.
  5. Bomb threat.
- D) The emergency plan must contain detailed plans on how outside assistance will be accessed.
1. Medical assistance.
  2. Security assistance.
- E) The emergency plan must have a detailed plan for incident documentation:
1. Who writes the report?
  2. Details to be included in the report.
  3. Whether the plan has been properly approved by the agency responsible for overseeing the GED® testing program.
  4. If the one-hour rule will be allowed.

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<sup>5</sup> All partial tests should be scored, in order to have complete records.

## Section 5: Confidentiality of GED Test Scores, and Criteria for Credentials

Protecting the confidentiality of the scores received by GED® candidates is critical to the overall management of the GED® testing program. GED Administrators must ensure that all official GED® testing centers within their jurisdictions take appropriate measures to protect data on individual GED® candidates.

Unlike school records to which members of the teaching staff have access, scores earned on the GED® tests by individual GED® candidates are confidential. GED Chief Examiners, departments or ministries of education, or other approved jurisdictional agencies are permitted to report an individual's scores only with the written permission of this candidate or legal guardian as necessary. Requests transmitted by fax machine may be used judiciously to expedite transmission of such information.

A GED® diploma or credential, whether issued by the department or ministry of education or other approved jurisdictional agency or by a local school, should be considered in the same manner as a traditional high school diploma. However, because some GED® candidates do not wish their credential awards to be a matter of public record, no name of a credential recipient should be released unless an individual candidate has signed written permission to this effect. The fact that a person has or has not taken the GED® tests should also be treated as confidential information, since disclosing participation in the GED® testing program is tantamount to reporting the absence of a traditional high school diploma.

Special care must be taken to ensure the confidentiality of scores received on the GED Tests, especially when any form of electronic storage is used to store results or when test results are transmitted by electronic means.

### 5.1 Criteria for Issuing a High School Credential Based on Results of the GED Tests

The GED® tests are normed and standardized using graduating high school seniors. A passing standard is set based upon the results of the norming studies. A minimum score on individual tests and a minimum battery average score is required. Only 60 percent of the graduating high school seniors involved in the norming studies was able to meet the passing standard set by GED Testing Service. GED Testing Service recommends that state, provincial, or territorial departments of education or other approved jurisdictional agencies issue a high school credential to eligible persons on the basis of earning a passing score on the GED® tests.



**POLICY:** To earn a passing score on the GED® tests, a candidate must earn a total score of 2,250 or higher on all five tests with no individual test score below 410. In issuing high school credentials, jurisdictions are permitted to require higher passing score standards, but not lower than those set by GED Testing Service.

**POLICY:** The minimum test score requirements and other qualifications required for candidates who take the English-language editions of the GED® tests shall also be used for candidates who take the French-language, Spanish-language, and accommodated editions of the tests.

Official GED® test scores must be reported on the GED® official transcript of GED® test results (2002 Series Form 30) or a copy-safe form reporting the exact information as Form 30 and approved by GED Testing Service.

## 5.2 Official Transcripts of GED® Test Results

**POLICY:** Reports of scores achieved on the GED® tests are official only when reported by the department or ministry of education, approved jurisdictional agency, or scoring service if jurisdiction so contracts, an official GED® testing center, or GED Testing Service. Reports from all of the above shall be accepted by all participating jurisdictions.

Scores are official **only** when they come directly from an official GED® testing center, a department or ministry of education, other approved jurisdictional agency, certified scoring service if jurisdiction has contracted for such service, GED Testing Service, Educational Testing Service (ETS), or DANTES (Defense Activity for Non-Traditional Education Support). Scores reported to a GED® candidate and supplied by the candidate to an official GED® testing center shall not be accepted as official without verification by the GED Chief Examiner or by the jurisdictional agency.

### 5.2-1 Format of the Official Transcript of GED® Tests Results (Score Report)

The official transcript must contain all the information presented on both sides of the Official Transcript of GED® tests results (2002 Series Form 30) and must be printed on copy-safe paper, which, when copied, identifies the copy as a copy, not as an original. Jurisdictions may revise the layout of the information and may add information such as jurisdictional requirements.

Under no circumstances may a GED® candidate's raw score or a GED® candidate's essay score be reported on the Official Transcript of GED® test results or other official jurisdictional transcript.



It is the responsibility of all GED Chief Examiners and GED Examiners to be knowledgeable about the GED® tests (e.g., what they measure, passing requirements, the difficulty of the tests based upon the norming studies, the value of the credential for employment and for admission to postsecondary education programs). This information is essential to help candidates make informed decisions about their readiness to take the GED® tests and to be aware of options when they pass the tests. Such information is also useful when asked to respond to questions from partners and the general public.

## Section 6: GED® Candidate Eligibility and Registration to Take the GED® Tests

### Overview

An important element in maintaining the integrity and security of the GED testing program is proper identification of candidates and the determination of their eligibility to be administered the GED® tests.

### 6.1 Eligibility of Candidates to Take the GED Tests

**POLICY: The GED® tests may be administered to eligible candidates only. The following minimum guidelines must be met:**

- A) Individuals shall be at least 16 years of age and not currently enrolled in an accredited high school, including those accredited by regional accrediting bodies and also those approved by the jurisdiction's department or ministry of education.<sup>6</sup>
- B) Only persons who do not hold a standard high school diploma are eligible to take the GED® tests.<sup>7</sup>
- C) Under no circumstances may the GED® tests be administered to persons less than 16 years of age.
- D) Jurisdictions shall administer the GED® tests to any qualified adult in accordance with jurisdictional rules, regulations, and/or code.

The registration process should be designed to clearly establish GED® testing eligibility. The GED Chief Examiner or GED Examiner shall establish that all candidates are eligible to take the GED® tests at the time of testing.

#### 6.1-1 Testing of Non-citizens

Non-citizens, including refugees, legal and illegal immigrants, resident and nonresident aliens, and other foreign nationals, are eligible to take the GED® test in the opinion of GED Testing Service if they meet all of the eligibility and identification GED Testing Service and jurisdictional requirements described later in this section.

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<sup>6</sup> The only allowable exception to this policy is for states that are approved by GED Testing Service to operate the GED Option™ Program, and only then shall they test students in accordance with their approved GED Option™ Program plan.

<sup>7</sup> Persons who have been awarded a high school equivalency diploma or other non-standard high school diploma are eligible to take the GED® tests.

### 6.1-2 Special Exceptions for Loss of Permanent Records

In certain circumstances, permanent high school records may have been lost or destroyed as the result of a school closure or a disaster such as war, fire, flood, earthquake, tornado, or hurricane. In such cases, an official high school transcript indicating high school completion may not be available. Under these circumstances, a person remains eligible to take the GED® tests.

### 6.1-3 Diplomas from Unaccredited High Schools

Persons whose high school diplomas are from unaccredited high schools or high school programs not recognized by their jurisdiction's department of education, or who have secondary school diplomas from countries outside the United States and Canada, are eligible to take the GED® tests if they meet all other necessary eligibility and identity requirements.

## 6.2 Verification of Identity

Verification of each candidate's identity for testing is critical to maintaining the security and integrity of the GED® testing program. GED Chief Examiners and GED Examiners are responsible for verifying that each GED candidate tested is eligible to take the GED® tests and that each candidate can prove identity. Identity and age must be verified using acceptable photo ID.

Valid driver's licenses, valid passports, military IDs, or other forms of government-issued (national or foreign) identification that show name, address, date of birth, signature, and photograph are all acceptable forms of identification, unless there is any reason to question their authenticity. Outdated identification or identification suspected of being forged shall not be accepted. Current identification provided by a postsecondary educational institution is also acceptable, provided it contains the candidate's name, address, date of birth, signature, and photograph.

If one form of identification does not meet all of GED Testing Service requirements, the jurisdictional GED Administrator may approve an appropriate combination of other documents to satisfy the identity requirements. Exceptions to the requirement for a photograph may be made on religious grounds when sufficient documentation for such an exemption is provided to the GED Chief Examiner or GED Examiner.

## 6.3 Written Confirmation of Eligibility

It is important that the GED Chief Examiner and GED Examiners verify each GED® candidate's eligibility prior to testing.

GED Chief Examiners and GED Examiners must obtain a written statement confirming eligibility from each candidate. Such written confirmation must include the GED® candidate's signature and must be retained for use in verifying that the candidate is eligible. Jurisdictions that do not require a written application for GED® testing that includes a statement concerning the candidate's eligibility must use GED Testing Service Form L-5.

Examiners are advised to check the documentation of un-emancipated minors for parental consent to test, unless a court order is documented.

When a GED Chief Examiner or GED Examiner has reasonable doubts concerning the validity of a candidate's eligibility, the Chief Examiner or GED Examiner has the right to question that candidate and to withhold the candidate's admission and testing until such time as any questions have been answered and all doubts are resolved.

## 6.4 Additional Jurisdictional Identity and Eligibility Requirements

Jurisdictions may impose whatever additional requirements for verifying identity or for determining eligibility as are deemed necessary for the sound operation of their GED® testing programs. Such policies may not, however, conflict with those established by the GED Testing Service.

## 6.5 Policy for Re-testing

**POLICY: In order to achieve a passing score, GED® candidates shall be permitted to re-test on the entire battery or on certain test(s) in the battery in accordance with the following:**

- A) Candidates may test only once per form of any individual test in at year (English language forms) (January 1 to December 31).
- B) Some special editions are available in only two forms in a contract year. If candidates need to repeat a form for a third attempt, they must first take the alternate form. There should be at least a 90- day wait period before re-administering a repeat form.

Under certain circumstances, GED® candidates who have earned passing scores on the GED® tests and who have earned their jurisdiction's high school equivalency credential may re-test. Individuals that have earned their jurisdiction's high school equivalency credential but who need to earn higher GED® test scores to meet an admission requirement for postsecondary education or training, to meet employment requirements, or to enlist in the armed forces are eligible to retake the GED® tests. Similarly, GED® graduates who have earned a credential based on passing the French- or Spanish-language edition of the tests and need to pass the English- language edition to qualify for postsecondary education or training, employment, or enlistment into the armed forces are also eligible to retake the GED® tests. For either re-testing exception described previously, satisfactory documentation must be provided to the GED Examiner prior to re-testing.

GED Chief Examiners and GED Examiners have a responsibility to advise all GED candidates on all issues related to re-testing.

## 6.6 Pre-registration Process

**POLICY: Official GED® testing centers shall develop and implement a written pre-registration process as a means to manage testing.**

Pre-registration provides an official GED® testing center and GED Chief Examiner or GED Examiner with:

- A) An accurate count of the number of GED® test batteries per content area that the GED Chief Examiner or GED Examiner will need for administration.
- B) An opportunity to organize the GED® testing session and make seat assignments.
- C) An accurate idea of the number of GED Examiners and GED Proctors required for the test administration.
- D) The ability to separate re-testers from first-time test takers, as well as to ensure that re-testers receive a different form of the GED® tests from prior forms taken in that contract year.
- E) The ability to complete portions of the test surveillance log (Forms L-80-1 and L-80-2) prior to testing.

Pre-registration can also be helpful to accomplish the following goals:

- A) Send the GED® candidate demographic data to an electronic official GED® scoring site for entry into the international database before testing.



- B) Collect fees.
- C) Prepare for any accommodations.
- D) Inform the GED® candidate about the Code of Conduct form and have him/her sign the form.
- E) Complete the demographic form before the testing date.
- F) Have GED® candidates preview the Mathematics Test video before the testing date. (Viewing is optional.)

## Section 7: Administration of the GED Tests

### Overview

The GED® tests are standardized tests that have been normed on a representative group of high school seniors just prior to their graduation. This standardization process fairly measures the academic knowledge that a high school student possesses at graduation. When the GED® tests are administered to adults under the same standardized conditions, the results can be compared against the performance of the graduating high school seniors in the norming group. For the GED® tests to accurately measure the adult's knowledge, the tests must be administered under the same standardized conditions that the high school seniors experienced when taking the tests for norming purposes.

### 7.1 Who May Administer the GED® Test?

**POLICY: The GED® tests may be administered by an approved GED Chief Examiner or GED Examiner only and they must be administered in accordance with the following:**

- **One examiner must be present at all times while testing is in progress, and one additional examiner must be available to assume responsibility in the event of an emergency.**
- **One examiner may test up to 20 candidates.**
- **Another examiner or a proctor must be present to assist with testing if more than 20 candidates are being tested in the session.<sup>8</sup>**
- **GED Examiners and GED Proctors may not conduct business unrelated to the administration of GED® tests while testing is in progress.**
- **GED Examiners and GED Proctors must maintain constant supervision of GED® candidates while testing is in progress.**

Only GED® testing center staff, GED® testing personnel, GED® candidates, and individuals approved for accommodated testing are permitted in the testing room while GED® tests are being administered.

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<sup>8</sup> As a best practice, it is recommended that at least two staff members be present at every testing session. It is further required that one examiner should be present for every 20 GED® candidates tested.

**POLICY: GED Examiners will verify the identity and eligibility of each GED® candidate admitted to any testing session.**

It is critical to the integrity of the testing program that only eligible candidates with valid identification are permitted to take the GED® tests. GED Administrators shall ensure that testing centers employ appropriate means to verify the identity and eligibility of each GED® candidate prior to testing.

### **7.2-1 Registration and Test Preparation**

All testing centers should develop a testing registration process. Refer to Section 6 for additional guidance.

- A) Prior to any testing session, the GED Examiner shall:
1. Ensure that the appropriate test batteries are available.
  2. Set up the test room for the testing session.
  3. Remove any educational visuals from the walls or boards (i.e., charts and notes).
  4. Clear any clutter from the desks and surrounding areas.
  5. Space desks at appropriate distances.
  6. Verify that a working clock is present and visible for all candidates.
  7. Review the testing center's emergency plan.
  8. To properly prepare for the test session the examiner should begin to fill in the surveillance log (Forms L-80 and L80-2) or a similar document that contains the same information to ensure accurate recording of testing session. The items listed below should be added to the document prior to the start of the testing session.
    - a. Candidate's information (name, identification number, seat assignment)
    - b. Test information (form, topic card letter, serial number)
    - c. Examiner and Proctor names
  9. Best practice indicates that each testing session of 1–20 candidates have an examiner and a proctor.
- B) Immediately before the Testing Session, the GED Examiner should:
1. Remove tests from their permanent secured location and place them in the temporary secured holding location (i.e., briefcase, hard case, rolling file cabinet).
  2. Complete Form L-22 (Inventory of GED Secure Materials Removed and Returned to Secure Permanent Storage) to indicate the inventory of the test materials being removed from the secure permanent storage location.
  3. Make sure that the testing room is appropriate, including providing storage for the candidates' personal items.



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4. Identify and sign in candidates. Make sure that the candidates have a valid identification. Verify each candidate's name, picture, and signature.
  5. Direct candidates to assigned seating.
  6. Establish rapport and attempt to relax candidates prior to test session.
  7. Make all general announcements, such as location of restroom facilities and guidelines for breaks, smoking, and emergency exits. Prompt candidates to use the storage location for coats, hats, books, cell phones, etc.
- C) At the beginning of the testing session, the GED Examiner should:
1. Remind candidates of the “Candidate Code of Conduct.”
  2. Make final announcement that candidates should place their personal belongings (i.e., coats, hats, books, cell phones, etc.) in the storage area.
  3. Seat candidates according to the form that they will use.
  4. Avoid sitting candidates with the same form beside or in front of each other.
  5. Ensure that candidates have appropriate pens/pencils.
  6. Begin to read “Standard Directions To Be Read Aloud by the GED Chief Examiner or the GED Examiner” (refer to Section 7.3).
  7. Distribute additional materials as directed.
  8. Record the start time of each candidate on the surveillance log (Forms L-80 and L80-2).
- D) During the testing session, the GED Examiner should:
1. Monitor testing by walking around the testing room while candidates are testing.
  2. Remind candidates to stay in their seats after they complete their tests.
  3. Record the end time of each candidate on the surveillance log.
  4. Proceed to check in the materials.
  5. Collect all test booklets, answer sheets, and colored scratch paper while the candidates remain seated. Never allow a candidate to leave the room unless excused by a GED Examiner.
  6. View and fan the test to make sure that there are no pages marked, torn, or missing.
  7. Remain aware of the candidates while checking in items.
  8. Make sure test materials are checked and inventoried before candidates are dismissed. Check each candidate's materials against the test surveillance log before permitting the candidate to leave the testing room. Candidates who have been excused from the testing area may not be readmitted until the start of the next testing session.
  9. Return all tests to the temporary storage unit.

*Note: During the testing session, the GED Chief Examiner, GED Examiner(s), and GED Proctor(s) must not read, do any other work unrelated to the current test session, or allow him/herself to be distracted or interrupted.*

E) After the testing session, the GED Examiner should:

1. Ensure that all answer sheets are accounted for. Inspect all used test booklets for any marks, damage, or missing pages before returning them to locked storage.
2. Make sure that all tests are returned to their correct battery folder.
3. Use Form L-22 (Inventory of GED Secure Materials Removed and Returned to Secure Permanent Storage) to complete an inventory of materials before returning them to permanent storage.
4. Return the secure materials in a locked case to the secure storage area. Lock the permanent secure storage.
5. Shred all used colored scratch paper after all the items are inventoried and checked in.
6. Never return completed answer sheets to a candidate for a future test administration; this is strictly prohibited.
7. Send answer sheets out for scoring immediately after a test session. Answer sheets (completed and partial) and related forms should be reviewed and inventoried for accuracy immediately after the conclusion of testing and prepared for transmittal (electronically or by appropriate carrier) to the scoring site no more than five calendar days after completion of the testing session. Do not hold answer sheets when a candidate only takes part of the test. All appropriate jurisdictional procedures for transmitting answer sheets must be followed.<sup>9</sup>

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<sup>9</sup> At a minimum, test answer sheets sent as a package to the scoring site must be sent by a deliverer that can provide tracking (e.g., UPS, FedEx, U.S. Postal Service), and testing center staff shall monitor the shipment at appropriate intervals until it reaches the scoring site. If the answer sheets are faxed or sent by other electronic means, the center must use a secure fax or other secure means to ensure safe electronic transmission.

### 7.3 Standard Directions To Be Read Aloud by the GED Chief Examiner or the GED Examiner

**POLICY:** All GED Chief Examiners and GED Examiners shall administer the GED® tests in strict adherence to the instructions and procedures disseminated by the GED® testing Service.

#### General Directions for the GED® Tests

*These directions are applicable to all GED® tests and should be read verbatim before any candidate begins taking the GED® tests. If testing order differs from that in this booklet, read these directions aloud before the first test.*

**SAY:** On behalf of the GED Testing Service, and **[name of your local testing center]**, I welcome you today to GED® testing, and wish you success in earning a **[name of your jurisdiction’s credential]**.

**SAY:** Please check around your seat and on your person. Take tote bags, purses, pens, pencils, backpacks, calculators, jackets, coats, hats, food items, books, dictionaries, notebooks, scratch paper, and electronic devices, including cell phones and cameras, and any other not approved items to the designated storage area before we start the testing session. Turn off all cell phones, pagers, or other electronic devices before placing them in the storage area.

*Pause and allow candidates time to store their possessions.*

**SAY:** If during or after testing any of these items are found at your seat or in your possession, we will collect your test materials, your test fee will be forfeited, your test scores will not be released, you will be required to leave the testing center and you may be prohibited from taking the GED® test in the future.

- SAY:** Now, let us review a few general guidelines.
- SAY:** The test booklets are re-used. Please do not mark or write in the test booklets. Anyone writing or in any way defacing a test booklet will be charged a replacement fee and test results will not be reported until the replacement fee is paid.
- SAY:** You may leave the testing room only after you complete a test and we collect your testing materials and I have given you permission to get out of your seat and leave. If you have an emergency and must leave the testing room, we will collect all of your testing materials and you will not be allowed to continue on the test on which you are working. We will score the incomplete test. You can start testing when the next test session begins.
- SAY:** There is some information that you need to know before you start the test. You should not spend too much time on a question whose answer you do not know; answer it if you can, and go on to the next question. It is to your advantage to answer every question. Your score is determined by the number of questions you answer correctly. Even if you are not certain of the answer to a question, you may wish to mark the answer that appears to be the best of the five choices. There is only one correct answer to each question. There is no credit if you mark more than one answer to a question.
- SAY:** You must use a number two pencil when answering the multiple-choice questions in your answer sheet.
- SAY:** Be sure that your marks on the answer sheet are dark and completely fill the circle. Make no stray marks on the answer sheet. If you erase, do so completely; an incomplete erasure may result in an incorrect answer. Make sure that every circle you mark on the answer sheet corresponds to the number of the question and to your answer choice. Please do not write in the test booklet.
- SAY:** Are there any questions about recording your answers on the answer sheet?

*Pause and answer any questions.*

**SAY:** During testing, do not look at any other candidate’s answer sheet, do not talk, and do not make any unnecessary noise. If you appear to be copying answers, using notes, or acting suspiciously, we will collect your test materials and excuse you from the testing room. Likewise, if your activity makes it difficult for others to concentrate on their work, we will collect your test materials and excuse you from the testing room and you will not receive the test results.

**SAY:** The only items that should be on your desk are the materials we give to you.

### **Mathematics Test Directions**

Mathematics Test Part I and Mathematics Test Part II must be administered on the same day.

***Distribute Mathematics Test Booklet I, calculator, answer sheet, and pre-marked colored scratch paper.***

**SAY:** On the Mathematics answer sheet, listen as I read the instructions that appear at the top of the front page in the section marked “To the Candidate:”

**SAY:** Please follow the instructions so that you properly record the information to make sure you receive the results of your test.

**SAY:** You have been provided a number two pencil and eraser to complete this test. Make solid, dark marks that completely fill the circles. Completely erase any answers you wish to change.

**SAY:** Now look at the upper left-hand corner for the section marked TODAY’S DATE. Today’s date is \_\_\_\_\_. Darken the circle that corresponds with the correct month. Under the boxes labeled DAY, write in today’s date and then darken the corresponding circle(s). (***If today’s date is a single-digit number, tell candidates:*** Please put a zero in the first column.) In the boxes labeled YEAR, write in the correct calendar year, and then darken the corresponding circles.

- SAY:** Find the grid for ID Number Type. Darken the circle next to your ID Number Type. This must match the information that you provided on your demographics form. The demographics form is the eight-page document you filled out when you applied to take the GED test.
- SAY:** In the grid for Birth Date, darken the circle that corresponds to the month that you were born. Under the boxes labeled DAY, write in the day that you were born, and then darken the corresponding circles. If the date of your birth is a single-digit number, you must enter a zero in the first column. In the boxes labeled YEAR, write in the correct calendar year you were born, and then darken the corresponding circles.
- SAY:** In the Identification Number grid, write in your Identification Number or letters. If the ID contains blanks, leave the box blank. Then darken the corresponding circle for each digit or letter in the ID. Be sure to fill in the blank circle if you want to leave a space in the ID number.
- SAY:** Under last and first name, write your name as it appears on the identification document(s) you presented today. Use that name each time you take any of the GED® tests. Darken the circles that correspond to the letters in your name.
- SAY:** If you do not use the same name that you wrote on your demographics form, your records will be incomplete and it may hinder the scoring of your test.
- SAY:** If your name is longer than the space provided, please enter as much as will fit. If there is a space in your name, leave a box empty.
- SAY:** Enter your middle initial in the “MI” box and darken the appropriate circle.
- SAY:** If you have “Jr.,” Sr.,” or Roman numerals after your name, please enter that in the SUFFIX boxes and darken the appropriate circles. Otherwise, leave this area blank.



**SAY:** In the boxes in the lower right-hand corner, indicate if there have been any changes to your name or address since the last time you took the GED® tests by darkening the appropriate circle.

**SAY:** Indicate if this is the first time you've ever taken the GED® tests by darkening the appropriate circle.

**SAY:** Are there any questions about the completion of page 1?

*Pause and answer any questions.*

**SAY:** Now turn to the back of the Mathematics Test answer sheet.

**SAY:** On the left-hand side of your Mathematics Test answer sheet, the directions are as follows: Do not fold the sheet or make any marks other than writing in the boxes and filling in the circles. Folds and stray marks on the sheet may result in incomplete information or an inaccurate score. Part I of the Mathematics Test permits the use of a calculator. You may not use a calculator on Part II. At the end of Part I, the staff will collect colored scratch paper and calculators. A second test booklet will be given to you at the beginning of Part II.

**SAY:** There is a grid on the right-hand side, with the words TEST FORM written on the top. To find your test form, look on the cover of your test booklet. In the upper right-hand corner, you will see the words TEST FORM. Find the two-letter test form that starts with the letter I. Darken the circle under these two letters.

**SAY:** Look on the cover of your test booklet. In the upper left-hand corner, find the two-letter format code. On the answer sheet, darken the circle corresponding to the test format code in the Format Code box.

**SAY:** Are there any questions about darkening the corresponding circles for the test form and format code? You must darken the circle in both sections correctly in order to accurately score your answer sheet.

*Pause and answer any questions.*

- SAY:** The Mathematics Test is in two parts. Part I is a multiple-choice test with six alternate formats and one coordinate plane grid. The time allowed for the Mathematics Test is 90 minutes. You will have 45 minutes to complete the 25 questions in this booklet. Work carefully, but do not spend too much time on any one question. Be sure to answer every question.
- SAY:** If you complete Part I before the end of 45 minutes, you may raise your hand and the Examiner will come and collect your calculator, and give you Part II of the Mathematics Test. You may work on both parts for the remainder of the 90 minutes, but you may not use your calculator.
- SAY:** Formulas that you may need are on page 2. Only some of the questions will require you to use a formula. You will not need all formulas.
- SAY:** Turn your test booklet over and read the Calculator Directions and the sample questions provided on the back cover. These examples are to help you feel comfortable with the calculator while completing Part I. Do not open the booklet yet.
- SAY:** Do you have any questions about the calculator directions?

*Pause and answer any questions.*

- SAY:** Turn to the inside back cover of the Mathematics Test booklet. On the left-hand side of the booklet are the directions on how to complete the multiple-choice portion of the Mathematics Test. Please read the directions and the example given.

*Pause.*

- SAY:** On the right-hand side of the inside back cover is an explanation of how to complete the alternate-format portion of the Mathematics Test. Please read the directions and the example given.

*Pause.*

**SAY:** On the left-hand side of the booklet you will find the end of the multiple choice directions. Turn the page to view the beginning of the directions. Please read the directions (front and back) and the example given.

*Pause.*

**SAY:** Open your test booklet to page 3. The time is now \_\_\_\_; you may begin.

***Start timing the test administration immediately. Record the time candidates begin working in the surveillance log. Write the beginning and ending time on the chalkboard or flip chart.***

***After the candidates start the test, walk around the room and check the answer sheets to ensure that the candidates are in the correct section of the answer sheet. Circulate often and quietly.***

After 35 minutes:

**SAY:** You have 10 minutes left to complete Part I of the Mathematics Test. Please work accordingly.

At the end of 45 minutes:

***Be sure everyone (including candidates who have already begun working on Part II of the mathematics test) stops working while you collect calculators and colored scratch paper.***

**SAY:** Put your pencils down, close your test booklets, and remain seated. The staff will come around and collect your calculators and colored scratch paper.

## **Mathematics Test, Part II**

***Distribute Mathematics Test Part II Booklets and new colored scratch paper.***

**SAY:** You have 45 minutes to complete Part II of the Mathematics Test. The time is now \_\_\_\_; you may begin.

***Start timing the test administration immediately. Record the time candidates begin working in the surveillance log. Write the beginning and ending time on the chalkboard or flip chart.***



***After the candidates start the test, walk around the room and check the answer sheets to ensure that the candidates are in the correct section of the answer sheet. Circulate often and quietly.***

**After 35 minutes:**

**SAY:** You have 10 minutes left to complete this test. Please work accordingly.

**At the end of 45 minutes:**

**SAY:** Time is up. Put your pencils down and close the test booklets and answer sheets. Remain in your seats while we collect and check the test materials before you leave the testing room. Thank you for your cooperation.

### **Language Arts, Writing Answer Sheet Instructions**

***Distribute test booklet, answer sheet, blue or black pen, and lined colored scratch paper.***

**SAY:** Do not open your test booklets until instructed to do so.

**SAY:** On the Language Arts, Writing Test, listen as I read the instructions that appear on the front page under “To the Candidate.”

***Read instructions aloud.***

**SAY:** You will need a number two pencil with an eraser to complete this test. Use only this number two pencil.

**SAY:** Make solid, dark marks that completely fill the circles on the answer sheet.

**SAY:** Completely erase any answers you wish to change.

**SAY:** The upper left-hand corner is the section for today’s date. Today’s date is \_\_\_\_\_. Darken the circle that corresponds with the correct month. Under the boxes labeled DAY, write in today’s date.

**SAY:** Please put a zero in the first column. In the boxes under YEAR, write in the correct year, and then darken the corresponding circles.

- SAY:** Find the grid for ID Number Type. Darken the circle next to your ID Number Type. This answer must match the information that you provided on your demographics booklet. The demographics form is the eight-page document you filled out when you applied to take the GED test.
- SAY:** In the grid for Birth Date, darken the circle that corresponds with the month that you were born. In the boxes labeled DAY, write in the day that you were born, and then darken the corresponding circles. If the date of your birth is a single-digit number, you must enter a zero in the first column. In the boxes labeled YEAR, write in the correct calendar year of your birth, and then darken the corresponding circles.
- SAY:** In the Identification Number grid, write in your Identification Number or letters. If the ID contains blanks, leave the box blank. Then darken the corresponding circle for each digit or letter in the ID. Be sure to fill in the blank circle if you want to leave a space in the ID number.
- SAY:** Fill in your name as it appears on the identification document you presented today. Use that name each time you take any of the GED® tests.
- SAY:** If you do not use the same name that you wrote on your demographics form, your records will be incomplete, and it may hinder the scoring of your test.
- SAY:** If your name is longer than the space provided, please enter as much as will fit. If there is a space in your name, leave a box empty.
- SAY:** Enter your middle initial in the “MI” box and darken the appropriate circle.
- SAY:** If you have “Jr.,” Sr.,” or Roman numerals after your name, please enter that in the SUFFIX boxes and darken the appropriate circles. Otherwise, leave this area blank.
- SAY:** In the boxes in the lower right-hand corner, indicate if there have been any changes to your name or address since the last time you took the GED® tests by darkening the appropriate circle.



**SAY:** The last box on the front page asks, “Is this the first time you have ever taken the GED® tests since January 1, 2002?” Darken the appropriate circle for “yes” or “no.”

**SAY:** Are there any questions about the completion of page 1?

*Pause and answer any questions.*

**SAY:** Please turn to the second page of the answer sheet, which reads “Test Form” at the top.

**SAY:** On the cover of your test booklet, in the upper right-hand corner, you will see the words TEST FORM. Find the two-letter test form that starts with the letter I. At the top of second page, darken the circle under these two letters.

**SAY:** Look on the cover of your test booklet. In the upper left-hand corner, find the two-letter format code. On the second page of the answer sheet, darken the circle corresponding to the test format code in the Format Code box.

**SAY:** Are there any questions about darkening the corresponding circles for the test form and format code? You must darken the circle in both sections correctly in order to accurately score your answer sheet.

**SAY:** Turn to the third page of your answer sheet, which reads “Writing Test: Part II” at the top.

**SAY:** At the top of the third page, there is a section consisting of 20 boxes over the words IDENTIFICATION NUMBER. Please write in the same number that you wrote on the right-hand side of page 1.

**SAY:** The Topic box has already been filled in with a letter. If the circle is blank, raise your hand and I will come to you and darken the appropriate circle.

**Note:** *If the Topic Letter is blank, the GED Chief Examiner or GED Examiner must go to the candidate and fill in the proper circle from either the test booklet or the Essay Topic Card.*

## Language Arts, Writing Test

**Note:** *Writing Part I and Writing Part II Essay must be administered on the same day.*

**SAY:** The Language Arts, Writing Test is in two parts. Part I has 50 questions, and Part II requires that you write an essay. The time allowed for the Language Arts, Writing Test is two hours. Use the first 75 minutes to answer the 50 multiple-choice questions by marking your responses on the second page of the answer sheet. You will have the remaining 45 minutes to write your essay on the third and fourth pages of the answer sheet. If you finish the multiple-choice questions before the first 75 minutes are up, you may begin writing your essay immediately. You must begin the essay at the end of the first 75 minutes. When you finish writing your essay, you may go back and review your answers to the multiple-choice questions, unless the entire two-hour testing period has ended.

**SAY:** Turn your test booklet over and read the directions and the sample question provided on the back cover. This example is for the multiple-choice questions. Do not open the booklet until told to do so.

*Pause.*

**Note:** *If the answer sheet has double circles, only the inner circle should be darkened.*

**SAY:** Do you have any questions about the multiple-choice directions?

*Pause and answer any questions.*

**SAY:** Open the back cover of your test booklet. On the left-hand side of the booklet are directions on how to write your essay. You will find the essay topic you must write about in the box on the right-hand side of the booklet. Please read the directions and the essay topic. When you have completed reading the directions and the essay topic, please close your book and turn to the front cover. Do not open your test booklet until you are instructed to do so.

*Pause.*

**SAY:** Remember, you must use a ballpoint pen and write your essay only on the topic letter darkened on the third page of your answer sheet. The scoring service will not read your essay if you write on any other topic, and you will have to take both parts of the Language Arts, Writing Test again.

**SAY:** Are there any questions about the essay directions?

*Pause and answer any questions.*

**SAY:** You have a sheet of lined colored scratch paper to use when you write your draft essay. The scoring service only reads and scores essays written on page three and four of the answer sheet. We will collect the lined colored scratch paper at the end of the test and shred it. Write your final essay in blue or black ballpoint INK ONLY on the third and fourth page of your Language Arts, Writing Test answer sheet.

**SAY:** Are there any questions?

*Pause and answer any questions.*

**SAY:** Two hours is sufficient time for nearly everyone to finish both parts of the Language Arts, Writing Test. I will tell you when you have 10 minutes left to finish the multiple-choice test questions. At the end of 75 minutes, you must put your pencils down, turn to the third page of the Language Arts, Writing Test answer sheet, and use your pen to begin your essay. If you finish your essay early, you may go back and work on Part I of the Language Arts, Writing Test. If you finish the multiple-choice questions before I call time, you may start writing your essay.

**SAY:** Remember that you are to complete your answers to the multiple-choice questions with a pencil. You are to write your essay with a ballpoint pen.

**SAY:** Are there any questions about the Language Arts, Writing Test?

*Pause and answer any questions.*



**SAY:** Turn to the second page of your Language Arts, Writing Test answer sheet.

*Pause.*

**SAY:** Open your Language Arts, Writing Test Booklet to page 2. Write only on the answer sheet and colored scratch paper. **DO NOT** write in the Language Arts, Writing Test booklet. The time is now \_\_\_\_\_; you may begin.

***Start timing the test administration immediately. Record the time candidates begin working in the surveillance log. Write the beginning and ending time on the chalkboard or flip chart.***

***After the candidates start the test, walk around the room and check the answer sheets to ensure that the candidates are in the correct section of the answer sheet. Circulate often and quietly.***

**After 65 minutes:**

**SAY:** You have 10 minutes left to complete Part I of the multiple-choice part of the Language Arts, Writing Test.

**After 75 minutes:**

**SAY:** Put your pencils down. You now have 45 minutes to write your assigned essay. Remember to write your essay with a blue or black ball-point pen on pages 3 and 4 of the answer sheet. Do not write your final essay in the test booklet or on the colored scratch paper. If I have not called time before you complete your essay, you may go back and review your multiple-choice answers or answer any questions you have left unanswered.

**SAY:** You have 45 minutes to write your essay. The time is now \_\_\_\_\_; you may begin.

***Record the start and end time. Early in the session, check to see that GED candidates are writing their essays in ink on pages 3 and 4 and that they have bubbled in the assigned topic correctly. Circulate often and quietly.***

**When 10 minutes remain:**

**SAY:** You have 10 minutes left to complete this test. Please work accordingly. At the end of the 10 minutes, we will collect all test booklets, answer sheets, and colored scratch paper.

**When the end of the testing time is reached:**

**SAY:** Time is up. Please put your pencils and pens down and close the test booklets and answer sheets. Remain in your seats while we collect and check the test materials before you leave the testing room. Thank you for your cooperation.

**The Science, Social Studies, and Reading Answer Sheet**

**SAY:** On the Science, Social Studies, and Reading answer sheet, listen as I read the instructions that appear at the top of the front page in the section marked “To the Candidate.”

**SAY:** Please follow the instructions closely so that you properly record the information to make sure you receive the results of your test.

**SAY:** You will need a number two pencil with an eraser to complete this test. Use only a number two pencil. Make solid, dark marks that completely fill the circles. Completely erase any answers you wish to change.

**SAY:** Now look at the upper left-hand corner for the section marked TODAY’S DATE Today’s date is \_\_\_\_\_. Darken the circle that corresponds with the correct month. Under the boxes labeled DAY, write in today’s date and then darken the corresponding circle(s). (***If today’s date is a single-digit number, tell candidates.*** **SAY:** Please put a zero in the first column.) In the boxes labeled YEAR, write in the correct calendar year, and then darken the corresponding circles.

- SAY:** Find the grid for ID Number Type. Darken the circle next to your ID Number Type. This must match the information that you provided on your demographics form. The demographics form is the eight-page document you filled out when you applied to take the GED® test.
- SAY:** In the grid for Birth Date, darken the circle that corresponds to the month that you were born. Under the boxes labeled DAY, write in the day that you were born, and then darken the corresponding circles. If the date of your birth is a single-digit number, you must enter a zero in the first column. In the boxes labeled YEAR, write in the correct calendar year you were born, and then darken the corresponding circles.
- SAY:** In the Identification Number grid, write in your Identification Number or letters. If the ID contains blanks, leave the box blank. Then darken the corresponding circle for each digit or letter in the ID. Be sure to fill in the blank circle if you want to leave a space in the ID number.
- SAY:** Fill in your name as it appears on the identification document you presented today. Use that name each time you take any of the GED® tests.
- SAY:** If you do not use the same name that you wrote on your demographics form, your records will be incomplete and it may hinder the scoring of your test.
- SAY:** If your name is longer than the space provided, please enter as much as will fit. If there is a space in your name, leave a box empty.
- SAY:** Enter your middle initial in the “MI” box and darken the appropriate circle.
- SAY:** If you have “Jr.,” “Sr.,” or Roman numerals after your name, please enter that in the SUFFIX boxes and darken the appropriate circles. Otherwise, leave this area blank.
- SAY:** In the boxes in the lower right-hand corner, indicate if there have been any changes to your name or address since the last time you took the GED® tests by darkening the appropriate circle.

## The Science Test

*Distribute the Science Test booklet and colored scratch paper.*

**SAY:** Please turn to the back of the answer sheet.

**SAY:** The Science Test answer sheet is located on the left-hand side of the page. Use your colored scratch paper to cover the Social Studies Test and Language Arts, Reading Test answer areas so that you can focus on the Science Test circles. On the cover of your test booklet, in the upper right-hand corner, you will see the words TEST FORM. Find the two-letter test form that starts with the letter I. At the top of page 2 of your answer sheet, darken the circle under these two letters.

**SAY:** Look on the cover of your test booklet. In the upper left-hand corner, find the two-letter format code. On the second page of the answer sheet, darken the circle corresponding to the test format code in the Format Code box.

**SAY:** Are there any questions about darkening the corresponding circles for the test form and format code? You must darken the correct circle for both in order for your answer sheet to be scored correctly.

**SAY:** Turn the test booklet over and read the directions and the sample question provided on the back cover. Do not open the test booklet yet.

*Pause.*

**SAY:** Are there any questions?

*Pause and answer any questions.*

**SAY:** The time allotted for the Science Test is 80 minutes. The time will be sufficient for nearly everyone to finish the test. I will let you know when you have 10 minutes to finish your work.

**SAY:** Are there any questions?

*Pause and answer any questions.*

**SAY:** Open your test booklet to page 2. The time is now \_\_\_\_; you may begin.

*Start timing the test administration immediately. Record the time candidates begin working in the surveillance log. Write the beginning and ending time on the chalkboard or flip chart.*

*After the candidates start the test, walk around the room and check the answer sheets to ensure that the candidates are in the correct section of the answer sheet. Circulate often and quietly.*

**When 10 minutes remain:**

**SAY:** You have 10 minutes left to complete this test. Please work accordingly. At the end of the 10 minutes, I will collect all test booklets, answer sheets, and colored scratch paper.

**At the end of the testing time:**

**SAY:** Time is up. Please put your pencils down. Close your test booklet and turn over your answer sheet. Remain in your seats while we collect and check the test materials before you leave the testing room. Thank you for your cooperation.

### **The Social Studies Test**

**SAY:** Please turn to the back of the answer sheet.

**SAY:** The Social Studies Test answer area is located in the center of the answer sheet. Use your colored scratch paper to cover the Science Test answer area so that you can focus on the Social Studies Test section.

**SAY:** On the cover of your test booklet, in the upper right-hand corner, you will see the words TEST FORM. Find the two-letter test form that starts with the letter I. At the top and center of page 2, of your answer sheet directly under Social Studies, darken the circle under these two letters.

**SAY:** Look on the cover of your test booklet. In the upper left-hand corner, find the two-letter format code. On the answer sheet under Social Studies, darken the circle corresponding to the test format code in the Format Code box.

**SAY:** Are there any questions about darkening the corresponding circles for the test form and format code? You must darken the correct circle for both in order to score your answer sheet correctly.

**SAY:** Turn the test booklet over and read the directions and the sample question provided on the back cover. Do not open the test booklet yet.

*Pause.*

**SAY:** Are there any questions about the Social Studies Test directions?

*Pause and answer any questions.*

**SAY:** The time allotted for the Social Studies Test is 70 minutes. The time will be sufficient for nearly everyone to finish the test. I will let you know when you have 10 minutes left to finish your work.

**SAY:** Are there any questions?

*Pause and answer any questions.*

**SAY:** Open your test booklet to page 2. The time is now \_\_\_\_\_; you may begin.

***Start timing the test administration immediately. Record the time candidates begin working in the surveillance log. Write the beginning and ending time on the chalkboard or flip chart.***

***After the candidates start the test, walk around the room and check the answer sheets to ensure that the candidates are in the correct section of the answer sheet. Circulate often and quietly.***

**When 10 minutes remain:**

**SAY:** You have 10 minutes left to complete this test. Please work accordingly. At the end of the 10 minutes, all test booklets, answer sheets, and colored scratch paper will be collected.

**When the end of the testing time is reached:**

**SAY:** Time is up. Please put your pencil down and close your test booklets. Remain in your seats while we collect and check the test materials. Thank you for your cooperation.

### **The Reading Test**

**SAY:** Please turn to the back of the answer sheet.

**SAY:** The answer sheet for the Reading Test is located on the right-hand side of the page. Use your colored scratch paper to cover the Science Test and Social Studies Test sections so that you can focus on the Reading Test circles. On the cover of your test booklet, in the upper right-hand corner, you will see the words TEST FORM. Find the two-letter test form that starts with the letter I. At the top of page 2 of your answer sheet, darken the circle under these two letters.

**SAY:** Look on the cover of your test booklet. In the upper left-hand corner, find the two-letter format code. On the answer sheet under Reading, darken the circle corresponding to the test format code in the Format Code box.

**SAY:** Are there any questions about darkening the corresponding circles for the test form and format code? You must darken the correct circle for both in order to score your answer sheet correctly.

**SAY:** Turn the test booklet over and read the instructions and the sample question provided on the back cover. Do not open the test booklet yet.

*Pause.*



**SAY:** Are there any questions?

*Pause and answer any questions.*

**SAY:** The time allotted for the Language Arts, Reading Test is 65 minutes. The time will be sufficient for nearly everyone to finish the test. I will let you know when you have 10 minutes left to finish your work.

**SAY:** Are there any questions?

*Pause and answer any questions.*

**SAY:** The time is now \_\_\_\_\_; you may now begin.

*Start timing the test administration immediately. Record the time candidates begin working in the surveillance log. Write the beginning and ending time for on the chalkboard or flip chart.*

*After the candidates start the test, walk around the room and check the answer sheets to ensure that the candidates are in the correct section of the answer sheet. Circulate often and quietly.*

**When 10 minutes remain:**

**SAY:** You have 10 minutes left to complete this test. Please work accordingly. At the end of the 10 minutes, I will collect all test booklets, answer sheets, and colored scratch paper.

*If you are administering the Language Arts, Reading, Science, and Social Studies tests at the same time, then provide a way of notifying candidates without disturbing other candidates who have more time to complete their tests.*

**When the end of the testing time is reached:**

**SAY:** Time is up. Please put your pencils down. Close your test booklet and turn over your answer sheet. Remain in your seats while we collect and check the test materials before you leave the testing room. Thank you for your cooperation.

## Section 8: The Essay

### Overview

GED® candidates write an original essay on an assigned topic. Part II of the Language Arts, Writing Test directly measures a dimension of writing skills not tested by the multiple-choice questions.

### 8.1 Essay Topics

The essay topics present issues or situations of general interest about which adults would be expected to have some knowledge. The topics are brief and written at an appropriate reading level. In general, the topics direct GED® candidates to state their views and to support them with examples from their own lives or the lives of others. Topics that require a specific format, such as the argumentative or comparison/contrast essay, are avoided so that GED® candidates with less formal training in writing are not penalized.

#### 8.1-1 Essay Topic Provision and Use

The essay topics are provided in two ways, either in the test booklet or in a topic packet, depending on the number of test batteries ordered. Official GED® testing centers that order six or fewer test batteries, special editions, or other language tests will receive topic packets.

To ensure the security of the topics and to ensure that the Writing Test is properly administered, examiners must comply with the following procedures:

- A) If the testing center uses topic cards, take *only* the assigned topics and one alternative topic to the testing room. Place the topic cards in the Language Arts, Writing Test booklets. If the essay topic appears in the test booklet, take one additional booklet.
- B) Parts I and II of the Language Arts, Writing Test **should never be administered separately**. Each candidate must have his or her own test booklet and essay topic card (if applicable) for the entire two hours.
- C) Do not read the essay topic aloud except to people taking the audiocassette version of the GED® tests.

In addition to this specific information about the topic, the directions printed in the Language Arts, Writing Test booklet provide further guidance to GED® candidates. The directions advise candidates to be specific and to support their views. Length is not a criterion of effective writing and is not a standard for scoring the essay.

All GED® candidates must write their essays on the answer sheets and may not attach additional paper or use a second answer sheet if their essays exceed the space provided. Only the writing on the two lined pages in the answer sheet booklet will be read and scored.

The Language Arts, Writing Test is a two-hour test: The first 75 minutes are allotted for the multiple-choice section (Part I) and the remaining 45 minutes are for the essay section (Part II). If the GED® candidate finishes the multiple-choice section in less than 75 minutes, he or she may begin the essay section immediately. After completing the essay section of Language Arts, Writing Test, the candidate may review and make corrections to Parts I and II if time remains.

### 8.1-2 Exemptions from an Assigned Essay Topic

In rare cases, a GED Chief Examiner or GED Examiner may find a GED® candidate who is unable to write about an assigned essay topic because the topic is inappropriate due to a candidate's disability, religion, or incarceration. For example, an Amish candidate may be asked to write about a modern technological device. Many Amish sects prohibit members from using advanced technology, so the candidate's knowledge of the subject may be so limited as to diminish the opportunity to demonstrate his or her writing skills.

***Under no conditions may the GED Chief Examiner or GED Examiner alter a given topic or create a new one for a candidate's use.***

Where it is clear that the assigned essay topic is not appropriate for a GED® candidate, an alternate essay topic may be assigned. In such cases, the GED Chief Examiner or GED Examiner will do the following:

- A) Assign an alternate topic according to the following procedures:
  1. If the essay topic is printed at random in the test booklet, issue another Language Arts, Writing Test booklet of the same test form bearing the next sequential serial number. For example, the GED Chief Examiner or GED Examiner would exchange Test Form IA, serial 00001 for Test Form IA, serial 00002. If no other test booklets of the same form are available, a Language Arts, Writing Test booklet of a different test form may be used, provided it neither contains the same essay topic nor has been used by the candidate in previous testing.
  2. At testing centers where essay topic cards are in use, issue the next sequential essay topic appearing on the Topic Rotation List. For example, the GED Chief Examiner or GED Examiner would take back Topic U and, having consulted the list, issue Topic A.
- B) Complete the Exemption from Assigned Topic form (Form L-60). The GED Chief Examiner or GED Examiner keeps the original copy of this form and sends a copy to both the GED Administrator and the GED Testing Service.



Because of the potential for abuse of this policy, the GED Chief Examiner or GED Examiner must keep a file of all exemptions granted at his or her official GED® testing center. The GED Administrator will also monitor patterns and numbers of objections to topics raised by GED® candidates.

At GED Testing Service, the operations director will also monitor objections.

## 8.2 Essay Score

Neither the individual essay score nor the multiple-choice score may be separately provided to any candidate. The score from the Language Arts, Writing Test is a combination of the two parts.

### 8.2-1 Guidelines for Test Centers, Essay Scoring Sites, and Jurisdictional Administrators for Handling GED® Essays of a Sensitive Nature

**POLICY: To maintain security of the topics - GED Testing Service policy prohibits discussing or publicizing the topic or content of any essay or returning or giving any essay to a candidate, his or her family, or anyone else. The essay must be treated as secure, confidential material, except in the limited circumstances in which GED Testing Service may authorize a disclosure.**

Candidates are advised of this policy when they take the Language Arts, Writing Test. It is posted on the bottom of the page titled “Essay Directions and Topic”:

***“IMPORTANT: The essay that you take is the property of the GED Testing Service and is confidential and secure. GED Testing Service policy prohibits the return of the essay to you, your family, or any other individual or program. The policy further prohibits you from discussing or publicizing the content of your essay.”***

In general, every effort must be made to keep GED Testing Service essays and essay topics secure. However, situations occasionally arise when a candidate’s essay contains content that threatens suicide or violence, discusses criminal activity, or otherwise addresses issues of a sensitive nature that give the reader a legitimate basis for concern. In these cases, examiners, test center personnel, GED Testing Service trained essay readers, and jurisdictional administrators will need to decide whether any actions are warranted given the content of the essay. When deemed appropriate, oral and written notification should be given to state legal authorities and to relevant GED® personnel. *Such notification should be made promptly upon discovering the sensitive nature of the essay.*

CONCERNS REGARDING SENSITIVE ESSAYS SHOULD BE SHARED ONLY WITH THOSE INDIVIDUALS WHO HAVE A LEGITIMATE NEED TO RECEIVE SUCH INFORMATION.



**NOTE:** Notification to GED Testing Service is to be directed to the Director of PBT Operations, GED Testing Service, 1155 Connecticut Avenue, 4<sup>th</sup> Floor, Washington, DC 20036.

### **GED Testing Centers**

If a testing administrator or proctor believes that a candidate's essay response suggests an intention to commit suicide, to cause harm to the candidate or others, or to damage property or commit other crimes (including acts or threats of terrorism), or that the writer has been the victim of abuse or an assault by another:

1. The testing officer should immediately notify the jurisdictional administrator, orally and in writing, and copy GED Testing Service with the notification.
2. If possible, the testing officer should contact someone who knows the candidate better, such as a teacher or guidance counselor, to determine if there is reason to believe that the claims or threats are real.
3. Most states have laws that require that certain individuals (such as school officials) report cases of neglect or abuse involving minors. While these statutes may not be applicable to individuals who review GED® essays, GED Testing Service believes that such cases should still be reported to a principal, guidance counselor, or the state agency assigned to protect minors.
4. If state authorities (police, other law enforcement officers, state's attorney, or an officer of the court) request the original essay, the testing officer should comply with the request as long as it is contained in a valid subpoena or other appropriate legal document. Copies of the subpoena or written request must be sent immediately to the jurisdictional administrator and GED Testing Service.
5. The testing officers must advise the jurisdictional administrator and GED Testing Service of any actions or outcomes that result from the reporting of sensitive essays.

### **GED® Essay Scoring Sites**

If an essay reader notices that a candidate's essay response suggests an intention to commit suicide, to cause harm to the candidate or others or to damage property or commit other crimes (including acts or threats of terrorism), or that the candidate has been the victim of abuse or an assault by another:

1. The reader should ask another reader to read the essay to see if that person shares the concern about the content.
2. The reader should share the essay with the chief reader and scoring site director.
3. The scoring site director must immediately notify the jurisdictional administrator and GED Testing Service both, orally and in writing.
4. If state authorities (police, other law enforcement officers, state's attorney, or an



officer of the court) request the original essay, the GED Chief Examiner should comply with the request as long as it is contained in a valid subpoena or other appropriate legal document. Copies of the subpoena or written request must be sent immediately to the jurisdictional administrator and GED Testing Service.

5. The scoring site director must advise the jurisdictional administrator and GED Testing Service of any actions or outcomes that result from the reporting of sensitive essays.

### **GED Jurisdictional Administrators**

If a jurisdictional administrator receives a sensitive essay from a GED® testing center or GED® essay scoring site, the administrator should:

1. Contact the jurisdiction's internal legal department for advice, including advice on complying with any applicable state or provincial laws.
2. Act upon the advice of the jurisdiction's legal department and if appropriate contact the state's/province's agency that protects minors (if the candidate is under age 18).
3. Comply with any subpoena or other appropriate legal document if state authorities (police, other law enforcement officers, state's attorney, or an officer of the court) request the original essay. Copies of the subpoena or other written request must be sent immediately to GED Testing Service.
4. Notify GED Testing Service, orally and in writing, of all actions or outcomes that result from the reporting of sensitive essays and provide a copy of the original essay.

## Section 9: Administration of Other Formats of the GED Tests

### Overview

The GED Testing Service has developed several alternate formats of the GED® tests to meet the special needs of GED candidates who are not able to use the standard English print edition of the tests.

#### 9.1 Editions in a Language Other than English<sup>10</sup>

French-language and Spanish-language editions of the GED® tests are available. With the exception of slight time differences, the instructions for administering these editions are the same as those for administering the U.S. and Canadian English-language editions of the GED® tests. If the GED Chief Examiner or GED Examiner does not speak the language, it is suggested that a GED Proctor who is fluent in speaking French or Spanish be present to assist with directions, questions, and any special instructions.

Normal time limits for the Spanish- and French-language editions have been set as follows:

	<b>Spanish/French</b>	<b>English</b>
Language Arts, Writing	125 minutes	120 minutes
Language Arts, Reading	70 minutes	65 minutes
Social Studies	75 minutes	70 minutes
Science	85 minutes	80 minutes
Math	Part I: 50 minutes Part II: 50 minutes	Part I: 45 minutes Part II: 45 minutes

<sup>10</sup> Only two forms each of the French- and Spanish-language editions are released each contract year. Individuals taking either of these editions have three opportunities to take the tests in order to pass. This means that it may be necessary for an individual to repeat a form on which he or she previously tested. Before repeating a form, the individual must first take the alternate form of the test. Whenever it is necessary to administer a repeat form of the tests, examiners should wait at least 90 days before re-administering a repeat form.

### **9.1-1 Combining 2002 Series GED Tests Scores Across Different Language Formats**

Determining whether to combine scores across different language formats (English, Spanish, and French) of the GED® tests is a matter for the jurisdictions to decide. Jurisdictions should consider the following:

- The available forms of the Spanish-language GED® tests are direct translations of the same forms of the U.S. English-language GED® tests, with the exception of the Language Arts, Writing Test.
- The available forms of the French-language GED® tests are direct translations of the same forms of the Canadian English-language GED® tests, with the exception of the Language Arts, Writing and Language Arts, Reading Tests.

### **9.1-2 Combining 2002 Series GED Tests Scores Across U.S. and Canadian English-Language Versions**

In the U.S. and Canadian English-language versions of the GED® tests, the content of the Social Studies Test is specific to the country in which the test is administered. For example, approximately 50 percent of the Canadian English-language version of the Social Studies Test is specific to Canadian history, government, and civics. Because of this difference between the tests, GED Testing Service recommends that scores across U.S. and Canadian versions be combined only if the examinee takes the Social Studies Test in the country from which he or she wishes to earn a credential. That is, if an examinee wishes to earn a credential in the United States, he or she should take the U.S. version of the Social Studies Test; if an examinee wishes to earn a credential in Canada, he or she should take the Canadian version of the Social Studies Test.

## **9.2 Large-Print Edition**

Instructions for administering the English, French, or Spanish large-print edition with normal time limits are the same as those for administering the regular-print editions of the GED® tests. Some GED® candidates who have disabilities and are using the large-print edition may be granted extended time to complete the GED® tests. The use of the large-print edition does not require approval from the jurisdictional administrator or GED Testing Service. However, if extra time is also requested, then the request must go through the usual steps for requesting testing accommodations, including completing the Request for Accommodations Form and providing appropriate supporting documentation.

## **9.3 Audiocassette Edition**

GED candidates using the audiocassette edition of the GED® tests are encouraged to practice by using the Official GED Audiocassette Practice Test Form. The GED Chief Examiner or GED Examiner should be familiar with the tape player and the cue-and-review function.

Instructions for administering the audiocassette edition are the same as those for administering the standard-print editions of the GED® tests, with the following considerations:

- A) Time limits for the audiocassette edition are generally longer as the standard time limits. Additional time may be approved under certain circumstances, but must be validated on the accommodations request form.
- B) Methods for recording answers may vary. Some GED® candidates will record their answers on the regular answer sheets, some may dictate their answers to a scribe, and some may use approved mechanical devices to record their responses to the multiple-choice questions and to the essay prompts. The GED Chief Examiner or GED Examiner should adapt standard instructions accordingly.
- C) GED® candidates who have disabilities that prevent them from using the print edition of the test or those who have partial vision and are using the audiocassette edition may use the large-print reference manual that accompanies the audiocassette edition. The reference manual contains all text that a GED® candidate hears on the tape. This reference manual may be used only with the audiocassette version of the GED® tests. GED Examiners must not separate the audiocassette from the large-print version and must not use it for other testing purposes.
- D) The large-print version of the GED® test that comes with the audiocassette version cannot be used separately as a large-print test and must always be used with the audiocassette.

## 9.4 Braille Edition

GED® candidates using the Braille edition of the GED® tests are encouraged to practice by using the Official GED Braille Practice Test. If the GED Chief Examiner or GED Examiner does not read Braille, it is suggested that a GED Proctor who is fluent in reading Braille be present to assist the Chief Examiner or GED Examiner with directions, questions, and any special instructions.

Instructions for administering the Braille edition are the same as those for administering the standard print editions of the GED® tests, with the following considerations:

- A) Time limits for the Braille edition are generally longer than the standard time limits. Additional time must be validated on the accommodations approval form.
- B) Methods for recording answers may vary. Some GED® candidates will record their answers on the Braille answer sheets, some candidates may dictate their answers to a scribe, and some may use approved mechanical devices to record their responses to the multiple-choice questions and to the essay prompts. The GED Chief Examiner or GED Examiner should adapt the standard instructions accordingly.



## Section 10: Accommodated Testing of GED® Candidates with Disabilities

*The following guidance is always superseded by the guidelines described in the materials posted on the GED Testing Service website; the website always includes the most up-to-date information and guidelines.*

### Overview

Reasonable accommodations are provided for candidates who have documented disabilities that prevent them from accessing the GED® tests. The GED Testing Service and GED® jurisdictional administrators (on behalf of GED Testing Service) endeavor to comply with the ADA Amendments Act of 2008 (ADAAA) and its subsequent regulations.

### 10.1 Tests for GED® Candidates with Disabilities

In an effort to make the GED® tests accessible to all applicants, accommodations are made for candidates who have diagnosed physical, mental, sensory, or cognitive disabilities and who provide appropriate documentation from a qualified professional of their impairment and its effect on their ability to take the GED® tests under standard conditions.

**POLICY: Official GED® testing centers shall provide appropriate accommodations for GED® candidates with documented disabilities in accordance with the American with Disabilities Act as Amended (ADAAA) and the Canadian Charter on Rights and Freedoms.**

GED® testing centers must offer the examinations in a place and manner that are accessible to persons with documented disabilities, as approved by jurisdictional administrators or the GED® Testing Service. This may require reasonable modifications to the manner in which the examination is administered, such as extended testing time, as well as appropriate auxiliary aids and services.

When disabilities are properly documented using the applicable GED Testing Service Request for Testing Accommodations form, and when accommodations are approved by the GED Administrator or GED Testing Service, the GED Chief Examiner or GED Examiner must arrange to test the GED® candidate using the approved accommodations. The additional costs, if any, associated with providing such services may not be charged to the candidate. Fairness to all GED® candidates is the underlying principle of the accommodations procedure, both for those GED® candidates who test with approved accommodations and those candidates who test without accommodations.

## 10.2 Requests for Accommodations

GED® candidates may request accommodations at any time. However, it is strongly recommended that they do so at least 60 days in advance of their desired test date to allow sufficient time to review all documentation that has been submitted and for arrangements to be made for the accommodation(s). In addition, because many accommodations requests that are received are **incomplete**, this leaves sufficient time for the candidate to gather additional supporting documentation prior to their desired test date.

A qualified professional who specializes in the reported disability must document that the GED® candidate has a disability and must demonstrate how the disability affects the candidate's ability to take the GED® test under standard conditions. The documentation must indicate that the disability substantially limits a major life activity, such as seeing, hearing, learning (in general), or physical movement. That is, **the documentation must demonstrate not only that the person meets diagnostic criteria for a particular disorder, but also that the condition is at the level of a *disability*** as defined by the ADA.

If the qualified professional believes that a GED® candidate needs an accommodation that is not listed in this manual and that it is not explicitly prohibited, the GED Administrator should contact the GED Testing Service for guidance.

**POLICY: A candidate's request for accommodated testing and supporting documentation shall be held in confidence. No record of accommodated testing is permitted on a report of a candidate's GED® test results or GED® credential.**

Upon receipt of an accommodation request, the following process occurs:

- A) The GED Chief Examiner or GED Examiner performs an initial review of the materials for completeness.
- B) If the request is not complete or is on the incorrect form, the GED Chief Examiner or GED Examiner advises the candidate of this fact.
- C) If the forms are complete and supporting documentation attached, the GED Chief Examiner or GED Examiner date-stamps the forms and sends it along with all relevant documentation to the GED Administrator.
- D) The GED Administrator either (1) approves the request, (2) sends the request back to the official GED® testing center to request more information, or (3) sends the request to the GED Testing Service for review.
- E) If the request needs to be sent to the GED Testing Service, the GED Administrator notifies the GED® candidate, the school, or the advocate that such a review may require up to 30 days before an answer is available.

- F) If the GED Administrator approves the request, he or she will return the Request for Testing Accommodations form to the GED Chief Examiner or GED Examiner so that accommodations can be implemented within test administration.
- G) If the GED Testing Service denies a GED® candidate's request for accommodations, the candidate may appeal that decision using the Testing Accommodations Appeal form. The Appeal Form and appeal process description are available on the website.

## 10.3 Required Documentation for Disabilities

### 10.3-1 Appropriate Documentation That Must Be Provided

The specific documentation that must be provided is described in detail in the Documentation Guidelines, posted on the website. There are *Documentation Guidelines for Candidates*; Candidates are strongly encouraged to read these prior to submitting a request for test accommodations. In addition, there are *Documentation Guidelines for Evaluators* (one for each disability type). **Candidates are encouraged to provide the Documentation Guidelines to their evaluators, preferably prior to the start of the evaluation itself.**

### 10.3-2 Professional Diagnosticians

The administration of diagnostic assessments, determination of specific diagnoses, and recommendation of appropriate accommodations must be made by a qualified professional diagnostician whose credentials are appropriate to the disability. Specific guidelines regarding the qualifications of evaluators can be found in the Documentation Guidelines, posted on the website.

### 10.3-3 Recommendation for Accommodated Testing

The diagnostic report must include specific recommendations for the accommodation(s). Note that candidates are not automatically entitled to their requested accommodations. Moreover, a particular auxiliary aid or other accommodation should not be provided if it would fundamentally alter the measurement of the skills or knowledge that the GED® tests are intended to test, or would jeopardize either test security or validity of scores.

## 10.4 Accommodations for GED® Candidates Who Are Blind or Have Visual Impairments

There are a number of testing alternatives for GED® testing candidates who are blind or who have visual impairments that hamper access to the GED® tests. This includes, but is not limited to:

- 1) Use of the Braille GED® test
- 2) Use of the large-print GED® test
- 3) Use of a handheld magnifier
- 4) Use of a CCTV for enlarging the paper test
- 5) Use of an audiocassette for audio presentation of the test
- 6) Use of a scribe for dictating responses

In unusual situations, more individualized accommodations can be arranged, but this may require more than the standard 30 days to review and prepare for such accommodations.

## 10.5 Accommodations for GED® Candidates Who Are Deaf or Hard of Hearing

Because the GED® tests are written (not oral), there are minimal requirements for most candidates who are deaf or hard of hearing. **In no situation may the GED® tests be translated or interpreted into any other language, such as ASL, which would fundamentally alter the nature of the test.**

If a GED® candidate is deaf or hard of hearing, the GED Administrator may approve the following adaptations, either singly or in combination:

- A) A signed, captioned videotape of GED® tests instructions is available for deaf candidates to use if they prefer. The GED® candidate may operate the remote control to pause and review the tape as necessary.
- B) The GED® candidate may read all printed instructions and information that would ordinarily be read aloud by the GED Chief Examiner or GED Examiner and may ask questions in writing about procedures on GED® tests.

## 10.6 Accommodations for GED® Candidates Who Have ADHD

Candidates who have Attention-Deficit/Hyperactivity Disorder (with or without hyperactivity/impulsivity; ADHD) may request testing accommodations. In order to be approved, a candidate with ADHD (like any other disorder) must not only demonstrate that diagnostic criteria for the disorder have been met, through appropriate documentation, but also that the disorder rises to the level of a *disability* as defined by federal law. That is, the candidate



must provide evidence that they are substantially limited in a major life activity, not merely that they have symptoms of inattention or distractibility.

After a candidate provides evidence that they are *disabled* as defined by law, the candidate must show that the requested accommodations are reasonable and appropriate in order to provide access to the GED® tests. Candidates with ADHD may benefit most from extra “refocusing” breaks, which are supervised, and/or testing in a private or distraction-reduced room. In most cases, for candidates who have trouble sustaining their attention over time, and/or for whom attention begins to wane over time, the use of extended testing time is contraindicated. That is, candidates who have trouble sustaining their attention over time, and their evaluators, should carefully consider the logic in any request to dramatically lengthen their seat time.

## 10.7 Use of a Scribe to Record Answers on the GED® Tests

A scribe records the answers to multiple-choice questions and/or the essay as dictated by the GED® candidate. This accommodation is appropriate for those candidates who have documented difficulty writing as a result of visual or physical impairments. That is, **a scribe is approved in situations where a candidate is *unable* to write (or see to write) on their own, even with extra time.** A scribe may in no way edit the essay or discuss the tests or responses with candidates, except in order to clarify the candidate’s intended response (e.g., ask the candidate to spell a vocabulary word).

For adults with limited use of their arms, the scribe is also responsible for turning the pages of the test booklets or for operating the audiocassette player.

### 10.7-1 Instructions for the Use of a Scribe

The use of a scribe may be approved as an accommodation for a GED® candidate with a documented disability, in cases when the candidate is unable to write (or see to write) themselves, even with extra time. The scribe should do the following:

- A) Record answers to the multiple-choice questions; and/or
- B) Record the essay portion of the Language Arts, Writing Test.

The scribe’s duty is to faithfully record the GED® candidate’s responses without correcting them. The scribe must be an accurate and fair secretary, neither diminishing the fluency of the candidate nor helping to improve the writing.

When a scribe is asked to record the essay portion of the Language Arts, Writing Test, GED® candidates who have a disability must also have the opportunity, as other GED® candidates, to plan, draft, and revise their essays. This means that a scribe may write an outline or other plan for the essay as dictated by the candidate. When the essay is finished, the candidate must read



the essay and dictate revisions to the scribe. If the GED® candidate who has a disability cannot read his or her essay, the scribe must read the essay aloud and allow the candidate to dictate revisions. . The scribe may not dictate essays into a tape recorder for later transcription because this would preclude the candidate’s opportunity to revise his or her composition. The candidate is ultimately responsible for the accuracy of the completed product.

The GED Chief Examiner or GED Examiner should also explain to the GED® candidate what the scribe can and cannot do, as well as what each candidate’s responsibilities are in this situation.

## 10.8 Use of a Private or Distraction-Reduced Testing Room

A GED® test candidate and his/her evaluator may request that the candidate takes the GED® tests in a private or distraction-reduced room. A private room is not always available, nor is it always warranted. A private room may be necessary in cases where the candidate, because of their disability, poses a potential distraction to other test-takers, such as a candidate with Tourette’s disorder. In other cases, a candidate may need a private room in order to attend to medical issues or use medical devices during the exam. In any case, the candidate must always be supervised by an Examiner.

Candidates with ADHD and/or emotional disorders may be approved for testing in a private or distraction-reduced room. If a private room is not available, it may be necessary to test candidates with these disorders in a small-group, in a quiet, distraction-reduced room. In some cases, a chief examiner may alter the configuration of the room so as to reduce distractions even further, such as having the candidates test at a study carrel.

Candidates with disabilities who are approved for testing in a private or distraction-reduced room must not be made to wait significantly longer to schedule and take their GED® tests than non-disabled candidates, because of a shortage of such rooms, or for examiner convenience, or for any other reason.

## 10.9 Minor Adaptations That Do Not Require Prior Approval

The GED Chief Examiner or GED Examiner may permit the use of certain adaptations and devices without prior approval from the GED Administrator or the GED Testing Service. These adaptations and/or devices are described in the Personal Items Exception Form, posted on the website. This form includes a list of minor adaptations and modifications that do or do not need pre-approval from the jurisdictional administrator or GED Testing Service. Other adaptations or devices will be considered by the GED Administrator or GED Testing Service on a case-by-case basis.

## 10.10 Official GED® Testing Center's Responsibilities for Accommodated Testing

### 10.10-1 Publicity for Accommodated Administrations

Official GED® testing centers should publicize widely the availability of accommodations for individuals with documented disabilities. GED Chief Examiners and GED Examiners are especially encouraged to elicit the cooperation of special education, vocational rehabilitation, and adult education agencies as part of this publicity effort. GED Examiners are encouraged to direct candidates who may have disabilities to the website, which includes Request Forms, Documentation Guidelines, and other helpful resources.

### 10.10-2 Schedules for Accommodated Administrations

The GED Chief Examiner or GED Examiner and the GED® candidate receiving accommodations must determine a mutually convenient time to schedule an accommodated administration of the GED® tests. The GED Chief Examiner or GED Examiner is expected to take the initiative to discuss with the GED® candidate the details of the accommodated testing. In many cases, accommodated testing administrations must take place in individual sessions. However, candidates with disabilities who have been approved for testing accommodations must not be made to wait significantly longer than non-disabled candidates to schedule or take the GED® tests.

## Section 11: Testing Irregularities and Compromises

### Overview

Testing irregularities and compromises pose a threat to the integrity of the GED® testing program. A major responsibility of all GED Chief Examiners and GED Examiners is to take all necessary precautions to minimize the possibility that an irregularity or compromise will occur at their GED® testing center. Strictly following GED Testing Service policies and procedures is the best way to prevent the occurrence of irregularities and compromises or to minimize the effect if a problem occurs.

### 11.1 Testing Irregularities

Testing irregularities are any significant occurrence that generally disrupts a candidate's ability to focus on testing. Such an occurrence could result in an invalid measure of the candidate's performance. Although many irregularities are out of the direct control of the examiners, administering the tests in strict accordance with GED Testing Service policies can minimize their occurrence and impact. Testing irregularities must be reported to the jurisdictional GED Administrator as soon as possible. It is important to review whether an irregularity was avoidable or unavoidable and to evaluate the examiner's management of the situation.

#### 11.1-1 Inappropriate or Disruptive Behavior of Candidates

All GED® candidates are entitled to a quiet, comfortable testing environment that is as free as possible from distractions. The GED Chief Examiner or GED Examiner is responsible for preserving the quality of the testing environment. GED candidates should be advised of this policy before testing begins. When one candidate's activity or behavior disrupts the fair-testing environment, it is the prerogative of the GED Chief Examiner or GED Examiner to speak to the candidate at fault. The candidate should be informed that continued disruption will result in that candidate's dismissal from the testing room and that the test scores will be invalidated. This type of incident should be treated as a testing irregularity.

Examiners should attempt to intervene early to protect the other candidates and prevent the disruption from resulting in a more serious test compromise situation.

#### 11.1-2 Uncontrollable Events

Events beyond the control of the examiner may occur, such as a fire alarm going off, unexpected evacuation orders due to weather, power outages, etc. In these circumstances, the examiner must make every effort to secure testing materials to avoid any compromise. Depending on the



nature of the event, the examiner may need to cancel the testing session or may resume testing. In any case, the examiner should document the testing irregularity and describe how the situation was managed. This information should be forwarded to the jurisdictional GED Administrator for review.

## 11.2 Test Compromises

A test compromise occurs whenever:

- A whole or partial test battery is lost or stolen.
- Any unauthorized person has access to the GED® tests.
- A GED® candidate copies from another candidate.
- An individual impersonates a GED® candidate and attempts to take the test.
- Examiners or candidates share information about the GED® tests.
- GED® candidates receive answers to test questions in advance of the scheduled testing date.

Test loss or compromise is a serious threat to the integrity of the GED® testing program. Every effort must be made to prevent such compromises from occurring. In many cases, test loss or compromise occurs because of human error. Adherence to GED Testing Service policies related to how tests should be used, stored, transported, and accounted for will limit compromises.

A full annual lease fee for replacement forms (if available) may be charged to the official GED® testing center where the test loss or compromise occurred. *If and when* that testing center is authorized to resume testing, other fees may be assessed against it. These additional fees may include lease fees for replacement of GED® test forms at any affected GED® testing center within a radius to be determined by the GED Administrator and the GED Testing Service.

The GED Administrator and GED Testing Service will determine the radius of the area affected, taking into account factors such as the nature of the compromise and the geographic nature of the region. The additional fees may also include the cost to replace any compromised GED® tests, in whole or in part.

Unauthorized exposure can result from noncompliance with any test storage, administration, or other procedures described in this manual, such as, but not limited to:

- A) Allowing the advance disclosure of any item on the GED® tests to a GED® candidate or potential candidate.
- B) Disclosing an essay topic to a GED® instructor or GED® candidate.
- C) Giving a GED® candidate access to a test booklet when investigating a challenge of scores.

- D) Indicating a GED® candidate’s raw score(s) to anyone.
- E) Permitting GED® tests, used answer sheets, or questions to be copied, photographed, or otherwise memorized in any format.
- F) Permitting access to the GED® tests, even if by negligence, to anyone other than approved GED Chief Examiners or GED Examiners.
- G) Permitting used scratch paper, essay drafts, and similar items to remain in the custody of GED® candidates or storing such items in an unsecured manner prior to destroying them.
- H) Allowing anyone other than the GED Chief Examiner, GED Examiner(s), GED Proctors, GED candidates, the state administrator, or a representative of the GED Testing Service to enter the testing room.
- I) Describing to a GED® candidate the items that the candidate did not answer correctly.

Whenever possible, in staff meetings and daily contacts, the GED Chief Examiner and GED Examiners should emphasize to GED® instructors that post test “debriefing” of a GED® candidate is not only a violation of that candidate’s privacy, but also a violation of test security that could result in the permanent closure of the GED® testing center.

### **11.2-1 Suspected Use of Unauthorized Aids or Other Compromises**

When the GED Chief Examiner or GED Examiner suspects that a GED® candidate is copying another candidate’s paper, using unauthorized aids, impersonating another individual (i.e., “surrogate testing”), using false identification, has had prior access to the GED® tests or to essay anchor/recalibration papers, or has engaged in other improper conduct, the Chief examiner or examiner must promptly do the following:

- A) Minimize the disruption to other candidates.
- B) Remove the individual(s) in question from the testing room, only if doing so does not disrupt the testing session or present a physical threat to the GED Chief Examiner or GED Examiner or to another candidate.
- C) In the examiner’s discretion, permit the individual to complete the testing session, then invalidate the scores immediately and report the incident to the GED Administrator and the GED Testing Service, which will decide what further action is appropriate.
- D) Inform the jurisdictional GED Administrator, the institution that sponsors the official GED® testing center, and the GED Testing Service of the incident.
- E) Obtain statements from any candidates and/or staff members who observed the activity and attach these statements (ideally, signed by the candidate or staff member) to the written report.
- F) Prepare a written report recording specific details of the compromise.

The GED Testing Service requires that a candidate's scores be held and secured, for possible invalidation, when the GED Chief Examiner or GED Examiner observes candidate behavior that results in a compromise. The GED Chief Examiner or GED Examiner must delay reporting scores to any candidate who is suspected of compromised testing until an investigation has been completed.

### 11.3 Procedures for Investigating a Test Loss or Compromise

If a test booklet, scored answer booklet, or any secure scoring material is misplaced, lost, or compromised in any way, the GED Chief Examiner or GED Examiner must adhere to the following procedures.

No request to resume testing will be considered until the official GED® testing center where the loss or compromise occurred has fulfilled *all* the requirements in the following list. When a compromise occurs, an official GED® testing center should expect to be closed.

- A) Upon discovery of loss or compromise of secure testing material, all administration of the GED® tests at the official GED® testing center must stop at once. No further testing may be conducted.
- B) If the GED Chief Examiner or GED Examiner concludes that secure testing materials have been lost or stolen, the loss or theft must be reported to the municipal or county police.
- C) The GED Chief Examiner or GED Examiner must *immediately*—within the hour or, if after 4:45 p.m. Eastern Standard Time (EST), at the opening of the following business day—report both *by telephone and in writing* any missing material(s), including test booklets, topic cards, scored answer sheets, or scratch paper, and must specify their form and serial numbers to the chief administrative officer (school district superintendent, college president or dean, or other institution official who signed the GED® annual contract), the GED Administrator, the GED Testing Service, and the official GED® testing center's official scoring site.
- D) GED® test results or score reports from all GED® candidate(s) at any testing session in which a test loss or compromise occurred cannot be released until (1) the cause and extent of the loss can be determined, and (2) permission to release scores has been issued by the GED Administrator.
- E) Form L-24 should be completed by the examiner in charge of testing when the compromise occurred and submitted to the GED Administrator and GED Testing Service within two business days after the discovery of the compromise.
- F) The GED Chief Examiner or GED Examiner must begin an investigation immediately into the location of any missing material, the reason for the loss, and the extent of the loss.

The investigation by the GED Chief Examiner or GED Examiner must include a detailed review of *all* test administration procedures and security measures observed at the official GED® testing center. Test compromises typically result from a combination of factors rather than from a single error. A complete self-evaluation by the official GED® testing center is the first step toward preventing future problems.

- G) If there is any conceivable threat to test security at any official GED® testing center within the region, the GED Administrator must be consulted for direction. If so directed by the GED Administrator, the GED Chief Examiner or GED Examiner must immediately notify other official GED® testing centers to discontinue use of the compromised materials until further notice. The extent of the geographic area and the GED® testing centers affected by the test compromise will be determined by the GED Administrator and the GED Testing Service on the basis of geographic factors and the nature of the test compromise.
- H) In the event that a compromised test form must be recalled from neighboring GED® testing centers, the official GED® testing center at which the loss occurred may be required to assume the costs of restocking the neighboring testing centers with replacement testing materials at full leasing costs. This rule applies even if the radius of the affected area extends into another jurisdiction.
- I) If the investigation determines that a form of the GED® tests may have been compromised, the remaining stock of testing materials of that form must be returned to GED/Brightkey, 9050 Junction Drive, Annapolis, MD 20701. A full annual rental fee will be charged for all replacement forms *if* and *when* a testing center is authorized to resume testing. Replacement costs may also be imposed for a compromised GED® test form or compromised test content.
- J) The GED Administrator should try to arrange access to testing for GED candidates who miss opportunities to take the GED® tests as a result of the test compromise. Testing may be arranged by the GED Administrator's office or in a transportation addendum from a neighboring GED® testing center, as determined by the GED Administrator. Materials and test administration staff of the official GED® testing center where the compromise took place may not be used in administering the tests. The GED Chief Examiner or GED Examiner of the testing center under investigation must support the effort by providing the information and resources needed to contact and reschedule the GED® candidates who were impacted.
- K) The GED Administrator or an official representative must visit the official GED® testing center where the test compromise occurred and must consult with the GED Chief Examiner or GED Examiner(s) concerning appropriate procedures. The results of the visit must be included in the final report of the GED Chief Examiner or GED Examiner.
- L) A written report and written action plan must be submitted by the GED Chief Examiner to the official GED® testing center's chief administrative officer, the GED Administrator, and the GED Testing Service within **seven business days**. The final report and corrective action plan shall include a detailed description of the following:

1. All circumstances that led to the loss or compromise.
2. Testimony of any official GED® testing center staff members or GED® candidates that has any bearing on the incident (ideally, signed by the individual providing the statement).
3. Recommendations by the GED Administrator.
4. Security measures that will be initiated to prevent future compromise.
5. Any administrative changes that will facilitate improved security measures.
6. A copy of the local police report, if available.

No further testing may be conducted until the GED Administrator and GED Testing Service agree to the reopening of the center.

If GED Testing Service approves the recommendation to resume testing, the GED Administrator will be notified. The decision on whether to permit testing to resume is a joint decision of the GED Administrator and the GED Testing Service.

## 11.4 Consequences of Security Breaches at an Official GED® Testing Center

Any loss or compromise may result in (1) the permanent closure of an official GED® testing center, (2) GED Testing Service refusal to permit the current GED Chief Examiner, GED Examiner, or other testing center staff members future access to the GED® tests, and/or (3) the imposition of various costs on the applicable jurisdiction to compensate for the harm caused by the security breach.