

HOW TO REGISTER TO TAKE THE OFFICIAL GED® TESTS

Registering and Taking the GED Tests

All test-takers must be pre-registered for a GED testing session. In order to pre-register the test-taker must create a record online at GED123.org, complete the demographic form online and complete the Kentucky GED Testing Application form (KYAE-6). All documents must be received at the testing center at least one day prior to the test session or earlier if required by the individual testing center.

The fee to take the GED Tests in Kentucky is \$50 for all tests scheduled over a regular session or \$25 per sub-session. The test fee must be received at the testing center at least one day prior to the test session or earlier if required by the individual testing center.

GED123.org

GED123.org allows test-takers to complete the demographic form online and then provides online access to test scores within three days following the test session.

Directions for Registering at GED123.org

When the test-taker registers at GED123.org, an instructional program code must be provided. This six digit code identifies the type of program and/or agency responsible.

22 + county code + 2	KYAE-funded County Programs
33 + county code + 3	KYAE Statewide Programs & State Correctional Programs
44 + county code + 4	Option Program (GED Secondary Program)
66 + county code + 6	Juvenile Detention Programs
77 + county code + 7	AE Providers with no KYAE Funding
88 + county code + 8	KET
99 + county code + 9	Job Corps Programs

The code is important for statistical analysis and reporting purposes. If administering the Official GED Practice Tests (OPT) to special populations, please ensure they use the appropriate code.

Where to Find an Official GED Testing Center

There are 40 public access official GED testing centers in Kentucky that offer GED testing to the public. These centers test at 80 sites in 74 counties, 48 jails, 16 state prisons and 1 restricted juvenile detention facility. The testing calendars for public access and restricted access testing sites can be found on the [KYAE Web site](#): Click Educators, Click GED, scroll to the calendars. The calendars should be marked as favorites in order to assist test-takers needing an alternate testing site or date.

What to Take and Not Take to the Test Session

Test-takers must take a government-issued photo ID to the test session. The photo ID must be presented each time the test-taker enters the test session. Secondary school photo IDs are not accepted.

Test-takers should not bring cell phones, books, bags, food, purses or other personal items. If these items are brought to the test session, they must be placed in a designated area provided by the test center. Test-takers are strongly encouraged not to bring cell phones to the test session as a ringing phone is the most frequent reason a test-taker is excused from the testing room and the cell phone confiscated.

Viewing Scores Online

After the testing session, test-takers can log on to GED123.org to view their scores online. In the returning test-takers section, test-takers will enter the e-mail address and password used to create their account or their access code. Scores are available to view within three days of the test session.

Receiving Results

Diploma packets are mailed within seven days to those that pass the GED Tests. The packets are mailed to the address the test-taker provided at GED123.org. The packet includes a diploma and an official transcript of GED results.

Non-passing test-takers do not receive a score report by mail. These test-takers must view their results online.

GED TESTING APPLICATION FORM

A completed GED Testing Application (formerly DAEL-6; now KYAE-6) is required for each test-taker taking the GED tests in Kentucky for the first time.

The form is divided into three sections:

- Test-taker information
- Certification for exemption
- Test Readiness certification

Test-taker Information

The test-taker should complete page 1 of the form in blue or black ink. If the test-taker registers at GED123.org and completes the demographic form online, the testing application form will print from GED123.org with the test-taker's name, date of birth, Social Security Number, National Center for Education Statistics (NCES) Code and address on the form.

Test-takers younger than 19 years of age must provide documented proof of withdrawal from public or private school and attach the documentation to the application. This documentation must be on official school letterhead or school form.

The test-taker is asked to initial beside five certifying statements and one statement authorizing release of test results to the certifying provider. The test-taker is not required to allow release of scores.

The test-taker must sign at the bottom of the page.

Certification for Exemption

This section is completed only if the test-taker is in the Option program (Secondary GED Program), a state agency child, in a juvenile detention center or if a school district superintendent is granting a waiver of the 90-day school withdrawal provision.

The superintendent's signature is required for these exemptions:

- Option Program
- Test-taker in a juvenile detention center
- Waiver of the 90-day school withdrawal provision

A state agency child under the *Cabinet for Families and Children* requires approval of the interdisciplinary team and the signature of the Service Region Administrator Associate.

Test Readiness Certification

Test readiness must be certified by a KYAE approved adult educator. The signature of the adult education provider indicates that the test-taker has passed all five parts of the OPT under test conditions. The adult educator must enter the OPT scores on the KYAE-6 form and provide the date of the assessment. This code is also required on the GEDTS demographic form. Each program files the approved adult education signature with the State GED Administrator's office and notifies the GED Office if there is a change.

The adult education provider should complete the provider block with the name of the adult education center, address and phone number.

The instructional program code must be entered. The code is a six-digit number assigned by the GED Office. It is not the same as the AErin code. The AErin code is alpha-numeric, but the instructional program code is

numeric so it can be used on the demographic form. If the six-digit code is not entered correctly, KYAE cannot provide data to a program that would assist in improving instruction.

How to File the KYAE-6 GED Testing Application

The GED test-taker must provide the GED examiner with the KYAE-6 GED Testing Application. This is the required document, along with a picture ID establishing eligibility to take the GED Tests.

The KYAE-6 form is good for six months from the date on the form. The test-taker has that amount of time to register and begin taking the GED Tests. There is currently no time limit on the amount of time a test-taker has to complete or pass the GED Tests.

The KYAE-6 is a part of the GED regulation. It cannot be altered or amended without going through the legislative review process. The regulation was last amended August 25, 2005.

Retesting Test-Takers

Those retesting must present improved Official Practice Test scores before they can schedule to test. These scores will be recorded on page 2 of the KYAE-6 GED Testing Application. Page 1 is not required for those retesting.

THE U.S. DEMOGRAPHIC FORM

Those taking the GED tests for the first time are required to submit demographic information before they may test. Providing complete demographic information is important for the following reasons:

- Creates the record so that answer sheets can be printed and results scored.
- Provides information that can be used for data analysis to help programs improve instruction.
- Provides the American Council on Education with data about who takes the GED Tests, compares the information with that of other states and jurisdictions and identifies trends in the GED Testing program.

Online Demographic

Those taking the test for the first time will submit the demographic information online at GED 123. The test-taker completes the "MY ACCOUNT" page and is then sent a link to complete the demographic form.

The address entered on the "MY ACCOUNT" page is the only place the test-taker enters his/her address. This is where the transcript and diploma will be mailed. Please make sure this information is correct. Corrections made in AErin or on the paper KYAE-6 form will not make a change in the address on the record. If the address must be corrected, the test-taker will have to give the correction to the GED Examiner at the test session. A permanent Kentucky address must be provided.

Scannable Demographic

A scannable paper version of the demographic form is available from the GED examiner for those in a program or institution that does not allow online registration.

The scannable demographic form is also required for those who last tested on the GED Tests before 2002. Those test-takers already have a record at GED123, but the demographic information must be updated before they can test.

If the scannable demographic form is used, the test-taker must be given a sheet of ten state-specific questions to answer. State specific questions are located in [Appendix E](#). These are the questions for items 30–39 on the scannable demographic form. All the questions are answered YES or NO. Four of the questions allow test-takers to give permission to be contacted about educational and job opportunities. The other questions gather information about special populations.

The blue "bubble" demographic form is no longer used and information should not be submitted to the examiner.

Demographic Questions to Omit or Simplify

In order to better analyze the information from the demographic form, we ask that for any question requesting the test-taker to mark “all that apply,” the test-taker mark the **one most appropriate answer**. Also, we do not use the information about high school courses taken and the grades earned in those courses, so those questions may be left blank.

A list of questions that can be omitted or simplified from both the online and scannable demographic form is located in [Appendix E](#). An example of the scannable demographic form is available in [Appendix D](#).

DOCUMENTS THAT PRINT FROM GED123.ORG

- **KYAE-6 Testing Application Form**
Prints with pre-populated test-taker basic information.
- **Proof of Registration**
This is the test-takers ticket. Form prints with test-taker basic information and access code.
- **Testing Misconduct Policy**
Prints with test-takers information and signature line.
- **Test-taker Information for Kentucky GED Testing**
This page of information instructs the test-taker. It is informational only and DOES NOT NEED TO BE SENT TO THE TEST CENTER.

DOCUMENTS REQUIRED FOR GED TESTING

Checklist for First Time Test-takers

Those that register online will print the following documents needed for testing from GED 123:

- **KYAE-6 (GED Testing Application Form)**
Must be completed by the test-taker and adult educator. If special permissions are required, those signatures should be added and any required documentation attached.
- **Proof of Registration Form**
Print three copies, one for the testing center as proof that the test-taker completed the online demographic, one for the test-taker so they have a record of their access code and the information on their record and one for the test-taker file.
- **Testing Misconduct Policy**
The test-taker should read and sign this form.

Checklist for those Re-testing

- **Improved Official Practice Test Scores**
New scores must be provided for any content area the person wants to retake. These can be submitted on page 2 of the KYAE-6 form. New scores can be added to a copy of the original scores or a new KYAE-6 document can be completed with the new scores entered in the test readiness area. The adult educator must initial and date the new scores.

These documents must be submitted to the testing center prior to the test date. Check with the local testing center for the deadline for the documents. The testing center cannot accept the documents on test day. Documents follow.

GED123.org

Proof of Registration for the GED

EXAMINEE: I understand that all related organizations will have access to my information and GED scores. Also, by presenting this document OR my Access Code to any Person I certify that I am the below-named individual and that I understand that this Person AND the organization the Person represents has the right to access my information and GED scores. I further understand that such access is a prerequisite for taking the GED tests.

Examinee Signature

Date

FOR OFFICIAL USE ONLY

INSTRUCTOR OR EXAMINER: This document certifies that the below-named individual has completed registration for the GED and that the individual's electronic record can be located on GED123.org or NRSpro.com with the Access Code.

This individual can be submitted for testing AFTER THE INFORMATION BELOW HAS BEEN VERIFIED WITH VALID LEGAL DOCUMENTS AND COMPARED WITH THE ELECTRONIC RECORD.

- This document has been verified by comparison with valid legal documents and there are no discrepancies.
- This document has been compared with the electronic record and there are no discrepancies.

The following information was provided by the student at the time of registration:

Last Name: SMITH
First Name: ALICE
Middle Name: E
Birth Date: April 24 1988 (4/24/1988)
Gender: Female
Address: 1024 CAPITAL CENTER DR
FRANKFORT, KY 40601

Access Code: TLJHXC4Q
Completed: October 24 2008 (10/24/2008)



GED TESTING APPLICATION
(PLEASE TYPE OR PRINT)

Kentucky Adult Education
1024 Capital Center, Suite 250
Frankfort, KY 40601
(502) 573-5114
Web site: http://kyae.ky.gov/

Note: Applicants with a documented disability may qualify for special testing accommodations. Please contact your local testing center or the adult education provider for information.

Name (Last, First, Middle Initial or Maiden Name)
SMITH, ALICE E
Date of Birth (Month/Day/Year) 04/24/1988
Age at application 21
Social Security Number TLJHXXC4Q

Address (Street/Number/Apartment)
1024 CAPITAL CENTER DR

City FRANKFORT State* KY Zip Code 40601

Home Phone Work Phone

*Only examinees with a Kentucky address will be issued a Kentucky diploma.

Name of last school attended FRANKFORT HIGH SCHOOL
NCES Code 210198000433

Address of last school attended
328 SHELBY ST

City FRANKFORT State KY Zip Code 40601-2892

HIGH SCHOOL WITHDRAWAL

If applicant is less than 19 years of age, documented proof of withdrawal from public or private school must be attached to this application.

Date of withdrawal from school: / /

Certify the following by initialing beside each statement:

- I certify I have not received a high school credential from any jurisdiction.
I certify I have not previously earned GED scores sufficient to qualify for a high school credential in any jurisdiction.
I certify I have read and understand the testing misconduct policy.
I certify I have not already taken the GED tests more than twice during this calendar year.
I authorize release of my test results to the certifying providers.
I certify all information on this application is accurate.

Signature of Applicant X Date 08/13/2009

This signed application must be taken to the test center for admission to testing and is good for 6 months from this date. Government issued photo identification with name, date of birth, address and signature must be taken to the test center for admission to testing.

You may need additional signatures on the back of this application to meet eligibility requirements as outlined in 785 KAR 1:130 and described on the next page of this application.

COMPLETE ONLY IF YOU MEET ONE OF THESE CONDITIONS

You will need an additional signature if you meet one of the following conditions outlined in 785 KAR 1:130:

- 1. If you are in a juvenile detention center or juvenile holding center, you must have the signature of the local school superintendent.
- 2. If you are a state agency child, you must have the signature of the child program administrator.
- 3. If you are in the Secondary GED Program, you must have the signature of the local school superintendent.
- 4. If you have requested and been granted a waiver of the 90-day school withdrawal provision for one of the reasons below, you must have the superintendent (or designee) signature.

The superintendent (or designee) granting a waiver of the 90-day withdrawal provision (block 4), please check one of the following:

Employment Condition	Postsecondary Enrollment	Medical Reason	Family Circumstance	Other
Name of Local School District or State Agency	City	County		
Print Name	Date □□/□□/□□□□	Phone Number □□□/□□□-□□□□		
Authorized Signature X				

TEST READINESS CERTIFICATION

Applicants are required to be certified as test-ready by a local adult education provider. THIS FORM MUST BE COMPLETED BY AN APPROVED ADULT EDUCATION PROFESSIONAL.

This certifies the applicant has passed the Official GED Practice Test and is eligible to take the GED Test.

Signature of Adult Education Provider X	Program Name Thom Hill Learning Center	
Print Name	Provider Code 220372	Provider Phone Number □□□/□□□-□□□□
Number of hours spent preparing for GED Test	Provider E-mail	
Applicant Name (Last, First, Middle Initial or Maiden Name) SMITH, ALICE E		
Date of Birth (Month/Day/Year) 04/24/1988	Age at application 21	Social Security Number TLJHXC4Q □□□-□□-□□□□

Official Practice Test Scores

Date	Language Arts, Writing	Social Studies	Science	Language Arts, Reading	Math	Total Points	Average



KENTUCKY GED TESTING MISCONDUCT POLICY

The GED Testing Service in Washington, DC requires strict enforcement of testing standards. I have been advised that my scores will be invalidated, my GED certificate will be denied or revoked, and I will be prohibited from taking the GED Tests in the future if I engage in any of the following misconduct:

- Presenting false identification
- Impersonating someone else
- Receiving test questions or answers in advance
- Talking during the test
- Copying from another examinee
- Removing or attempting to remove any part of the test from the testing room
- Use of unauthorized aids including cell phones and any other electronic device capable of taking pictures, transmitting or recording information or performing mathematical functions
- Taking an unauthorized time extension
- Leaving my seat during testing without permission from the examiner
- Sitting in a seat other than the one assigned to me by the examiner
- Disclosing any items or essay topic from the test after the testing session
- Falsifying a GED certificate or transcript
- Taking the GED Tests more than three times during a calendar year
- Taking the same form of the GED Tests more than once a year
- And/or other misconduct or behavior as determined by the GED Chief Examiner or GED State Administrator.

Signature: _____

Printed Name: ALICE E SMITH

Date: August 13, 2009

This form must be printed, signed and taken with you to the test center.

GED candidates are not permitted to bring purses, backpacks, tote bags, pagers, cell phones, with or without capability to take and transmit pictures or send/receive email, portable music players, hand-held electronic games, cameras, hand held computers, calculators, food items, textbooks (including dictionaries), newspapers, notebooks, supplies, jackets or coats, hats, or other nonessential items to their seats in the testing room. The GED Examiner SHALL provide an area in viewing distance of candidates, where all items listed above shall be deposited before the test administrations.

Reference: GEDTS Handbook

Kentucky Confiscation Policy

If during or after testing the examiner finds any of these items at your seat or in your possession, the examiner will collect your test materials and your test will not be scored. Please be aware that cell phones, cameras, and other items as described above, **WILL BE CONFISCATED AND MAY BE RETAINED INDEFINITELY** if there is any reason to believe that a compromise of GED testing materials occurred or been contemplated. **YOU WILL BE REQUIRED TO LEAVE THE TESTING CENTER. YOU MAY NOT RESCHEDULE THE TEST WITHIN THE NEXT THREE MONTHS.** GEDTS, Kentucky Adult Education, and the test center may also pursue other remedies for violation of this policy, including canceling test scores and prohibiting individuals from taking the test in the future.

Reference: GEDTS Handbook

Test Taker Information for Kentucky GED® Testing

READ AND REVIEW BEFORE GOING TO TEST

You do not need to submit this form or take it to the test center. This is information only. However, you will not be admitted to the test session unless you have properly registered and submitted all required documentation to the test center prior to the test date.

There is a pre-registration policy for Kentucky test centers and only those scheduled in advance will be allowed to enter the test session. Creating an account on GED123.org and completion of the application and demographic form does not constitute registering for the test. You will need to contact your local GED test center to schedule the test or schedule through the local adult education center.

Required Documentation:

1. Government issued picture ID that contains examinee name, address, date of birth and a signature must be presented at each test session. You will not be admitted to the test session without this identification. You must produce the identification for each test and each test session.
2. All Kentucky examinees must have a Kentucky mailing address.
3. All Kentucky examinees must have a completed and signed Kentucky GED Testing Application, KYAE-6 form. The form will print with your identifying information when you complete the demographic form online at GED123.org. You must sign the form and get all required signatures and information. You will not be admitted to testing without this form including all appropriate signatures.
4. All Kentucky examinees must print, read and sign the Testing Misconduct form. The signed form must be taken to the test session with you.
5. All Kentucky examinees must have a Proof of Registration document. This document will print when completed online at GED123.org. Print three copies, one for you, the adult learning center and the GED test examiner. You will not be admitted to testing without this form.

Fees:

The cost for the entire battery is \$50. The fee for each sub-session is \$25. Test fees must be paid in advance by the deadline set by the test center.

Length of Test:

The test is seven hours (7) and five (5) minutes. Please plan accordingly. The Language Arts, Writing test is two (2) hours; Math test is ninety (90) minutes; Science is eighty (80) minutes; and Reading is sixty (65) minutes. Social Studies is seventy (70) minutes.

If you must leave the testing room during a test, you will not be readmitted to that test. The test will be scored and will count toward the three times per year test limit.

Do Not Bring to the Test Session

Examinees should not bring purses, tote bags, pagers, cell phones, portable music players, hand-held electronic games, food items, textbooks, notebooks, supplies, jackets, coats, hats or other nonessential items. An area will be provided where examinees can store personal items during the examination. Any unauthorized items found may be confiscated and held. Nothing is allowed at the examinee desk except testing materials provided by the examiner.

Testing Misconduct:

An examinee suspected of testing misconduct including unauthorized items may not test for three months.

Access to Scores:

You may use your e-mail address and password to access your test scores or use the access code printed on the Proof of Registration document. Complete scores will be posted three business days after testing.

PHOTO IDENTIFICATION REQUIREMENT FOR GED TESTING

At each test session, test-takers must present government-issued photo identification that include the following required information:

- Name
- Address
- Date of Birth
- Signature
- Photograph

Test-takers must present photo identification each time they enter the test room.

Examples of approved identification are:

- Driver's licenses
- Passports
- Military papers
- Forms of government (national or foreign) identification that shows the required information.
- The Matricula Consular, which is an official ID card issued by the Mexican Government through its Consular Offices
- Identification from a postsecondary institution that shows the required information

Identification **not allowed** includes:

- High school ID

These are not approved because they are easily duplicated and not regulated.
