

GED

GED Test Administration Handbook

Conducting Testing Sessions Under Standard Conditions

GED Test Administration Handbook

Part I

Conducting Testing Sessions under Standardized Conditions

The GED Examiners and Proctors are responsible for following all procedures described in the *2008 GEDTS Policies and Procedures Manual* Section 5. Because a comfortable testing environment, a knowledgeable and supportive staff, and complete and accurate instructions help GED candidates do their best, all persons involved in test administration must be thoroughly familiar with these policies.

POLICY: All GED Examiners shall administer the GED Tests in strict adherence to the instructions and procedures disseminated by the GED Testing Service (GEDTS).

Admission to Testing

The GED Examiner or trained staff person accepting the applications for testing must ensure that all candidates meet GEDTS and jurisdictional eligibility requirements. Procedures for accurately identifying each candidate and determining eligibility before admission to a testing session must be established and followed according to the policies set forth by GEDTS.

The identity and eligibility of all candidates must be verified by inspecting each candidate's identification documents. Driver's licenses, passports, military papers, or other forms of government (national or foreign) identification that shows name, address, date of birth, signature, and a photograph are all acceptable forms of primary identification.

Current identification provided by a post-secondary institution is also acceptable, provided it contains the candidate's name, address, and date of birth, signature, and a photograph. 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 Examiner. The GED Administrator and GEDTS must approve other exceptions. New York State requires two forms of identification – one of which must be a primary form of ID, and a second form, which may be a charge card, bill etc. that shows the name of the candidate. A jurisdiction may establish additional requirements for verification of identity and eligibility for taking the GED Tests.

All candidates must complete a written confirmation of eligibility. According to GEDTS eligibility requirements, the GED Tests can be administered only to persons who:

1. Are not currently enrolled in an accredited high school in the United States, have not graduated from an accredited high school, and have not received or qualified for a high school-level equivalency credential;
2. Meet the jurisdiction's additional eligibility requirements (if any); and
3. Are age 16 or older, as specified by the jurisdiction.

Prior to any test administration, the GED Examiner shall:

1. Determine all candidates are eligible to test or retest

Eligibility of Candidates to Take the GED Tests

POLICY: The current GED Advisory Committee and American Council on Education eligibility policies for GED testing are as follows:

1. **Residence:** Jurisdictions shall administer the GED Tests to any qualified adult who resides in that jurisdiction.
2. **Educational Limitations:** Only persons who do not hold a traditional high school diploma are eligible to take the GED Tests. Persons who have been awarded a high school equivalency diploma or earned scores sufficient to qualify for a high school equivalency diploma are eligible to re-test under certain conditions.
3. **Enrollment Limitation:** The GED Tests shall not be administered to candidates who are 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. Any exceptions to the policy shall be approved by the GED Testing Service.
4. **Age Limitation:** The GED Tests shall not be administered to persons under 16 years of age.

Eligibility Requirements for GED Candidates in New York State

It is the responsibility of the Chief Examiner to review the required eligibility documentation submitted to the testing center for all required candidates under the age of 19. The eligibility criteria must be verified *before* the candidate is allowed to test. The Chief Examiner must also compare the eligibility documentation against the eligibility portion of the NYS GED Examination Booklet page 5, item #7. The Chief Examiner certifies eligibility by signing page 16 of the NYS GED Examination Booklet. The documentation of eligibility is still kept on file at the testing center for one (1) year. A GED Options Form must also be completed for every individual enrolled in an approved Alternative High School Equivalency Preparation (AHSEP) program.

The GED test can be administered to any person who:

A. has lived in New York State for at least one (1) month prior to the test date

AND

1. is 19 years of age or over on the day of testing; **AND**
- *2. has not graduated from an accredited high school in the United States or its territories;
- *3. has not received a high school equivalency certificate or diploma in the United States or its territories;
- *4. is not currently enrolled in a regular high school; **AND**
- *5. has not previously earned scores on the GED tests sufficient to qualify for a high school equivalency certificate or diploma.

***Criteria 2 through 5 in section A apply to ALL testers, regardless of age.**

The GED test may also be administered to any person who:

B. has lived in New York State for at least one (1) month prior to the test date

AND

1. is 17 or 18 years old on the day of testing; **AND**
2. one year has passed since he or she reached maximum compulsory school attendance age* and last enrolled in a regular full-time high school program of inst

OR

3. was a member of a high school class that has already graduated;

OR

4. is enrolled in an approved Alternative High School Equivalency Preparation Program

OR

5. has applied to the U.S. Armed Forces, college, university or an accredited post-secondary institution;***

OR

6. is a participant in a Job Corps program;

OR

7. is a resident **confined** to a narcotics addiction control center, Office of Children and Family Services (OCFS) facility, jail or Department of Correctional Services (DOCS) facility, or is a patient in a hospital in the State of New York;****

OR

8. is an adjudicated youth under the direction of a prison, jail, detention center, parole or probation officer;

OR

9. has been home schooled.

- A student has reached **maximum compulsory school attendance age** when the school year in which he or she turned 16 (or such older maximum age as the board of education of the school district may designate for required school attendance pursuant to section 3205 (3) of the Education Law) has ended June 30).

**** An Approved Alternative High School Equivalency Preparation Program** is a program for students under age 19 which is operated only by a public school district or the local board of education, BOCES or the New York State Office of Children and Family Services in accordance with Part 100.7 of the Commissioner's Regulations and approved on an annual basis by the New York State Education Department.

*** The candidate may test and will receive a passing transcript, but not a diploma. The candidate may request that an official transcript of scores be sent to the U.S. Armed Forces, college, university or postsecondary institution. (There is a \$4.00 charge for this additional transcript.) A New York State High School Equivalency diploma will be issued **only** when the candidate becomes fully eligible at age 19 or can provide eligibility verification in Section 2 (B-2 or B-3) above.

**** For this criterion to apply, testing must take place at the center of confinement, prison or hospital authorized as a GED testing site. Employees of the institution, out-patients, and other persons not confined to the institution **do not** meet this criterion.

NOTE: Persons from foreign countries under the age of 19 who are not able to produce documents from their last school attended must submit notarized letters signed by their parents, guardians, and sponsors certifying that they have never attended regular K-12 school in the US. They must also submit documentation of when they arrived in the U.S. The examiner should keep these letters on-site, as they serve as “substitutes” for Attachment B. Candidates should then be instructed during the test to bubble in the “One year has passed since you were legally able to leave high school” under item #7 “Eligibility” on page 5 of the NYS GED Examination Booklet.

C. A student who is **16** years old may test **ONLY** if:

1. he or she has reached maximum compulsory school attendance age; *
- AND**
2. is enrolled in an approved Alternative High School Equivalency Preparation (AHSEP) program;
- OR**
3. has applied to the U.S. Armed Forces, college, university or an accredited postsecondary institution.

- A student has reached **maximum compulsory school attendance age** when the school year in which he or she turned 16 (or such older maximum age as the board of education of the school district may designate for required school attendance pursuant to section 3205 (3) of the Education Law) has ended (June 30).

Any individual testing prior to completing the school year in which he or she has reached maximum compulsory school attendance age will be considered ineligible and the test will not be scored.

**Every 16, 17 or 18-year-old must establish age eligibility
each time he or she wishes to test.**

NOTE: Eligibility for GED testing will be determined based on the information provided on the application and in any required form sent with the application. If any of this information is incorrect, and it is determined that the eligibility

requirements were not met on the date that the test session began, the test will not be scored.

**Eligibility will be screened during scheduling, testing and scoring.
Anyone unable to verify eligibility will not be scheduled nor tested.**

2. Complete a seating chart for the test session.

Pre-Registration Process

Pre-registration provides an Official GED Testing Center and Chief Examiner or Examiner with:

1. an accurate count of the number of GED test batteries per content area that the Chief Examiner or Examiner will need for administration, based on the number of candidates who pre-register to take the GED Tests on a particular date;
2. an opportunity to organize the GED testing session. Based on the list of pre-registered GED candidates, the Chief Examiner or Examiner may have the opportunity to choose the appropriate room for the size of the group and can assign seats based on the form of the test and content area tests assigned to each candidate;
3. an accurate idea of the number of GED Examiners and GED Proctors required for the test administration, based on the number of pre-registered GED candidates;
4. 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; and
5. the ability to complete portions of the test surveillance log (Forms L-80 and L-80-2) prior to testing.

3. Complete a Test Surveillance Log [Form L-80 or similar document that contains the same information] for the test session.

4. Check out of secure storage and transport only the necessary test materials to the test room) needed to conduct the session. Add one extra test battery in case someone has a religious conflict with the essay topic.

5. Complete Demographics booklets in instructional classes or during pre-registration.

Testing Environment Best Practices

Candidates are not permitted to bring purses, tote bags, pagers, cell phones, portable music players, hand-held electronic games, food items, textbooks (including dictionaries), notebooks, supplies, jackets or coats, hats, or other nonessential items to their seats in the testing rooms. The GED Examiner SHALL provide an area in viewing distance, where all items listed above shall be deposited before the test administrations. Candidates should be informed in advance of the test date that all such items would be collected and stored at the owner's risk.

The GED Tests shall be administered in accordance with good testing procedures and under favorable conditions. The testing room must be quiet and kept at a comfortable temperature. Lighting must be sufficient for reading the test booklet and recording answers on the answer sheet booklet. A wall clock must be clearly visible to all candidates. Seating must be appropriate for adults, and the candidates should be seated and spaced to preclude any opportunity for copying or collaborating.

Because many GED candidates lack recent experience in taking tests and may feel anxious or fearful, the GED Examiner(s) should make every effort to put candidates at ease. Before candidates begin taking the tests, the GED Examiner shall identify the location of the rest rooms and designated smoking areas, and shall clearly describe the procedures for leaving the testing area at the end of each test.

NOTE: Without an official GEDTS-approved accommodation, no candidates may leave the testing area until they complete a test and may not leave the room with any test materials, scratch paper, or notes. If candidates; leave the testing room during a test, they may not be readmitted to that testing administration and must retest on an alternate form. When candidates; have an approved accommodation that permits leaving the room during a test administration, a GED Examiner or Proctor must accompany them outside the room at all times.

1. Set up test room before the candidates arrive.
2. Provide storage for the items the candidate cannot have in their possession.
3. Check in candidates and have them sign in to document their signature.
4. Prompt candidates to use the location for coats, hats book, etc.
5. Establish rapport and attempt to relax candidates prior to test session.
6. Ask if anyone has a name, address, or identification number change. Distribute the form and instructions on how to fill out the form. Remind them they must return the completed form before leaving the test session.
7. Make all general announcements such as location of rest room facilities and guidelines for breaks and smoking before reading the test instructions

Testing Tips

1. Tests may be given in any sequence; however, always give the Mathematics Test Part I before the Mathematics Test Part II and Language Arts Writing: Part I before Language Arts Writing: Part II Essay
2. Record candidate and test information on the Test Surveillance Log (Form L-80 or similar document that contains the same information) when distributing, test booklets, calculators, and essay topics.
3. Give each candidate two sharpened # 2 pencils. Replace them as needed. Cover the pencil sharpener to prevent use while test is in session.
4. The GED Testing Service strongly recommends as a “Best Practice”:
 - a. Submit partially completed answer sheet promptly to the GED Testing Office in Albany after a candidate completes a testing session. A test given one day constitutes a test session.
 - b. GED Testing Service security procedures prohibit Examiners from returning partly completed answer sheets to a candidate at a later testing session or later date

- c. When a candidate takes just one of the tests on a combined answer sheet at a testing session, submit the answer sheet promptly to the Official GED Scoring Site for scoring. Never hold the partially used answer sheet and returned to the candidate at a later date or testing session. Candidates who return at a later date or testing session must receive fresh answer sheet each time.
 - d. This security requirement applies to all official answer sheets and booklets supplied or approved by the GED Testing Service. This includes the official answer sheet for the Language Arts, Reading Test; Science Test; and Social Studies Test--which are combined in one sheet--as well as jurisdiction.
 - e. Distribute and pick up GED Test booklets, answer sheets, and scratch paper while candidate remains seated and never allow candidate to move about the room with secure test materials
5. If administration conditions permit, tell the candidates they can leave the room after completing work on a test. If they must remain in their seats, inform them that they must remain at their seats until the time has elapsed.
 6. During the testing session, the GED Chief Examiner, GED Examiner(s), and GED Proctor(s) should not read nor do any other work.
 7. Proctoring must be continuous. Early in the session, the GED Examiner(s) and Proctor(s) must check to see that each candidate is marking the answer sheet properly. Circulate often and quietly.

Time Limits

The GED Tests must be administered using a uniform set of time limits at all testing locations.

Test	English	Spanish	French
Language Arts, Reading	65 minutes	70 minutes	70 minutes
Language Arts, Writing	120 minutes	125 minutes	125 minutes
Mathematics	90 minutes	100 minutes	100 minutes
Science	80 minutes	85 minutes	85 minutes
Social Studies	70 minutes	75 minutes	75 minutes

These time limits are sufficient to permit at least 85 percent of the GED candidates to complete the tests while working at a comfortable rate. Some candidates may require less than the allotted time, and if testing center policies allow, these candidates may be allowed to proceed to subsequent tests after they finish each test. For the GED Examiner's convenience, a test-timing chart is provided at the end of this booklet.

The use of uniform time limits permits GEDTS to ensure that each candidate is given the same opportunity to demonstrate educational achievements. Both the candidates who take the Braille and audiocassette editions of the tests and the other candidates who qualify for modifications to the standard testing environment may receive additional time under GEDTS guidelines.

NOTE: Offering an accommodated administration of the GED Tests without proper authorization is grounds for immediate and permanent closure of an Official GED Testing Center.

Instructions and Other Test Administration Duties

Before each GED Test administration, GED Examiners shall review all instructions carefully and thoroughly. GED Examiners shall also provide each candidate with the following materials:

1. Blue or black ballpoint pens for writing the Language Arts, Writing essay
2. Lined scratch paper for drafting the Language Arts, Writing essay
3. Graph paper (if a candidate requests it)
4. Calculator for the Mathematics Test, Part I
5. Blank scratch paper. After administering each subject area test, GED Examiners must collect, inspect, and destroy all scratch paper to ensure that candidates are not using the scratch paper as an unauthorized aid. GED Examiners may allow GED candidates with documented disabilities to use an abacus, talking calculator, or calculator in lieu of scratch paper.

Tests may be given in any sequence, however, GED Examiners **MUST** administer the Mathematics Test, Part I, before administering the Mathematics Test, Part II, and the Language Arts Writing – Part I (multiple choice) before Language Arts Writing – Part II (the essay).

GED Test Preparation

Prior to test administration, the GED Examiner shall:

- Regard all candidate information as confidential
- Create a seating chart
- Select and transport only the exact number of test booklets and essay topic cards required for the testing session
- Make all general announcements such as location of facilities and guidelines for breaks
- Distribute the New York State GED Examination Answer Sheet Booklets and pencils (No. 2) with attached erasers and read aloud instructions about completing the Examination booklet
- Monitor all candidates to ensure that they are completing the form correctly.

Note: The New York State GED Examination Answer Sheet Booklet – Part I may be completed in instructional classes or during pre-registration.

- Use the seating chart to ensure that the test forms and essay topic letters are staggered so that candidates do not have the same test forms or topics as those seated near them
- Use the Test Surveillance Log to record each candidate's test form and serial number (answer sheet booklet serial number where applicable)
- Secure test materials in a locked container and place container in an area that allows constant monitoring by the GED Examiner and prevents access by the candidate.
- Distribute one clean and unmarked test booklet (only one subject at a time)

Who May Administer the GED Tests?

A GED Examiner shall administer the test to a group of 20 or fewer candidates. GEDTS recommends as a “best practice” that at least two GED Examiners be present at each test administration. At a minimum, a GED Examiner and a Proctor must be present at each administration of the tests to 20 or more candidates. For each additional 20 candidates or fraction thereof, an additional Proctor or GED Examiner must be present. Proctors must remain under the direct supervision of the GED Examiner at all times.

A proctor is never allowed to be alone in a room with GED test candidates during the administration of the GED Tests. The GED Examiner must remain in the testing room at all times and maintain constant, direct supervision of candidates throughout the testing session. The GED Examiner and Proctor may never read or do other work during the testing session. Except in case of an emergency, the GED Examiner and Proctor are not permitted to place phone calls or receive visitors during testing sessions. The GED Examiner and Proctor should notify colleagues that they cannot accept telephone calls or be interrupted for any reason during a testing session.

Planning for Emergencies

GED Examiners must have a plan for emergencies on file, both at their offices and with their jurisdictional GED Administrators. Such a plan should include instructions for exiting the building in case of fire and what to do if a candidate or GED Examiner gets sick or a disaster occurs. The GED Examiner should have readily available a first aid kit, a medical waste container, and other equipment as needed in case of emergency. If the test is being administered to a candidate with multiple disabilities, the emergency plan may include having an appropriate number of people available to assist in the administration. For test sessions conducted in correctional facilities, prison guards may be present if they meet the eligibility requirements for Proctors. For candidates with medical needs or disabilities, appropriate professionals may be assigned and remain present at all times, as necessary.

GED Testing Centers that do not normally use more than one 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 event requires the GED Examiner to leave the testing center, the one-hour rule goes into effect. A GED Examiner is permitted to suspend testing after the Examiner secures all testing materials, in order to attend to an emergency. If the situation is handled within an hour or less, testing may be resumed using the same test form and remaining time. A qualified trained person must monitor the testing room until the identified emergency Examiner arrives.

Preventing Testing Irregularities and Invalid Test Scores

GED Examiners are responsible for confirming the validity of test results obtained during a GED Test Administration. The GED Examiners should place only those results in which they have confidence into the permanent records that are forwarded to the GED Administrator. The GED Testing Service has the right to cancel test results if it is confirmed that scores were earned with unauthorized aids. Such conditions would include copying from another candidate, impersonating

another candidate, taking an unauthorized time extension, or receiving answers to test questions in advance of the scheduled testing date.

It is the GED Examiner's responsibility to follow approved GED procedures when conducting testing sessions. These procedures have been designed and proven to reduce the incidence of testing irregularities.

Candidates must be informed of the test misconduct policy before the session begins. Penalties may include, but are not limited to, dismissal from the testing session and cancellation of scores obtained in that testing session; an imposed waiting period before retesting; or private retesting with careful observation of the retest at the candidate's expense.

The GED Examiner must report in writing all testing irregularities or invalid test scores to the jurisdictional GED Administrator and to the GED Testing Service.

Suspected Use of Unauthorized Aids or Other Irregularities

When the GED Examiner suspects that a GED candidate is copying another candidate's paper, using unauthorized aids, impersonating another candidate, using false identification, or has had access to the test or to essay anchor/recalibration papers, the GED Examiner must promptly inform the jurisdictional GED Administrator, the institution that sponsors the official GED Testing Center, and the GED Testing Service.

When a testing irregularity is suspected, the GED Examiner should minimize the disruption to the candidates and remove the suspect(s) from the testing room only if doing so does not present a physical threat to the GED Examiner. If confrontation is not advisable, the GED Examiner may, at his or her discretion, permit the suspect to complete the testing session and later invalidate the scores.

The GED Testing Service requires that a candidate's scores be invalidated whenever the GED Examiner observes suspicious activity in a testing session. In instances where a GED candidate is suspected of copying another candidate's paper, of impersonating another candidate, or of using unauthorized aids, the GED Examiner should obtain statements from any candidates and/or staff members who observed the activity. These statements should be attached to the GED Examiner's written report. The GED Examiner must delay reporting scores to any candidate who is suspected of invalid testing until an investigation has been complete.

Candidates must have an opportunity to respond and provide information when confronted with the accusation that they tested with unfair advantage. When a GED Examiner cannot prove that a GED candidate tested with unfair advantage,

the candidate must be given the opportunity to retest on a different form of the GED Tests as soon as possible. If the candidate denies that any irregularity occurred and refuses to retest, the GED Administrator and the GED Testing Service will review the case.

In all cases, binding arbitration through written submission to the American Arbitration Association shall be the final recourse for any candidate who challenges the decision to cancel a test score by the GED Testing Service or by the jurisdictional GED Administrator.

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 Examiner is responsible for preserving the quality of the testing environment. When one candidate's activity or behavior is disruptive to the extent that it jeopardizes the rights of others to an environment that is conducive to fair testing, it is the GED Examiner's prerogative to notify the candidate at fault that continued disruption will result in dismissal from the testing room.

Some candidates, for many reasons (including neurological or emotional conditions), may become frustrated or agitated during the testing session. They may "act out" in a manner that severely disrupts the testing environment.

Should a candidate's disruptive behavior warrant removal from the testing session, the GED Examiner may, at his or her discretion,

- Have the disruptive candidate promptly removed from the testing room
- Cancel the candidate's test results for that session
- File a Report of Testing Irregularity with the GED Testing Service and the GED Administrator
- Reschedule the candidate for a private testing session, according to jurisdictional and local regulations

Editions in a Foreign Language

This booklet will also be made available in French-language and Spanish-language editions. If the GED Examiner does not speak the language, it is suggested that a Proctor who is fluent in French or Spanish be present to assist the GED Examiner with directions, questions, and any special instructions.

Other Editions of the GED Tests

Large Print: Instructions for administering the Large Print edition with normal time limits are exactly the same as those for administering the regular print editions. Some candidates with disabilities using the Large Print edition may be granted extended time to complete the tests. Consult the accommodation approval letter for the appropriate time extension.

Audiocassette: Candidates using the audiocassette editions of the GED Tests are encouraged to practice the audiocassette format by using the Official GED Audiocassette Practice Form. The GED Examiner should be familiar with the tape player and the cue-and-review function. Instructions for the audiocassette edition are the same as those for the standard print editions of the GED Tests, with the following considerations:

1. Time limits for the audiocassette edition are double the standard time. Additional time may be approved under certain circumstances.
2. Methods for recording answers may vary. Some candidates will record their answers on the regular answer sheet booklet, 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/or to the essay prompts. The GED Examiner should adapt standard instructions accordingly.
3. Candidates with learning disabilities or those with partial vision may use the Large Print reference manual that accompanies the audiocassette edition. The reference manual contains all text that a candidate hears on the tape, plus some information (in Italics) that is not appropriate for the tape format but that is useful in the printed format.

Administering the Essay Test to Persons with Disabilities

The GED Examiner may assign a different topic to an adult with a disability if the topic is inappropriate for the candidates because of the disability. The essay topic may be read aloud to candidates who are taking the audiocassette edition.

A sign language interpreter, certified in the candidate's preferred sign language, must be provided to sign the test instructions only to candidates who are deaf or hard-of-hearing. If no interpreter is available, a signed, videotaped version of the instructions is available from the GED Administrator or from GEDTS. Candidates who are deaf or hard of hearing may draft their essays using sign language and videotape equipment.

Storage and Disposition of Scored Answer Sheet Booklets and Damaged Test Materials

After scoring the answer sheet booklets, establishing permanent records of each individual's test scores, and confirming that there is no known question about the accuracy and validity of the test results, the GED Examiner must destroy the answer sheet booklets at the center by shredding or burning. Intact or incomplete answer sheet booklets must be treated as restricted test materials and stored in the same manner as test booklets and score reports because all such materials may be used as unauthorized aids.

GED Testing Centers are not authorized to shred, burn, or otherwise destroy test booklets or essay topic cards. If a test booklet or essay topic card becomes marked or damaged to the extent that it is unusable before its fifteenth use, it must be retired from circulation and maintained in secure storage until the end of the contract year. At the end of the contract year, the item must be returned to the GED Testing Service.

Part II

Standard Instructions to be Read Aloud by GED Examiners

The following instructions are to be read aloud at every testing session to all candidates. Follow these instructions to ensure that all candidates have the same information before beginning the tests and that all candidates are tested fairly.

Use these instructions for the New York State GED Examination Answer Sheet Booklets.

These directions are applicable to all GED Tests and must 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 the GED testing program, and wish you success in earning a New York State High School Equivalency Diploma.

SAY: Please check around your seat and on your person. Take tote bags, purses, pagers, backpacks, cell phones, music players, calculators, hand-held electronic games, cameras, food items, books, dictionaries, notebooks, and calculators to the designated storage area. Also, remove supplies such as, scratch paper, jackets, coats, hats, or other items, to the designated storage area before we start the testing session. Turn off all cell phones, pagers, or other electronic devices you have placed in the storage area.

Pause and allow GED candidates time to store their possessions.

SAY: If during or after testing we find any of these items at your seat or in your possession, we collect, your test materials and your test score will not be released. Please be aware that we will confiscate cell phones, cameras, and other electronic items you have in your possession. All confiscated items will be retained until it can be determined if the item or items contributed to cheating.

If there is any reason to believe that a compromise of GED testing material occurred or been contemplated, the Testing GED Service will keep any items indefinitely and may pursue other remedies for violation of this policy, including canceling test scores and prohibiting individuals from taking the GED tests in the future. You will be required to leave the testing center.

SAY: Now, let us review a few general guidelines.

Announce times of rest and restroom breaks and locations of the facilities.

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 end this testing session. 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 on 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 No 2 pencil when answering the multiple-choice questions in your answer sheet booklet.

SAY: Be sure that your marks on the answer sheet are dark and completely fill the circles. Make no stray marks on the answer sheet booklet. 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 booklet 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 booklet?

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. In both cases 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.

Instructions for Completing the New York State GED Examination Answer Sheet Booklet

SAY: Now please turn your attention to the green and white booklet in front of you. This is called the New York State GED Examination Answer Sheet Booklet and contains the answer sheets you will use for your GED Test.

Distribute the New York State GED Examination Answer Sheet Booklets and No. 2 pencils.

SAY: We will complete this booklet together. Please wait for my instructions before making any marks.

Pause

SAY: Please follow along in your booklet as I read aloud the instructions for completing the information that appears at the top of page 3.

Hold up a blank booklet and point to the area to be completed. The GED Examiner may use a chalkboard/overhead projector/Smartboard etc. to demonstrate how to fill in information.

SAY: Do not make any marks in the area of the black lines on either side of the pages.

SAY: Items #1-19 (Pages 3-5) are mandatory. Without your responses to these questions, the GED Testing Office will not be able to issue any test results.

SAY: Questions #20-24 are placeholders for future data collection and you do not need to fill them out. For items #20-43 any information you provide will be used to study trends in GED testing. No information that identifies you personally will ever be released to any agency or third party.

SAY: On the line provided on page 3 please write in the following three-digit Testing Center Code on the top left-hand side of Page 3 - _____.

Give the candidates the three digit code for their testing center.

SAY: Now, write in today's date on the line provided on the top left-hand side of Page 3, below the testing center code you just entered - _____. The date you enter **must** be the first day of testing.

Write today's date on the blackboard, and/or say the date.

SAY: For item #1 on page 3, beginning from left to right, fill in your Identification Number (usually your Social Security Number). Write the digits of your identification number in the boxes provided. Darken the circle containing the number corresponding to the one you printed in the box. Bubble in only one circle in each column going down. Be sure to darken the circle completely.

SAY: To first-time testers: If you do not have a Social Security Number or do not wish to use it, then you must use the eight-digit serial number on the bottom right hand side of page 3. Going from left to right, write the serial number in as your identification number. Darken the circle that corresponds to the number you printed in the box.

To re-testers: You must write either a Social Security Number or a GED ID. If you are a re-tester and do not wish to supply a Social Security Number, you must use the GED ID as your identification number. The GED ID number is found below the test date on the failing transcript you

received from the GED Testing Office. Write the GED ID number in the boxes provided and bubble in the corresponding circles in each column.

If you do not have your transcript and do not know your GED ID #, but are POSITIVE that you did not use a Social Security Number the last time you tested, leave the ID # blank. Be sure to indicate that you are a re-tester in the space provided for identification number type.

SAY: Are there any questions about entering your Identification Number?

Answer any questions.

SAY: For item #2 on page 3, please darken the circle that corresponds to the identification number type. This will be the kind of identification number you provided in item #1. If you supplied a Social Security Number in Item #1, then darken the circle next to Social Security Number in Item #2. If you used a serial number from the bottom right hand side of page 3 as your identification number in Item #1, then darken the circle next to Serial # (if no Social Security #) For item # 2. If you are a re-tester and used a GED ID taken from your failing transcript in Item #1, then darken the circle next to GED ID (re-tester) in Item #2.

SAY: For item #3 on page 3, darken the circle by your birth month, and enter the day and year of your birth and darken the corresponding circles below the numbers you entered. If your day of birth is a single-digit (e.g. 1st, 6th, and 8th), enter a zero (0) in the first column (e.g., 01, 06, and 08). Under the year of birth, you only need to include the last two digits (e.g. for 1976, enter and darken in the 76).

SAY: Are there any questions about entering your birth date?

SAY: For item #4 on page 3 of the booklet, clearly print your last name, first name, and middle initial in the boxes provided. If your name is too long to fit in the number of boxes provided, print as many letters as will fit. Do not

skip spaces between the letters of your name. If you use a suffix such as “Jr.” for Junior or “Sr.” for Senior, or Roman numerals like II or III, print the letters in the “Suffix” section following “MI” for middle initial.

In each column below the letters of your name, darken the circle containing the letter corresponding to the one you printed in the box. Bubble in only one circle in each column going down. Be sure to darken the circle completely.

Pause.

SAY: If you have any questions about printing your name in the boxes, please raise your hand.

Answer any questions; allow sufficient time for all candidates to fill in their names and bubble in the corresponding circles.

SAY: Please turn to item # 5 on page 4. Enter your street number and street name, post office box, route number, or military address (*FPO and APO are military addresses*), and city in the boxes provided. Be sure to include “Street, Road, Court, Avenue,” etc. in your address. If you live in an apartment, make sure to include your apartment number (e.g. #5B, #C12) in the spaces provided. If you have a hyphenated address (e.g., 40-15 23rd Street, 16-42 Third Avenue), make sure to put in the hyphen. Darken all corresponding circles.

NOTE: Queens, New York is **NOT** a mailing address. Make sure you write in the specific location in Queens (e.g., Jamaica, Flushing, Ozone Park, Corona, Richmond Hill, etc.) where you live, or there will be a delay in your receiving your test results. You do not need to include the word “Queens” as part of your mailing address. If you live in Manhattan, do not write Manhattan or New York City in the boxes. You need to write only New York.

SAY: If you are currently residing in a facility (a New York State prison, county jail, an Office of Children and Family Services, residential center or other residential facility) make sure you use the mailing address of the facility **NOT** your home address.

SAY: Please go to item #6 on page 4 and write in your zip code in the boxes and darken all corresponding circles.

SAY: Are there any questions about entering your address and darkening the circles?

Circulate around the room to ensure that candidates are completing their examination booklets correctly. Answer any questions. Allow sufficient time for everyone to complete page 4 of the booklet.

SAY: Please turn to page 5.

SAY: In the box to the left of item #7, on the top of page 5, please darken the circle that answers the question in that box. If you are over the age of 19, answer “Yes,” and if you are under the age of 19 answer “No”.

For item #7 on page 5, please darken in the circle for your eligibility. If you are under 19 years of age, darken in **ONE** age eligibility (1-9) that applies to you. Do not darken in more than one item. If you are under 19 years of age and do not fill out this item, you will be determined to be ineligible and you will not receive any test scores.

SAY: For item #8 on page 5, if you were recently enrolled in a GED preparation program and were referred by the program to take GED this test, mark “Yes.” If you marked “Yes,” go to item #9. If you marked “No,” please skip item #9 and go to item #10.

SAY: For those of you who answered yes to item #8, proceed to item #9 and write in a five digit GED preparation program code. Your GED prep program teacher should have supplied that number to you.

SAY: Those of you that are 19 years of age or older may have been referred by a GED preparation program. You may use a GED Preparation program code **ONLY** if your prep program supplies you with a form called “Attachment M.” You will use the GED prep program code which you will see on “Attachment M” and bubble it in for Item #9.

Note: Candidates who state that they are enrolled in a GED preparation program but does not have either “Attachment C” or “M” verifying their participation in the preparation program, should answer “No” to item #8 even if they are currently enrolled in a program. They must not enter a prep code for item #9.

SAY: For item #10 on page 5, darken the circle to indicate if you are male or female.

SAY: For item #11 on page 5, find the county in New York State where you currently reside from the list you have been given by the proctors. If you currently reside in any residential facility (e.g. prison, county jail, rehabilitation facility, etc.) you must put the county code of where the facility is located, not your home address. Find the two-digit code in the column to the left of the county name. Write the code in the boxes provided. Darken in corresponding circles provided.

Pause. Answer any questions pertaining to items #7-11.

Distribute copies of the county and country codes to each candidate or find the codes from the list and inform the candidates of their codes.

SAY: For item #12 on page 5, please indicate if you took the official GED practice test. If you answer “Yes,” to this question please follow the arrow and enter your total score from the GED practice test in item #13. Darken in the corresponding circles. If you marked “No,” skip item #13 and go to item #14.

SAY: Are there any questions about Items #8-13? If so, please raise your hand.

Pause.

SAY: Item #14 on page 5, asks you about your primary language. Please indicate the language that you speak at home by darkening the circle next to the language.

SAY: Item #15 on page 5 asks you to tell us where you were born. If you were born in the United States fill in 001 as your country code. If you were not born in the United States please find your country of birth from the list provided. Find the three (3) – digit code in the column to the left of the country name. Write the code in the boxes provided. Darken all corresponding circles.

SAY: If you indicated your country of birth was other than the United States in item #15, please indicate your length of residence in the United States for item #16. Darken the circle corresponding to the length of time you have lived in the United States.

SAY: Are there any questions regarding items #14-16? If so, please raise your hand.

SAY: For item #17, please indicate whether you viewed the *GED Connection* TV series. Mark “Yes” or “No.”

Pause.

SAY: For item #18 on page 5, please darken the ONE circle that best describes your race and ethnic background. Please select the **ONE** race and ethnic background with which you most identify.

SAY: If you are a parent or guardian, please darken the circle that corresponds to the ages of your children for item #19.

SAY: Are there any questions about items #17, 18, or 19? If so, please raise your hand.

Answer any questions. Allow the candidates sufficient time to read, make choices, and darken circles for items #17-19

SAY: Items #20-24 are placeholders for future data collection and you do not need to fill them out.

SAY: Items #25-43 on pages 6-9 are demographic questions used to collect information that will not influence your score. The GED Testing Service will not report your responses and will not link your information to you as an individual. However, the GED Testing Service requests this information to develop fair tests, to make sure that your test taking is a positive experience, and to understand and better serve other adults who want to take the GED Tests. Please feel free to fill in these items at your convenience.

SAY: On the top of page 10, you will find a Format Code Box and a Test Form Box. We will return to these items once I have distributed your first test booklet.

SAY: At the bottom of page 10, please **print** your last name, first name, and middle initial on the line where indicated.

SAY: Also at the bottom of page 10, please write in today's date. Remember that even though you may be taking the second part of a test, you must write in the first day of testing.

SAY: Please print your name (last, first, middle initial) on the lines at the bottom of pages 11, 14 and 15.

SAY: Are there any questions about where you need to write your name and test on pages 11, 14 and 15?

Pause.

SAY: Turn to page 13 of your answer booklet, which reads “Language Arts - Writing Test: Part II,” and find the grid for Identification Number in the upper right hand corner. Please write in your identification number. This number must match the information that you provided on page 3 of this booklet. This number will be your Social Security Number, your GED Examination Booklet serial number or your GED ID#.

SAY: Now please turn to page 16 (last page of the GED Examination Booklet) and locate the box labeled Candidate Verification on the top left-hand side of the page. Darken ONE circle, either “Y” or “N” before each of the four statements. Read statement ONE as I read it aloud. ***“I hereby verify that the information contained on this form is accurate and that I have met the eligibility requirements for the GED Tests.”*** Before the first statement, darken either the circle with the “Y” – if you meet the eligibility requirements - or the circle with the “N,” if you do **NOT** meet these requirements.

SAY: If you have darkened the circle with the “N,” please raise your hand.

Question candidates to clarify why they indicated “NO.” If the candidates meet the age, residency, and attendance requirements, you may allow them to test.

SAY: Read statement TWO as I read it aloud. ***“The GED Testing Service may contact me for follow-up research.”*** It will help other adults if we are able to develop research that describes the importance of taking and passing the GED Tests. Darken the circle with the “Y” if we can contact you in the future for follow-up information. Darken the circle with the “N” if you do not wish us to contact you in the future.

SAY: Read statement THREE as I read it aloud. ***“The GED Testing Service may use the information collected on the form for research purposes as long as my identity is never revealed.”*** Please darken the circle with the “Y” if

we may use your information for research purposes. Darken the circle with the “N” if we may not use your information.

SAY: Read statement FOUR as I read it aloud. *“I give permission for my test results to be released to the testing center/prep program listed on my answer sheet.”* Please darken the circle with the “Y” if we may use your test results to be released. Darken the circle with the “N” if we may not release your test results.

SAY: Sign the form in the box under Candidate’s Signature. We must have your signature on this booklet before we can score your responses to the GED Tests and create an Official GED Transcript of Test Results.

SAY: **For candidates who are inmates of the New York State Department of Correctional Services** - Write in your DIN (Department Identification Number) in the spaces provided in the box next to the Candidate Verification box. Darken the corresponding circles below the letters and numbers of your DIN.

For GED Examiner’s use only:

Code of last K-12 school attended (NCES code; Box 3, page 16): You must ask each candidate to give you the name and location of the last K-12 school he or she attended in order to determine the appropriate 12-digit NCES code for that school. The GED Testing Service has provided each testing center with a recent list of NCES codes for K-12 schools (public and private) in your state. If the NCES Code for a candidate’s last K-12 school is not listed in your state’s codebook, you may be able to obtain it from the NCES Web site at <<http://nces.ed.gov/Practitioners>>. Your state GED Administrator’s office also has a complete list of NCES codes for all U.S. K-12 schools.

NOTE: *If no NCES code is available for a candidate’s school, you should enter the 7-digit school district code (first seven digits of the 12-digit code for any school in that district), beginning in the left-hand-most box. Note that schools closed before 1999 or opened after 1999 will not be included in the current*

NCES codebook. Finally, if no 12-digit school code or 7-digit district code is available, you may leave the code of the last K-12 School Box blank.

You may use the following as examples of your center's procedures:

GED Examiner: What was the name of the last high school or other school (K-12) that you attended? Please give me the location of that school, including city and state.

Candidate: Lincoln High School, Lincoln, New York.

Your center is located in NY. GED Examiner checks NY NCES codebook for alphabetical listing of Lincoln High School, Lincoln, NY.

The 12-digit code is 317284001160. GED Examiner enters the number.

OR:

Candidate: My high school burned down 20 years ago. But it was Central High School in Lincoln, NY.

GED Examiner checks NCES codebook for the school, but finds no entry for Central High School. GED Examiner finds listing for Lincoln, NY and enters 7-digit school district code (3172840) in first seven blocks of code of last K-12 School Box.

OR:

Candidate: I went to school outside NY. I went to Triton in Dunn, North Carolina. It was a public high school.

GED Examiner has two choices. Because the school cited is in another state, GED Examiner may contact the State GED Administrator's office by telephone and ask for the NCES code for Triton. The GED Examiner may also dial up an Internet connection on the testing center's computer and contact the Web site

<http://nces.ed.gov/Practitioners>. Using this Web site, GED Examiner clicks on “Global Ed Locator” button, then enters the name “Triton High” and clicks “Public school.” The Web site produces an entry for “Triton.” GED Examiner clicks this entry to obtain details, including the current NCES code (370201002158).

Instructions for Completing the Language Arts, Writing Test Answer Sheets

Use the Test Surveillance Log to distribute test booklets and required materials to all candidates. Distribute the Language Arts, Writing Test, essay topic cards (if applicable), No. 2 pencils, lined scratch paper, and pens.

SAY: Do not open your test booklets until I instruct you to do so.

SAY: On the cover of your test booklet, in the upper left-hand corner, find the two-letter “Format Code.” The codes are EP (English Print), CP (Canadian Print), SP (Spanish Print), FP (French Print), LP (large print), EA (English Audio), EB (English Braille). Please turn to page 10 of the GED Examination Answer Sheet Booklet, and darken the circle corresponding to the test format code in the Format Code box found in the top middle of the page.

SAY: Look in the triangular area on the upper right hand corner cover of the test booklet. You will see the words “TEST FORM.” Find the two-letter test form that starts with the letter I. If you are using an English Print Version, for the year 2007, it will be either IF, IG, or IH. Then look on page 10 for the tall rectangular box which is labeled TEST FORM. In the box, fill in the Test Form indicated on your Test Booklet and darken the circles corresponding to the Test Form. Please write the test form on the Test Form line at the bottom left hand corner of pages 11, 14, and 15, and on the Test Form line at the bottom middle of page 12.

NOTE: The forms of the test change each year, so the three tests available next year will be different from the tests available this year.

SAY: Are there any questions about darkening the corresponding circles for the Format Code and Test Form? You must darken the correct circle for both or your test answer sheet will not be scored.

Pause. Answer candidates' questions.

SAY: When filling in your answers on the answer sheets in the GED Examination Answer Sheet Booklet be sure to make solid, dark marks that completely fill the circles.

SAY: Completely erase any answers you wish to change.

SAY: Do not open your test booklets until I instruct you to do so.

Read instructions aloud.

SAY: You will need a No. 2 pencil with an eraser to complete this test. Use only this No. 2 pencil.

SAY: Turn to page 13 of your answer booklet. Find the rectangular box labeled "Writing Test: Part II" at the top.

SAY: The Topic Letter box must be filled in with the topic letter that appears on the cover of your test booklet. Find the topic letter and write it in next to "Topic" in the upper middle section of page 13, and then darken the circle that corresponds to the letter you just entered.

Note: *If administration conditions permit, candidates can be allowed to leave the room after returning all testing materials. If so, inform them. If not, inform them that they must remain in their seats until the time has elapsed.*

General Directions for Administering the Language Arts, Writing Test

SAY: There are a few things 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. But your score is based only on 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. No credit will be given if you mark more than one answer to a question.

SAY: The multiple-choice questions in your NYS GED Examination Answer Sheet Booklet must be answered by marking your answer sheet with a No. 2 pencil.

SAY: Be sure that your marks on the answer sheet are dark and completely fill the circles. Make no stray marks on the answer sheet booklet. If you erase, do so completely; an incomplete erasure may be read as an intended answer. Make sure that every circle you mark on the answer sheet booklet 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 in the booklet?

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, your test booklet will be collected, and you will be excused from the testing room. Likewise, if your activity makes it difficult for others to concentrate on their work, your test booklet will be collected, and you will be excused from the testing room.

NOTE: Parts I and II must be administered at the same time. Each candidate must have either the Language Arts, Writing Test booklet or BOTH the test booklet and the topic card (if applicable) for the entire two hours.

SAY: The only items that should be on your desk are your answer sheet booklet, your test booklet, your scratch paper, your pencil, and (if applicable) your topic card and a pen.

SAY: Do not open your test booklets until I instruct you to do so.

Instructions for Administering the Language Arts, Writing Test

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 page 15 of the answer sheet booklet. You will have the remaining 45 minutes to write your essay on pages 13 and 14 of the booklet.

SAY: 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 if you wish, 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 I tell you to do so.

Pause.

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. The essay topic to which you must write is found in the box on the right-hand side of the booklet. Please read the directions and the essay topic. Please look up when you have finished reading.

Pause.

SAY: Begin your essay on page 13 where it is labeled **PLEASE BEGIN YOUR ESSAY HERE**. Remember, you **must use a ballpoint pen** and write your essay only to the topic letter bubbled on page 13 of your answer booklet. If you write your essay about any other topic, your essay will not be scored, and you will have to take both parts of the Language Arts, Writing Test again.

SAY: Are there any questions about the essay directions?

GED Examiner Information for Administering the Language Arts, Writing Test with Topics Printed in Test Booklet

The multiple-choice questions are printed in the front of the test booklet. Each Language Arts, Writing Test booklet will have a single essay topic printed on the inside back cover of the booklet. The letter of the essay topic printed in each test booklet is identified on the front cover (top right-hand corner) just below the test name.

To ensure that topics are distributed in random order, the GED Examiner should select the Language Arts, Writing Test booklets in sequential serial-number order, taking care to distribute the booklets so that candidates have different topics and test forms.

The GED Examiner must perform the following responsibilities:

1. Select Language Arts, Writing Test booklets in sequential serial-number order for distribution to the candidates;
2. Verify that each candidate has darkened in the topic letter that corresponds to the topic letter recorded on the Test Surveillance Log;
3. Record the following information in the Test Surveillance Log:
 - answer sheet booklet serial number
 - test booklet serial number
 - essay topic letter
4. Ensure that each candidate has an individual test booklet and topic card for the entire two hours
 1. Give the candidate the next sequential serial-number test booklet from the same test form
 2. Change the test booklet serial number and the topic letter on the test surveillance log
 3. Change the topic letter filled in on page 13 of the answer sheet booklet
 4. Complete the form for Exemption from Assigned Topic, forwarding a copy to GEDTS and the GED Administrator.

SAY: You have a sheet of lined scratch paper to use when you write your draft essay. This sheet of scratch paper will not be scored; it will be collected with all other test materials at the end of the test and shredded. Write your final essay in **blue or black ballpoint INK ONLY** on pages 13 and 14 of your Language Arts, Writing Test answer sheet. Only the writing on pages 13 and 14 will be scored.

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 page 13 of the Language Arts, Writing Test answer sheet booklet, 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 page 15 of your GED Examination Answer Sheet Booklet. Open your Language Arts, Writing Test booklet to page 2. Write only on the answer sheet and scratch paper. DO NOT write in the Language Arts, Writing Test booklet. You may now begin work.

Start timing the test administration immediately. Note and record the candidates' start times in the Test Surveillance Log. If a chalkboard is available, write down

the time and the time remaining after every 15 minutes. If no chalkboard is available, announce the time.

After the candidates have a few minutes to read and answer the first questions, walk around the room and look at the answer sheet booklets to ensure that the candidates are in the correct section for the Language Arts, Writing Test and are marking their booklets properly. Circulate often and quietly.

As the GED Examiner(s) and Proctor(s) move about the room, they should check to ensure that:

1. Test Forms, Format Codes, and essay topics are properly completed. Candidates must completely DARKEN the circles.
2. Identification Numbers are filled in on page 3.

After 65 minutes, notify the candidates that they have 10 minutes left to complete the multiple-choice questions.

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, please. You now have 45 minutes to write your assigned essay. Remember to write your essay with a **blue or black ballpoint** pen on pages 13 and 14 of the answer sheet booklet. Make sure you begin on page 13 where it states “Please Begin Your Essay Here”. Do not write your final essay in the test booklet or on the scratch paper. If I have not called time before you complete writing 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. You may begin work.

After the instruction to begin work has been given, record the time. Early in the session, check to see that candidates are writing their essays in ink on pages 13 and 14, and that candidates are writing on the assigned topics. Circulate often and quietly.

When 10 minutes remain before the end of the session:

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

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 sheet booklets. Remain in your seats while we collect and check the test materials before you leave the testing room. Thank you for your cooperation.

Check to make sure the candidate is not taking the same form of the test before you proceed with testing.

Answer any questions

NOTE: *If the Topic Letter is blank, the 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.*

Information about the Language Arts, Writing Test with Topics Printed in Test Booklet

To ensure that topics are distributed in random order, the GED Chief Examiner or GED Examiner should select the Language Arts, Writing Test booklets in sequential serial-number order, taking care to distribute the booklets so that candidates have different topics and test forms.

The GED Chief Examiner or Examiner must perform the following tasks:

- a. Select Language Arts, Writing Test booklets in sequential serial-number order for distribution to the candidates;
- b. Verify that candidates darken in the circle that identifies the essay topic on the test booklet cover page on page 2 of the answer sheet booklet, or verify that each candidate has darkened in the topic letter that corresponds to the topic letter recorded on the Test Surveillance Log;
- c. Record the following information in the Test Surveillance Log:
 - answer sheet booklet serial number
 - test booklet serial number
 - essay topic letter.

Information about Language Arts, Writing Test with Separate Test Booklets, and Topic Cards

The GED Chief Examiner or Examiner must:

- a. Follow the topic card selection process outlined on the Official GEDTS Topic Rotation List and choose the appropriate topics to be administered (i.e., one topic for each candidate in the order designated on the rotation list);
- b. Verify that candidates darken the essay topic identified on the topic card on page 3 of the answer sheet booklet for each candidate;
- c. Record the following information in the GED Test Center Surveillance Log (Form L-80-1):
 - answer sheet booklet serial number
 - test booklet serial number
 - essay topic letter
 - essay topic serial number
- d. Ensure that each GED candidate has an individual test booklet and topic card for the entire two hours.

If administration conditions permit, candidates can be allowed to leave the room after returning all testing materials. If so, inform them. If not, inform

them that they must remain in their seats until the time has elapsed.

Start timing the test administration immediately. Record the candidates' start times in the Test Surveillance Log. Write the beginning and ending time for this test on a chalkboard or flip chart.

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

Instructions for Completing the Social Studies Tests Answer Sheet

SAY: Turn to page 11 of the answer booklet which contain the answer sheets for the Social Studies, Science and Language Arts Reading Test.

SAY: You will need a No. 2 pencil with an eraser to complete this test. Use only a No. 2 pencil. Make solid, dark marks that completely fill the circles. Completely erase any answers you wish to change.

The Social Studies Test

SAY: Please focus your attention on the Social Studies Test, which requires you to answer 50 multiple choice questions.

SAY: The Social Studies Test answer area is located on the left hand side of the answer sheet on page 11. Use your scratch paper to cover the Science and Language Arts Reading Test answer areas so that you can focus on the Social Studies Test section.

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 to finish your work.

SAY: Are there any questions?

Pause and answer any questions.

SAY: Open your test booklet to page 2. You may now begin work.

Start timing the test administration immediately. Record the candidates' start time in the Test Surveillance Log. Write the beginning and ending time for this test on the chalkboard or flip chart.

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

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 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 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.

Instructions for Completing the Science Test Answer Sheet

SAY: Please focus your attention on the Science Test which requires you to answer 50 multiple choice questions.

SAY: The Science Test answer area is located in the middle of the answer sheet on page 11 make sure you fill in only the area that is labeled Science.

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.

SAY: Are there any questions about the directions for the Science Test?

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 left to finish your work.

SAY: Are there any questions?

Pause and answer any questions.

SAY: Open your test booklet to page 2. You may begin work.

Start timing the test administration immediately. Record the candidates' start time in the Test Surveillance Log. Write the beginning and ending time for this test on the chalkboard or flip chart.

After the candidates start the test, walk around the room and check the answer sheet booklets 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, remove all test booklets, answer sheets, and 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.

Instructions for Completing the Language Arts, Reading Test Answer Sheet

SAY: You will need a No. 2 pencil with an eraser to complete this test. Use only a No. 2 pencil.

SAY: Make solid, dark marks that completely fill the circles.

SAY: Completely erase any answers you wish to change.

Answer any questions and monitor candidates' work for accuracy.

SAY: Please turn to page 11 in the GED Examination answer sheet Booklet.

SAY: The Language Arts, Reading Test answer sheet is located on the right-hand side of the page. Use your scratch paper to cover the Social Studies Test and Science 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. Make sure this test form is the same test form you entered on the bottom left corner of page 11.

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.

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.

NOTE: If administration conditions permit, candidates can be allowed to leave the room after completing work on the Language Arts, Reading Test. If so, inform them. If not, inform them that they must remain at their seats until the time has elapsed.

SAY: Now, open your test booklet to page 2. Begin work.

Start timing the test administration immediately. Record the candidates' start time in the Test Surveillance Log. Write the beginning and ending time for this test on the chalkboard or flip chart.

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

Proctoring must be continuous. Early in the session, the GED Examiner(s) and Proctor(s) must check to see that each candidate is marking the answer sheet properly. Circulate often and quietly.

When 10 minutes remain before the end of the session:

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 scratch paper.

Note: 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.

General Directions for Administering the Mathematics Test

Use the Test Surveillance Log to distribute the Mathematics Test, pencils (No. 2), scratch paper, and required materials to all candidates.

The Mathematics Test, Part I (with calculator) must be administered first. The Mathematics Test, Part II (without calculator) can be administered only after Part I has been administered. Each candidate must have the Mathematics Test Answer Sheet for the entire 90 minutes of the Mathematics Tests. At the end of the first 45 minutes, collect the calculators and scratch paper. Distribute new scratch paper and the Mathematics Test, Part II test booklets. Candidates may retain the Mathematics Test, Part I booklet without the calculator for the entire 90 minutes of the Mathematics Test.

The GED Examiner should draw candidates' attention to the following wall posters: (1) Standard Grid; (2) Calculator Directions; and (3) Coordinate Plane Grid.

SAY: The only items that should be on your desk are your answer sheet, your test booklet, your scratch paper, and your pencil.

SAY: Do not open your test booklets or write in the answer sheet until I instruct you to do so.

SAY: You will need a No. 2 pencil with an eraser to complete this test. Use only a No. 2 pencil.

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

SAY: Completely erase any answers you wish to change.

Answer any questions and monitor candidates' work for accuracy.

Instructions for Administering the Mathematics Test

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.

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 scratch paper, and give you Part II of the Mathematics Test. You may work on both Part I and Part II for the remainder of the 90 minutes, but you may use your calculator. Once you receive Part II, you may no longer use your calculator.

SAY: Formulas that you may need are given on page 2 of your test booklet. Only some of the questions will require you to use a formula. Not all formulas given will be needed.

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 in Part I. Please note the wall poster, which displays the same directions. Do not open the booklet yet.

Instructions for Completing the Mathematics Test Answer Sheet

SAY: Please turn to page 12 of the GED Examination Answer Sheet Booklet.

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 scratch paper and calculators. A second test booklet and new scratch paper will be given to you at the beginning of Part II.”

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. Please look up when you have finished reading.

Pause.

SAY: The right-hand side of the inside back cover explains how to complete the alternate-format portion of the Mathematics Test. Please read the directions and the example given. Please note the wall posters, which also display directions for using a standard grid and coordinate plane to answer alternate-format questions. Please look up at me when you have finished reading.

SAY: Now, open your test booklet to page 3. Begin work.

After the instruction to begin work has been given, start timing the test administration immediately. Note and record the candidates' start time. Give the candidates a few minutes to read and answer the first questions. Then walk around the room and look at the answer sheet booklets to ensure that the

candidates are in the correct section of the answer sheet booklet for Mathematics Test, Part I and are marking their booklets properly. Circulate often and quietly.

When 35 minutes of testing have passed:

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

When 45 minutes of testing have passed:

SAY: Put your pencils down, please. The staff will come around and collect your calculators and scratch paper.

Collect calculators and all scratch paper. Staff members are to collect and process calculators and scratch paper for the Mathematics Test, Part I distribute the Mathematics Test, Part II Booklet and new scratch paper. Be sure everyone (including candidates who have already been working on Part II of the Math test) stop working while you collect calculators and scratch paper.

SAY: You have 45 minutes to complete Part II of the Mathematics Test. You may begin work.

When 10 minutes remain before the end of the session:

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 scratch paper will be collected.

When the end of the testing time is reached:

SAY: Time is up. Please 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.

Start timing the test administration immediately. Record the candidates' start times in the Test Surveillance Log. Write the beginning and ending time for this test on the chalkboard or flip chart.

After the candidates start the test, walk around the room and check the answer sheet booklets 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 scratch paper.

At the end of 45 minutes:

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

After the Test Administration

1. Examiner must collect each candidate's test booklet, answer sheet booklet, and scratch paper.
2. Jurisdictional Administrators should determine the "Best Practice" used to collect materials. Jurisdictional Administrators must approve procedure used at the local test center.
3. Under no circumstances should candidates ever be allowed to bring their materials to the examiner. Candidates are to raise their hands to indicate that they have completed their work and the Examiner is to go to them to collect all testing materials.
4. Check each candidate's materials against the test surveillance log before permitting the candidate to leave the testing room.
5. Shred all scratch paper after the test session.
6. Inspect all used test booklets for any marks or missing pages before returning them to locked storage.
7. Update the inventory control log.
8. Send answer sheets to scoring service immediately after the test session. Do not hold answer sheets when candidate only takes part of the test.

Instructions for GED Examiners after Test Administration

The Examiner must collect each candidate's test booklet, answer sheet, and any scratch paper that has been distributed. Each candidate's materials should be checked against the test surveillance log **BEFORE** the candidate is permitted to leave the testing room. Test booklets **MUST** also be scanned for any missing pages or marks before candidates are dismissed.

When candidates finish testing, they are to raise their hands and the Examiner must go to them. Under **no** circumstances should any candidates leave their seats to return completed testing materials to the Examiners.

A quick and reliable technique to check for missing pages is the “**Fan and edge**” method. Bend the right edge of each test booklet toward you, which should reveal a black rectangle on the edge of each page. With the edges of the pages exposed, the black rectangle will be spaced from top to bottom in regular intervals. A missing black rectangle indicates missing pages. You must count all pages.

Shred and dispose of all scratch paper.

After each test administration, thoroughly inspect all used test booklets for any stray marks or missing pages before returning them to locked storage. If a test booklet becomes marked so that it is unusable, retire it from use and keep it in the secure storage area until the entire stock of materials is returned to the GED Testing Service.

Time Chart

Directions:

The first column is the minute column. The next six columns are the times for each test.

Add one hour for the + sign, and 2 hours for an * Example: If the test starts at 10:40 and is, 80 minutes add 2 hours. The test will end at 12:00.

Min	45	65	70	75	80	90
00	45	+05	+10	+15	+20	+30
01	46	+06	+11	+16	+21	+31
02	47	+07	+12	+17	+22	+32
03	48	+08	+13	+18	+23	+33
04	49	+09	+14	+19	+24	+34
05	50	+10	+15	+20	+25	+35
06	51	+11	+16	+21	+26	+36
07	52	+12	+17	+22	+27	+37
08	53	+13	+18	+23	+28	+38
09	54	+14	+19	+24	+29	+39
10	55	+15	+20	+25	+30	+40
11	56	+16	+21	+26	+31	+41
12	57	+17	+22	+27	+32	+42
13	58	+18	+23	+28	+33	+43
14	59	+19	+24	+29	+34	+44
15	+00	+20	+25	+30	+35	+45
16	+01	+21	+26	+31	+36	+46
17	+02	+22	+27	+32	+37	+47
18	+03	+23	+28	+33	+38	+48
19	+04	+24	+29	+34	+39	+49
20	+05	+25	+30	+35	+40	+50
21	+06	+26	+31	+36	+41	+51
22	+07	+27	+32	+37	+42	+52
23	+08	+28	+33	+38	+43	+53
24	+09	+29	+34	+39	+44	+54
25	+10	+30	+35	+40	+45	+55
26	+11	+31	+36	+41	+46	+56
27	+12	+32	+37	+42	+47	+57
28	+13	+33	+38	+43	+48	+58
29	+14	+34	+39	+44	+49	+59
30	+15	+35	+40	+45	+50	*00

Min.	45	65	70	75	80	90
30	+15	+35	+40	+45	+50	*00
31	+16	+36	+41	+46	+51	*01
32	+17	+37	+42	+47	+52	*02
33	+18	+38	+43	+48	+53	*03
34	+19	+39	+44	+49	+54	*04
35	+20	+40	+45	+50	+55	*05
36	+21	+41	+46	+51	+56	*06
37	+22	+42	+47	+52	+57	*07
38	+23	+43	+48	+53	+58	*08
39	+24	+44	+49	+54	+59	*09
40	+25	+45	+50	+55	*00	*10
41	+26	+46	+51	+56	*01	*11
42	+27	+47	+52	+57	*02	*12
43	+28	+48	+53	+58	*03	*13
44	+29	+49	+54	+59	*04	*14
45	+30	+50	+55	*00	*05	*15
46	+31	+51	+56	*01	*06	*16
47	+32	+52	+57	*02	*07	*17
48	+33	+53	+58	*03	*08	*18
49	+34	+54	+59	*04	*09	*19
50	+35	+55	*00	*05	*10	*20
51	+36	+56	*01	*06	*11	*21
52	+37	+57	*02	*07	*12	*22
53	+38	+58	*03	*08	*13	*23
54	+39	+59	*04	*09	*14	*24
55	+40	*00	*05	*10	+15	*30
56	+41	*01	*06	*11	+21	*31
57	+42	*02	*07	*12	+22	*32
58	+43	*03	*08	*13	+23	*33
59	+44	*04	*09	*14	+24	*34
00	45	+05	*10	+15	+25	+30

Surveillance Log

Test Center ID #: _____ Date: _____ Page: _____ of _____ Room # _____

Examiner: _____ Proctor: _____

Answer Sheet #:	Form:	Serial #	Essay Topic			Calculator #		
Signature:	Test	Min.	Start	Finish	Stop	Examinee Initial	Notes * [on back]	
Print Name:	Write I	75						
	Essay II	45						
ID #:	Read	65						
	Science	80						
ID Type:	Soc Stud	70						
	Math I	45						
Telephone #:	Math II	45						

Answer Sheet #:	Form:	Serial #	Essay Topic			Calculator #		
Signature:	Test	Min.	Start	Finish	Stop	Examinee Initial	Notes * [on back]	
Print Name:	Write I	75						
	Essay II	45						
ID #:	Read	65						
	Science	80						
ID Type:	Soc Stud	70						
	Math I	45						
Telephone #:	Math II	45						

Answer Sheet #:	Form:	Serial #	Essay Topic			Calculator #		
Signature:	Test	Min.	Start	Finish	Stop	Examinee Initial	Notes * [on back]	
Print Name:	Write I	75						
	Essay II	45						
ID #:	Read	65						
	Science	80						
ID Type:	Soc Stud	70						
	Math I	45						
Telephone #:	Math II	45						

Answer Sheet #:	Form:	Serial #	Essay Topic			Calculator #		
Signature:	Test	Min.	Start	Finish	Stop	Examinee initial	Notes * [on back]	
Print Name:	Write I	75						
	Essay II	45						
ID #:	Read	65						
	Science	80						
ID Type:	Soc Stud	70						
	Math I	45						
Telephone #:	Math II	45						

Answer Sheet #:	Form:	Serial #	Essay Topic			Calculator #		
Signature:	Test	Min.	Start	Finish	Stop	Examinee initial	Notes * [on back]	
Print Name:	Write I	75						
	Essay II	45						
ID #:	Read	65						
	Science	80						
ID Type:	Soc Stud	70						
	Math I	45						
Telephone #:	Math II	45						

