



WINDHAM SCHOOL
DISTRICT

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SUPERINTENDENT DIRECTIVE

SUBJECT: GENERAL EDUCATIONAL DEVELOPMENT (GED) TESTING

AUTHORITY: WBP-03.02, "Windham School District Superintendent Responsibilities and Authority"

Reference: General Educational Development Testing Service (GEDTS)
Policy 1.3 – Requirements for Opening an Official GED Testing Center
Policy 1.4 – Assurances Required of an Official GED Testing Center

APPLICABILITY: Windham School District (WSD)

POLICY:

A student who makes an acceptable score on the Educational Achievement (EA) test shall be eligible to take the GED test if all other criteria are met. This test shall be given regularly on all WSD campuses.

A Spanish version of the GED shall be available for those who can read and comprehend Spanish better than English. Special forms for the visually handicapped shall also be available. Modifications for students with physical or specific learning disabilities may be made with prior permission from the GEDTS. The procedure for requesting modifications for special need students is provided in the *GED Manual*.

PROCEDURES:

I. Eligibility

It is the appropriate unit administrator's responsibility to make a determination as to whether or not an offender is eligible to attempt the GED test. This determination shall be based on the eligibility requirements found in the GED Policies and Procedures section of the *GED Manual*. More stringent guidelines shall not be substituted at the regional or unit level.

II. First Time Testers

- A. Only persons who have not graduated from an accredited high school nor received a high school equivalency credential are eligible to take the GED.
- B. Examinees must be at least 16 years of age.
- C. First time testers must demonstrate an EA consistent with district requirements on the test and form that is currently adopted by the district.
- D. Specific qualifications for first-time testers are provided in the first section of the *GED Manual*.

III. Retesters

- A. Examinees may not test the same subtest more than three times per GED test year nor test on the same form more than once.
- B. The GED test year is from January 1 - December 31 as established by the GEDTS.
- C. Retesters shall be enrolled in school and shall test only if the principal/teacher determines that the applicant is prepared to take the test.
- D. The principal/teacher is not obligated to allow a student to retest. The principal's/teacher's signature on the approval form indicates that, in his/her professional judgment, the student is prepared to take and pass the particular test identified. An Approval for GED Testing List shall be signed by the teacher and attached to the Test Administration Log for all retesters.
- E. Retesters must demonstrate an EA score consistent with district requirements on the EA (level D or A) test and form that is currently adopted by the district.
- F. Specific requirements for retesters are provided in the *GED Manual*.

IV. Spanish Testers

- A. Offenders who qualify for the GED with a Spanish EA test must take the Spanish GED test.
- B. Once the Spanish GED test has been started, the test shall be completed in Spanish.
- C. English and Spanish GED scores shall not be combined.
- D. If an examinee has already obtained a GED in Spanish and qualifies for the English GED, he/she may not take the test again in English.

- E. Specific qualifications for examinees taking the Spanish test are provided in the *GED Manual*.

V. Determining Passing Scores

- A. The Texas Education Agency (TEA), GED Unit, determines the minimum test score requirements and other qualifications for issuing a high school equivalency certificate based on the GED Tests.
- B. Current score requirements are provided in the *GED Manual*.

VI. Handling and Administration of Tests

- A. All procedures for GED test administration are stipulated by the GEDTS and are found in the *GED Manual*.
- B. The five subtests in the GED test battery take approximately eight hours to administer and shall not be administered all in one day. Testing shall be scheduled over two or more days with no more than three tests given on any one day.
- C. Test booklets, essay topic cards and answer sheets are kept in the GED Satellite Centers between test sessions. GED answer sheets and transmittal forms are available from the Satellite Centers.
- D. Test materials shall be checked out only for the length of time necessary to administer the tests. Procedures for checking out GED materials are in the *GED Manual*.
- E. Test materials shall be taken directly from the Satellite Center to a secure location on the unit and returned directly to the Satellite Center following the completion of the GED test.
 - 1. Test materials may not be stored in the trunk of a vehicle or taken home overnight.
 - 2. Under no circumstances shall GED test books be kept on a unit over an extended holiday period.
- F. Answer sheets are considered secure materials. Procedures for handling completed answer sheets are provided in the *GED Manual*.
- G. Answer sheets are sent directly to the University of Texas Scoring Center with scores and/or certificates mailed from TEA within two weeks.

VII. Lost or Missing Test Materials

- A. If any GED testing materials are lost, compromised, or pages are found to be missing, the following steps shall be taken:

1. The principal shall be contacted immediately.
 2. The principal shall then inform the warden, the regional administrator and the administrator of Counseling, Testing and Records (chief examiner) of the loss.
 3. All testing shall be discontinued until a complete investigation has been conducted.
 4. All persons involved in the testing shall be questioned and all records shall be reviewed thoroughly.
 5. The test log shall be used to determine who used the test booklet or essay topic card and that examinee shall be questioned and his/her cell shall be thoroughly searched.
 6. The test site shall be searched and secured by the GED examiners on the unit.
 7. A written report shall be submitted to the chief examiner and shall include statements from all persons involved in the testing. The report shall include a detailed description of the steps to be initiated to ensure future improved security of the tests and changes in administrative procedures that will avoid future losses and/or compromises. In addition, a Report of Testing Irregularity (Form L-40, available on the TEA website) shall be completed and sent in with the written report.
 8. Test results and score reports for examinees at any testing session at which a test loss or compromise occurred shall not be released until the cause of the loss can be conclusively determined.
- B. Breaches of security at a test site are considered to be evidence of poor supervision and inadequate security measures. Test Centers may be closed by the GEDTS for more than two losses within a five-year period.
- C. Specific procedures are provided in the *GED Manual*.

VIII. Suspected Compromise

- A. When the GED examiner suspects that an examinee is copying another examinee's paper, using unauthorized aids, impersonating another individual, had access to the GED tests or to essay papers, or has engaged in other improper conduct, the examiner shall promptly take the following actions:
1. Minimize the disruption to other examinees.

2. Remove the examinee(s) in question from the testing room, only if doing so does not disrupt the testing session or present a physical threat to the GED examiner or to another examinee. If removing the examinee is not advisable, the examiner may permit the individual to complete the testing session, and then report the incident to the chief examiner.
 3. Inform the principal or designee of the incident. Also inform the chief examiner immediately after a suspected compromise.
 4. Obtain statements from any staff members who observed the activity and attach these signed statements to the written report.
 5. Prepare and submit a written report to the chief examiner, with specific details of the compromise, within three working days.
- B. If the charge of cheating is substantiated by the principal, regional administrator, or chief examiner, the scores on the GED test(s) taken will be invalidated.
- C. An offender suspected of cheating may appeal the charge through the principal to the WSD chief examiner or designee within 10 working days.
- D. An offender found guilty of cheating shall wait at least six months before being allowed to take the GED tests again.
- E. Specific procedures are provided in the *GED Manual*.

IX. Administrative Segregation Testing

Offenders in Administrative Segregation shall be given the GED only if the principal determines it is necessary to do so. However, all testing shall be conducted in a secure, appropriate testing environment (e.g., the education building).

X. Issuing Certificates

- A. GED certificates are awarded for successfully completing the GED tests.
- B. GED certificates are mailed by the TEA, GED Unit, directly to the offender at the unit or to the free-world address he/she requests.
- C. Offenders may request duplicate certificates from TEA at their own expense.
- D. Specific procedures are provided in the *GED Manual*.

* Signature on file
Debbie Roberts, Superintendent
Windham School District