

## **GED Prep Program Quick Guide**

- Determine GED students' readiness to test using the OPT (Official Practice Test) observing strict time limits on each subtest.
- Begin application process with students once they have achieved at least 2250 on the OPT and at least 410 (minimum score as per ACE/GEDTS; passing score may soon be increased in NYS) in each subtest by:
  - determining eligibility of students to sit for the GED Test
    1. students 19 years of age or older do not need proof of age eligibility
    2. students 16 through 18 years of age must have proof of age eligibility by completing one of the following Attachments - B, C, D or E, in advance of the GED test.
    3. students from foreign countries who are 17 or 18 years of age need notarized letters and proof of US entry dates as substitutes for Attachment B (see shaded paragraph on page 8 of GED Prep Program Guide or the top of page 6 in the *GED Test Administration Handbook*.)
  - helping students complete Attachment A – Application for GED Testing
  - helping students with disabilities complete one of four available forms requesting testing accommodations. Forms are downloadable from: <http://www.emsc.nysed.gov/ged/accomodations.html>
  - informing students with disabilities of accommodations available that do not require approval by GEDTS trained personnel.
- Remind students of the ID required on the day of GED testing (see page 26 of the *GED Chief Examiner's Manual for New York State GED Test Administration*).
- Practice completing the demographic information sections of Parts 1 and 2 of the **sample** *New York State GED Examination Booklet* with candidate prior to GED test date.
- Ensure that test candidates are familiar with the use of the Casio fx 260 calculator.
- Complete TAF (testing Authorization Form) for each test candidate – Forms are available at: <http://www.emsc.nysed.gov/ged/documents/TAFRequestForm.pdf>
  - The TAF must contain all the following information
    - ❖ To be completed by test candidate:
      1. last name and first name
      2. date of TAF completion
      3. social security number
      4. date of birth
    - ❖ To be completed by school administrator
      1. GED preparation program code assigned by the NYSED GED Testing Office (Codes are currently being reviewed and changed as needed by NYSED staff)

2. preparation program name
3. date of candidate's discharge from a regular full-time high school program if candidate is 16, 17 or 18 years of age
4. date of enrollment in a High School Equivalency Preparation Program if candidate is 16, 17 or 18 years of age
5. Official Practice Test (OPT) scores – 5 subtest scores and total OPT score
6. name of contact person at the GED prep program
7. signature of the school administrator (GED prep program administrator)
8. the school administrator's phone number.



Note: It is recommended that GED test candidates be encouraged to use their Social Security numbers when completing the test candidate section of the TAF. This will allow them to access their GED test results by calling the **GED Hotline** automated diploma verification system at **518-474-5906**, and giving their Social Security number and date of birth.

- Determine how to get the completed TAFs to the GED test site/s.
- Complete the *GED Post Test Candidate Verification Form* available at: <http://www.emsc.nysed.gov/aewd/forms.html>, approximately two (2) weeks after your program's students have tested. This is done to verify each candidate's information on the NYSED GED data base to ensure the accuracy of the names of the preparation program's students referred to testing and the prep program's GED pass rate. This completed form needs to be **faxed** to the attention of **Dr. Patricia Mooney** at **518-473-3859** with a cover sheet that includes the prep program name and contact information.
  - This form must include the prep program's name and address, five-digit GED preparation program code, name of official program contact person, contact person's signature and contact person's phone number.
  - This form must include referred test candidate's last and first names, date of birth, Social Security Number if available, required OPT score, three-digit test center Code and date of testing.
- Quarterly Reports Review
  - Preparation program staff needs to review the quarterly reports sent by the NYSED GED Testing Office. Please check for accuracy and **report any discrepancies** to the SED GED Testing Office via **fax at 518-473-3859** and/or via **email to Dr. Patricia Mooney** at [pmooney@mail.nysed.gov](mailto:pmooney@mail.nysed.gov).
- Online diploma verification system
  - GED testers can now access the new **GED Status Report** to verify their diploma status online at <https://eservices.nysed.gov/ged/>, and entering their Social Security Number or GED ID, and date of birth.

## Quick Guide to Links

### **ACE/GEDTS (American Council on Education/GED Testing Service)**

<http://www.acenet.edu/Content/NavigationMenu/ged/index.htm>

### **A GED Fact Sheet is available at:**

[http://www.acenet.edu/Content/NavigationMenu/ged/pubs/GED\\_Testing\\_ProgramFactSheet\\_20092.pdf](http://www.acenet.edu/Content/NavigationMenu/ged/pubs/GED_Testing_ProgramFactSheet_20092.pdf)

### **NYS GED Testing Office materials available at [www.emsc.nysed.gov/ged](http://www.emsc.nysed.gov/ged)**

- The *Chief Examiner's Manual for NYS GED Test Administration 2010* can be found at: <http://www.emsc.nysed.gov/ged/documents/exammanual1-10.pdf>
- The *GED Test Administration Handbook* can be found at: <http://www.emsc.nysed.gov/ged/documents/GEDTestAdministrationHandbook.pdf>
- GED prep program locations in NYS - find a prep program by county at: [http://www.emsc.nysed.gov/ged/nys\\_map/countiesprep.html](http://www.emsc.nysed.gov/ged/nys_map/countiesprep.html)
- GED test sites and testing schedules by county: [http://www.emsc.nysed.gov/ged/nys\\_map/counties.html](http://www.emsc.nysed.gov/ged/nys_map/counties.html)

**GED Practice Test - Gedpractice.com** is available in English and Spanish at the following web address: <http://steckvaughnadult.hmhco.com/en/gedpractice.htm>.

***GED Examination Booklet sample*** may be obtained from your prep program manager.

- Prep program students can practice completing the demographic information sections of the examination booklet prior to taking the GED test.

### **Determination of age eligibility and the application process for GED testing**

- **Attachment A** - Application for GED testing (for every GED candidate)  
<http://www.emsc.nysed.gov/ged/docs/attch-a.pdf>
- **Attachment B** – For GED candidates 17 and 18 years of age: *Out of school one (1) year; Class has Graduated; Home Schooled*  
<http://www.emsc.nysed.gov/ged/documents/attch-b.pdf>
- **Attachment C** – For GED candidates 16, 17 and 18 years of age in: *AHSEP* (Alternative High School Equivalency Preparation)  
<http://www.emsc.nysed.gov/ged/docs/attch-c.pdf>
- **Attachment D** - For GED candidates 16, 17 and 18 years of age in or accepted to: *Job Corps; U.S. Armed Forces; College or University*  
<http://www.emsc.nysed.gov/ged/documents/newattch-d.pdf>
- **Attachment E** - For GED candidates 17 or 18 years of age who are: *Incarcerated or confined in a Residential institution or are Adjudicated youth*  
<http://www.emsc.nysed.gov/ged/docs/attch-e.pdf>

**NYS residency requirements** (physically reside in New York State for at least 30 days).

- Refer to page 26 of the *Chief Examiner's Manual 2010* – available at: <http://www.emsc.nysed.gov/ged/documents/exammanual1-10.pdf>
- Information is available for candidates who are re-testing at: [http://www.emsc.nysed.gov/ged/app\\_process.html](http://www.emsc.nysed.gov/ged/app_process.html)

### **Accommodations application process for students with disabilities**

- The accommodation applications are downloadable from: <http://www.emsc.nysed.gov/ged/accomodations.html>.  
These forms must be completed by the applicant and an appropriate licensed or certified professional (see pages 52 - 56 of the *Chief Examiner's Manual for NYS GED Test Administration 2010* at: <http://www.emsc.nysed.gov/ged/documents/exammanual1-10.pdf>
- Modifications available without NYSED GED Testing Office approval – see page 57 of the *Chief Examiner's Manual for NYS GED Test Administration 2010* at: <http://www.emsc.nysed.gov/ged/documents/exammanual1-10.pdf>).

### **Identification needed for entrance to GED exam**

- NYS requires two forms of identification – primary and secondary. Find information on required proofs of identity at: <http://www.nydmv.state.ny.us/forms/id44.pdf> (proofs of identity required – English version) or <http://www.nydmv.state.ny.us/forms/id44s.pdf> (proofs of identity required – Spanish version).

### **TAF (Testing Authorization Form)**

- Use the *Supply Request Form* for ordering the TAF (Testing Authorization Form) available at: <http://www.emsc.nysed.gov/ged/documents/TAFRequestForm.pdf>

### **Test site locations and examiner duties**

- Test sites - Where are they? [http://www.emsc.nysed.gov/ged/nys\\_map/counties.html](http://www.emsc.nysed.gov/ged/nys_map/counties.html)
- Job duties of GED examiner – see pages 14-17 of the *Chief Examiner's Manual for NYS GED Test Administration 2010* at: <http://www.emsc.nysed.gov/ged/documents/exammanual1-10.pdf>

### **Prep program follow-up to GED testing**

- *GED Post Test Candidate Verification Form* available at: <http://www.emsc.nysed.gov/aewd/forms.html>

### **GED Hotline**

- For information relating to GED testing call **518-474-5906** and follow the prompts.

### **Online diploma verification system**

- GED testers can now access the new **GED Status Report** to verify their diploma status online at <https://eservices.nysed.gov/ged/>, and entering their Social Security Number or GED ID, and date of birth.