GED® Program
Policy Manual
2011 Edition
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Preface

Overview

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

Questions, comments, or suggestions concerning this Wyoming GED® Program Policies and Procedures Manual should be directed to the Wyoming State Program Manager, Wyoming Community College Commission, 2020 Carey Avenue, 8th floor, Cheyenne, WY 82002.

Introduction

Each year in Wyoming, approximately 1,700 candidates take the GED battery of tests from the American Council on Education® and nearly 1,400 receive their Wyoming High School Equivalency Certificate by passing the five test battery. The issuance of the Wyoming High School Equivalency Certificate is an opportunity for each candidate to document the attainment of high school-level skills in the areas of Social Studies, Science, Math, and the Language Arts; Reading and Writing.

The policies created for this manual are designed to be a supplement to the November 2011, GED Testing Service® Policies and Procedure’s Manual. There may be times that the state office makes addendums to the state policy manual. Each Examiner has a responsibility to include these addendums into the policy manual and the running of the GED testing site. The Wyoming State GED Office reserves the right to modify the policies within this manual at any time. Not all items included in the GEDTS Policy and Procedure Manual - 2011 Edition are represented in this manual.

Statement of Purpose

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

Thank you to the GED Testing Staff across the State of Wyoming for your hard work and continuing support for both the GED Program and each Wyoming candidate.
Using this Manual

**ICON KEY**

- **Valuable Information**
- **Critical Program Information**
- **Call the Administrator**

**POLICY:** Anywhere in this manual where the word “Policy” appears is to indicate a GEDTS mandated requirement.

**JURISDICTION:** Anywhere in this manual where the word “Jurisdiction” appears is to indicate a Wyoming State GED Program policy, procedure or state mandated requirement.

### The “Valuable Information” Icon

Shown to the left, will indicate information that will save you time or prevent unnecessary work if the procedure is followed as shown in the manual. This can also be a best practice item which has been proven to improve the operation of another testing center somewhere in the state or another state.

### The “Critical Program Information” Icon

Shown to the left, indicates a policy, procedure, or requirement for which your testing center may be temporarily or permanently closed if the exact requirements in this manual are not followed. These items will normally result in the loss, damage, or compromise of secure testing materials, or in possible personal injury or violation of law.

### The “Call the Administrator” Icon

Shown to the left, indicates a decision may be needed at a higher level of authority than the local testing center, or the Administrator must be notified of the situation, outcome or event. Use of this icon is not all inclusive and testing staff are encouraged to call the Administrator any time there is a question.
GED® Testing Program Policies

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

The Policies and Procedures Manual covers test use, staff qualifications and responsibilities, operating testing centers, proper test administration, candidate eligibility, accommodations for candidates with disabilities, and test security. Additional information with which all involved with the testing program must adhere is covered in the document, “Brand Usage Guidelines for Licensed Jurisdictions and Other Licensed Users.” Jurisdiction administrators, chief examiners and examiners must comply with all guidelines as set out in the “Brand Usage Guidelines for Licensed Jurisdictions and Other Licensed Users.” This document can be downloaded from the Document Library of GED AccessPoint™.

Broad Expectations of Local Testing Programs

POLICY: GED® testing programs shall be conducted in accordance with (1) all policies and procedures as developed by GED Testing Service contained in this manual and (2) policies and procedures established by the respective jurisdictional agency responsible for administering the GED® test. Jurisdictional policies and procedures may in no way undermine, nor in any way be used to circumvent GED Testing Service policies and procedures. GED Testing Service has the authority to suspend GED® testing program operations in a jurisdiction, disestablish the jurisdictional GED testing program, or close local testing centers temporarily or permanently if violations of policy are not readily resolved. (GEDTS, p. 7)

Terminating test center operations: JURISDICTION: The Wyoming GED Program will not approve policy or procedure changes which conflict with those policies and procedures developed by GED Testing Service or with the Statutes of the State of Wyoming.
The Wyoming State GED Program Office expressly reserves the right to suspend or terminate GED testing at any location in the state for any reason and to act on behalf of GED Testing Service in the matter.

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

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

GED Testing Service reserves the right to update, change, and amend ownership policies at any time. (GEDTS, p. 8)

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

GED Testing Service has established safeguards to help prevent unauthorized access to or misuse of the examinees’ personal information maintained by GED Testing Service, but cannot guarantee that examinees’ personally identifiable information will never be disclosed in a manner inconsistent with this data privacy policy (for example, as a result of unauthorized acts by parties that violate applicable law or relevant web policies). (GEDTS, p. 9)

JURISDICTION: Proper security procedures are essential in preventing the unauthorized release of personally identifiable information or protected health information of candidates who are registered for GED® assessments at local test centers. Any breach of established procedures which violates candidate privacy may result in the termination of testing at offending test centers or removal of access from negligent staff members.
GED® Testing Program Staff

The following policies define the Qualifications, Selection or Replacement, Training, and Responsibilities of all GED® testing program personnel.

Working together, local, state and GED Testing Service staff form the GED testing program. Together we help nearly 1,500 individuals each year earn a Wyoming High School Equivalency Certificate.

Staff required for an Official GED® Testing Center

The selection of staff members to operate an official GED® Testing Center is essential to the integrity of the GED testing program. Access to GED® tests is limited exclusively to GED Chief Examiners and GED Examiners, or GED Proctors under the direct supervision of a GED Chief Examiner or GED Examiner. Any teacher involved in GED preparation classes shall not be a GED Chief Examiner, GED Examiner, or a GED Proctor.

Chief Examiner, Examiner, Proctor responsibilities

**POLICY:** Persons instructing potential candidates for the GED® tests, particularly as teachers in Adult Basic Education (ABE), Adult Literacy, GED® test instruction, secondary education programs, adult secondary education programs, alternative high school education programs, and developmental education staff cannot be appointed as GED Chief Examiners, GED Examiners, or GED Proctors, or otherwise have any access to any secure GED testing materials. Any exception must be approved by GED Testing Service. (GEDTS, p. 14-15)

**JURISDICTION:** No GED Chief Examiner, Alternate Examiner, or GED Proctor may participate in the administration or scoring of any Test of Adult Basic Education (TABE) or GED Official Practice Test (OPT) required for an ABE program student.
Examiner and Proctor qualification questions
If, after reading the GEDTS Policy and Procedures manual, there are any questions regarding the qualifications for hiring new Chief Examiners, Examiners or Proctors, please contact the State GED Administrator for clarification or guidance on this matter.

Because of significant legal, personnel and program issues associated with hiring staff, please ensure early submission of GEDTS Form L-10’s.

Required Proctor letters
GED Proctors shall always be under the direct and constant supervision of a GED Chief Examiner or Examiner and may only assist in test administration.

JURISDICTION: The GED Chief Examiner must forward a letter to the GED Administrator indicating who the Proctors are at the Official Testing Center. The GED Chief Examiner must provide all training regarding the security of the GED exams, completing of the surveillance logs, seating charts, emergency procedures and proper conduct within the testing room.

Staffing Policy requirements

POLICY: At a minimum, one GED Examiner must be present at each administration of the GED® tests to 20 or fewer candidates. For each additional group of up to 20 candidates, an additional GED Proctor or GED Examiner must be present. (GEDTS, p. 19)

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

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

JURISDICTION: Proctors shall be appointed as needed per center. Each Chief Examiner will determine the number of GED Proctors needed. However, centers must comply with GEDTS P&P Section 2.10 F) The jurisdictional GED Administrator approves the appointment of GED® proctors recommended by the GED Chief Examiner. No paperwork for GED proctors is forwarded to GED Testing Service. GED proctors approved by the GED Administrator may not assist with test administration until they have completed training.
Procedures for Opening an Official GED® Testing Center

The GED Administrator will decide to establish a GED® Testing Center on the basis of the need for service in the area and on the ability and willingness of the eligible agency or institution to follow GED Testing Service policies and requirements for establishing and operating a GED® Testing Center.

Establishing an Official GED® Testing Center

GED Testing Service approves requests to open all new official GED® Testing Centers. Official GED® Testing Centers are facilities that provide standard secure testing administration to eligible candidates who wish to earn their jurisdictions’ high school equivalency credential.

Where an Official GED® Testing Center may be established

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

A) Public schools or other appropriate facilities of a local education agency (LEA).

B) Public postsecondary educational institutions accredited by the jurisdictional department of education or other jurisdictional agency responsible for administering the GED® testing program.

C) Military installations overseas or in the United States.

D) Veterans Administration (VA) hospitals and medical centers, and federal correctional and health installations.

E) Jurisdictional correctional facilities that have established a school inside the facility.
F) Other nonprofit institutions and agencies only by special authorization of the GED Testing Service.

A jurisdiction may establish additional limitations on where that jurisdiction’s official GED® Testing Centers may be established. (GEDTS, p. 21)

JURISDICTION: The GED Administrator will review all requests to establish new testing centers within the jurisdiction. Establishment of new locations will be based on need, availability of other programs to service the area and other considerations as deemed appropriate to each request. Local ability to comply with GEDTS P&P is not the only factor in approval of new testing locations.

Institutional requirements

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

A) The testing program staff shall comply with all applicable state, federal, provincial, and local laws and regulations.

B) The testing fee, if any, shall be reasonable and reflect locally prevailing charges, especially when the rate is not mandated by the jurisdictional agency.

C) Provision of suitable physical facilities:
   1. Secure area in which GED® Testing Center staff can work.
   2. Dedicated secure storage for all GED® testing materials.
   3. Quiet, clean, comfortable, well-lit testing rooms.
   4. Adequate seating space to discourage copying or collaborating.
   5. Chairs, seating, desks, and writing surfaces suitable for adults.
   6. Space accessible and conducive to candidates with disabilities.
   7. A testing environment free of distractions/interruptions.

D) Provision of full testing support services:
   1. Commitment to the values and traditions of the GED® testing program.
   2. Convenient testing schedules based on community needs.
   3. Written emergency plan for handling testing interruptions and irregularities.
4. Information to help candidates make informed decisions about GED® testing.

5. Detailed and accurate recordkeeping.

6. Accessibility and availability of information on test accommodations for GED® candidates who have disabilities.

7. Conduct outreach and marketing activities.

E) Cooperation with GED Testing Service:

1. Data provided as requested for research.

2. Prompt payment of all invoices (within 30 days).

F) Assurance of test security:

1. Full compliance with all policies and procedures listed in the Policies and Procedures Manual.

2. Immediate notification to GED Administrator and GED Testing Service when test compromise is identified.

3. Prompt return of secure testing materials at the end of the contract year.

4. Commitment to conduct all required inventories.

5. Training for all GED® Testing Center staff on the center’s customized written emergency plan and plan for receiving secure materials.

(GEDTS, p. 23)

JURISDICTION: Local test centers are responsible to set the fees charged for GED® tests administered at all locations related to their programs and notify the GED Administrator of all charges related to the administration of the GED testing program. Anytime the costs to candidates change, a new itemized list must be forwarded to the Program Office within 10 days and must be signed by the Chief Examiner. Policy no longer lists a maximum cost cap as local centers must be able to operate with responsible fees which allow for continued operation.

JURISDICTION: Due to the severe implications of security violations, all Irregularities and Test Compromises must be immediately reported to the GED Administrator; if not available for any reason, notification will be made to the WCCC Director of Federal Programs @ 307-777-7175.
**Policies regarding Addendum sites**

**POLICY:** GED® tests may be administered only at official GED® testing centers or at alternate sites as approved by the jurisdictional GED Administrator and GED Testing Service and reflected on the annual contract. (GEDTS, p. 24)

**JURISDICTION:** Because Addendum sites must be reflected on all annual contracts and the State Contracting and Attorney Generals offices must review all contracts, the addition of Addendum sites must only be made with strict coordination and prior approval. This process will normally be conducted with guidance from GEDTS.

**POLICY:** Only GED Chief Examiners or GED Examiners may transport secure materials to an approved addendum test site. Secure materials shall be transported in a secure container and stored in a secure location. (GEDTS, p. 25)

**POLICY:** Special permission from GED Testing Service is required if secure GED® testing materials need to be mailed to an addendum site. Secure materials should never be shipped without GED® approved containers. Only use authorized companies and send properly assigned tracking numbers to the State Program Office as required by GEDTS. (GEDTS, p. 25)

**Security of testing materials at an Addendum site**

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

A) To ensure that no materials have been misplaced, a complete inventory of all secure testing materials must be conducted

1. Before leaving the official GED® testing center.

2. Upon arrival at the addendum site.

3. Immediately before and after administering the tests.

4. Upon returning to the official site.

B) Secure materials may only be stored overnight with permission of GED Testing Service at approved sites (i.e., board of education, community college, etc.) and after completing Form L-26.

**JURISDICTION:** No Addendum Site in Wyoming has been approved for overnight storage of secure materials. Transportation requirements must be considered prior to beginning test administration at very remote Addendum sites. NO EXCEPTIONS!
Policies and Procedures for Operating an Official GED® Testing Center

Official GED® testing centers operate under strict contractual terms. Adherence to the terms of the contract is required for the continued operation of the official GED® testing center.

Operating a Testing Center

An official GED® Testing Center may not be opened or operated until all parties have signed a contract and the contracting institution or agency has met the requirements outlined in the contract with GED Testing Service.

Contract information

**POLICY:** Official GED® testing centers must have a current contract and have completed the test security memorandum to function as official testing centers. (GEDTS, p. 27)

**JURISDICTION:** The State of Wyoming also includes an addendum contract with your annual contract from GED Testing Service. This must be read by you and given to your Chief Operating Officer to sign. This contract is specific to the State of Wyoming and MUST be returned to the state office along with the Annual GED Testing Service contract.

**JURISDICTION:** Each Official Testing Center must include a copy of the monthly inventory log sheet, surveillance log sheet, testing inventory sheet, emergency procedures (center and any addendum sites), and center procedure manual when submitting their yearly contract or when requested by the GED Administrator.

**Forms and editions**
The secure forms of all editions of the GED® tests (U.S. English, Canadian English, Spanish, French, Braille, audiocassette, and large print) are copyrighted by and are the
sole property of the GED Testing Service. GEDTS has taken strict legal action against individuals and organizations that violate copyright and trademark laws.

**Receipt and storage of Secure Testing Materials**

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

A) The GED Chief Examiner and GED Examiners shall be the only persons to inspect, administer, or have access to the GED® test.

B) Secure testing materials shall not be removed from the GED® Testing Center except for

1. Return to GED Testing Service at the close of the contract year, or
2. As authorized by a valid addendum to the contract.

C) Secure testing materials must be stored in a sturdy, locked storage unit. The center’s GED Chief Examiner and GED Examiners must be the only person(s) with access to the keys or the combination to the lock. The storage unit, which must be for the storage of GED® secure materials only, must be a dedicated safe, a fireproof file cabinet, or a file cabinet that has an external steel bar lock which, when bolted to the cabinet, slides into place over the cabinet drawers and locks with a heavy-duty padlock or combination lock. Under no circumstances may the secure materials be stored in any location that is accessible to unauthorized staff members.

D) Inventory of testing materials:

1. The GED Chief Examiner or GED Examiner must inventory all GED® testing materials within one business day of receipt.
2. Must inventory all GED® testing materials stocked at the center once a month.
3. Must inventory all GED® testing materials removed from storage at a GED® Testing Center before and immediately after each test administration.
4. All inventories must be in writing and include:
   a. The date of inventory.
   b. A list of individual items.
   c. The signature of the GED Chief Examiner or GED Examiner who conducted the inventory. (GEDTS, p. 28-30)
**JURISDICTION:** Should a testing center use keys to unlock the secure storage, a written policy describing the procedure should keys be lost must be included in the center emergency procedure.

**JURISDICTION:** Should anyone other than the GED Chief Examiners or GED Examiner at any center be granted access to secure testing materials, such as candidate answer sheets, test booklets, login information to NRS Pro database, or any other such secure materials, the testing center will be closed immediately. An investigation will be conducted by the State Administrator along with GED Testing Service. An L-24, Test Compromise form will be completed by the GED Chief Examiner.

**Scoring tests and managing testing documents**

**JURISDICTION:** GED testing centers are not allowed to score GED Tests until all testing has ended for the day AND all secure GED testing material has been inventoried and returned to secure storage. Each GED Chief Examiner must define “the end of a GED testing day.” Candidates may view their scores on [www.ged123.org](http://www.ged123.org) using their Student Access Code.

**JURISDICTION:** After completing the GED exam(s): The Examiner must flip through each booklet vs. fanning the pages.

Multiple choice tests and the full writing exam are faxed or scanned to NRSpro using the scoring instructions available at the scoring site.

The mailing address is:

NRSpro.com  
1829 E 970 S.  
Spanish Fork, UT 84660

Test scores will be reported through the NRSpro Database.

Scores will be available to the student via their Student Access code at [www.ged123.org](http://www.ged123.org), an email forwarded to them from the score site, or a printed report from the GED testing center.

**JURISDICTION:** Each GED Testing center must formalize in writing an internal process for students and the Admissions and Financial Aid offices regarding the electronic printing of GED transcripts using [www.ged123.org](http://www.ged123.org) and notify the State GED Administrator via e-mail of the predetermined points of contact for each office.
Testing centers that scan answer sheets and related forms must keep all documents secure after scanning. GED Testing Service recommends that these documents may be shredded no sooner than 90 days after the tests are scored and the results are reported. (GEDTS, p. 32)

**Emergency plan for each center**

As stated in the GEDTS P&P manual, Each GED® Testing Center must have an emergency plan accessible to all GED Examiners at the test center and all addendum sites. A copy of the emergency plan must also be sent to the jurisdiction’s GED Administrator; submitted with the annual contract or when requested.

**POLICY:** If an unexpected event requires the GED Chief Examiner or GED Examiner to leave the GED® Testing Center, the one-hour rule may be invoked. A GED Chief Examiner or GED Examiner is permitted to suspend testing after the GED Chief Examiner or GED Examiner secures all testing materials, in order to attend to an emergency. The time the test is stopped is noted. If the situation is handled within an hour or less, testing may be resumed using the same test form and the remaining time. (GEDTS, p. 33)

**Additional personnel for an unexpected event**

According to GED Testing Service, each Official GED Testing Center must have additional personnel available for unexpected events. The center emergency plan must identify each of the approved examiners and proctors for the center and the list must be forwarded to the GED Administrator anytime changes occur.

**Checklist for evaluating an emergency plan for an Official GED® Testing Center**

A) The emergency plan must list:

1. Names and contact information for GED® Testing Center personnel.
2. Back-up examiners, including contact information.
3. Other key school personnel, such as security staff, principal, etc.
4. GED® Testing Center address, including room number.
5. Items in the first aid kit.
6. Other emergency supplies and equipment in the test room.

B) The emergency plan must include:

1. Official GED® Testing Center and approved addendum sites.
2. Transportation of tests:
a. How will the secure test materials be transported?

b. Who will transport the secure test materials?

c. Has written approval for overnight storage been received from the GED Testing Service?

d. Where will the secure test materials be stored?

C) The emergency plan must list detailed plans on how the following emergencies are handled:

1. Violence (upset candidate).

2. Natural disasters (e.g., power outage, earthquake, weather, or fire).

3. Illness (candidate or examiner).


5. Bomb threat.

D) The emergency plan must contain detailed plans on how outside assistance will be accessed.

1. Medical assistance.

2. Security assistance.

E) The emergency plan must have a detailed plan for incident documentation:

1. Who writes the report?

2. Details to be included in the report.

3. Whether the plan has been properly approved by the agency responsible for overseeing the GED® testing program.

4. If the one-hour rule will be allowed.
Confidentiality of GED Test Scores, Criteria for Credentials

Protecting the confidentiality of the scores received by GED® candidates is critical to the overall management of the GED® testing program.

Confidentiality of Records

Unlike school records to which members of the teaching staff have access, scores earned on the GED® tests by individual GED® candidates are confidential.

Permission required for release of scores
GED Chief Examiners, departments or ministries of education, or other approved jurisdictional agencies are permitted to report an individual's scores only with the written permission of this candidate or legal guardian as necessary. (GEDTS, p. 35)

The fact that a person has or has not taken the GED® tests should also be treated as confidential information, since disclosing participation in the GED® testing program is tantamount to reporting the absence of a traditional high school diploma.

JURISDICTION: GED® testing programs should consider participation in the program, any records generated by their GED® related activities and test scores earned by candidates as confidential education records and protect them as such.

Criteria for issuing a High School Credential based on results of the GED Tests
Only 60 percent of the graduating high school seniors involved in the norming studies were able to meet the passing standard set by GED Testing Service and approved jurisdictional agencies are encouraged to issue a high school credential to eligible persons on the basis of earning a passing score on the GED® tests.

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

**POLICY:** Combination of Scores across Test Series: All GED candidates who begin testing on the 2002 series GED® tests must successfully complete the entire battery of the 2002 series GED® tests. Individual passing test scores earned on GED® tests from earlier series—the 1942 series, 1978 series, or 1988 series—are not compatible with scores from the 2002 series.

Any GED candidate who begins testing on the 2002 series must complete testing and be granted the credential with the 2002 series if passing scores are earned. Those who do not complete must begin over and take all tests in the new series in order to earn a credential.

Expiration of incomplete test scores

**POLICY:** Expiration of Partial Scores within the Test Series: The GED Testing Service allows scores to stand across the total time period that one test series is in use. Jurisdictions may decide to impose time limits that do not extend the full test series. Specific provisions (i.e., length of time between testing events; how long partial scores are maintained) for re-testing are established by the jurisdiction but are not limited to the minimum length of time that shall elapse between testing and the type of additional study (if any) required before re-testing.

**POLICY:** The minimum test score requirements and other qualifications required for candidates who take the English-language editions of the GED® tests shall also be used for candidates who take the French-language, Spanish-language, and accommodated editions of the tests. (GEDTS, p. 36)

Minimum passing scores

**JURISDICTION:** Candidates must earn a total score of 2,250 or higher on all five tests with no individual test score below 410 on the 2002 series GED® tests to earn the Wyoming High School Equivalency Certificate. Scores from different language versions (English and Spanish only authorized in Wyoming) may not be combined for a passing total. Only scores from the same GED® series may be combined and become invalid once a new version or series is released by GED Testing Service.

Time-frame for GED completion

**JURISDICTION:**

1. All candidates are strongly encouraged to complete the five GED tests within six months. Upon the sole discretion of an Official Wyoming GED Testing Center, the candidate may be re-charged the full testing fee if a second contract year is entered after the six month period referred to above.
2. Official GED Testing Centers are encouraged to provide the Student Access Code to the Adult Basic Education Center only after receiving the necessary release of information forms with authorizing signatures.

**Official transcripts of GED® Test results**
Scores are official only when released by an official GED® Testing Center, other approved jurisdictional agency, certified scoring agency, GED Testing Service, Educational Testing Service (ETS), or DANTES (Defense Activity for Non-Traditional Education Support).

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

**Testing Center policy on electronic transcripts**
As of July 1, 2009, the Wyoming GED Program partnered with a GED® test scoring site that offers an electronic GED transcript option through www.ged123.org. To access the electronic transcript, the student or the admission/financial aid office must enter a Student Access Code. This code is a unique and secure code specifically associated with the candidate. Documents received through the electronic transcript option are considered an Official GED Transcript.

**JURISDICTION:** Each Official GED Testing Center in the State of Wyoming will have a written process and procedure in place for notifying the student and the admissions/financial aid offices at their colleges about the electronic GED Transcripts and providing the Student Access Codes so documents may be processed internally.

**Documents available from the WY GED Program Office**
Upon written request, the GED Administrator will issue the following documents:

- Certificate of High School Equivalency if all criteria are met.
- Duplicate Certificate of High School Equivalency to the candidate.
- Official GED® transcripts to the candidate, employers, postsecondary institutions, corrections facility, or a State GED Office for transfer of scores.

The address for service is:

Wyoming Community College Commission - GED Office
2020 Carey Avenue, 8th Floor
Cheyenne, WY 82002
Phone: (307)-777-5897
Fax: (307)-777-6567

Currently there is no fee for duplicate transcripts or certificates in Wyoming.
Acceptable forms of requests
Due to various privacy and education records laws, the following release forms are examples of documents accepted by the Wyoming State GED Office:

Typed or hand written letters signed by the candidate which containing the following information: candidate’s name at the time of testing, current name, current address, delivery address, social security number, date completed GED testing, location of GED testing, and item requested.

A signed GED Certificate/Transcript Request Form, which can be obtained online at: [www.communitycolleges.wy.edu/requireddocuments.aspx](http://www.communitycolleges.wy.edu/requireddocuments.aspx) or at any official WY GED® Testing Center.

Request forms may be submitted by mail, fax, or hand delivered to the Wyoming GED Program Office. The address is:

Wyoming Community College Commission - GED Office
2020 Carey Avenue, 8th Floor
Cheyenne, WY 82002
Phone: (307)-777-5897
Fax: (307)-777-6567

Under no circumstances will candidate information be released without a hand signed request form on record for each specific request. Electronic signatures are not authorized. Scores will not be released by telephone.

Time frame for Certificate and Transcript requests
Due to demand variance, record requests are asked to observe the following:

All requests sent to the Wyoming State GED Office are processed within 5 working days. Please withhold verification calls until AFTER the 5th day.

We will attempt to process requests for expedited services within one business day; however, no guarantee of service is made due to limited staffing.
GED® Candidate Eligibility and Registration to Take the GED® Tests

The integrity and security of the GED testing program is maintained by proper identification of candidates and determination of their eligibility to take the tests.

Eligibility of Candidates to Take the GED Tests

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

A) Individuals shall be at least 16 years of age and not currently enrolled in an accredited high school, including those accredited by regional accrediting bodies and also those approved by the jurisdiction’s department or ministry of education.

B) Only persons who do not hold a standard high school diploma are eligible to take the GED® tests.

C) Under no circumstances may the GED® tests be administered to persons less than 16 years of age.

D) Jurisdictions shall administer the GED® tests to any qualified adult in accordance with jurisdictional rules, regulations, and/or code.

The registration process should be designed to clearly establish GED® testing eligibility. The GED Chief Examiner or GED Examiner shall establish that all candidates are eligible to take the GED® tests at the time of testing. (GEDTS, p. 38)

JURISDICTION: Candidates who are not residents of Wyoming are eligible to complete the GED exams. They must meet the educational, enrollment and age requirements for the state.
Testing of non-citizens

**Jurisdiction:** Should a non-citizen wish to take the GED Tests and they do not have a social security number, an Access Code will be assigned by the Chief Examiner or Examiner for testing purposes. Should a candidate be participating in the ABE program, the ABE Director or Instructor must contact the GED Testing center regarding the Student Access Code number assignment. The resident ID number does not replace the Student Access Code number from the GED Scoring Center, NRS Pro.

**Residency Requirement:**
Non-residents may test in the State of Wyoming as long as they can present valid identification.

Testing of underage candidates

All Age Waiver candidates MUST pre-register either online or with the assistance of the ABE staff/GED testing center, PRIOR to submitting forms!

*Applications of candidates who are not pre-registered may be significantly delayed in processing or may be disapproved.*

**Age Waiver Requirement:**
Minimum age for testing without approval from Wyoming State GED Office: Eighteen (18) years of age.

Minimum age for testing with approval from Wyoming State GED Office: Candidate must be no less than sixteen (16) years of age.

Applicant must submit the Wyoming 16 and 17 Year Old GED Age Waiver Application. The application can be obtained from any Official GED Testing Center, Adult Basic Education Center or the Wyoming Community College Commission GED Program website at: 
[www.communitycolleges.wy.edu/requireddocuments.aspx](http://www.communitycolleges.wy.edu/requireddocuments.aspx) and contains the following three sections:

1. Demographics: Personal information, a brief statement explaining why you would like to participate in the GED program, and parent’s or legal guardian’s signature.

2. School District Withdrawal Verification

3. Pretest Verification: A standard score of 450 on each test and a battery average score of 500 must be obtained using the GED Official Practice Test (OPT) administered at either an ABE Center or a GED Testing Center by ABE staff.

*Each candidate under the age of 18 must have an age waiver approved by the WY GED Program office before they may begin testing.*
Candidates not permitted to participate in the GED battery of tests: Candidates under 16 years of age are not permitted to participate in the GED battery of tests unless they are an emancipated minor.

**Exception to Age Waiver Policy: EMANCIPATION**

A candidate is conferred certain rights of majority and are considered emancipated when they meet the definition as set by the State of Wyoming according to W.S. 14-1-201 through 14-1-206, and

Is or was married;
Is in the military service of the United States; or
Has received a declaration of emancipation pursuant to W. S. 14-1-203.

Once the candidate has provided documentation validating their emancipation, an age waiver **DEMOGRAPHIC FORM** is required by the WY GED Program office to record the demographic information and a description of the emancipation.

Due to the Wyoming minimum age requirement for testing, NRSpro will not score the candidate’s tests and a credential cannot be awarded without verification of the age waiver requirements. Once the age waiver **DEMOGRAPHIC FORM** is forwarded to the state office, an email will be forwarded to the instructor and GED Chief Examiner regarding the approval.

**This is a formality only. The candidate is considered an adult and does not need to meet age waiver criteria; the GED Administrator simply needs the information to document an exception to policy.**

**Verification of Identity**

Verification of each candidate’s identity for testing is critical to maintaining the security and integrity of the GED® testing program. Identity and age must be verified using acceptable photo ID.

**Valid ID**

Valid driver’s licenses, valid passports, military IDs, or other forms of government-issued (national or foreign) identification that show name, address, date of birth, signature, and photograph are all acceptable forms of identification, unless there is any reason to question their authenticity.

Current identification provided by a postsecondary educational institution is also acceptable, provided it contains the candidate’s name, address, date of birth, signature, and photograph.
Combinations of ID's
If one form of identification does not meet all of GED Testing Service requirements, the jurisdictional GED Administrator may approve an appropriate combination of other documents to satisfy the identity requirements. (GEDTS, p. 39)

Jurisdiction: The Wyoming GED Program office does not have a residence requirement therefore state and federal identification not bearing addresses are acceptable forms of identification. Each candidate is required to demonstrate identification using one or more of the approved identification requirements.

How residents may obtain a WY ID
Should a candidate who lives in Wyoming not have valid identification, the GED Examiner may direct the candidate to go to the Wyoming Department of Transportation to obtain an ID card. The process for obtaining the ID changed in 2011 and requires several documents; it is not as simple as showing up at the DOT. Please contact your local driver exam office, or visit:

http://www.dot.state.wy.us/wydot/driver_license_records/id_cards

According to DOT, “If you do not have these documents, you must contact the Cheyenne headquarters help desk at (307) 777-4810 for assistance and information concerning other possible acceptable documents that could prove you are a resident of Wyoming.”

When an Examiner is unsure of the validity of the documents presented by a testing candidate, or if an expired official ID is presented, staff may ask for a combination of identification materials. For example, the Examiner can combine a Visa and the Immigration documents stating the reason the candidate is in the United States, or a school issued Photo ID, a Social Security card, and a utility bill or rent receipt. The key is to have a photo ID connect the picture, the name on it and the person in front of you with a document that can be verified. All questions on ID combinations should be discussed with the GED Administrator.

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

JURISDICTION: Testing Centers that do not require a written application for GED® testing that includes a statement concerning the candidate’s eligibility must use GED Testing Service Form L-5. The registration process should be designed to clearly establish GED testing eligibility. The GED Chief Examiner or GED Examiner shall establish that all candidates are eligible to take the GED Tests at the time of testing.
Policy for Retesting

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

A) Candidates may test only once per form on any individual test in a year (English language Standard forms) (January 1 to December 31).

B) Some special editions are available in only two forms in a contract year. If candidates need to repeat a form for a third attempt, they must first take the alternate form. There should be at least a 90-day wait period before re-administering a repeat form. (GEDTS, p.40)

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

**Special Retesting Considerations**
Some special considerations must be discussed prior to allowing candidates to retest:

1. Whenever it is necessary to administer a repeat form of the special edition tests, examiners are required to wait at least 90 days before re-administering a repeat form.

2. After passing the GED battery of tests, a candidate may only retest for the following additional reasons not already listed in the GEDTS P&P manual:
The candidate is trying to obtain a Hathaway Scholarship or improve their current award level.

**JURISDICTION:** Should a candidate test twice in an exam and fail each time,

The GED Examiner must:

1. Refer the candidate to an Adult Basic Education center for remediation,

2. An authorized ABE instructor must provide approval to the Chief Examiner prior to the candidate scheduling to retake the exam, and

3. Should the candidate fail two times on an exam during the last quarter of the calendar year, they may not immediately retest in January the following year. Candidates must have approval from the ABE center prior to re-testing.

Pre-registration Process

**POLICY:** Official GED® testing centers shall develop and implement a written pre-registration process as a means to manage testing. (GEDTS, p.41)
**JURISDICTION:** Each testing center will set up a GED pre-registration process; communicate their testing schedule to the ABE center, State GED Administrator and local community on a regular basis. Before a candidate may begin testing they must sign and date the Policy on Responsibilities of GED Examinees and Ownership of Tests, Scores, and Other Data and the Privacy Policies from GEDTS. No candidate may test in the State of Wyoming without these two documents signed and dated in their testing file.
Administration of the GED Tests

For the GED® tests to accurately measure a candidate’s knowledge, the tests must be administered under the same standardized conditions as those of the original norming study conducted on high school students.

This standardization process fairly measures the academic knowledge that a high school student possesses at graduation. To ensure an accurate process, those individuals who may give the GED tests is strictly controlled.

Who May Administer the GED® Test?

GED® Chief Examiners, Examiners and the State Administrator

Only these staff may administer GED Tests in strict adherence with the P&P manual.

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

• One examiner must be present at all times while testing is in progress, and one additional examiner must be available to assume responsibility in the event of an emergency.

• One examiner may test up to 20 candidates.

• Another examiner or a proctor must be present to assist with testing if more than 20 candidates are being tested in the session.

• GED Examiners and GED Proctors may not conduct business unrelated to the administration of GED® tests while testing is in progress.

• GED Examiners and GED Proctors must maintain constant supervision of GED® candidates while testing is in progress.
How to Administer the GED® Test?

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

**JURISDICTION:** All test centers must have documentation of a completed registration process for each candidate, available for review and verified by an Examiner, prior to the beginning of every testing session.

**BEST PRACTICE:** A locally developed form which includes any specific ABE program policies/steps, and provides areas to sign off all mandatory forms, pre-registration, verification of Age and Identity, and retesting policies as well as history of individual candidate performance will greatly reduce the possibility of unnecessary re-testing and compromises.

Registration, test preparation and overall test administration
Careful review and compliance with GED® Testing Policies and Procedures Manual – 2011 Edition, Section 7, Para. 7.2-1 Registration and Test Preparation, will greatly improve program performance, ensure proper operation of local test programs and prevent needless additional practices and reduce the possibility of inadvertent test compromises and preventable irregularities.

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

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

**JURISDICTION:** NO DEVIATION from the policies and procedures contained in Para. 7.3 of GED® Testing Policies and Procedures Manual – 2011 Edition are allowed and any exception to this policy MUST be authorized in writing! All questions concerning this section should be directed to the State GED Administrator prior to the beginning of testing.

**General Directions for the GED® Tests:**
These directions are applicable to all GED® tests and should be read verbatim before any candidate begins taking the GED® tests. If the testing order differs from what is in the GEDTS P&P manual, read the directions aloud before the first test. (GEDTS, p. 47-66)
The Essay

GED® candidates write an original essay on an assigned topic.

Providing the Essay Topic and its Use

The essay topics are provided in two ways, either in the test booklet or in a topic packet, depending on the number of test batteries ordered.

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

A) If the testing center uses topic cards, take only the assigned topics and one alternative topic to the testing room. Place the topic cards in the Language Arts, Writing Test booklets. If the essay topic appears in the test booklet, take one additional booklet.

B) Parts I and II of the Language Arts, Writing Test should never be administered separately. Each candidate must have his or her own test booklet and essay topic card (if applicable) for the entire two hours.

C) Do not read the essay topic aloud except to people taking the audiocassette version of the GED® tests.

Exemptions from an Assigned Essay Topic

In rare cases, a GED Chief Examiner or GED Examiner may find a GED® candidate who is unable to write about an assigned essay topic because the topic is inappropriate due to a candidate’s disability, religion, or incarceration.

Under no conditions may the GED Chief Examiner or GED Examiner alter a given topic or create a new one for a candidate’s use. Where it is clear that the assigned essay topic is not appropriate for a GED® candidate, the GED Chief Examiner or GED Examiner will do the following:

A) Assign an alternate topic according to the following procedures:
1. If the essay topic is printed at random in the test booklet, issue another Language Arts, Writing Test booklet of the same test form bearing the next sequential serial number. For example, the GED Chief Examiner or GED Examiner would exchange Test Form IA, serial 00001 for Test Form IA, serial 00002. If no other test booklets of the same form are available, a Language Arts, Writing Test booklet of a different test form may be used, provided it neither contains the same essay topic nor has been used by the candidate in previous testing.

2. At testing centers where essay topic cards are in use, issue the next sequential essay topic appearing on the Topic Rotation List. For example, the GED Chief Examiner or GED Examiner would take back Topic D and, having consulted the list, issue Topic B.

B) Complete the Exemption from Assigned Topic form (Form L-60). The GED Chief Examiner or GED Examiner keeps the original copy of this form and sends a copy to both the GED Administrator and the GED Testing Service.

**JURISDICTION:** The State GED Administrator is to be notified in writing of all exemptions granted. The Administrator will monitor for patterns in all objections.

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

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

Situations occasionally arise when a candidate’s essay contains content that threatens suicide or violence, discusses criminal activity, or otherwise addresses issues of a sensitive nature that give the reader a legitimate basis for concern.

**JURISDICTION:** When deemed appropriate, oral and written notification should be given to state legal authorities and to relevant GED® personnel. Such notification should be made promptly upon discovering the sensitive nature of the essay.

CONCERNS REGARDING SENSITIVE ESSAYS SHOULD BE SHARED ONLY WITH THOSE INDIVIDUALS WHO HAVE A LEGITIMATE NEED TO RECEIVE SUCH INFORMATION. (GEDTS, p. 69)

**GED Testing Center responsibilities for sensitive Essay handling**

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

1. The Chief Examiner should immediately notify the State Administrator, verbally and in writing, and (s)he will contact GED Testing Service with the notification.

2. If possible, the Chief Examiner should contact someone who knows the candidate better, such as a teacher or guidance counselor, to determine if there is reason to believe that the claims or threats are real.

3. Most states have laws that require that certain individuals (such as school officials) report cases of neglect or abuse involving minors. While these statutes may not be applicable to individuals who review GED® essays, GED Testing Service believes that such cases should still be reported to a principal, guidance counselor, or the state agency assigned to protect minors.

4. If state authorities (police, other law enforcement officers, state’s attorney, or an officer of the court) request the original essay, the Chief Examiner should comply with the request as long as it is contained in a valid subpoena or other appropriate legal document. Copies of the subpoena or written request must be sent immediately to the State Administrator and GED Testing Service.

5. The Chief Examiner must advise the State Administrator and GED Testing Service of any actions or outcomes that result from the reporting of sensitive essays. (GEDTS, p. 70)

**JURISDICTION:** Due to the potential severe implications of these sensitive Essay responses, the State Administrator should be contacted only after ensuring safety and preventing any tragic events if possible. If the Administrator cannot be reached for any reason, notification will be made to the WCCC Director of Federal Programs @ 307-777-7175.
Administration of Other Formats of the GED Tests

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

Editions in a Language Other than English

Wyoming’s official policy for the GED® Testing Program only allows for testing of candidates in the English and Spanish languages. Due to extremely limited use, the state program office no longer maintains a Spanish language copy for loan to programs.

JURISDICTION: If the GED Chief Examiner or Examiner does not speak the language, it is suggested that a Proctor who is fluent in speaking Spanish be present to assist with directions, questions, and any special instructions.

Combining 2002 Series GED Test Scores Across Different Language Formats

In Wyoming, candidates are NOT allowed to combine scores across different language format tests so as to complete the official test battery and receive a credential.

The US and Canadian English-language versions of the GED® tests cannot be combined. For questions about transfer or test credit, contact the GED Administrator.

Large-Print Edition

The use of the large-print edition does not require approval from the State Administrator or GED Testing Service. However, if extra time is also requested, then the request must go through the usual steps for requesting testing accommodations.
Audiocassette Edition

GED candidates using the audiocassette edition of the GED® tests are encouraged to practice by using the Official GED Audiocassette Practice Test Form.

Braille Edition

Due to the extremely limited availability of Braille Proctors, test centers are encouraged to contact the State GED Administrator for assistance when use of the Braille Edition is requested. Suitable alternative test methods or accommodations may need to be considered.

Jurisdiction: Should a special edition test be given to a candidate, Audiocassette, Spanish, French, or Braille, and the candidate has used both versions of the exams and requires a third administration of the exam, the candidate is required to have a 90 day period in between the second and third testing session.
Accommodated Testing of GED® Candidates with Disabilities

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

Reasonable accommodations are provided for candidates who have documented disabilities that prevent them from accessing the GED® tests. Accommodations are made for candidates who have diagnosed physical, mental, sensory, or cognitive disabilities and who provide appropriate documentation from a qualified professional of their impairment and its effect on their ability to take the GED® tests under standard conditions.

Tests for GED® Candidates with Disabilities

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

Requests for Accommodations

GED® candidates may request accommodations at any time. However, it is strongly recommended that they do so at least 60 days in advance of their desired test date to allow sufficient time to review all documentation that has been submitted and for arrangements to be made for the accommodation(s).

The documentation must demonstrate not only that the person meets diagnostic criteria for a particular disorder, but also that the condition is at the level of a disability as defined by the ADAAA.

**POLICY:** The diagnosing professional who produces the documentation must determine the necessary accommodations for standardized testing, not the Chief Examiner.
**POLICY:** Candidates whose highest VIQ, PIQ, or FSIQ score is below 80 will be asked to complete the Intellectual Disabilities Accommodations Request Form, NOT the LCD request form. **These requests will automatically be forwarded to GEDTS for consideration.**

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

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

A) The GED Chief Examiner or GED Examiner performs an initial review of the materials for completeness.

B) If the request is not complete or is on the incorrect form, the GED Chief Examiner or GED Examiner advises the candidate how to correct the error(s).

C) If the forms are complete and supporting documentation attached, the GED Chief Examiner or GED Examiner date-stamps the forms and sends it along with all relevant documentation to the GED Administrator.

D) The GED Administrator either (1) approves the request, (2) sends the request back to the official GED® Testing Center to request more information, or (3) sends the request to the GED Testing Service for review.

E) If the request needs to be sent to the GED Testing Service, the GED Administrator notifies the GED® candidate, the school, or the advocate that such a review may require up to 30 days before an answer is available.

F) If the GED Administrator approves the request, he or she will return the Request for Testing Accommodations form to the GED Chief Examiner or GED Examiner so that accommodations can be implemented within test administration.

G) If the GED Testing Service denies a GED® candidate’s request for accommodations, the candidate may appeal that decision using the Testing Accommodations Appeal form. The Appeal Form and appeal process description are available on the website.

**Accommodations for GED® Candidates Who Are Blind or Have Visual Impairments**
These include, but are not limited to:

1) Use of the Braille GED® test

2) Use of the large-print GED® test
3) Use of a handheld magnifier

4) Use of a CCTV for enlarging the paper test

5) Use of an audiocassette for audio presentation of the test

6) Use of a scribe for dictating responses

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

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

Because of limited demand for the signed videotape of GED® test instructions, **Candidates in Wyoming are hereby automatically approved to read all printed instructions and information that would ordinarily be read aloud by the GED Chief Examiner or GED Examiner and may ask questions in writing about procedures on GED® tests.**

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

This accommodation is appropriate for those candidates who have documented difficulty writing as a result of visual or physical impairments.

**JURISDICTION:** A scribe is approved in situations where a candidate is unable to write (or see to write) on their own, even with extra time. A scribe may in no way edit the essay or discuss the tests or responses with candidates, except in order to clarify the candidate’s intended response. (GEDTS, p. 79)

**Instructions for the use of a scribe**

The scribe should do the following:

A) Record answers to the multiple-choice questions; and/or

B) Record the essay portion of the Language Arts, Writing Test.

The scribe’s duty is to faithfully record the GED® candidate’s responses without correcting them. The scribe must be an accurate and fair secretary, neither diminishing the fluency of the candidate nor helping to improve the writing.
**Minor Adaptations That Do Not Require Prior Approval**

The GED Chief Examiner or GED Examiner may permit the use of certain adaptations and devices without prior approval from the GED Administrator or the GED Testing Service.

**JURISDICTION:** These adaptations and/or devices are described in the Personal Items Exception Form, posted on the website. All candidates who need to bring a “personal item” into the testing room or request minor modifications should use this form. Accommodation questions should be directed to the State Administrator.

**Publicity for Accommodated Administrations**

Test Centers are especially encouraged to elicit the cooperation of special education, vocational rehabilitation, and adult education agencies as part of its publicity effort. GED Examiners are encouraged to direct candidates who may have disabilities to the website, which includes Request Forms, Documentation Guidelines, and other helpful resources.
Testing Irregularities and Compromises

Testing irregularities and compromises pose a threat to the integrity of the GED® testing program. Test Centers who violate Policy and Procedure requirements will be closed on-the-spot for investigation by the Administrator.

The GED Chief Examiner and GED Examiner are required to take all the necessary precautions to prevent and minimize the possibility of a compromise or irregularity and report immediately if one does occur.

Testing Irregularities

Testing irregularities are any significant occurrence that generally disrupts a candidate’s ability to focus on testing. Testing irregularities must be reported to the jurisdictional GED Administrator as soon as possible.

Test Compromises

A test compromise occurs whenever:

• A whole or partial test battery is lost or stolen.

• Any unauthorized person has access to the GED® tests.

• A GED® candidate copies from another candidate.

• An individual impersonates a GED® candidate and attempts to take the test.

• Examiners or candidates share information about the GED® tests.

• GED® candidates receive answers to test questions in advance of the scheduled testing date or attempts to use any form of “cheat sheet” during testing.

Every effort must be made to prevent such compromises from occurring.
The GED Chief Examiner or GED Examiner must delay reporting scores to any candidate who is suspected of compromised testing until an investigation has been completed. (GEDTS, p. 85)

**IF A TEST COMPROMISE OCCURS:** No further testing may be conducted until the GED Administrator and GED Testing Service agree to the reopening of the center.

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

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

### Wyoming State GED® Program Policy on Fraud

**JURISDICTION:** No person shall present a forged document, (verification, certificate or transcript whether scanned, reproduced or electronically altered in any manner) as an official state-issued high school equivalency certificate or GED document. If a person presents such a document, the State GED Administrator will be notified within one business day. The State GED Administrator will investigate all incidents and may expunge the offender's official record, invalidate test scores, bar further testing in Wyoming and/or prosecute the offender in a court of law.

The archive of official violations will be maintained by the State GED Administrator at the Wyoming Community College Commission and access will be limited to only Commission staff, those individuals immediately necessary to legally investigate violations of this policy and GEDTS legal staff and employees.