

GED Test Misconduct Policy

The GED Testing Services in Washington DC, requires strict enforcement of testing standards and security. The GED Testing Services reserves the right to cancel test results if it includes that there is a reasonable basis for question.

Examples are as follows:

- whether scores were earned under unauthorized conditions,
- present false or misleading identification
- impersonating someone else,
- receiving test questions, or answers in advance or received improper assistance during testing,
- talking during the test,
- copying from another examinee or sharing information,
- removing or attempting to remove any part of the test from the testing room,
- use of unauthorized aids, **no cell phones** allowed on the person during testing-violations will result in expulsion from the testing room!)
- taking an unauthorized time extension,
- disclosing any items/essay topics from the test after the session, obstruction of the privacy policy,
- falsifying a GED certificate or transcript,
- supplying false information about the number of times tested each year, and/or,
- other misconduct as determined by the GED Examiner or GED State Administrator.
- I understand that I will be removed from the testing setting and: 1) my scores will be invalidated; 2) my GED certificate will be denied or revoked; 3) and I may be required to wait an extended period of time before being allowed to retest and/or may be required to pay someone to administer the test in a private setting.

Signature: _____

Date: _____

GED TESTING-Information For Testers

- Call or visit the GED Examiner's office for current information and testing times. 251-578-1313, ext #149. See Mrs. Booker in the Testing Center, Bldg. #100. Ask questions so that you will feel comfortable on GED Testing day. Be sure to start the process far enough ahead so that you meet the requirements prior to your desired testing date. *Seating is limited to 10 people--FIRST COME-FIRST SERVE basis.* Preregistration packets are available for printing at <http://www.rstc.edu> , or can be obtained at the GED Testing Center in Bldg. #100. Sample tests are available in the testing center, on our website, or at:
http://www.acenet.edu/Content/NavigationMenu/ged/test/prep/sample_questions.htm
- Accommodations are available for those with proven physical, emotional, and learning disabilities. Accommodations must be documented and applied for. Approval takes two to three weeks. Ask the GED Examiner or go to <http://www.acs.cc.al.us/ged/faq/disability.aspx>
- GED Test registration will be on Tuesday's only prior to testing at 9:00 am only. Testing is administered on Wednesday and Thursday. *Sorry, no walk-ins are allowed on test days.* (See attached schedule.)
- Bring a **valid** government issued picture ID **and** a **signed, non-laminated social security card** to all meetings.
- Applicants 16 or 17 years of age are required to have a notarized letter of permission from a parent, guardian, judge, or legal custodian, AND documentation from a city/county local education agency or private school, as appropriate, verifying that the applicant has withdrawn. This may also be a letter (on letterhead stationary) from the local superintendent, principal, or headmaster, as appropriate. NOTE: If the candidate has never enrolled in an Alabama K-12 school, the candidate shall submit a letter from the city/county superintendent where his/her current Alabama place of residence is in a territory under the control and supervision of a city/county board of education. The letter must verify that the candidate is eligible to enroll, but has not.
- Applicants retesting must complete the registration process and bring a copy of their previous test scores *signed* by the GED Chief Examiner. Candidates will take their test on the day it is scheduled. (These tests are standardized and must be administered accordingly.)

DURING REGISTRATION:

1. GED forms are completed
2. GED answer sheets are filled out
3. Math video is shown
4. Applicants are given a sample copy of the test.
5. Applicants are told what they are allowed to bring on the day of testing.
6. Fees are paid

Pay the applicable fee: \$50.00 for complete battery
 \$10.00 for each retest

****Money orders, cashiers check, or cash is the accepted method of payment. (No personal checks.)**

*****Failure to present these items in their entirety will prevent you from taking the test.**

WHAT TO EXPECT ON TEST DAYS:

Testing is divided into two short days from 8:00 am —2:00 pm. Persons taking the full battery must be present both days. Persons retesting will only have to be present on the day that test is given, but are required to complete the preregistration process

GED Test - Day 1.....

Applicants are reminded to bring valid picture ID.

Applicants need to be present at 7:45 am.

Examiner will give information on security measures, emergency plan, breaks, the order of tests given, directions of the test, testing rules and scoring methods.

Tests given are Writing Skills, and Math Parts I and II. *Estimated* time is 4 hours.

GED Test - Day 2.....

Applicants are reminded to bring valid picture ID.

Applicants need to be present at 7:45 am.

Applicants will be reminded of testing rules, directions of the test, security measures, emergency plan, and breaks.

Tests given are Social Studies, Science, and Reading. *Estimated* time is 3 hours.

No purses, coats, caps, hats, cell phones, pagers, portable music players, calculators, bags, watches, textbooks, dictionaries, notebooks, or hand held devices are allowed with you during testing. Items will be within your sight but inaccessible except during breaks. You may bring food items and drinks for your break time, however, these items are not allowed at your desk while testing.

Please fill out the following pages and bring with you on registration day.

Be on time.

Please write legibly.

Bring all paperwork, identification, and money on the desired registration day.

Should you have any questions, please do not hesitate to contact me. 251-578-1313, ext #149

Candidates receiving a passing score on the GED Test may be eligible for a FREE three (3) hour class at Reid State or any Alabama two year college. Students satisfactorily completing Adult Education classes could be eligible to receive an additional FREE three (3) hour class. Make inquiries if interested.

If there is something you do not understand or have suggestions to improve the process, please do not hesitate to say so. Thank you for letting us serve you.

Alice Booker

GED Chief Examiner/Testing Coordinator

GED FORM 2

First Name	Middle Name	Last Name	Suffix (Jr., Sr., etc.)	
Social Security or Tax Identification Number		Date of Birth	Gender	Age
Street/P O BOX	City	State	Zip Code	
Phone Number	E-Mail Address	Name and Location of Last School Attended		

Check all of the following that apply:

- I am not enrolled in a public school or a private school registered with the State Department of Education.
- I have not earned a secondary school diploma from a public school or a private school registered with the State Dept of Education.
- I am sixteen (16) or seventeen (17) years of age, have officially withdrawn from a public, private, or church school and have the permission of a parent/guardian and the city-county superintendent of education or private/church school headmaster/principal to take the GED Test.¹
- I am sixteen (16) or seventeen (17) years of age, incarcerated, and have the permission of the legal custodian responsible for my care, custody, and control.²
- I am sixteen (16) or seventeen (17) years of age, institutionalized, and have the permission of the legal custodian responsible for my care, custody, and control.²
- I am sixteen (16) or seventeen (17) years of age, was taught at home by a private tutor, and have the permission of a parent or legal custodian/guardian.³
- I am sixteen (16) or seventeen (17) years of age, and have been ordered to take the test by an Alabama judge exercising authority over me.⁴
- If I pass the GED Test, I authorize the release of my name and address to the state funded adult education director (s) so I may participate in GED graduation ceremonies.
- If I do not pass the GED Test, I authorize the release of my name and address to the state funded adult education director (s) in my geographical area for notification of GED preparatory classes.
- I authorize the release of my Official Report of Scores to the adult education director (s) in the geographical area where I am enrolled in GED preparatory classes.⁵
- I request information about applying to take the test with special accommodations because of disability.
- I have been administered the GED Test less than three times since January 1 of this current year.
- Since 01/01/2006, I have taken the GED Test at:

The information provided is correct. I understand that if I copy from another person, impersonate another person, share information about the tests, or in any other way contribute to a test compromise, I may be dismissed from the testing sessions and my test may not be scored, previous test scores may be cancelled, I may be required to wait a period greater than six weeks before being allowed to retest, and/or I may be required to retest in a private setting at my expense. I also understand that I may be required to forfeit my testing fee if I failed to report on my scheduled testing date and that I have ninety (90) days to complete the entire test battery. If I fail to complete the initial test battery in ninety (90) days, my test will not be scored and I will be required to wait six (6) week before being allowed to retest on an alternate test form.

Applicant's Signature: _____ Date: _____

¹ Attach the parent/guardian notarized permission letter and city/county superintendent or private school headmaster/principal letter.

² Attach legal custodian's permission letter.

³ Attach parent/custodian/guardian notarized permission letter.

⁴ Attach copy of the court order.

⁵ provide adult education supervisor's name, address, and phone number on reverse side of this form.

**ACE - RSTC
GED Privacy Policy**

GED® TESTING SERVICE STATEMENT ON RESPONSIBILITIES OF TEST TAKERS AND OWNERSHIP OF TESTS, SCORES AND DATA

The American Council on Education® owns the GED Tests, the questions, and answers. If you are taking the GED Tests, you must agree to keep the questions and answers secret. You may not get any help from anyone except the GED Examiner. You must return all tests and other items to the GED Examiner at the end of your test.

You must not disclose test questions to anyone. If you do, it may be a violation of law, and you may be prosecuted and your test scores may be canceled.

The places that give the GED Tests may use GED testing information and may share that information with GED Testing Service®.

GED TESTING SERVICE PRIVACY POLICY

GED Testing Service understands that some information about you is private, like your name, address, ID number, date of birth, and test scores. GED Testing Service will not give out the private information without your permission.

You can tell GED Testing Service whether or not GED Testing Service may contact you for follow-up research.

GED Testing Service does allow some research about the GED Tests and test-takers, but does not allow your private information to be identified in the research.

Sometimes the law requires GED Testing Service to provide private information, and sometimes GED Testing Service has to investigate fraud or other violations using some private information.

The place where you take the GED Tests also has some rights to your private information.

Errors can occur, but GED Testing Service tries its best to protect your private information.

You may ask questions about the GED Testing Service policies at ged@ace.nche.edu or 202-939-9490.

Signature

Date

GED Testing
Reid State Technical College

Exert From Policy Manual

The number of candidates petitioning to take the GED has increased. The GED Testing Center administers a limited number of testes at each setting. Candidates are guaranteed a seat when all requirements are met. When a candidate fails to appear this prevents another candidate from testing, thus prompting the following action:

Monies paid to the college for the purpose of GED testing must be used within sixty (60) days or forfeited. After this time period has passed, the application process will have to be repeated.

It is the duty of the testing candidate to notify the GED Chief Examiner if they will be unable to attend a testing session. Please call as early as possible.

I agree to all of the above provisions:

Signature

Date

**GED TESTING
NOTARIZED PARENT/ GUARDIAN CONSENT LETTER
FOR 16 AND 17 YEAR OLDS**

DATE: _____

TO: GED Examiner, Reid State Technical College

FROM: _____
PRINT (parent, guardian, or legal custodian)

RE: GED TEST

This is to confirm that I am the parent or legal guardian of:

PRINT (name of GED applicant)

AND I request that he/she be allowed to take the GED Test.

SIGNATURE of Parent, Guardian or Legal Custodian

SEAL OF NOTARY PUBLIC

**Other letters are required along with this form. A letter on official stationery from the last high school attended showing proof of withdrawal and signed by an official such as the principal, headmaster, or superintendent.