Iowa's GED Guidelines

A Supplement to the Official GED Testing Service Policies and Procedures Manual 2010 Edition

ADULT LITERACY
ABE, ESL & GED

Revised September, 2010

Table of Contents

Iowa GED Guidelines and Monitoring Tools Introduction.. 2

I - GED Testing and Age for Diploma Receipt. 3

Iowa GED Policy Guidelines Related to Age of Examinee 6

II - Reasonable Time Frame in which GED Candidate would be required to complete the GED Test Battery 7

III – Documentation of a GED Candidate's Readiness to take and Successfully Pass Each Section of the "GED 2002" Test Battery 7

IV – Regulations Regarding Cell Phones, Cameras and Other Items. 8

V – Testing Home-Schooled Students 8

VI – Request for Name Change on Official GED Records 9

VII – Time Lapse between Tests 9

VIII – Iowa GED 2002 Retest Policy 10

IX – Entry of GED 2002 Test Scores and Related Information for Candidates Who Previously Tested Outside of Iowa 10

X – Determining if a Person Has Been Issued a High School Equivalency Diploma . . . 11

XI – Changes in Staff 12

XII – GED Accommodations 12

XIII – Procedural Guidelines for Requesting Manual Entry of GED Test Scores . . . 13

XIV – Yearly GED Testing Schedule 13

XV – Residency 13

XVI – Emergency Procedures 13

XVII – Iowa Score Requirements to Pass the GED Test 14

XIII – Collecting Demographic Data 14

XIX – How to Request Duplicate Diplomas 14

XX – Guidelines for Keeping at Your Site 14

XXI – Working With Army Recruiters 15

XXII – GED Test-Taking Order 15

XXIII – Re-Testing on Duplicate Forms 15

XXIV – Requirements for Re-Testing 16

XXV – GED as Level Completion of an Educational Functioning Level 16

XXVI – Combining Scores from Different Language Versions 16

XXVII – Online GED Testing 16

XXVIII- Returning to Get a High School Diploma After Earning a GED. 16

XXIX- Privacy Policy Clarification. 16

XXX- Iowa/Illinois GED Students 17

XXXI-NRSpro Tips. 17

Iowa GED Guidelines and Monitoring Tools
Introduction

The Iowa GED Guidelines contained in this document will clarify policies and procedures that apply specifically to the Official GED Testing Centers in Iowa. It is intended to be used in conjunction with the *GED Testing Service Policies and Procedures Manual, June, 2008 Edition*. All persons involved in the administration of GED Tests in Iowa have had the opportunity to review and edit this document and must know the contents of both the manuals. Both manuals will be updated as changes are made.

Iowa currently has 15 GEDTS Contracted Centers recorded in the GEDTS database. These 15 contracted centers serve as the GED Testing Administrative Centers and are located where the Community College District GED Chief Examiner is located. Iowa has had this structure in place since 1966.

The Community College District GED Chief Examiner maintains administrative and district oversight for their respective contracted centers. The Community College District GED Chief Examiner is the contact person for ensuring that all GEDTS policies and procedures are implemented and also ensuring that all GED test materials received and shipped to and from the official GED district test centers follow the policies and guidelines outlined in the 2008 GEDTS Policies and Procedures Manual.

Thank you for your hard work educating Iowa's GED candidates.

Helene Grossman
GED Administrator for Iowa
Iowa Dept. of Education, Division of Community Colleges and Workforce Preparation
400 E. 14th St.
Des Moines, IA 50319
515-281-3640
helene.grossman@iowa.gov

I - GED Testing and Age for Diploma Receipt

To receive the diploma, **every applicant must:**

- Have obtained the age of 18 years of age
- Be a non-high school graduate
- Not be enrolled in a secondary school

GED testing is prohibited for individuals below age 16 or any individual, regardless of age, who is a secondary school student or a high school graduate. Please be aware that GED Testing Service sent a letter to Judy Jeffrey, former Director of the Iowa Dept. of Education, in November, 2007, explaining their policy that no one under 16 is allowed to test and that testing of 16-17 year olds be restricted. In Iowa, the general rule for a student is that they must be 17 years of age to test and can receive their diploma at 18. An applicant is NOT eligible for a diploma until after the student's 9th grade class graduates. However, there are some exceptions, as defined below:

1) Residents of Iowa Juvenile Institutions

Under a special agreement with the General Educational Development Testing Service (GEDTS) of the American Council on Education (ACE), controlling agency for the GED, and in compliance with Chapter 259A, Section 259A.6, Code of Iowa, the GED tests may be administered to minors who are minimally 16 years of age and are RESIDENTS of one of three Iowa juvenile institutions. These institutions are the State Training Schools at Eldora and Mitchellville, and the Iowa Juvenile Home at Toledo. In keeping with these special arrangements with the GED Testing Service, the following criteria must be met by institutionalized minors for admission to GED testing. **Each individual must:**

- Be a resident of one of the three state institutions named above
- Be at least 16 years of age
- Present evidence of having successfully completed a structured high school completion program or based on results of GED practice tests or other standardized instruments is judged by institutional personnel to be proficient in the subject areas assessed by the GED tests
- Be referred by an administrative official of the institution, to an official GED Testing Center

It is necessary for the Chief Examiner to have written verification from the referring institution to assure that all criteria listed above for admission to testing have been met. These verifications must be kept on file in the official GED Testing Center.

It should also be noted that if an individual has started GED testing while a resident of the state training schools or the Iowa Juvenile Home and is released from or placed outside of the institution, that individual may continue testing provided that he/she does not enroll in a secondary school.

2) Minors Placed Under the Supervision of a Juvenile Probation Office

The GED tests may be administered to minors who are minimally 16 years of age and are **placed by the court under the supervision of a juvenile probation office**.

Under a special agreement with the General Educational Development Testing Service of the American Council on Education and in compliance with Chapter 259A, Section 259A.6 Code of Iowa, the GED tests may be administered to minors who are minimally 16 years of age and are

placed by the court under the supervision of a juvenile probation office. In keeping with the special arrangements with the GED Testing Service, the following criteria must be met by minors under supervision of a juvenile probation office for admission to GED testing. If a Job Corps student (or any student) is under the supervision of a juvenile probation officer and the GED is a **written probation requirement**, then the student may test and receive their GED at 16. If not, then the student must wait until they are 17 to test and will receive their GED at 18.
Each individual must:

- Be placed by the court under the supervision of a probation office
- Be at least 16 years of age
- Not be enrolled in a secondary school; (Non-enrolled status is confirmed by the last school in which the candidate was enrolled.)
- Have successfully completed a structured high school completion program or based on results of GED practice tests or other standardized instruments, be judged proficient by a professional with competency to make such an evaluation in the subject areas assessed by the GED tests
- The status of being placed under the supervision of a probation office must be verified by the examiner receiving a copy of the court order. There is one exception to this however. **This exception is:** A minor who is under the supervision of a probation office but not by virtue of a court order. This status would be known as an "Informal Adjustment Agreement." The probation office must in these cases, when referring for GED testing, provide a copy of the Informal Adjustment Agreement or when that is not possible due to judge's refusal or reluctance to have the agreement go to the third party, provide a letter from probation office stating that the potential examinee is under an Informal Adjustment Agreement and under their supervision. This will constitute sufficient verification of status.

3) Individuals Seventeen Years of Age, Not Residents of a State Training School or Iowa Juvenile Home, and Not Under the Supervision of a Probation Office

The Code of Iowa makes no provision for individuals in this age and status category to receive the Iowa High School Equivalency Diploma. However, when specific criteria are met, admission to GED testing is permitted. Prior to admission to testing for all seventeen-year-olds who are not residents of a state training school or the Iowa Juvenile Home or who have not been placed under the supervision of a probation office, the chief or alternate chief examiner must have written verification that the GED candidate:

- Is not enrolled in a secondary school. This non-enrolled status must be verified by the school district in which the candidate was last enrolled. Verification may be made by, (a) the school official completing a form developed by the official GED Testing Center, (b) an official high school transcript showing termination, or, (c) a letter from the school official.
- Has the consent of his/her parent or guardian for admission to GED testing. This consent is not required if the candidate verifies to the satisfaction of the chief or alternate examiner that he/she is, (a) married, (b) divorced, or, (c) has a dependent. It should also be noted that there are cases where the consent requirement is not appropriate, e.g., death or absence of a parent(s), and no legal guardian appointed. In these rare cases please contact the GED State Administrator for a decision on potential waiver of this requirement.
  - **Please note, that even if the student meets this criteria, the student can not receive the GED diploma until his/her class from 9th grade has graduated.**

In each case, it shall be the responsibility of the GED candidate or his/her parent(s) or guardian to obtain the required verifications or cause the required verifications to be forwarded to the

chief or alternate examiner prior to admission to testing. It shall not be the responsibility of the chief or alternate chief examiner to secure these verifications for the candidate; however, it shall be the responsibility of the examiner to verify, in every case, the authenticity of all documents.

Any testing with the GED is prohibited for any individual, regardless of age, who is a secondary school student or a high school graduate.

4) Eighteen Year Olds Who Are Eligible for the Iowa High School Equivalency Diploma
Anyone 18 years of age who is not enrolled in a secondary school may be admitted to testing. The only requirement for admission to testing is proof of age and verification of non-enrolled status. The student can not receive the GED diploma until **his/her class from 9th grade has graduated.**

5) 17 Year Olds Enlisting in the Armed Services
The GED tests may be administered to persons 17 years of age who need the test for enlistment in the Armed Services, employment, admission to a college, university or training program, or license for an occupation. Adequate written verification or documentation is required. However, the diploma will not be awarded until **his/her class from 9th grade has graduated.**

Iowa GED Policy Guidelines Related to Age of Examinee

Group Descriptor	Age for Testing	Age for Receiving Diploma	Other Guidelines
Traditional student	17	18	
Residents of Iowa Juvenile Institutions (State Training Schools at Eldora and Mitchellville, and the Iowa Juvenile Home at Toledo)	minimally 16 years of age	16	In keeping with these special arrangements with the GED Testing Service, the following criteria must be met by institutionalized minors for admission to GED testing. **Each individual must:** ➢ Be a resident of one of the three state institutions named above. ➢ Be minimally 16 years of age. ➢ Present evidence of having successfully completed a structured high school completion program or based on results of GED practice tests or other standardized instruments be judged by institutional personnel to be proficient in the subject areas assessed by the GED tests. ➢ Be referred, by an administrative official of the institution, to an official GED Testing Center. These verifications must be kept on file in the official GED Testing Center.
Minors Placed Under the Supervision of a Juvenile Probation Office	minimally 16 years of age	16	Documentation from the court is required.
Job Corps Participants	If a Job Corps student (or any student) is under the supervision of a juvenile probation officer **and the GED is a <u>written probation requirement</u>**, then the student may test and receive their GED at 16. If not, then the student must wait until they are 17 to test and will receive their GED at 18.	16, with written probation requirement, or 18 without written probation requirement	
Individuals Who are Seventeen Years of Age, Not Residents of a State Training School or Iowa Juvenile Home, and not Under the Supervision of a Probation Office	17	Please note, that even if the student meets this criteria, they may test but will not receive their diploma until they reach age 18.	The student can not receive the GED diploma until **his/her class from 9th grade has graduated.**
Eighteen Year Olds Who are Eligible for the Iowa High School Equivalency Diploma	Anyone 18 years of age who is not enrolled in a secondary school may be admitted to testing. The only requirement for admission to testing is proof of age and verification of non-enrolled status.	18	The student can not receive the GED diploma until **his/her class from 9th grade has graduated.**
GED Candidates Who are Considered "Home -Schooled"	17	18	A home-schooled student can receive the GED diploma as soon as he/she turns 18.
Military Recruiter Request	17	18	
Youth Considered Adult Offenders	16	16	Documentation from the court is required.

II - Reasonable Time Frame in Which GED Candidates Would Be Required To Complete the GED Test Battery

A GED candidate will be allowed a period of two years (24 months) in which to complete the entire GED test battery. If there are extenuating circumstances for not completing the GED test battery within the two year period, a reasonable time extension may be granted by the Iowa GED State Administrator. **If the student is close to completion and is <u>not more than a year</u> beyond the 2 year timeframe, the local Chief Examiner may approve extensions <u>up to the end of the third year</u>. If, however, the student is beyond the third year, a personal letter from the student and an extension request form must be scanned and sent for approval of an extension.**

- The two year time frame commences from the date that the first test is administered and includes all initial and retest sessions. The term "extenuating circumstances" includes, but is not necessarily limited to, the following scenarios: (1) extended illness, (2) additional preparation time, (3) other unique situations. The request for additional time beyond the two year limitation must be submitted in writing with supporting documentation to the chief GED examiner by the alternate examiner. If the chief examiner determines the request is valid, it will be forwarded to the GED state administrator for final action. The approval time extension will indicate a time frame for completion (i.e., a number of specific days, weeks or months for which the extension period is valid).
- The subtests which were taken during the two year time frame are valid and will not be deleted after the two year time frame. The candidate would only be required to complete the remaining subtests.
- The student would, under special circumstances, be eligible for a second extension if approved by the GED chief Examiner and the GED Administrator.
- If a GED candidate does not complete the entire GED test battery within the prescribed time frame (2 year period or extended period), the candidate would have to resubmit a request to resume testing. However, the scores on the subsections of the GED test battery already completed would remain valid. The candidate would only be required to complete the remaining sub tests. The local GED test fees would be assessed upon reapplication for testing.

III - Documentation of a GED Candidate's Readiness to Take and Successfully Pass Each Section of the "GED 2002" Test Battery

Policy Statement: A GED candidate will be required to demonstrate or effectively document proficiency to reasonably ensure that the GED candidate possesses the necessary skills, knowledge and competencies to pass each sub test of the GED test battery by State of Iowa standards.

- The acceptable assessment instruments which can be administered to demonstrate proficiency levels in order to reasonably ensure that the candidate possesses the necessary skills, knowledge or competencies to pass each sub test of the GED test battery by state of Iowa standards are: (1) Comprehensive Adult Student Assessment System (CASAS) Level "C" or Level "D", (2) the official GED practice test series, (3) other appropriate standardized assessment instruments. The appropriate completion level to determine reasonable probability of successful completion of each sub test of the GED test battery would be established at the local program level utilizing the following standard score predictor ranges: CASAS tests would be a standard score range of 236-250 for reading and mathematics, and a CASAS functional writing assessment score of 4-5. The recommended standard score predictor range for the official GED practice tests would be a standard score range of 460-500. In addition, local programs may require that a GED candidate earn a combined score of 1840 on the first 4 GED tests taken prior to granting approval to take the 5th test.

- Additional documents which can serve as a surrogate for assessment to demonstrate proficiency levels in order to reasonably ensure that the candidate possesses the necessary skills, knowledge or competencies to pass each sub test of the GED test battery by State of Iowa standards are: (1) official high school or college transcripts which include current standardized tests such as the Iowa Tests of Educational Development, grade point average (GPA), courses taken and completed, rank in class, (2) competency based transcripts which list specific competency level attainment. The listed competencies should be reviewed in relation to the specific competencies required for each sub test of the GED test battery, (3) a recommendation to begin testing on a specific sub test, supported by appropriate documentation from a GED instructor, counselor or administrator. The submitted documentation must contain educational information that has occurred within a two year time frame from the date of admission to GED testing. Any documentation which exceeds the two year time frame may not be considered as a surrogate for assessment.
- A GED candidate may demonstrate proficiency levels in order to reasonably ensure that the candidate possesses the necessary skills, knowledge or competencies to pass each sub test of the GED test battery by State of Iowa standards through a combination of assessment and providing appropriate documentation. The assessment procedures and appropriate documentation must be specific to each sub test of the GED test battery.

IV- Regulations Regarding Cell Phones, Cameras and Other Items

Cell Phones, Cameras and Other Items Must Be Stored Prior To A GED Testing Session:
GEDTS is very clear about expectations regarding the possession of electronic devices in the GED testing location. The following is the recommended script to be read before testing:

> "If during or after testing we find any of these items at your seat or in your possession, we will collect your test materials and your test score will not be released. Please be aware that we will confiscate cell phones, cameras, and other electronic items you have in your possession during testing. All confiscated items will be retained until it can be determined whether the item or items contributed to cheating. If there is any reason to believe that a compromise of GED testing material occurred or has been contemplated, GED Testing Service will keep any items indefinitely and may pursue other remedies for violation of this policy, including canceling test scores and prohibiting individuals from taking the GED tests in the future. You will be required to leave the testing center."

V - Testing Home-Schooled Students

In recent years, there have been concerns raised regarding GED testing procedures for persons who are considered home-schooled. The Iowa Code, Chapter 299A (Private Instruction), and Chapter 31 of the Iowa Administrative Rules (Competent Instruction and Dual Enrollment) is the legislation for "home-schooled" persons.

The general procedures for testing home schooled persons with the GED test battery are the same as the guidelines for testing of 16, 17, and 18 year-old-persons. The main issue to be resolved is one of obtaining verification of non-completion from a public/private elementary or secondary educational institution (K-12). The guidelines in Iowa Administrative Rules related to assessment of the progress of home-schooled students should be reviewed and followed. Refer to those sections when questions arise as to prior assessment.

Finally, signed verification from the local school district proving that the student is not enrolled in academic, dual credit **or extra-curricular activities** is required. If the home-schooled student is

coming from another state, verification will need to be signed by the local and former home high school administration. Parent signatures are not sufficient as verification of non-participation.

To demonstrate proficiency and to ensure that home-schooled students comprehend the GED testing process, home schooled students are required to be given all pre-testing that non-home-schooled students receive including the CASAS and OPT.

The chief examiner shall personally approve all requests for GED testing for home schooled persons. The alternate examiners should forward all documentation to the chief examiner for a final decision. If there are unusual or extenuating circumstances, the chief examiner may contact the GED Administrator for collaboration. All special circumstances shall be reviewed on a case-by-case basis.

VI - Request for Name Change on Official GED Records

A request for a name change should only be considered as a result of: (1) a legal name change as documented by court records, (2) an "alias" name which was originally recorded on an official GED record. A request for a name change on an official GED record due to marriage or divorce is not a valid request.

In the first situation, the GED examinee petitioned a court for a legal name change and the petition was granted. The documentation which would need to be provided, along with the request, would be: (1) a certified copy of the original birth certificate or other source of documentation such as a baptismal record, and (2) an official copy of the court records granting the name change petition.

In the second situation, the GED examinee provided an "alias" name on the original GED record and is requesting a change to an original name. The documentation which would need to be provided along with the request, would be a certified copy of the original birth certificate or other source documentation such as a baptismal record.

The guidelines for submission of a name change on an official GED Record are as follows:

- A letter must be submitted from the GED candidate, along with certified supporting documentation, to the Community College District GED Chief Examiner. The letter should provide a rationale for requesting a name change.
- The Community College District GED Chief Examiner has the discretion to evaluate the legitimacy of the request. If the request is deemed valid, all documentation, including a cover letter from the Community College District GED Chief Examiner supporting the change, must be forwarded to the Iowa GED State Administrator for final determination.
- The Iowa GED State Administrator may request additional information prior to final action. If the request is granted, the name will be changed on the official GED record.
- A request for a name change should be limited only to legitimate requests. The requests should be kept to a minimum.

VII - Time Lapse between Tests

In some cases, there is a considerable time lapse, i.e. 7-8 weeks between the date that a GED candidate takes either the GED Official Practice Test (OPT) or a CASAS Level C or D assessment to determine level of competence to successfully complete the actual GED subtest and the date the candidate takes the actual test. In those cases, the scores on the actual test may be considerably lower than predictor test scores because the learning curve has rapidly diminished during the extended time frame between the two events.

The field based research is demonstrating that those candidates who complete the actual test within a 2-3 week timeframe of completing the predictor assessments will score at approximately the same level on both assessments. However, a time frame beyond the 2-3 week period also demonstrates a rapid drop off of the learning curve. Therefore, it is recommended that a candidate be encouraged to complete the actual test as soon as possible once the predictor assessment(s) indicates a reasonable probability of successful completion.

On the other hand, if there is more than a 3-4 week time lapse between the predictor assessment and application to take the actual test, the candidate should be re-assessed to determine if the proficiency level is still high enough to ensure a reasonable probability of passing the actual test.

GED candidates may procrastinate due to the fact that they cannot afford to pay the total test fees. The chief examiner has the option of prorating the test fees across the testing period as long as the test fees are paid in full prior to completion of the final test.

VIII - Iowa GED 2002 Retest Policy

Retest policy emphasizes that the candidate should complete initial testing in all five subject areas prior to retest in any given subject area. However, Administrative Rule 281 32.5(2), concerning retest provisions states, "Applicant shall complete instruction in an adult education program, in the area or areas to be tested. This instruction shall be certified by an official of the adult education program to the chief or alternate examiner administering the retests."

The GED candidate will be allowed to retest in the same subject area prior to completion of initial testing in all five subject areas. However, the candidate must demonstrate an adequate proficiency level, as documented by CASAS or Official Practice Test (OPT) results prior to retest. The chief examiner has discretion as to the retest timeframe. The decision is to be made on a case-by-case basis.

IX - Entry of GED 2002 Test Scores and Related Information for GED Candidates Who Previously Tested Outside of Iowa

There are procedural guidelines for entry of GED 2002 test scores and related information for GED candidates who started testing in another jurisdiction, territory or state, have subsequently moved to Iowa and have contacted an Iowa GED Test Center to complete the GED 2002 test battery. These procedural guidelines only apply to jurisdictions, territories or states who are <u>not</u> affiliated with the nrspro.com consortium, (i.e. Wisconsin, Nebraska, Kansas, South Dakota, Minnesota, Illinois, etc.). The guidelines are as follows:

- An official GED 2002 transcript must be forwarded to the Iowa GED Chief Examiner from the ‘out of jurisdiction’ territory or state-originating GED test center. A GED candidate's copy of the transcript is not acceptable. The transcript must be an official transcript generated by the originating GED test center and mailed directly to the respective Iowa GED Chief Examiner. It is the GED candidate's responsibility to request a copy of the official transcript to be sent to the respective Iowa GED Chief Examiner.
- The GED candidate must complete the GEDTS Demographic Form. The candidate's record can then be created on the nrspro.com website.
- A copy of the GED candidate's official transcript must be forwarded to the Iowa GED State Administrator by the GED Chief Examiner along with a letter of request that GED test scores

completed at the originating center be entered into the GED candidate's record on the nrspro.com website.

- The Iowa GED State Administrator will consult with the GED Chief Examiner on a case-by-case basis if there are questions and/or extenuating circumstances prior to approval of the request.

To make the transfer of records for students who have tested at other centers in state or outside of Iowa:

- Scan the test record **first** to transfer ownership of the record. After the transfer of ownership, then scan the demographics form.
- If the student exists in the nrspro.com database (either in state or out of state) the following error message will be received: "The record for 'Doe, John', with ID '123456789', belongs to another center. To proceed, first score a test for this examinee and re-scan the demographic form."
- When the record is unable to be transferred automatically, the following error message will be received: "Scoring tests for the examinee 'Doe, John' with ID Number '123456789' is not possible because it belongs to another jurisdiction. Please contact Customer Support with the ID Number and your center's name to have the record transferred."

X - Determining if a Person Has Been Issued a High School Equivalency Diploma

To determine if a person has been issued a High School Equivalency Diploma based on successful completion of the GED test battery from the Iowa Department of Education, see:

Diploma Issue Dates From 1966-August 1975: The Iowa Department of Education has these records on both microfiche and disks. Please check with the Dept. of Education's GED Specialist for diploma verification.

Diploma Issue Dates From September 1975-February 2002: These records are posted on the Iowa Department of Education's GED diploma website. This is the prime source website to check for diploma verification. The records may be contained on nrspro.com.

Diploma Issue Dates From February 2002-Present for "GED 2002": The nrspro.com website is the only website where complete information on all GED candidates who have completed or are in the process of testing with the "GED 2002" test battery is posted. This website should be checked for diploma verification on GED candidates who were issued diplomas base on the "GED 2002" GED test results.

XI – Changes in Staff

A. L-10 Forms: An L-10 needs to be submitted to the GED Administrator for each site at which the staff member is/will be affiliated. For a new staff member, send an L-10 for each site at which that staff member will work; for a new Chief Examiner, send an L-10 for every site under the jurisdiction of that person.

B. Requesting Additional Users of nrspro.com Website or to Change User Level Status:

- A written request must be sent to the Iowa GED State Administrator from the GED Chief Examiner requesting an additional user to be approved or to request a change in user level status. The request must contain the following information:
  (1) Name(s) of requested user(s)
  (2) E-mail address(s) of requested user(s)
  (3) Phone number

(3) Title of requested user (i.e. GED Records Specialist or GED Alternate Examiner)
(4) Rationale for requesting additional approved user(s).
(5) Test center numbers
(6) Requested access level

- The same procedure must be followed to request that an existing approved user be: (1) removed from the approved user's list, or (2) a request to change user level status.
- The Iowa GED State Administrator will contact the Iowa GED Chief Examiner if there are questions or comments regarding the validity of the request. The decision will then be made by the Iowa GED State Administrator as to the status of the request.
- If the request is approved, the information will be forwarded to the webmaster at nrspro.com by the Iowa GED State Administrator. The webmaster will assign a User ID and User password. The Iowa GED State Administrator will communicate same to the Iowa GED Chief Examiner along with the assignment of center user access level.
- Any request to add additional approved users must be supported by a solid rationale and is limited only to authorized GED Records Specialists and/or Approved Alternate Examiners. The general rule is to provide limited user access to the nrspro.com website and only to approve the number of total approved users in any given community college district to effectively administer the local GED testing program. The only person authorized to submit a user request is the Iowa GED Chief Examiner. The only person who is authorized to approval user request is the Iowa GED State Administrator.
- Manual entry of GED test scores is a highly sensitive function. Only approved users who have been assigned a "Level 11" Jurisdictional Access Level can perform this function. The only person who has been assigned a "Level 11" Jurisdictional Access Level in Iowa is the Dept. of Education GED Specialist.

XII - GED Accommodations

GED Accommodations Tracking Form Guidelines:

- There are two different versions of the GED Accommodations Form: (1) The GEDTS version and, (2) the nrspro.com version. Either version may be used to document accommodations testing.
- It is the responsibility of the GED Chief Examiner and/or GED Records Specialist to scan the Accommodations Tracking Form information into nrspro.com.
- The source(s) for the information to be entered on the Accommodations Tracking Form is provided by: (1) local GED testing program, and (2) approved accommodations testing documentation sent to the local GED testing program from the state's designated specialist. The Accommodations Tracking Form information cannot be entered into nrspro.com until the State's designated specialist* approves the accommodations request and documentation of same is received by the local GED testing program.
- The information may be scanned into nrspro.com after: (1) the completion of each subtest, or (2) completion of the complete test battery. It is the responsibility of the GED Chief Examiner to establish local policy guidelines.
- An accommodation assessment is generally valid for 3-4 years. If the disability is considered permanent, then the original evaluation is valid long-term. The state's designated specialist can help to determine if a new assessment is necessary if the GED Chief Examiner is unsure.

(As of 6/10, *Iowa's Designated GED Accommodation Specialist: Kathy Green c/o Metro High School, 1212 7th St. SE, Cedar Rapids, IA 52401 KGreen@cr.k12.ia.us)

XIII - Procedural Guidelines for Requesting Manual Entry of GED Test Scores

A request for manual entry of GED Test Scores should only be submitted in the following situations: (1) correction or addition of test scores on a GED candidate's record currently posted on the nrspro.com website. This request would include test score corrections or additions for candidates who tested with the previous editions of the GED test battery (e.g. prior to the implementation of the "GED 2002" test battery) and candidates who tested with the "GED 2002" test battery, (2) a candidate has partial GED test scores, based on the "GED 2002" test battery from another jurisdiction, and has transferred to an Iowa test center to complete the "GED 2002" test battery.

The GED Alternate Examiner or GED Records Specialist submits a request for correction or addition of test scores to the GED Chief Examiner.

If the GED Chief Examiner determines that the request is valid and justified, the request is then forwarded to the Iowa GED State Administrator for final determination. The request to the Iowa GED State Administrator must include the following documentation: (1) a request, with supporting rationale, for changing or adding GED test scores to a record posted on the nrspro.com website, (2) complete information on the GED candidate which includes, name, date of birth, Social Security # or assigned identification number, (3) an official copy of the GED test score transcript. A photocopy or the GED candidates' copy will not be accepted.

The Iowa GED State Administrator will notify the Chief GED Examiner if the request is denied. If the request is granted, the GED Specialist will update the candidates test score record.

XIV-Yearly GED Testing Schedule

- Twice a year, GED testing centers must submit a test schedule to the Iowa GED Administrator. The first schedule is due no later than December 15. This schedule will cover all tests administered January 1 through June 30. The second test schedule is due June 15, and must cover all tests administered July 1 through December 30. The testing schedules will be posted on an online calendar so that examiners will know when other testing centers are offering GED testing. To access the online calendar please visit http://www.iowa.gov/educate/ Since the calendar is online and accessible to the general public, it is very important that the Iowa GED Administrator be informed within two weeks prior to any changes in the testing schedule.
- The testing schedule must fit the needs of the local community. If an individual must wait more than two weeks to test at the local testing center, he/she should be referred to another, nearby site. It may be necessary to add additional testing dates at certain times of the year to accommodate GED candidates.
- Offering testing sessions either in the evenings or on the weekends is required for contract approval.

XV – Residency

There is no residency rule regarding GED candidates at this time.

XVI - Emergency Procedures

Each official testing site is required to have a written emergency plan that is **posted** in the testing room. Emergency plan guidelines are in the GEDTS Policies and Procedures Manual. Official testing sites must provide a copy of the emergency plan to the GED State Administrator that is updated each year and submitted with their contract. No interruptions are allowed during testing EXCEPT in an emergency.

An "emergency" is defined as follows:

- Any occurrence that is potentially harmful to the health and well-being of an examinee or examiner (i.e., freon leaking into the testing room, the presence of a threatening individual, etc.)
- Any occurrence that might lead to the injury or death of an examinee or examiner (i.e., bomb threat, fire alarm, tornado warning, serious illness); any serious occasion that calls for the presence of an examinee or examiner outside the testing situation (i.e., a personal phone call requiring an examiner to leave the testing situation immediately); and a disruption of the testing situation by the inappropriate or otherwise disruptive behavior of an examinee or examinees.
- When notified of threat or injury, death, or general well-being of an examinee or examiner, the examiner will collect and secure all testing materials and inform examinees of how to proceed.

XVII - Iowa Score Requirements to Pass the GED Test

To achieve the Iowa State High School Diploma through passing the GED Tests, an examinee must obtain the following:

- A minimum standard score of four-hundred ten (410) on each of the five (5) tests in the GED Tests Battery
- A minimum average standard score of four-hundred fifty (450) on all five tests.

XVIII – Collecting Demographic Data

It is critical to have a system of mutual cooperation with GED Testing Service to provide valid and accurate data. Testing centers in Iowa are required to collect data in a consistent fashion. Iowa testing centers are required to collect data related to demographic items that are required for the 2008 GED Testing Program Statistical Report. Those demographic data items include:

- Date of birth
- Gender
- Race/ethnicity
- Last Year in High School
- Highest Grade Completed
- Reasons for Testing

XIX - How to Request Duplicate Diplomas, Transcripts and Verifications

Forms to request duplicate diplomas, transcripts and verifications of a GED are available at http://www.readiowa.org/forms.html.

XX - Guidelines for Record Keeping at Your Site

After the designated time, all GED related documents must be shredded. If a GED testing center closes, all GED test scores and yearly GEDTS contracts must be stored with the appropriate authorities or forwarded to the Iowa GED Administrator.

Records	How Long to Keep Records
Roster of examinees taking test logs	Until that batch of scores is processed and diplomas are received
Seating charts of testing sessions, inventory logs, and accommodation forms.	One year
Sign-in sheets for testing sessions	One year
Surveillance log	One year
Receipts of examinees testing fees *	Two years, or to be determined by the sponsoring agency
Packing slips of test shipments	One year
Applications and/or state registration forms, and copies of ID	Two years
GED Tests Scores (paper)	**Indefinitely and file in alphabetical order**
GED Answer sheets	**At least 6 months or shred once diploma is issued.**
Yearly contracts with GEDTS*	**Indefinitely**

*Does not apply to correctional facilities.

XXI - Working With Army Recruiters

Army recruiters working with GED candidates need to have a form filled out by a postsecondary institution. The school official fills out all sections of the form except the item that reads, " Projected date to receive GED certificate/test results as determined by the GED candidate.". This item is filled out by the student.

XXII - GED Test-Taking Order

- Since the most frequent cause of a non-pass is the score on the mathematics test or the language arts-writing test, examiners are strongly encouraged to administer these tests first.
- A GED candidate should not take the final sub-test until the previous four sub-test scores are in the passing range.
- Candidates should not complete their final sub-test until their scores on the mathematics test and the language arts-writing test are known to be in the passing range.
- Any special considerations may be addressed with the GED Administrator.

XXIII – Re -Testing on Duplicate Forms

Examinees may re-test on the same test form in certain cases (such as when there are less than three forms of any given test). The following protocol should be followed to allow this to occur:

- Send a request in an email to the GED Administrator including all pertinent information regarding the student and testing center and a reason as to why this request is being made. The GED Specialist at the Iowa Dept. of Education will then adjust the student form to permit re-testing on the same form.
- It is necessary to use a new answer sheet with a different date for each test when re-testing on the same form is taking place.

XXIV- Requirements for Re-Testing

Any applicant not achieving the minimum standard test scores, upon payment of a $5 fee, shall be permitted to make application for retest, provided that one of the following conditions is met:

- A period of six months from the date of original testing has elapsed.
- Applicant shall complete additional instruction in an adult literacy program, in the area or areas to be retested. This instruction shall be certified by an official of the program to the chief or alternate examiner administering the retest(s).

XXV- GED as Level Completion of an Educational Functioning Level

All learners who have been in class longer than 40 hours will be post-tested. Instructors should carefully consider the optimal time to give the CASAS post-test to each learner, as this is different for each learner. Some take it before the OPT, some take it before the actual GED test, and some take it during class for test-taking practice or to see if they are ready to move from the ABE room to the GED classroom. **It is strongly encouraged that the CASAS post-test would be a pre-requisite before taking the OPT.**

XXVI - Combining Scores from Different Language Versions

Scores received on the Spanish or French language translations of the 2002 GED tests may be combined with scores received on the English language version of the GED tests.

XXVII - Online GED Testing

Persons seeking to meet the Iowa High School Equivalency Diploma requirements should be aware of companies that claim to offer the GED over the Internet or through correspondence courses. There are no on-line correspondence testing programs recognized by the General Educational Development Testing Service (GEDTS) of the American Council on Education (ACE) at this time. Persons can only take the Official GED Test Battery at an approved Iowa GED test center. The only way to receive an Iowa High School Equivalency Diploma is to successfully pass the Official GED Test Battery by Iowa state standards.

XXVIII- Returning to Get a High School Diploma After Earning a GED

The Iowa Legislature has addressed this question, in Chapter 282.6, which states: "Every person, however, who shall attend any school after graduation from a four-year course in an approved high school **or its equivalent** shall be charged a sufficient tuition fee to cover the cost of the instruction received by the person." Therefore, a person with a GED may obtain a regular high school diploma, but only if the person pays tuition.

XXIX- Privacy Policy Clarification

GED® Testing Service, a program of the American Council on Education, recognizes the privacy interests of GED examinees. GED Testing Service™ is committed to respecting that privacy and keeping examinees informed about our data privacy policies. Except as set forth in the full written policy, 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/her name, address, identification number, date of birth, test dates, and test scores. Therefore, it would not be appropriate to share that a student is studying for the GED or has taken the GED tests without the student's permission.

XXX. Policy Regarding Iowa/Illinois GED Students

If a student resides in either Iowa or Illinois and has completed and passed all GED tests in Illinois except the Constitution Test, then the student must complete the final test in Illinois and will not be awarded a GED in Iowa.

If a student is a resident of Iowa or Illinois and has started the GED tests in Illinois but has not passed all the GED tests in Illinois, then the student may continue the process in Iowa.

XXXI. NRSpro Tips (See attachment)

NRSpro Tips

This section contains miscellaneous tips, pointers, and "How-Tos" for using the system.

Keyboard Shortcuts

Currently there are a few keyboard shortcuts available which allow you to perform common functions without using the mouse. It is not possible to do everything with the keyboard, but these shortcuts do reduce dependence on the mouse and can make your work more efficient:

Most shortcut keys work by pressing the ALT key and the listed key at the same time. The following are available:

ALT-R	Jump to the Record Management page from anywhere except the Scanning or Faxing pages.
ALT-S	Jump to the Selected Records page from anywhere except the Scanning or Faxing pages.
ALT-C	Jump to the Current Record page from anywhere except the Scanning or Faxing pages.
ALT-V	Same as clicking the "Save Changes" button, even if it's not visible on the screen.
ALT-I	Move the cursor to the ID Number when already on the Record Management page
ALT-L	Move the cursor to the Last Name when already on the Record Management page.
ALT-G	Create new Pre-Registration record.
ALT-M	Create a new Complete record.
ALT-O	Jump to the Score Summary page for the currently-selected record.
ALT-I	Jump to the Info page for the currently-selected record
ALT-, or ALT-<	Go back one page or one record on the Selected page or the Current Record page.
ALT-. or ALT->	Go forward one page or one record on the Selected page or the Current Record page

You can usually use the SHIFT-TAB and TAB keys to move up and down respectively between entry fields and buttons on the screen.

Pressing the ENTER key when a command button is "focused" is the same as clicking the button with the mouse.

When entering a date the following shortcuts are usually available. You do not need to hold down the ALT key for these shortcuts:

- T – Enter Today's date.
- C – Display the Calendar.
- Up Arrow – Go to the next day of the currently shown date.
- Down Arrow – Go to the previous day of the currently shown date.
- Page Up – Go to the next month of the currently shown date.
- Page Down – Go to the previous month of the currently shown date.

Searching on Partial Information in Names, ID Numbers, Etc.

There are several places on the Record Management page where you can select records based on typed information. These include the ID Number and Name search areas, as well as some of the Requirements available in the Custom Record Selection area.

In all of these areas where you type a number, name, or piece of text to search on you can use the following wildcard characters:

- *** (Asterisk)** – Match based on any number of unknown characters.
- **? (Question Mark)** – Match based on a single unknown character.

The best way to illustrate this is by example. The following can be used as ID Number searches:

- **5159*** - Select all records with ID Numbers starting with the digits 5159.
- **528??6179 -** Select all records with 9-digit ID Numbers matching the given digits where the 4th and 5th digits are unknown.
- ***5772** - Select all records with ID Numbers ending with the digits 5772.

Searches for partial names work the same way:

- **BR*** - Select all records with names starting with the letters "BR". Examples: Brundage, Brunwich, Branner.
- **W*S** – Select all records with names starting with the letter "W" and ending with the letter "S". Examples: Williams, Willows, Wonkers.
- **J??N** – Select all records with 4-letter names starting with the letter "J" and ending with the letter "N". Examples: John, Juan, Jann.

These "wildcard" characters are not limited to ID Number and Name searches; you can use them for any record selection that requires entering text or a sequence of numbers.

Entering Foreign-Language Characters and Accent Marks

It is not possible for examinees to enter foreign-language character in their names using the standard 2-sided answer sheets provided by the GED Testing Service. It is sometimes possible to do so using our own answer sheets, but the automatic recognition of these characters is not reliable.

These students will often want their names printed correctly including accents or other characters on their official documentation and diploma/certificate, so it's usually necessary for the Examiner or someone at the head GED office to correct the record manually. The process for entering foreign-language characters and accent marks is beyond the scope of this documentation, but a few outside sources on this subject are referenced below for your convenience:

http://montgomery.cas.muohio.edu/greal/lrnrsc/ANSIchars.html

http://www.umanitoba.ca/faculties/arts/french_spanish_and_italian/accents.htm

http://dawn.thot.net/cd/3.html

Using the information in the above references as a guide you can look up a student record normally and make any necessary changes as discussed in Viewing and Updating Personal Information for a Record.

Scanning Tips

Following are a few tips that help make scanning and processing answer sheets work smoothly. If you are using the plain-paper answer sheets printed off the web site as described in Printing Answer Sheets for Mailing, Scanning, or Faxing, the following tips are relevant:

Make sure the examinees use a black pen to fill out the answer sheets and not a pencil or blue pen. Scanners will read pencil marks and blue ink faintly, leading to additional problems. If correcting errors in ink is a concern, Pilot™ makes an erasable pen that has been tested and works well. The following vendors sell these, among others.

Staples	#722396	http://www.staples.com/Pilot-FriXion-Eraseable-Gel-Ink-Pens-Fine-Point-Black-3-Pack/product_722396
OfficeMax	#21586115	http://www.officemax.com/catalog/sku.jsp?productId=prod2840215

Students using these erasable pens should be advised at the beginning of testing that the ink remains wet for a few seconds and they should be careful not to smudge it.

Another option is to use correction tape, which works well for some testing centers. Bic™ makes "Exact Liner Wite-Out Correction Tape" pens that make erasing ink fairly easy. The following vendors sell these, among others:

Staples	#483049	http://www.staples.com/BIC-Wite-Out-Brand-Exact-Liner-Correction-Tape-2-Pack/product_483049

OfficeMax	#20150881	http://www.officemax.com/catalog/sku.jsp?productId=ARS19376
OfficeDepot	#542953	http://www.officedepot.com/textSearch.do?uniqueSearchFlag=true&Ntt=542953

2) Only complete, properly-printed answer sheets can be processed. Discard sheets that did not print properly, are warped, or that have any printed part torn off (such as a corner). If a damaged answer sheet is used anyway, copy the information on it to a new sheet and scan the copy for processing.

3) If possible, use the option to pre-print the examinee's identifying information on the answer sheet. This will greatly reduce the number of errors in review and processing. See Printing Pre-Filled Answer Sheets for details.

The following tips apply to all answer sheets (pre-printed GED Testing Service answer sheets or plain-paper answer sheets printed from the web site):

1) Although it is possible to scan all answer sheets (demographic and test) in the same batch, best results are usually obtained by scanning all Demographic sheets in a single batch and processing all of them successfully. Once this is done process all test answer sheets in a new batch. This makes dealing with errors and other common problems easier and will make the overall process less confusing.

2) If you have problems scanning one specific answer sheet, you can sometimes resolve the problem by scanning the sheet backwards so that the bottom (or top) of the sheet goes through the scanner first.

3) You can use White-Out or Post-It notes to cover bad erasure marks. For example if one of the tests on the combined answer sheet is supposed to be blank but is picked up by the scanner due to erasure marks, you can "trick" the scanner by putting a Post-It note over the erased marks. The Post-It should be placed so that it goes through the scanner such that the scanner will not peel off the Post-It note. **IMPORTANT:** You should notuse White-Out on 2-sided GED Testing Service essay answer sheets. Doing so will often make it impossible to scan the essay successfully.

Faxing Tips

There are several things you can do which will greatly improve your experience with faxing answer sheets and to reduce the problems you encounter:

1) Make sure the examinees use a black pen to fill out the answer sheets and not a pencil or blue pen. Fax machines will read pencil marks and blue ink faintly, leading to additional problems. If correcting errors in ink is a concern, Bic™ makes "Wite-Out" correction pens and correction film that make erasing ink fairly easy. See Item #1 in Scanning Tips for more information.

2) Before faxing the sheets, go through the stack and make sure they are all lined up the same and facing up.

3) Some fax machines can't handle large batches of sheets; if that is the case break the stack up into smaller batches and fax them separately. When the smaller batches are all faxed you can then process the whole group as a single large batch.

4) Only complete, properly-printed answer sheets can be processed. Discard sheets that did not print properly, are warped, or that have any printed part torn off (such as a corner). If a damaged answer sheet is used anyway, copy the information on it to a new sheet and fax the copy for processing.

5) If you fax a sheet several times and it never appears on the computer, try faxing the sheet upside-down (with the bottom part going into the fax machine first).

6) All fax machines have a "fine" mode, which sends faxes more slowly, but with greater detail. If you have problems getting sheets to be recognized or with reading handwriting when reviewing the faxes, try sending them in "fine" mode instead of "standard" mode. Some fax machines also support a "SuperFine" mode. If your machine does, do not user SuperFine mode as it won't work.

7) If possible, use the option to pre-print the examinee's identifying information on the answer sheet. This will greatly reduce the number of errors in review and processing. See Printing Pre-Filled Answer Sheets for details.

How to Correct the Test Form of a Test Record

If you process a test and discover that the test form was not correct, the score for the test will be incorrect. In this situation, you should not correct the test answer sheet and process it again. Instead, you should correct the test form in the record you have already created. This will automatically correct the test score without requiring you to process the test again.

If your login account has sufficient access, look up the record normally as described in Viewing, Updating, and Printing Individual Records.

At this point, click the "View" button next to the test that needs correcting. This will cause the details of the test to be displayed as described in Viewing and Updating Details of a Test Record.

Use the drop-down menu next to "Test Form" to change the displayed test form to the correct one, and click "Save Changes". The test will be re-scored on the new form and the problem will be corrected.

If you do not see the "View" button or you are not able to make changes this means your account does not have high-enough access to make this change. In that case, send an email to the Help Desk at gedhelp@nrspro.com requesting the change. Please include the following in the email:

1) The examinee's full name
2) The examinee's ID Number

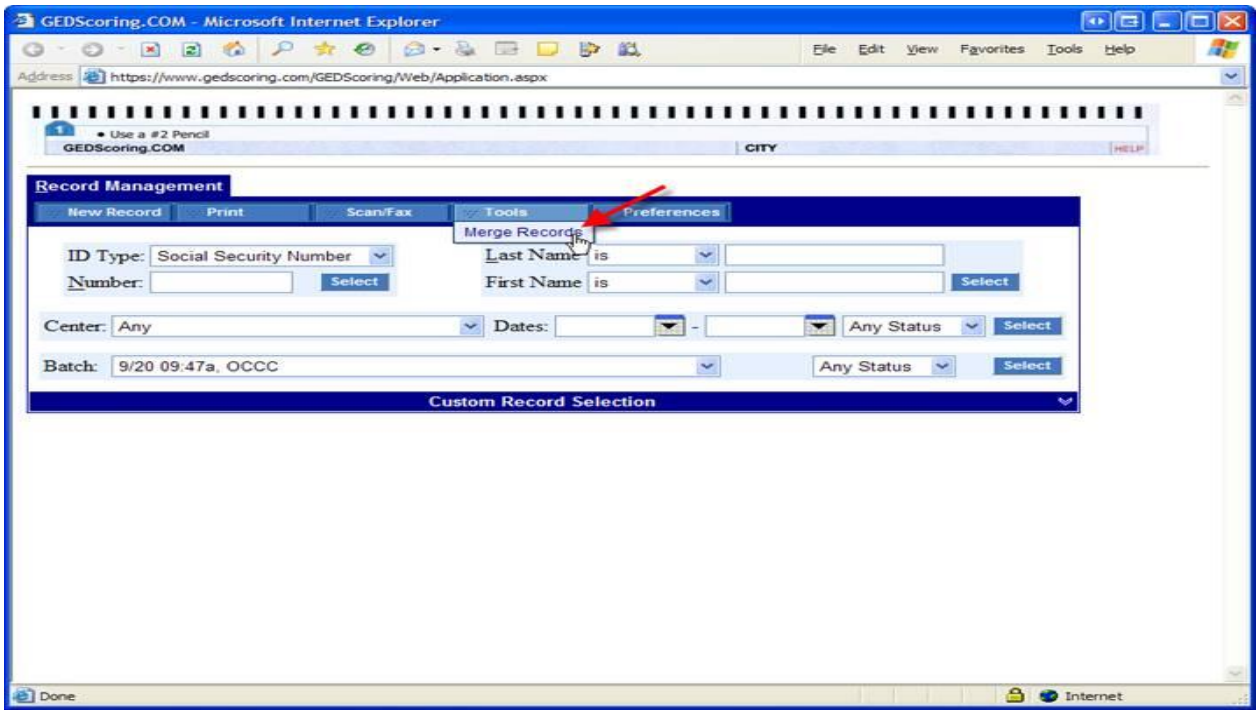
3) The test name and date.
4) The current (incorrect) test form and the correct form it needs to be changed to.

Requests for these corrections are typically responded to very quickly.

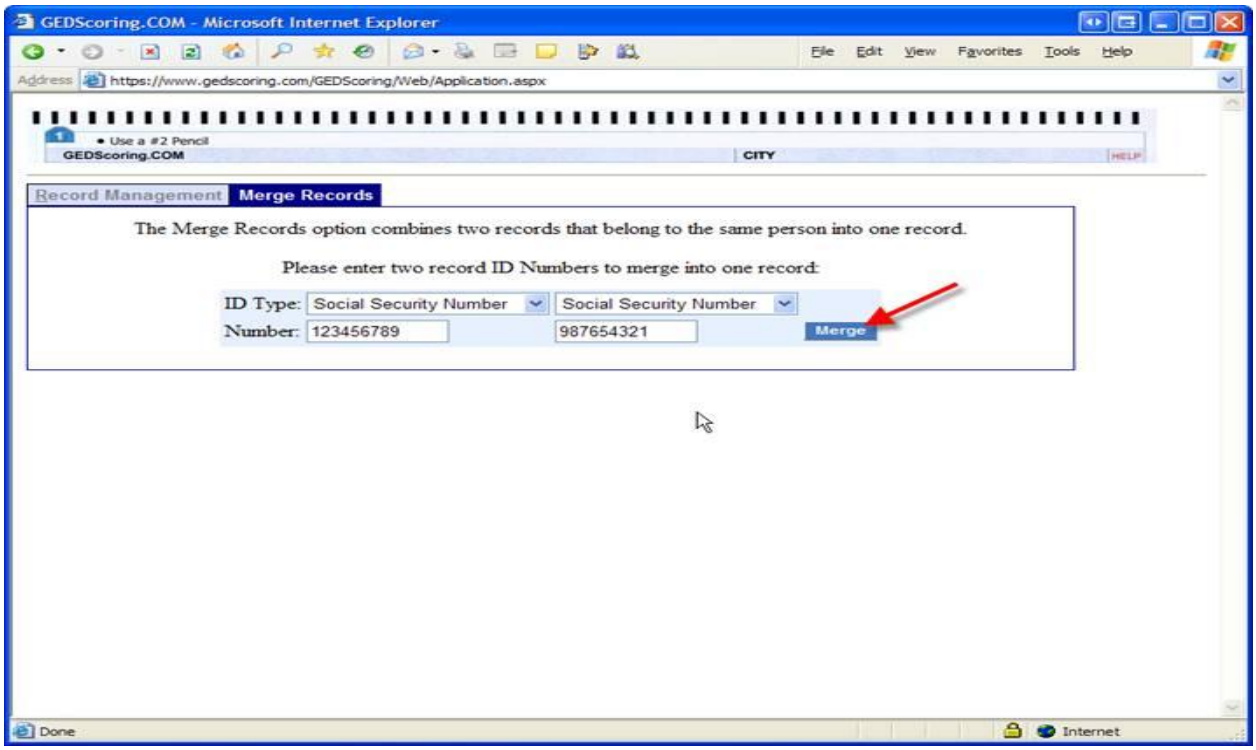
How to Merge Duplicate Records for the Same Examinee

If an examinee somehow ends up with more than one record in the system, you can merge them using the following method:

1) On the Record Management page click the "Tools" menu and select the "Merge Records" option:



2) On the following page, enter the ID Numbers or Access Codes for the two duplicated records and click the "Merge" button:



3) If the two records contain any conflicting information the system will prompt you to choose the correct information for the final record. Once you have done so, the final merged record will appear.

You can also merge records from the Selected page using the method described in Merging Records. If you do not have high-enough access to merge the two selected records, you can refer the case to the staff at your state GED office. They will typically be able to perform the merge; if not the case can be referred toCustomer Support.

How to Correct an Examinee's Name, Address, Etc.

Look up the record normally as described in Viewing, Updating, and Printing Individual Records.

Click the "Info" tab on the right side of the screen as shown in Viewing and Updating Personal Information for a Record.

Make any necessary changes and corrections to the information shown on the screen. When you're done, click the "Save Changes" button at the top.

If you are not able to make changes, this means that your login account does not have appropriate access for updating the record. If you have not processed a test for the examinee, go ahead and do so. This will transfer the examinee's record to your center, which may enable you to make the changes since you may have high-enough access for records belonging to your center.

If you still are not able to make changes, typically you can send a request for the change to the staff at the head office of your state or province. Under normal circumstances Customer Support can not make these corrections.

How to Allow Re-Testing on a Duplicate Form

In some cases it is necessary for an examinee to re-test on a form of the test they have already taken during the previous calendar year. This also can happen when examinees taking the test in Spanish or French re-test the allowed 3 times within a calendar year.

When this happens, the Examiner should send a request to the staff at the head office of their state or province. When the request is granted the record will be updated to allow tests on duplicate forms to be processed and scored.

If you are at the head office of a state or province and need to grant such a request, do the following:

Look up the record normally as described in Viewing, Updating, and Printing Individual Records.

Click the "Info" tab on the right side of the screen as shown in Viewing and Updating Personal Information for a Record.

Find the item called "Allow Re-Test on Same Form" and change the value from "No" to "Yes". Then click the "Save Changes" button at the top of the screen.

If this item does not appear on the "Info" page for the record then your account does not have sufficient access to make this change. In that case the request should go to the GED Administrator of your state or province, who should always have high-enough access to fulfill the request. The GED Administrator can contact the Help Desk at help@nrspro.com for further assistance if needed.

How to Allow Re-Testing for a Higher Passing Score

Ordinarily the system will not allow tests to be scored for an examinee once the battery has been passed. In some cases it is necessary for an examinee to re-test after passing the battery in order to achieve a higher total score.

When this happens, the Examiner should send a request to the staff at the head office of their state or province. When the request is granted the record will be updated to allow continued re-testing after passing the battery.

If you are at the head office of a state or province and need to grant such a request, do the following:

Look up the record normally as described in Viewing, Updating, and Printing Individual Records.

Click the "Info" tab on the right side of the screen as shown in Viewing and Updating Personal Information for a Record.

Find the item called "Allow Re-Test for Higher Passing Score" and change the value from "No" to "Yes". Then click the "Save Changes" button at the top of the screen.

If this item does not appear on the "Info" page for the record then your account does not have sufficient access to make this change. In that case the request should go to the GED Administrator of your state or province, who should always have high-enough access to fulfill the request. The GED Administrator can contact the Help Desk at help@nrspro.com for further assistance if needed.

How to Override Testing Limits so Expired Test Scores are Valid

Some states and provinces require the full battery of GED tests to be completed and passed within a specific time frame (typically 3 years, although sometimes only a few weeks). If this is true in your area, test scores will "expire" if testing is continued after the initial testing window is passed, and the expired scores will no longer count towards the Total Score.

In some cases the head office of the state or province will authorize older test scores to count towards the overall status. When such a request is granted by staff at the head office, the record will be updated to allow expired test scores to count towards the Total Score.

If you are at the head office of a state or province and need to grant such a request, do the following:

Look up the record normally as described in Viewing, Updating, and Printing Individual Records.

Click the "Info" tab on the right side of the screen as shown in Viewing and Updating Personal Information for a Record.

Find the item called "Count Expired Tests Towards Total Score" and change the value from "No" to "Yes". Then click the "Save Changes" button at the top of the screen.

Once this option is selected, all expired tests will count towards the Total Score. If you want to selectively authorize individual expired tests, you can do so by enabling this option and then voiding expired tests that should not count as described in Voiding a Test.

If this item does not appear on the "Info" page for the record then your account does not have sufficient access to make this change. In that case the request should go to the GED Administrator of your state or province, who should always have high-enough access to fulfill the request. The GED Administrator can contact the Help Desk at help@nrspro.com for further assistance if needed.

How to Process an Essay from a Switched Writing Test Answer Sheet Set

Occasionally examinees will "mess up" on their Writing essay and want a replacement essay sheet. This is usually solved by either taking a blank essay sheet from another Writing booklet, or by printing out a new set of blank Writing answer sheets on the web site and using the essay sheets

from that set. Since the answer sheets are all a matched set based on the serial number, this means that it is not possible to correctly process the essay so that it matches with the appropriate multiple-choice portion of the Writing test.

To resolve this problem, whenever it is necessary to switch essays you need to take note of the switch and deal with it as follows:

If you are processing the answer sheets with a scanner or fax machine:

1) Process all the answer sheets except the essay normally, so that the Writing test is shown in the examinee's record without an essay. This is described in Sending Answer Sheets with a Scanner or Fax Machine.
2) If your login account has high-enough access, go into the Test Detail page of the Writing test record and change the "Serial Number" that is shown so that it matches the Serial Number on the essay that was used. Making such changes is described in Viewing and Updating Details of a Test Record.
3) If your login account does not have high-enough access to use Step 2, send a request to the Help Desk at gedhelp@nrspro.com that includes the examinee's full name, ID Number, Writing test date, and the new serial number taken off of the essay sheet that was used. You can proceed with Step 4 when you have received a response from Customer Support.
4) Process the essay normally.

If you are mailing answer sheets, include a note with the mailed batch explaining the situation. The note should be on top of the batch or stack when it is shipped. In the note, include the following information: The examinee's full name, the ID Number, Writing test date and original serial number, and the new serial number taken off of the essay sheet that was used.

Iowa GED Testing Extension Request

Name of Person Making the Request	
Position	
Phone Number	
Email	
Date of Submission	
Community College	
Center Name and Number	
Student Name	
Date GED Testing Started	
Reason for Request	

Please scan and send the official record of previous test scores.