



# THE GED<sup>®</sup> PROGRAM

# Policy Manual

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## **The GED® Program Policy Manual**

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## INTRODUCTION

The policy grid below includes a consolidated list of GED Testing Service policies regarding the GED® test and overall GED® program. This grid combines all of the policies into one unified table and supersedes any prior policy manual.

Two important definitions used throughout the Policy Manual are:

1. “Candidate” when used herein, means any individual who registers, prepares for, or takes any test supplied or owned by GED Testing Service; and
2. “Candidate Data” means all data including, but not limited to, a Candidate’s demographic and performance data, Candidate’s credential status, expiration dates, effective dates, all test results, test scores, information related to accommodation requests, GED Option™ program information, all other data related to the testing process, other data about a Candidate’s interactions with jurisdiction credentialing activity, and data that is a composite and/or subset of the Candidate’s Data.






The icons found in the right hand column indicate when the policy is applicable to the various testing models.




















Computer based testing model: US; Canada; International (Int'l)















Paper based testing model: Authorized Paper Based Testing (PBT) and Canada.








<b>GED® Testing Program Policies</b>		
Title	Test Delivery Model	Description
<b>GENERAL POLICIES</b>		
Statement of Purpose	 US; Canada; Int'l   PBT; Canada	The GED® Testing Program and the GED® test is developed and maintained by GED Testing Service LLC. The GED® test provides adults with a high school equivalency test that is based on current career- and college- readiness standards and is designed to provide adults, who have not graduated from high school, with an opportunity to earn their jurisdiction’s high school-level educational diploma/certificate
Assessment Standard	 US; Canada; Int'l   PBT; Canada	GED Testing Service endorses and abides by the National Council on Measurement in Education’s (NCME) Code of Professional Responsibilities in Educational Measurement. GED Testing Service joins NCME in encouraging other organizations and individuals to uphold the principles of the NCME Code that are relevant to those aspects of their professions that relate to the GED® program. A copy of the NCME Code may be viewed on the Internet at: <a href="http://www.ncme.org/ncme/NCME/Resource_Center/LibraryItem/Code_of_Profes_sional_Responsibilitie.aspx">http://www.ncme.org/ncme/NCME/Resource_Center/LibraryItem/Code_of_Profes_sional_Responsibilitie.aspx</a>
GED® Testing Program	 US; Canada; Int'l	Each jurisdiction’s GED® program must be conducted in accordance with: (1) the Jurisdictional Memorandum of Understanding (MOU) or state contract; (2) the policies described in this Policy Manual and its Exhibits; and



	 PBT; Canada	<p>(3) policies and procedures established by the respective jurisdictional agency responsible for overseeing their jurisdictional program.</p> <p>Jurisdictional policies and procedures may in no way undermine, nor in any way be used to circumvent GED Testing Service policies. GED Testing Service has the authority to suspend GED® program operations in a jurisdiction, disestablish the jurisdictional GED® program, or close local testing centers temporarily or permanently if violations of policy or procedure are not readily resolved.</p>
Policy Review	 US; Canada; Int'l   PBT; Canada	<p>GED Testing Service staff reviews these policies at least annually and recommends to GED Testing Service's vice president of operations any changes, updates and new policies, as needed or as required. GED Testing Service reserves the right to update, change, and amend these policies at any time. GED Testing Service staff is responsible to interpret policies and to develop procedures for implementing them. GED Testing Service will discuss and correspond with the jurisdictional GED Administrator™ regarding suggested additions to these policies.</p>
Use of the GED® Test	 US; Canada; Int'l   PBT; Canada	<p>Use of any GED® test, other than as described in the <i>Statement of Purpose</i>, is strictly prohibited without the express written permission of GED Testing Service. Written authorization to use the GED® test for any purpose not described in the <i>Statement of Purpose</i> must be obtained in advance from GED Testing Service. Misuse of the GED® test includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>(1) use for the purposes of grade placement or promotion;</li> <li>(2) as a measure of student progress in instructional programs;</li> <li>(3) use as a means of awarding academic credit (e.g. Carnegie units), except when used as part of a Jurisdiction authorized alternative pathway to obtain a high school equivalency credential; or</li> <li>(4) use as a means of awarding alternative credentials to currently enrolled high school students.</li> </ol> <p>The exception to this is for jurisdictions approved by GED Testing Service to operate the GED Option™ program. Jurisdictions approved to operate the GED Option™ program shall test students in accordance with their approved GED Option™ program plan.</p>
GED® Brand	 US; Canada; Int'l   PBT; Canada	<p>GED® and GED Testing Service® are registered trademarks of the American Council on Education (ACE). As the exclusive licensee of these marks, GED Testing Service administers the GED® brand and related trademarks on behalf of ACE. The jurisdiction's use of these registered trademarks must be in accordance with the <i>GED® Brand Usage Guidelines for Licensed Jurisdictions and other Licensed Users</i>, which are provided by GED Testing Service and which may be updated from time to time.</p>
GED® Test Content	 US; Canada; Int'l   PBT; Canada	<p>GED Testing Service is the exclusive owner of the GED® test including all test questions and all responses to those questions provided by Candidates. Use of any GED® test, GED Ready™ (in whole or in part), stimulus materials, test questions, and/or test responses/answers, is prohibited without the express written permission of GED Testing Service. The GED® test questions administered at testing centers are the valuable, copyrighted property of GED Testing Service.</p>
Essay Topics and Extended Response	 US; Canada; Int'l   PBT; Canada	<p>To maintain security of the essay topics or extended response items - GED Testing Service policy prohibits discussing or publicizing the topic or content of any essay or extended response items or returning or giving any essay or extended response items to a Candidate, his or her family, or anyone else. The essay and extended response items must be treated as secure, confidential material, except in the limited circumstances in which GED Testing Service may authorize a disclosure.</p>









<p>Privacy and Confidentiality</p>	 US; Canada; Int'l   PBT; Canada	<p>GED Testing Service recognizes the importance of Candidate privacy and confidentiality. GED Testing Service is committed to respecting that privacy and keeping Candidates informed about GED Testing Service data privacy policies. GED Testing Service has established safeguards to help prevent unauthorized access to or misuse of the Candidate's Data maintained by GED Testing Service, but cannot guarantee that Candidate's Data 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).</p> <p>GED Testing Service treats the GED® test scores as confidential information. Protecting the confidentiality of the scores received by Candidates is critical to the overall management of the GED® program. The GED Administrator™ must ensure that the jurisdiction and all jurisdictional staff take appropriate measures to protect the data of the individual Candidates.</p> <p>Scores earned on the GED® test by individual Candidates are confidential. All jurisdiction departments of education, or other approved jurisdictional agencies are permitted to report an individual's scores only with the written permission of the Candidate or legal guardian.</p> <p>Because some Candidates do not wish their credential awards to be a matter of public record, no name of a credential recipient should be released unless an individual Candidate has signed written consent to this effect. The fact that a person has or has not taken the GED® test should also be treated as confidential information.</p>
<p>Social Security Numbers</p>	 US; Canada; Int'l   PBT; Canada	<p>GED Testing Service does not require Candidates to provide their social security number. Social Security numbers are not necessary for GED Testing Service to administer the GED® test.</p> <p>If a Jurisdiction has a mandatory system requirement which requires the use of social security numbers, GED Testing Service will work with the Jurisdiction to accommodate such mandatory requirement as permitted by the requirements of GED Testing Service's data privacy and security policies. (For example, where GED® Candidate records must be matched with the Jurisdiction's unemployment records and the only way to accomplish this is by using the social security number) In order to justify collecting social security numbers, GED Testing Service requires the Jurisdiction provide a written justification. Implementing the use or social security numbers to support a particular jurisdiction may take sixty to one hundred eighty (60 to 180) days once the use is approved.</p>
<p>GED Testing Service use of Candidate Data</p>		<p>GED Testing Service may use Candidate Data in any reasonable manner or in a manner in which the Candidate has provided consent to use such Candidate Data.</p>
<p>Jurisdiction Use of Candidate Data</p>	 US; Canada; Int'l   PBT; Canada	<p>A jurisdiction may use Candidate Data in a reasonable manner for the purposes of evaluating and reporting on the performance of the jurisdiction's Candidate, assessing whether the Candidate qualifies for the jurisdiction's high school-equivalency credential or GED® credential, for reporting jurisdiction's GED® program data to other agencies within the jurisdiction as required for educational performance or funding, or for reporting aggregated data to support the jurisdiction's GED® program. GED Testing Service will work with the jurisdiction regarding aggregate data for reports and other research as the parties mutually agree. The jurisdiction will have a log on ID to access the GED Testing Service system to view and monitor Candidate Data and test scores for their jurisdiction</p>










		and daily data export files. The jurisdiction is responsible for following the requirements of all laws regarding the Candidate Data. The jurisdiction is responsible to ensure it has appropriate policies and procedures in place with its employees and contractors to protect the confidentiality of Candidate Data.
Research	 US; Canada; Int'l   PBT; Canada	<p>GED Testing Service and third parties authorized by GED Testing Service may access and use Candidate Data for research purposes, including research directed toward improving or reporting on the effectiveness of the GED® program. Any such access to Candidate Data will be subject to a confidentiality requirement that prohibits the disclosure or publication of any information that allows individual Candidates to be identified.</p> <p>Unless a Candidate has indicated otherwise on the demographics form, GED Testing Service may contact a Candidate to determine whether he or she is willing to participate in surveys that are also intended to improve or report on the effectiveness of the GED® program.</p>
Legal Proceedings	 US; Canada; Int'l   PBT; Canada	GED Testing Service may disclose and provide access to Candidate Data in response to a subpoena or other order in a judicial or other governmental proceeding, or as otherwise required by law. To ensure test security, GED Testing Service may also disclose and provide access to personally identifiable information in order to detect, investigate, or prevent fraud or other unlawful activity or violations of GED Testing Service testing policies.
Authorized Third Parties	 US; Canada; Int'l   PBT; Canada	A number of third parties perform services related to the GED® program. These third parties provide GED Testing Service with information from or about Candidates collected on forms that are prepared by GED Testing Service, or on modified versions of those forms. The information includes, but is not limited to, Candidate demographic details, test scores, and GED Options™ program testing authorizations. GED Testing Service also manages this information, as it is reflected in the GED Testing Service records.
Terms and Conditions	 US; Canada; Int'l   PBT; Canada	<a href="#">See Exhibit 1 Terms and Conditions</a>
<b>JURISDICTION STRUCTURE</b>		
GED Administrator™	 US; Canada; Int'l   PBT; Canada	The chief administrative officer of the jurisdictional agency participating in the program shall appoint a qualified individual to administer and oversee all aspects of GED® testing in his/her respective jurisdiction.
	 US; Canada; Int'l   PBT; Canada	GED Administrators™ must be professional and experienced educators who hold at least a bachelor's degree (master's degree preferred) and have experience in adult education, educational administration, testing, or counseling, and must be knowledgeable about the GED® program or educational testing and measurement. GED Administrators™ must be full-time employees charged with the responsibility of overseeing the jurisdiction's GED® program.




















	 US; Canada; Int'l   PBT; Canada	<p>The GED Administrator™ is the jurisdiction’s authorized liaison with GED Testing Service. The chief administrative officer of the participating jurisdictional agency shall formally notify GED Testing Service of the appointment and the effective appointment date of the GED Administrator™ using the <i>Administrator Appointment Form</i>, which can be requested from GED Testing Service’s Test Operations department at <a href="mailto:Operations@GEDtesting.com">Operations@GEDtesting.com</a>.</p> <p>When it becomes necessary to appoint a temporary or acting GED Administrator™, the jurisdiction must notify GED Testing Service promptly, including the expected length of time of the temporary or acting appointment.</p> <p>Failure to appoint a replacement or an acting GED Administrator™ may require the temporary suspension of GED® testing in the jurisdiction until an appointment is made.</p>
Training	 US; Canada; Int'l   PBT; Canada	<p>New GED Administrators™ will receive training from GED Testing Service. Training will begin within approximately four weeks of GED Testing Service’s notification of the appointment.</p>
Policy Advocacy	 US; Canada; Int'l   PBT; Canada	<p>The GED Administrator™ is responsible for policy implementation and administration of the GED® program within the jurisdiction. The GED Administrator™ is the person with whom GED Testing Service has regular and direct contact regarding policies, procedures, and issues. The responsibility includes working cooperatively throughout the jurisdiction to increase the number of adults who are aware of and participate in the GED® program. By participating in the GED® program, these adults then gain the skills they need to succeed in college, career-training programs, and the workforce, thus contributing to the economy and overall health of the jurisdiction.</p>
Jurisdiction Administration	 US; Canada; Int'l	<p>The GED Administrator™ shall:</p> <ol style="list-style-type: none"> <li>a. Ensure accessibility to the GED® program for all populations in the Jurisdiction.</li> <li>b. Establish regular communication with adult educators, workforce development/labor, corrections and other instructional adult education program providers in order to keep them informed of developments in the GED® program including updates, changes or other information related to the administration of the GED® program in the jurisdiction.</li> <li>c. Participate in joint research and survey activities within the jurisdiction with GED Testing Service.</li> <li>d. Attend appropriate meetings regarding the GED® program.</li> <li>e. Provide timely review, disposition and resolution of jurisdiction specific Candidate eligibility determinations.</li> <li>f. Promote pathways to education and employment for GED® graduates, including providing information about the jurisdiction’s GED® test preparation programs and Candidates to institutions and employers.</li> <li>g. Review and approve Candidate exceptions, including but not limited to, obtaining any necessary parental or guardian consents.</li> <li>h. Stay current on GED Testing Service products, services, and resources (websites, information, etc.) and any other reputable products and services for adult learners and educators that support the successful achievement of career- and college-readiness for adult learners. GED Testing Service Resources at Exhibit 2 <a href="http://www.GEDtesting.com/2014testresources">www.GEDtesting.com/2014testresources</a></li> </ol>






		<ul style="list-style-type: none"> <li>i. Provide assistance and cooperation to the process for Candidates requesting accommodations, including information about the appeals process.</li> <li>j. Provide information about adult learners and the GED® program to policymakers, community-based service and civic groups, foundations and career- and high school counselors.</li> <li>k. Establish cooperative relationships with community-based organizations throughout the jurisdiction that are interested and willing to support a variety of needs of Candidates including instruction, underwriting Candidate fees or providing support services (childcare, transportation, etc.).</li> <li>l. Complete and sign the required GED Testing Service forms for obtaining access to GED Manager™ and GED Analytics™ for jurisdiction and jurisdictional employees.</li> </ul>
<p>Test Administration</p>	 PBT; Canada	<p>The GED Administrator™ shall:</p> <ul style="list-style-type: none"> <li>a. Administer the GED® testing program within the jurisdiction in compliance with the <i>Policy Manual and the Procedures in the Exhibits</i>.</li> <li>b. Approve locations for official GED® testing centers.</li> <li>c. Recruit, select and approve the appointment of chief examiners, examiners, and proctors.</li> <li>d. Coordinate all jurisdictional contracts.</li> <li>e. Monitor contracts and orders of secure testing materials placed by official GED® testing centers.</li> <li>f. Ensure the maintenance of accurate and complete GED® candidate records.</li> <li>g. Develop test administration cost information to support a reasonable and equitable testing fee.</li> <li>h. Monitor jurisdictional GED® testing centers, to include test administration, record keeping, and storage of secure materials, through regular site visits.</li> <li>i. Assist GED Testing Service in contacting testing centers to ensure prompt payment of all invoices.</li> <li>j. Assist GED Testing Service in contacting testing centers to ensure prompt return of materials in compliance with the procedures.</li> <li>k. Ensure that testing centers comply with all applicable GED Testing Service policies and procedures as well as state laws and regulations governing GED® testing.</li> <li>l. Ensure examiners take training provided by GED Testing Service.</li> <li>m. Assist in joint research activities with the GED Testing Service as requested.</li> </ul> <p>The GED Administrator™ must verify the qualifications of each GED Chief Examiner™ and GED Examiner™. Newly appointed GED Chief Examiners™ and GED Examiners™ shall receive in-service training and shall serve under either an experienced GED Chief Examiner™ or the GED Administrator™ during at least two full GED® testing sessions before assuming duties as GED Chief Examiner™ or GED Examiner™.</p>
<p>Test Security</p>	 US; Canada; Int'l	<p>Individuals involved with the jurisdiction's GED® Program, including but not limited to, the GED Administrator, GED Examiners, GED Proctors, and GED® Program Office staff must alert GED Testing Service of testing irregularities when suspected. The Jurisdiction must cooperate with GED Testing Service's investigations and review and provide timely response to GED Testing Service's investigation outcomes.</p> <p>Communicate test security policies and best practices to test centers and educators.</p> <p>Coordinate internal communication within the Jurisdiction.</p> <p>Maintain Candidate privacy related to Candidate investigation information.</p>











<p>Test Security</p>	 PBT; Canada	<p>The GED Administrator™ shall:</p> <ol style="list-style-type: none"> <li>Inspect each official GED testing center before it is established and before approving a change of location.</li> <li>Review emergency plans and written receiving plans annually for each official GED testing center in the jurisdiction.</li> <li>Monitor one-fourth of test centers annually.</li> <li>When needed, manage close out process for official GED testing centers.</li> <li>Oversee investigations of security violations appropriately, including onsite visits whenever feasible.</li> <li>Participate in GED Testing Service audits of official GED testing centers.</li> </ol>
<p>Outreach</p>	 US; Canada; Int'l   PBT; Canada	<p>The GED Administrator™ shall implement a communications and outreach plan to educate communities and stakeholders throughout the jurisdiction about the GED® program, and all the tools the program provides to help students prepare for the test, perform well on the test, and move on to good jobs with good wages after the test. Moreover, in support of the desire of the GED® graduate to pursue greater educational and career opportunities, these outreach efforts should promote the value of the GED® credential or high school equivalency credential and support and encourage the successful transition of adult learners to higher education, workforce training, or career opportunities.</p>
<p>National Meeting</p>	 US; Canada; Int'l   PBT; Canada	<p>Each GED Administrator™ shall attend the GED Testing Service Annual Meeting as required in the MOU between GED Testing Service and the jurisdictional agency. GED Testing Service sponsors this national meeting to cover a major portion of the expenses incurred for this conference. The GED Administrator™ may designate an authorized representative to attend the national meeting in his or her place by notifying GED Testing Service.</p>
<p>Examiner Requirements</p>	 PBT; Canada	<p>GED Chief Examiners™ must hold at least a bachelor's degree from a nationally accredited college or university and shall have experience in teaching, training, counseling, or testing. GED Examiners™ must have a bachelor's degree from a nationally accredited college or university and experience in teaching, training, counseling, or testing; at least an associate degree from a nationally accredited college or university and three years of experience in teaching, training, counseling, or testing; or college-level coursework and experience as a testing proctor at the discretion of the jurisdictional GED Administrator™.</p> <p>The GED Administrator™ must verify the qualifications of each GED Chief Examiner™ and GED Examiner™. Newly appointed GED Chief Examiners™ and GED Examiners™ shall receive in-service training and shall serve under either an experienced GED Chief Examiner™ or the GED Administrator™ during at least two full GED® testing sessions before assuming duties as GED Chief Examiner™ or GED Examiner™.</p>
<p>Examiner Training</p>	 PBT; Canada	<p>All new GED Chief Examiners™ and GED Examiners™ must complete training provided by GED Testing Service before their first test administration session.</p> <p>All GED Chief Examiners™ and GED Examiners™ must complete at least one annual training session provided by GEDTS.</p>
<p>Examiner Restrictions</p>	 TWP; Canada	<p>Persons instructing potential candidates for the GED® tests, particularly as teachers in Adult Basic Education (ABE), Adult Literacy, GED® test instructions, secondary education programs, alternative high school education and developmental education staff may not be appointed as GED Chief Examiners™ or GED Examiners™, or otherwise have any access to any secure GED® testing materials. Any exceptions to this examiner restriction policy must be approved in advance by GED Testing Service.</p>

<p>Paper Based Procedures</p>	 PBT; Canada	<p>Procedures for Paper Based Testing are listed in Exhibit <a href="#">3</a>, <a href="#">4</a>, <a href="#">5</a>, <a href="#">6</a>, <a href="#">7</a>, <a href="#">8</a>, and <a href="#">9</a> Paper Based Testing Procedures*</p> <p>* Exhibits 3, 5, 6 and 7 for Paper Based Testing are divided into two parts. Each of these exhibits contain an "a" section which governs U.S. paper based testing procedures and a "b" section which governs the Canadian paper based procedures.</p>
<p>Proctoring: Exam Delivery</p>	 PBT; Canada	<p>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 Examiner™ must be present.</p> <p>Best practice: One GED Examiner™ must be present at a test administration for 10 or fewer candidates. For each additional 10 candidates, an additional GED Examiner™ should be present to assist with the test administration.</p> <p>All GED® tests shall be administered in compliance with the instructions and procedures provided by GED Testing Service.</p>
<p>Cell Phone and Electronic Device Policy</p>	 US; Canada; Int'l   PBT; Canada	<p>Any Candidate caught with a cell phone, smart phone or any other prohibited electronic device in a testing center while testing will be escorted to the storage locker area where the Candidate will be instructed to leave the testing center and reschedule the test. The Candidate will not be allowed to continue testing on that day. The Candidate will not be refunded the testing fees and will need to re issue payment at the next appointment time. If the Candidate completed the content area test, the score may be revoked/invalidated pending investigation. Pending the outcome of the investigation, GED Testing Service, in collaboration with the Jurisdiction, may pursue all other appropriate legal remedies including, but not limited to, temporarily suspending or permanently banning the Candidate from taking the GED® test. It is the duty and responsibility of all GED Examiners or test administrators to intervene and report this or other suspicious behavior to GED Testing Service immediately.</p>
<p>Post Test Debriefing</p>	 US; Canada; Int'l   PBT; Canada	<p>Post-GED® test debriefings with GED® Candidates immediately outside the testing center are prohibited. This restriction applies to debriefings attempted by persons who instructed the Candidate for the GED® tests, including, but not limited to, teachers in Adult Basic Education (ABE), Adult Literacy, GED® test instructions, secondary education programs, alternative high school education and developmental education staff. Any such post-test discussion violates the Candidate's privacy and GED Testing Service's test security policy.</p>
<p>Test Center Contract</p>	 PBT; Canada	<p>To operate as an "Official GED testing center", the testing facility must have an active, current and fully signed testing center contract with GED Testing Service and have all testing center staff review and sign or initial GED Testing Service's test security memorandum document. This document must be maintained at the testing facility and updated with the initials and signatures of new staff as they are hired.</p>
<p>Jurisdiction Test Price and Price Changes</p>	 US; Canada; Int'l	<p>The Jurisdiction sets the Jurisdiction test price and must be a uniform price for the entire Jurisdiction. The price includes the GED Testing Service base test price and may include an additional fee or a discount in the event the jurisdiction subsidizes the Candidates' cost. To make changes to the Jurisdiction pricing, the Jurisdiction and GED Testing Service must follow the <a href="#">Exhibit 11 Price Change Procedure and use the GED® Test Jurisdiction Price Change Request Form</a>. Once mutually approved, implementation of price changes may take approximately 60-90 days.</p>
<p>GED® Test Vouchers</p>	 US	<p>Vouchers are available through GED Marketplace®. GED Testing Service vouchers are sold and administered by Pearson VUE and additional terms and conditions may apply to vouchers. <a href="#">See Exhibit 12 Voucher Policies and Procedures</a></p>












<p>CBT Testing Sites</p>	 US; Canada; Int'l	<p>GED® tests delivered on computer will only be delivered through Authorized Pearson VUE Testing Centers.</p>
<p>PBT Testing Sites</p>	 PBT; Canada	<p>GED® tests may be administered only at Official GED® testing centers or at addendum sites indicated in a testing center contract and as approved in accordance with the procedures outlined in <a href="#">Exhibit 4 Procedures for Opening Official GED Testing Centers</a>.</p>
<p>Transporting GED® Tests</p>	 PBT; Canada	<p>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.</p> <p>Special permission from GED Testing Service is required if secure GED® testing materials need to be mailed to an addendum site. The procedures for the secure transportation of testing materials are set forth in <a href="#">Exhibit 5</a>.</p>
<p>Testing Center Requirements</p>	 PBT; Canada	<p>Upon authorization by the jurisdictional GED Administrator™, GED Testing Service may approve the establishment of an official GED® testing center at the following locations:</p> <ol style="list-style-type: none"> <li>Public schools or other appropriate facilities of a local education agency (LEA).</li> <li>Public postsecondary educational institutions accredited by the jurisdictional department of education or other jurisdictional agency responsible for administering the GED® testing program.</li> <li>Military installations overseas or in the United States.</li> <li>Veterans Administration (VA) hospitals and medical centers, and federal correctional and health installations.</li> <li>Jurisdictional correctional facilities that have established a school inside the facility.</li> </ol> <p>Other nonprofit institutions and agencies only by special authorization of the GED Testing Service.</p>
<b>CANDIDATE POLICIES</b>		
<p>Eligibility</p>	 US; Canada; Int'l   PBT; Canada	<p>Individuals must be at least 16 years old 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 of education. The only exception to the enrollment in high school policy is in states that are approved by GED Testing Service to operate the GED Option™ program, and then the jurisdiction must test in accordance with their approved GED Option™ program plan.</p>
	 US; Canada   PBT; Canada	<p>If an individual is under 18 years old, the jurisdiction shall review the individual's registration to determine eligibility to test and shall: (i) collect any jurisdiction required eligibility documentation including a signed parent/guardian consent for GED Testing Service; (ii) obtain a signed parent/guardian consent; and (iii) signify such receipt by approving or denying the individual's eligibility to take the GED® test.</p>
	 US; Canada; Int'l   PBT; Canada	<p>Jurisdictions shall ensure the GED® test is available to any qualified adult in accordance with jurisdictional rules, regulations, and/or code.</p>












	 US; Canada; Int'l   PBT; Canada	The GED Administrator™ shall provide all registration eligibility requirements to GED Testing Service.
	 US; Canada; Int'l   PBT; Canada	Non-citizens, including refugees, legal and illegal immigrants, resident and nonresident aliens, and other foreign nationals, are eligible to take the GED® test in the opinion of GED Testing Service if they meet all of the eligibility and identification requirements of GED Testing Service and any jurisdictional requirements described later in this section.
	 US; Canada; Int'l	Candidates may update their profile to reflect name changes through submitting appropriate documentation to GED Testing Service to <a href="mailto:help@GEDTestingService.com">help@GEDTestingService.com</a> . See <a href="#">Exhibit 13 Name Change Procedure</a> for the procedure.
Identification Requirements	 US; Canada; Int'l	<p>Candidates are required to provide one valid form of identification (“ID”). The ID must be government issued and non-expired. It must also include the Candidate’s name, date of birth, signature, and photograph.</p> <p>GED Testing Service accepts the following primary forms of ID:</p> <ul style="list-style-type: none"> <li>● Passport</li> <li>● Driver’s license</li> <li>● Learner’s permit</li> <li>● National/state/country identification card</li> </ul> <p>Any other form of government-issued ID (national or foreign), including the <i>Matricula Consular</i>, an identification card issued by a Mexican consulate.</p> <p>Jurisdictions’ residency requirements may require the Candidate to present additional evidence to establish eligibility. The Jurisdiction must communicate and assist GED Testing Service in implementing the Jurisdiction’s approved residency documentation. Based on the type of requirement, implementation may require Jurisdiction to clear eligibility requirements. Implementation may take up to 90 to 180 days.</p>
	 PBT; Canada	<p>Verification of each candidate’s identity for testing is critical to maintaining the security and integrity of the GED® testing program. GED Chief Examiners™ and GED Examiners™ are responsible for verifying that each GED® candidate tested is eligible to take the GED® tests and that each candidate can prove identity. Identity and age must be verified using acceptable photo ID.</p> <p>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. Outdated identification or identification that is suspected of being forged is prohibited. 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.</p> <p>Jurisdictions’ residency requirements may require the Candidate to present additional evidence to establish eligibility. The Jurisdiction must communicate and assist GED Testing Service in implementing the Jurisdiction’s approved residency documentation. Based on the type of requirement, implementation may require Jurisdiction to clear eligibility requirements. Implementation may take up to 90 to 180 days.</p>






<p>Alternate Forms of Identification</p>	 US; Canada; Int'l   PBT; Canada	<p>GED Testing Service acknowledges that a small segment of the testing population may not be able to obtain traditional government-issued identification as detailed above. Common examples of impacted Candidates are homeless youth and those in youth offender programs as well as individuals residing in halfway houses. In these instances, GED Testing Service will work with the Jurisdiction in determining an appropriate and acceptable form of identification.</p> <p>Identification issued by a third-party program, i.e. non-governmental agency, is not acceptable by itself. The GED Administrator™ must formally approve of the government agency that issues the identity of the Candidate.</p> <p>After the Jurisdiction has identified the appropriate and acceptable form of identification, the Jurisdiction may approve such additional qualified form of identification based on the policy stated above. For the sake of clarity, it is the Jurisdiction's responsibility to qualify and approve the additional form of identification. The Jurisdiction must communicate the additional acceptable form of identification to GED Testing Service for review and implementation. Implementation may take up to 90 to 180 days.</p>
<p>Rescheduling and Canceling a GED® Test</p>	 US; Canada; Int'l	<p>Candidates may reschedule their appointment in accordance with the following guidelines:</p> <ol style="list-style-type: none"> <li>Candidates may reschedule or cancel their GED® test appointment at any time as long as it is rescheduled or cancelled at least 24 hours before the scheduled appointment time via the MyGED® portal at GED.com or by calling the Call Center.</li> <li>Candidates who cancel an appointment at least 24 hours prior to their appointment time and do not wish to reschedule will be refunded one hundred percent of the test fee they paid.</li> <li>No additional fee will be charged to the Candidate for rescheduling or canceling, if rescheduling or canceling is done 24 hours before the appointment time.</li> <li>Candidates cannot reschedule an appointment inside of this 24-hour notice time.</li> <li>Candidates who do not report to their scheduled appointment time and have not rescheduled or cancelled in accordance with d. above, are considered no-shows and will forfeit their test fees.</li> <li>Candidates who arrive more than 15 minutes late may lose their ability to take the GED® test at the scheduled time and may forfeit their test fee.</li> <li>All registrations with accommodations must be rescheduled or canceled through the GED Testing Service accommodations coordinator.</li> </ol>
<p>Candidate Testing in Multiple Jurisdictions</p>		<p>GED Testing Service's policy is to allow only the authorized Jurisdiction access to a Candidate's Data. When the Candidate changes testing jurisdictions, the Candidate must update his/her GED.com profile that then moves authorization to view Candidate Data to the new Jurisdiction. Once the Candidate changes jurisdictions and authorizes the new Jurisdiction to see their data, then the old jurisdiction will no longer have access to the Candidate's Data. The Jurisdiction in which the Candidate passes their final content area test is the Jurisdiction from which the Candidate receive their credential. See Credential Jurisdiction section below.</p>
<p>Handheld Calculators</p>		<p>Candidates may bring in and use a handheld TI-30XS Multiview Scientific Calculator for any of the three test subjects that allow the use of a calculator: Mathematical Reasoning, Science, and Social Studies.</p>
<p>Passing Standard</p>	 US	<p>Attainment of the <b>Passing Standard</b> in all content areas is intended to result in the awarding of a high school equivalency credential. In issuing high school</p>

		credentials, jurisdictions are permitted to require higher passing score standards, but may not allow passing score standards lower than those set by GED Testing Service. The 2014 GED® test provides the following performance levels.
Performance Level 1	 US	Below Passing - scores below the GED® test Passing Standard (100 to 144 scaled score points)
Performance Level 2	 US	Passing - scores at or above the Passing Standard (145 - 164 scaled score points)
Performance Level 3	 US	GED® College Ready - scores indicative of career- and college-readiness (165-174 scaled score points)
Performance Level 4	 US	GED® College Ready + Credit – scores which based on analysis by ACE may qualify candidate for college credit (175 scaled score points and above)
International Passing Range	 Int'l	Passing - scores at or above the Passing Standard (145 - 200 scaled score points)
	 Canada	To earn a passing score on the 2002 Series 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.
Retest Rules	 US; Canada; Int'l   PBT; Canada	<p>In order to achieve a Passing Standard, Candidates may re-test on a content area test in accordance with the following:</p> <ol style="list-style-type: none"> <li>After the Candidate's initial testing attempt, the Candidate may re-test up to two times on the content area with no wait time between re-tests.</li> <li>For attempts after the third testing attempt each re-test attempt must be preceded by a 60-day waiting period.</li> </ol> <p>Jurisdictions may implement policies regarding re-testing to avoid subsidized re-test. The GED Administrator™ or his or her designee has a responsibility to advise all Candidates on all issues related to re-testing.</p> <p>If there only two available test forms, Candidates can still re-test up to two times without any wait period, the initial attempt and the first retest must be on separate forms and the third attempt on the form from the initial attempt. After the third attempt, the student must wait for a period of 60 days between each subsequent retest attempts. The retest forms have to be in the same order since there are only two valid forms, and the retest may not be taken on the same form as the last attempt. For example, the order should be IC, IH, IC, wait 60 days, IH, wait 60 days, IC, etc.</p>
Retest-Wait Period Waiver	 US; Canada; Int'l   PBT; Canada	<p>On a case-by-case basis, GED Testing Service will review and may waive the 60-day waiting period for the final content area test that has not yet been passed by the Candidate, based on the Candidate's circumstances. The following are examples which may justify granting a waiver of the 60-day wait period:</p> <ol style="list-style-type: none"> <li>Loss of a job unless the GED® credential is earned;</li> <li>Loss of an impending job opportunity without the GED credential;</li> <li>Requirement by an educational institution for the GED credential, without which the Candidate will lose his placement in the program;</li> <li>An unusual situation in which the person was required to leave the country due to an immigration matter and needs to complete the GED® test before traveling.</li> </ol>



		Although the waiting period waiver is the prerogative of the GED Testing Service, a jurisdiction may elect to require a waiver to be approved by the jurisdictional GED Administrator prior to final communication of the waiver status to the candidate. In no case will a waiver be granted for a wait period of less than two weeks. The minimum wait period is two weeks after the prior exam administration.
Retesting after Passing a Content Area Test	 Int'l	Re-testing after achieving a passing score on a content area test is prohibited, unless pre-approved by GED Testing Service.
Retesting after Credentialing	 US	If an individual takes one or more additional tests after achieving the GED® credential, the individual's credential records will remain within the Jurisdiction from which the individual first earned the GED® credential. Candidates may not transfer or change their records from one jurisdiction to another after earning their credential.
	 Int'l	International Candidates may not re-test on any subject area test once they have earned a passing score on that subject.
No Combining Scores	 US; Canada; Int'l  PBT; Canada	Scores may not be combined across GED® Test Series. All test takers who begin testing on the current GED® test must pass all four content area tests on the current GED® test in order to be eligible to receive a high school equivalency credential. Individual passing test scores earned on the GED® test from an earlier series—the 1942 series, 1978 series, 1988 series, or 2002 series, — are not compatible with scores from the current GED® test.
Score Expiration	 US; Canada; Int'l  PBT; Canada	There is no expiration of content area scores within the current GED® test. Once a passing score is achieved on an individual content area test of the current GED® test, that content area score does not expire; however, GED Testing Service may review and adjust this expiration policy as appropriate. Jurisdictions may set their own policies regarding expiration of content area test scores.
Score Requirements Across Test Versions	 US; Canada; Int'l  PBT; Canada	The minimum test score requirements and other qualifications required for Candidates who take the U.S. English version of the GED® test also apply for the U.S. Spanish and accommodated versions of the current GED® tests.
Combining scores across language versions	 US; Canada; Int'l  PBT; Canada	GED Testing Service supports combining scores across different language versions within a GED® test series. Determining whether to combine scores across different language versions (English and Spanish for US, PBT and International; or English and French for Canada) of the GED® tests is a jurisdictional prerogative. Jurisdictions should consider the following: <ul style="list-style-type: none"> <li>• The available forms of the Spanish-language GED® tests are direct translations of the same forms of the U.S. English-language GED® tests, with the exception of the Language Arts, Writing Test and Language Arts, Reading test for the 2002 Series. For the 2014 (current) test series, the Spanish-language GED® test is a direct translation of each of the content area tests, with the exception that the editing questions on the Reasoning Through Language Arts test are not included on the Spanish-language test.</li> <li>• The available forms of the French-language GED® tests are direct translations of the same forms of the Canadian English-language GED® tests, with the exception of the Language Arts, Writing and Language Arts, Reading Tests.</li> </ul>

		<ul style="list-style-type: none"> <li>The French language GED® content tests are available for Canadian testing only.</li> </ul>
Combining US and Canadian Test Scores	 US; Canada   PBT; Canada	<p>In the U.S. and Canadian English-language versions of the GED® tests, the content of the Social Studies Test is specific to the country in which the test is administered. For example, approximately 50 percent of the Canadian English-language version of the Social Studies test is specific to Canadian history, government, and civics.</p> <p>Because of this difference between the tests, GED Testing Service requires that scores across U.S. and Canadian versions be combined only if the Candidate takes the Social Studies test in the country from which he or she wishes to earn a credential. That is, if a Candidate wishes to earn a credential in the United States, he or she must take the US version of the Social Studies Test; if a Candidate wishes to earn a credential in Canada, he or she must take the Canadian version of the Social Studies test.</p>
Official Transcripts	 US; Canada; Int'l   PBT; Canada	<p>Reports of scores achieved on the GED® test are official only when reported by the department of education, approved jurisdictional agency or GED Testing Service. Reports from all of the above shall be accepted by all participating jurisdictions. A Candidate's raw score shall not be reported on the official transcript of the GED® test or other official jurisdictional transcript.</p> <p>The official transcript must contain all the information presented on the official transcript of the GED® test, and be approved by GED Testing Service. If printed, the official transcript must be printed on copy-safe paper, which, when copied, identifies the copy as a copy, not as an original. Jurisdictions may revise the layout of the information and may add information such as jurisdictional requirements.</p>
Partial Transcripts	 US; Canada; Int'l   PBT; Canada	Available to the Candidate via score reports which show a Candidate's progress through their individual profile on GED.com.
Credentialing Jurisdiction	 US; Canada; Int'l   PBT; Canada	The jurisdiction in which the Candidate passes their final content area test is the jurisdiction from which the Candidate will earn their credential, except in certain approved nation-wide testing jurisdictions.
GED Credential Service	 US; Int'l	<p>For jurisdictions participating in GED Credentialing Service:</p> <ul style="list-style-type: none"> <li>-The standard service is that the first electronic transcript, paper transcript, and paper diploma are provided free of charge; and</li> <li>-Subsequent requests must be purchased via the GED Credentialing website (Specific terms vary by Jurisdiction).</li> </ul>
Discounted Retake Program	 US	GED Testing Service's waives its 100% of its test fees and is further explained in the discounted retake program described on <a href="#">Exhibit 14 Discounted Retake Program</a> .
Cheating/ Misconduct	 US; Canada; Int'l	If any fraudulent or unethical Candidate behavior is detected or it is found that a test was completed, in whole or in part, by someone or with the assistance of someone other than the registered Candidate, GED Testing Service will notify the Jurisdiction and GED Testing Service will investigate and take appropriate

	 PBT; Canada	remedial action, including, but not limited to, canceling the test appointment in advance, holding or canceling the Candidate's scores, working with the Jurisdiction to rescind the Candidate's credential, notifying entities that have received the Candidate's test scores or credential, banning the Candidate from future GED® testing, referring the matter to law enforcement, and pursuing any appropriate legal prosecution. In addition, the Candidate may be required to forfeit testing fees paid, at the discretion of GED Testing Service and/or the Jurisdiction.
Threat Assessment	 US; Canada; Int'l   PBT; Canada	GED Testing Service is committed to maintaining a fair and consistent testing environment where Candidates and others feel safe to carry out GED Testing Service's mission. GED Testing Service takes seriously reports from credible sources that a Candidate is a danger to himself/herself or to others. GED Testing Service's threat assessment procedure is attached as <a href="#">Exhibit 15 Threat Assessment Procedure</a> .
Accommodations	 US; Canada; Int'l   PBT; Canada	Official GED® testing centers will provide appropriate accommodations for Candidates with documented disabilities in accordance with the applicable law including, but not limited to the American with Disabilities Act as Amended (ADAAA) and the Canadian Charter on Rights and Freedoms. GED Testing Service accommodations procedures are attached as <a href="#">Exhibit 16 Accommodated Testing Procedure</a>