L-75-2 Official GED Testing Center Compliance Checklist

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Directions

Requesting agencies wishing to establish an Official GED Testing Center should complete this checklist prior to submitting a form L-75 Request to Establish an Official GED Testing Center to their jurisdictional GED Administrator. This checklist helps to ensure that all institutional requirements are met.

Name of Proposed Official GED Testing Center:
Jurisdiction:

Official GED Testing Center Location

Verify that the proposed Official GED Testing Center will be located at one of the following locations:

- ❑ Public high schools operated by jurisdictional school systems or agencies;
- ❑ High schools and postsecondary education institutions accredited by the jurisdictional education agency or other jurisdictional agencies responsible for administering the GED Testing Program;
- ❑ Jurisdictional departments of education or other jurisdictional departments responsible for administering the GED Testing Program;
- ❑ Military installations overseas or in the United States as approved by the Defense Activity for Non-Traditional Education Support (DANTES);
- ❑ Other military installations located in the United States;
- ❑ Veterans Administration (VA) hospitals and medical centers, and federal correctional and health installations;
- ❑ Jurisdictional correctional facilities that have established a school inside the facility as part of their overall rehabilitation programs; or,
- ❑ Other institutions and agencies upon special authorization by the GED Testing Service and the Advisory Committee of the GED Testing Service of the American Council on Education.

Validation of Need for Official GED Testing Center

- ❑ The proposed Official GED Testing Center provides service in a geographical region that has no convenient Official GED Testing Center or may address the needs of a specific group (such as adults in correctional institutions) that has limited access or no access to an existing Official GED Testing Center.

I have already explored the feasibility of other options, such as adding a transportation addendum to the contract of an established Official GED Testing Center, before recommending a new Official GED Testing Center. I HAVE DETERMINED THE PROPOSED OFFICIAL TEST CENTER DOES NOT STAND TO BENEFIT FROM, OR HAS A FINANCIAL INTEREST IN THE SUCCESS OF, GED CANDIDATES.

I HAVE DETERMINED THE PROPOSED OFFICIAL TEST CENTER IS NOT AT A PROPRIETARY SCHOOL.

Institutional Requirements

Verify that the proposed Official GED Testing Center is meets the requirements listed in each section below.

Legal

- ❑ The proposed Official GED Testing Center complies with provisions of the *Americans with Disabilities Act of 1990* or provisions of the *Canadian Charter of Rights and Freedoms.*

- ❑ The proposed Official GED Testing Center complies with any applicable human rights legislation of the jurisdiction.
- ❑ The proposed Official GED Testing Center complies and must ensure that all of its employees comply, with all other applicable laws and legal requirements.

Resources

- ❑ The GED Administrator has agreed to support the success of the proposed Official GED Testing Center.

Physical Facilities

The Proposed Official GED Testing Center has:

- ❑ Secure, dedicated storage (fireproof locking file, safe, or file with locking side bar used only for GED secure materials) for all GED testing materials.
- ❑ Quiet, clean, comfortable, well-lighted testing rooms.
- ❑ Adequate space so that seating can be staggered to preclude copying or collaborating.
- ❑ Chair, seating, desk and writing surfaces suitable for adults.
- ❑ Space accessible and conducive to candidates with disabilities.
- ❑ A testing environment free of distractions/interruptions (e.g., electronic devices and external noises).

Staffing

- ❑ GED Chief Examiners, Examiners, and Proctors have appropriate professional backgrounds as detailed in section 2 of the 2005 Examiner's Manual.
- ❑ Staff members are able and qualified to assume responsibility for the GED Testing Program.
- ❑ Staff attendance at an annual GED Examiners' meeting will be supported, both financially and administratively by the requesting agency.
- ❑ Appropriate training and supervision will be provided to Official GED Testing Center staff by the jurisdictional GED Administrator and/or the requesting agency to ensure knowledge of and compliance with GED Testing Service policies.

Full Testing Support Services

The proposed Official GED Testing Center will have:

- ❑ a commitment to the values and traditions of the GED Testing Program.
- ❑ a written plan for receiving secure materials that all Official GED Testing Center staff members understand. If receipt of shipments occurs outside the Official GED Testing Center, the written plan must identify the delivery route to the official GED Testing Center.
- ❑ convenient testing schedules that meet community needs.
- ❑ a written emergency plan for handling testing interruptions (see Section 3 of the 2005 Examiner's Manual).
- ❑ pre-testing and counseling for GED candidates.
- ❑ detailed and accurate record keeping.
- ❑ a planned schedule for the conduct of all required inventories.
- ❑ information publicized on availability of test accommodations for adults with disabilities.
- ❑ guidance and service to candidates with disabilities.
- ❑ outreach to local employers and postsecondary institutions.

Cooperation with the GED Testing Service (GEDTS)

- ❑ Data will be provided by the proposed Official GED Testing Center to the GEDTS as requested for research.
- ❑ Test administration procedures meet GED Testing Service guidelines.
- ❑ Test security policies and investigations conform to GED Testing Service guidelines.

Financial Management

The proposed Official GED Testing Center has the financial resources to:

- ❑ promptly pay all invoices (within 30 days).
- ❑ order, store and manage sufficient quantities of testing materials. (See Section 3.3-1)

Test Security

The proposed Official GED Testing Center has the resources and capability to:

- be in full compliance with all procedures and policies listed in the *GED Examiner's Manual.*
- have secure storage, handling, and shipment of testing materials. (Fireproof file, safe, or file with locking side bar used only for storage of GED secure materials.)
- provide full cooperation with the GED Testing Service in any instance of test compromise.
- promptly return all restricted testing materials at the end of contract year. (See Section 3.4-3).

Comment [t1]: return of testing materials is discussed in section 3.5, not 3.4-3