

JUDSON INDEPENDENT SCHOOL DISTRICT

December 2010

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SUBJECT: GED TESTING INFORMATION AND PROCEDURES

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TO: Candidates for GED Testing and Instructors

FROM: Joe R. Gonzalez, Chief GED Examiner

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I would like to advise you of the procedures and policies that are in place for the JISD GED Testing Center. Pre-registration must be completed at the Adult and Community Education Department. All tests are administered at 102 School Street in Converse on Tuesdays and Wednesdays at 5:00 PM unless cancelled due to an unforeseen emergency.

GED REGISTRATION PROCEDURES:

- GED Registration hours: Monday – Friday from 8:00 a.m. to 11:30 a.m.; then from 1:30 p.m. to 3:30 p.m. Payment must be made with cash or money order prior to testing at the JISD Adult Education Department at 9695 Schaefer Road in Converse off 1604 and Rocket Lane. The office number is 210-357-0810 ext. 2140.
- The Office of Student Support Services will accept telephone registration for testing for those examinees that have prepaid by calling (210) 619-0352.
- The deadline to call in prepaid registration is 4:00 PM on the Monday and or Tuesday prior to the requested Tuesday and or Wednesday test date. The examinee's name and requested test(s) will be placed on a list if slots are still available. Examinees need to report to the test site by 4:45 PM on the Wednesday of their test.
- The examinee must bring a proper picture ID. (Driver's license, DPS ID, or Military ID) only.
- Do not bring anything else to the center: backpacks, books, purses, etc.
- If the examinee is 17 years old, he/she must bring a parent/guardian to sign the registration AND provide withdrawal paperwork from their last school attended.
- The Writing and the Mathematics tests will be administered by alternating weekly every Tuesday of the month. The other three required test portions which are Social Studies, Science and Reading will be administered on every Wednesday of the month unless it is a holiday.

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### ACCOMMODATIONS:

The Judson ISD GED testing service provides testing accommodations for disabled candidates. Contact the JISD GED Testing Center at (210) 619-0352 for further information or to obtain an official application. Or visit the Texas Education Agency's website at <http://www.tea.state.tx.us/ged/forms.html> to download the proper forms.

Candidates requesting accommodations must obtain and complete all sections of the proper accommodation application. A certified or licensed professional must complete the forms by providing current documentation and evaluation information on the examinee. The completed forms must then be returned to the Office of Student Support Services for review. The forms are then forwarded to the state department in Austin for review and final approval. All forms must be approved and on file prior to testing with an accommodation.

### FEES:

Cost for the testing is \$105.00 for all 5 tests; this includes registration fees, is to be paid in full at registration in cash or money order. All fees will be kept on file for one year after which time they can not be refunded nor used for testing. Retest fees are \$18.00 per test. Students must present a retest letter at the time of registration or wait 6 months to retest the failed portion of the GED series. Also, if a student has signed up for a GED test and does not call to cancel taking the test, they will forfeit the \$18.00 testing fee.

### SCORING:

- Scoring is not done in the district office. ALL scoring is being done in Austin and therefore no scores can be given over the phone. We have been advised by central scoring in Austin, that students will receive their scores approximately two to three weeks after they have been sent in for scoring. Tests will be sent in for scoring on the first Thursday of each month or when the examinee completes all five tests.
- **Effective January 1, 2002, the minimum passing standard score on the GED tests will be no score less than 410 on EACH of the five tests, with an average of 450 (2250 total) on the five tests in the battery.**
- All test scores and certificates earned from 1995 to present are not kept on file at Judson ISD. All testers and graduates must keep all their records received from TEA/GED in Austin. If records are needed from this time frame, individuals must call the GED Unit of the Texas Education Agency in Austin at (512) 463-9292.

Should you have any questions, please do not hesitate to contact the JISD GED Test Center at (210) 619-0352.