

February 12, 1998

MEMORANDUM

TO: Chief GED Examiners

FROM: Delane F. Boyer, Coordinator GED/AHS Programs

SUBJECT: GED Essay Accountability Report

In order to reduce and simplify paper work, we are changing procedures in accounting and verifying GED essays scored by the contractor.

We will no longer require the use of the GED Essay Accountability Report and Institutional Verification Form DCC 9-35 as outlined in memorandum CC-89-220, July 10, 1989 which is now rescinded. Also, do not send the UPS return receipts or other return receipts to this office. Keep such receipts for your files and use. This reporting procedure was instituted as a means to have verification for the state office to pay costs for essay scoring service and to locate any missing essays sent to the contractor for scoring.

The change is to use the GED essay score report (GED Essay Listing) that you receive from the scoring contractor as a means to account and verify the number of essays scored by the contractor. At the bottom of each essay score report you receive from the contractor, please write and sign as follows:

" I verify that the essays indicated above have been scored by the contractor".

_____ Signature of GED Examiner _____ Date

Should you have any questions on this change in procedure, please call Ms. Joy Matthews at 919/733-7051, Ext. 746.

c: Presidents

CC-98-039