

February 24, 2000

TO: GED Examiners
Basic Skills Directors

FROM: Delane F. Boyer, State GED Administrator

SUBJECT: GED Test Security

The purpose of this memorandum is to remind you about the seriousness of a GED Test compromise and the consequences as a result.

During 1999, we had test losses at two colleges. Had the rules for GED testing and security procedures as outlined in the GED Testing Service GED Examiner's Manual (Section 4 and 12) and the State GED Testing Procedures Manual (pages 16-18) been diligently followed, we may not have suffered the two test losses.

When a test loss occurs, GED Testing Service closes the testing center until an investigation is completed. This investigation may take up to ninety days. The loss of a test is not only embarrassing to the GED Examiner and the supervisory staff but more importantly, there is a serious interruption for students to complete their attainment of a high school credential. The students suffer a delay or loss of a job opportunity, they are delayed for enrollment in a college curriculum program, they may have their welfare benefits suspended, they may experience a delay or loss of a scholarship or delay in attaining a driver's license. We also get some very agitated complaints from students, parents and from the community to include not a very positive image from the press.

In accordance with GED Testing Service policy, a GED Test Center having more than one incident of lost or compromise test materials in two years or more than two such incidents within five years, the center will be permanently closed. If, after a three year waiting period, the college wishes to become a GED Testing Center again, an application must be submitted. Also, GED Testing Services policy further states that GED Testing Centers within a 50 mile radius cannot use the compromised test form and the offending testing center must assume the costs of restocking the test form that was compromised for the neighboring colleges.

GED Examiners and the supervisory are reminded to strictly follow GED test security procedures. Do not allow shortcuts and be vigilant for the security and integrity of the GED Testing Program. I am always available to train GED Examiners and to assist in anyway with the GED Program.

C: Presidents

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