



# New York State EDUCATION DEPARTMENT

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## **How to Become a GED® Paper Based Test Center: For NYSED Approved Test Centers**

Presented by NYSED High School (HSE) Equivalency Office  
December 2021

# NYSED Contracting with GED Testing Service (GEDTS) for the HSE Exam

- GED Testing Service (GEDTS) is the new HSE Exam vendor contracted by NYSED to deliver the GED® Test in NYS.
- The GED® Test will replace the TASC Test™ beginning January 2022.
- Announcements were posted on the NYSED HSE Homepage re: the change in vendors:  
<http://www.acces.nysed.gov/hse/high-school-equivalency-hse>
- The GED® Test previously served as the NYS HSE Exam from the 1940's - 2013.
- The Data Recognition Corporation (DRC) provided the Test Assessing Secondary Completion (TASC Test™) from 2014 - 2021 but will no longer offer the TASC after 12/31/2021. A recent Announcement was posted regarding how to return unused tests to DRC, and that the calculators should be retained at current sites for ongoing use.
- The NYSED HSE Office will continue to grandfather passing GED® subtest scores (since 2002) and TASC Test™ subtest scores with new passing GED scores.

# Will NYSED Rules for Testing Remain the Same?

Yes, all “rules” for testing that are in the NYSED Regulations will remain the same.

- All test takers must be NYS residents for at least 30 days and age eligible to test.
- Age Eligibility (AE) form is still required for all examinees under the age of 19. However, the process will differ under GED. The revised form will be posted on HSE website, with a link provided within the GED registration.
- May take each subtest a maximum of 3 times each calendar year
- Cannot take the same subtest again within 60 days of testing (if failed subtest).

Also, as per NYS Education Law, there will continue to be no cost to the examinee to take the HSE Exam.

Please note that COVID precautions must continue to be followed (for example, spacing/social distancing during testing, wearing masks, etc.) as delineated by the test center in concert with their parent organization, as per state and local health department guidelines.

# How do the TASC Test <sup>TM</sup> and GED<sup>®</sup> Differ?

- Both exams reflect core academic subject areas equivalent to the content in a high school diploma.
- There are 4 subtests in the GED<sup>®</sup> vs. 5 subtests in TASC. The GED<sup>®</sup> subtests are 1) Reasoning Through Language Arts (RLA); 2) Mathematical Reasoning; 3) Science; and 4) Social Studies.
- The RLA replaces the Reading and Writing as separate TASC subtests. If only the TASC reading or writing was passed, the RLA subtest must be taken.
- GED uses different terminology than the HSE Office for approved test center staffing positions: Test Center Coordinator of Record = Test Administrator (GEDTS) and Approved Examiners = Proctors (GEDTS).

# Information About GED® Subtests

GED® Subtest	Break out by Subpart	Total Time
Reasoning Through Language Arts (RLA)	Section 1: 35 minutes Section 2: 45 minutes – Writing component Break: 10 minutes (if testing on the computer, it automatically restarts test after 10 minutes) Section 3: 60 minutes	150 minutes
Mathematical Reasoning	Part 1: Calculator prohibited Part 2: Calculator allowed	120 minutes
Science	One continuous section	90 minutes
Social Studies	One continuous section	70 minutes
<b>Total GED® Test</b>	<b>All four content areas. Please note that a score of 145 or greater is the passing subtest score.</b>	<b>430 minutes (approx. 7 hours and 10 minutes)</b>

# Approval for Test Centers to Offer Paper-Based Testing (PBT)

- All approved test centers serving incarcerated individuals will continue to fully utilize PBT without additional approval being required.
- However, approval for test centers to administer PBT in public settings will be determined on an individual basis by the NYSED HSE Office.
- Test centers which would like to be considered for PBT need to submit a questionnaire conveying their interest and rationale for consideration.
- The questionnaire can be requested by sending an email to [hsetc@nysed.gov](mailto:hsetc@nysed.gov).
- Next steps will be conveyed on an individual basis.

# Administering Paper-Based Testing (PBT)

- The NYSED HSE Office will provide test center contacts, names and emails, to GEDTS for all incarcerated facilities and public test centers that are approved to offer PBT. GEDTS will then provide these contacts with access to *GED Manager*, the GEDTS online system
- A test center agreement with GEDTS is required for all facilities that deliver PBT.
- GEDTS will provide online training for PBT Test Administrators, which includes a brief exam, required to become a certified PBT provider, and a signed Test Security Memorandum to protect the confidentiality of the test.
- Registration (Creating a GED Account) and Scheduling GED Subtests:

**Incarcerated settings** - Staff at incarcerated facilities must register and schedule examinees directly through *GED Manager*.

**Public test centers** - Examinees create their own GED account and complete the registration process.

- Upon completion of the registration process, examinees who indicate their preference for PBT will be directed to a list of test centers offering PBT.
- The examinee will need to directly contact the test center where they wish to test and submit a brief application identifying the subtests they would like to take.
- Further instructions and an application will be available to the registrant when selecting PBT.
- Public test centers will schedule PBT examinees through *GED Manager*.

# Maximum Compulsory School Attendance Age (MCSSA) and Age Eligibility (AE) to Test

- Students under age 19 must have reached MCSAA and provide verification of their Age Eligibility (AE) to test when registering for the GED®.
- MCSAA is reached on July 1st of the school year immediately following the year during which a student is legally permitted to withdraw (age 16 or 17 depending on the school district). The school year is July 1 – June 30.
- All registrants under the age of 19 – based on DOB entered – will automatically be placed in an “age exception” queue in the GEDTS system.
- The registrant will receive an alert upon completing their account registration that they cannot move forward with scheduling an exam until their Age Eligibility to test is established/confirmed.
- AE will be established/confirmed differently depending on whether a student is currently enrolled in an approved Alternative High School Equivalency (AHSEP) Program – GED refers to as the *Options Program* - or is applying to test using alternative Age Eligibility criteria.
- All non-AHSEP students will mail their completed Age Eligibility form to the NYSED HSE Office. Instructions for submitting the Age Eligibility form to the HSE Office - including a direct link to the form on the HSE website - will be found on the GEDTS system.
- The instructions for completing the Age Eligibility form will remain the same. Examinees must: 1) complete the top portion of AE form; 2) submit it to the appropriate official to complete (depending on AE criteria selected); 3) obtain the completed document from the certifying official, after they attest to AE criteria having been met; and 4) mail to the NYSED HSE Office, as indicated on the form. Examinees should always maintain a copy of all documents submitted.
- Once the HSE Office receives the AE form and verifies that age eligibility has been met, the HSE staff will release that individual from the “age exception” queue and the examinee can proceed with scheduling an exam.
- Since eligibility to test is verified at the time of registration, PBT test centers will not be required to verify age eligibility at the time of testing.
- Examinees should expect approximately 3 weeks from the time their form is mailed, to account for mailing and processing time.



# Paper-Based Testing (PBT) and Testing Accommodations

- Examinees in need of accommodations must apply to GED Testing Service (GEDTS) for accommodations during the registration process.
- All accommodations must be approved by GEDTS, and prior accommodations approvals for the TASC Test™ do not carry over.
- PBT does not permit the technology options that are available for accommodations which use electronic tools.
- Talking calculators will no longer be requested through the NYSED HSE Office but are available through the GEDTS accommodations services.
- If an examinee has been approved for extra time, the PBT test centers must account for the additional time during the scheduling process. This information is especially important for test centers receiving reimbursement for test administration.
- Approved accommodations that require 1:1 environments or specific accommodations equipment will have a separate scheduling process. The examinee will be prompted to phone GEDTS and is then assisted in identifying a test center that can accommodate their special needs. This process will be explained by GEDTS.
- An accommodations presentation will be provided in January 2022, to fully explain the GEDTS process.

## What documentation will need to be submitted to the HSE Office?

- Test centers conducting PBT - including both incarcerated facilities and nonincarcerated settings which do not receive reimbursement for administering the HSE exam\*– will need to submit:
  - A roster reflecting daily test takers and the subtests taken. The roster is an excel spreadsheet which will be found on the HSE website and can be found on the next ppt slide. The roster will need to be submitted digitally, within 5 business days of when testing concluded. Use of UPS mailers is slated to be discontinued as soon as possible. Please contact the HSE office if you need support with using the digital submission process: [hsetc@nysed.gov](mailto:hsetc@nysed.gov).
  - Examinee signature forms completed by the examinee at the time of testing. The online signature cards will continue to be used for PBT and can be found in in English and Spanish on the HSE website.
- There are additional reporting requirements for test centers which are reimbursed for administering exams. Please see posted WebEx presentation on *Changes in the Process for Submitting for Reimbursement*.

Daily Roster of GED Testers to Submit to NYSED HSE Office  
 This form will be posted on the NYSED HSE Website.

<b><i>HSE Test Reporting Sheet '22</i></b>					Address any questions to <a href="mailto:HSETC@NYSED.GOV">HSETC@NYSED.GOV</a>				
Center Name					DATE OF TEST				Test Center #
Total number of test sessions delivered	RLA	Sci	Soc. St	Math	Administrator				
	0	0	0	0	Email address				
<b>Total number of candidates Tested</b>					<b>0</b>				
#	Examinee(s) (Alphabetic Order by Lname)		GEDTS ID	DOB	Mark 'X' for Subject area(s) administered				Additional Time
	Last	First	00000000-0000-0000	DD/MM/YYYY	RLA	Sci	Soc. St	Math	
1									
2									
3									
4									
5									
6									
7									
8									

# Next Steps and Contacting the NYSED HSE Office

- Please review each of the WebEx recorded power point presentations posted under Announcements on the HSE website: <http://www.acces.nysed.gov/hse/high-school-equivalency-hse>
- After the presentations are posted, a questionnaire will be posted, also under Announcements, soliciting any questions not addressed by the presentations.
- A live, virtual Q&A session will be held to respond to the questionnaires submitted. You can register for the Q&A session within the questionnaire. The session will also be recorded and posted.
- Test Center questions for the NYSED HSE Office: [hsetc@nysed.gov](mailto:hsetc@nysed.gov)
- General questions – test takers and general public – for the NYSED HSE Office: [hse@nysed.gov](mailto:hse@nysed.gov)
- HSE Call Center (Tuesday, Wednesday and Thursday 10 am – 12 pm): 518-474-5906