

2023 INSTRUCTIONS FOR COMPLETING THE NYSED HSE MONTHLY REPORTING ROSTER: For NYSED HSE Test Centers with RFP#23-004 Contracts

Monthly reporting rosters will confirm the accuracy of the data submitted for testing reimbursement. Separate monthly documents should be submitted for each test center site, if applicable. This includes test centers that operate both a PBT and CBT site.

A. Collecting report(s) from GED Manager:

1. Download and Save the **Monthly Roster Reporting Sheet** (found on the HSE forms page). **Do not save this form for monthly use.** Always use a newly downloaded form when preparing your submission in the case of document updates.
2. Go to the "Reporting" Tab in GED Manager
3. Select "Students Test Activity Report"



4. Enter a date range and a Test Center name. (The TC name will auto-fill as you type). In most instances, the dates will be a full month's date range.
5. Under "**Testing Activity**" you will run one report for "**GED Passed**". (You will later return to this step to run a report for "GED Below Passing").
6. Press the "Search" button to generate the report.
7. Click on "Export (1000 rows max)".

A screenshot of the 'Student Test Activity Report' search and filter interface. The title 'Student Test Activity Report' is at the top. Below it, a message says 'Click search to apply your filters and see results.' The interface contains several filter fields: 'Testing Activity' (dropdown), 'Date Range' (with a calendar icon, showing '11/18/2021' to 'mm/dd/yyyy'), 'Exam Subject' (dropdown), 'Test Language' (dropdown), 'OnVue' (checkbox), and 'Program' (dropdown). Below these are fields for 'GED® Test Prep Center', 'Voucher', 'Last Name', 'First Name', 'City', 'Phone Number', and 'DOB' (with a calendar icon). At the bottom, there are fields for 'Email', 'GED ID', and 'Credentialed Status Test Center' (with a dropdown menu). At the bottom right, there are buttons for 'Search', 'Print Score Reports (1000 rows max)', and 'Export (1000 rows max)'. The 'Rows Per Page' is set to '10' out of '25'.

FOR LARGER TEST ENVIRONMENTS-In the bottom left portion of the Student Test Activity Report there will be a blue box indicating the number of "Rows Found". **Rows Found:** The export tool is limited to 1,000 rows of information. If this limit is surpassed, please contact HSETC@NYSED.GOV, we will assist in ensuring that you are capturing all reimbursable items in the Student Test Activity Report.

B. Entering Your Data into the Report:

1. Open the downloaded GED report via the popup on the bottom of your screen or go to your downloads folder and open the report directly.



2. Copy (Ctrl-C) all data, ensuring that you are collecting all information from Columns A through U only. Do not copy and paste row 1 (last name, first name, etc) or any blank cells or rows.

	A	B	C	D	E	F
1	Last Name	First Name	Email	Date of Birth	GED ID	Address
2	Pollak	Nissie	ertsoncoll	1/2/2023	20211102-	52 Car
3	Vazquez	Hugo	niek49@g	1/2/2023	20220923-	664 Co
4	Bailey	Nicholas	iepollak@	1/2/2023	20220811-	14 Lib

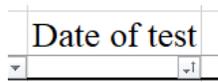
3. Paste the information in the Monthly Roster Reporting Sheet where it states, "PASTE HERE" (Ctrl-V):



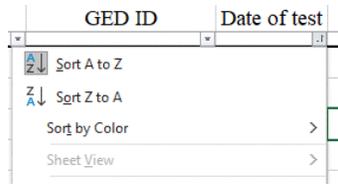
4. Repeat steps 2-7 in section A. In step 5, use "GED Below Passing" rather than "GED Passed".
5. Copy and paste the populated information the next available row in column B of the **Monthly Roster Reporting Sheet**. Any spaces between the reports will disable the sorting tool and should be avoided.

Finalizing the Report:

1. In the **HSE Monthly Roster Reporting Sheet**, use the sorting arrow located under "Date of test"



2. Select the "Sort A to Z" command (oldest to newest).



3. Complete all information found in the blue highlighted boxes: month, test administrator, and email address.
4. Review all test takers, test delivery dates, and test center information to ensure the report is complete.
5. Select Upstate or Downstate in the dropdown that states "Select Option for the Dropdown Below" Once selected, the indicated amount will be added to the "Summary of Testing"

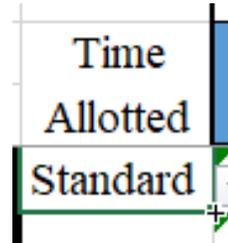
Upstate Total	\$0.00
Downstate Total	\$0.00
Select Upstate or Downstate rates from the blue box below	
Time Allotted	

6. Each individual subtest requires an entry in "**Time Allotted**". Once selected the reimbursement amount will be added to the "Summary of Testing". If all or most of your candidates should be labeled "Standard," complete the first line and place your cursor over the small **green box** in the lower right-hand corner of the cell; you can use this to drag the same "Standard" entry to most or all the reimbursable subject tests.



Selection

Standard
1.25X
1.5X
2.0X



Description

Standard pricing per subject
Standard price times 1.25
Standard price times 1.50
Standard price times 2.00

1:1 Small Group: For the permissible small group testing sessions allotted for in RFP 23-004, please contact HSETC@NYSED.GOV to request approval for small group testing reimbursement prior to submitting your completed monthly Standard Voucher. Once approved, the 1:1 Small Group designation should only be selected for one examinee.

Sm GP A - D These options will not add additional reimbursement funds, they should only be used to denote candidates included within a small group session. The “1:1 Small Group” drop down choice will add the rate for a small group test session to the ‘Summary of Testing’. If additional candidates are included in a small group test session the Time Allotted drop down should indicate one of the “Sm GP” selections.

Extended time will not be reflected on the GED system after the test event has elapsed. Extended time will be reflected on the Pearson VUE system while the candidate’s test event is in progress, submitters are encouraged to record this in process.

All documents should be saved internally and must be submitted to the HSE office via the HSE Test Session Materials Submission SharePoint portal by the end of the month following the month for which the test center is reporting.