

# L-30 GED Testing Center & Test Administration Monitoring Tool

**GED® Testing Service**  
of The American Council on Education  
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## Testing Center Information

Date: \_\_\_\_\_ 10 Digit Testing Center Identification Number: \_\_\_\_\_

GED Testing Center Name: \_\_\_\_\_

## Directions

1. This monitoring tool should guide the evaluator in completing a site visit at a testing center or addendum site for the purpose of monitoring the physical facility, documentation, and/or the administration of the GED tests.
2. The GED manual references listed in this document are aligned with the 2008 GED Policies and Procedures Manual.
3. The evaluator should include comments that the testing center should use to strengthen their testing program.

## Monitoring At-A-Glance

1. *Areas of focus:* The evaluator has monitored and evaluated the areas checked below:
 

<input type="checkbox"/> Physical Facility	<input type="checkbox"/> Documentation
<input type="checkbox"/> Staff Requirements	<input type="checkbox"/> Test Administration
<input type="checkbox"/> Registration Process	<input type="checkbox"/> Addendum Site
<input type="checkbox"/> Storage	
2. Reason for today's monitoring:
  - Test Compromise/Testing Irregularity
  - Timely review – Section 1.4-4 *Administrators shall monitor one-fourth of the test centers annually.*
  - Other \_\_\_\_\_
3. Last monitoring date: \_\_\_\_\_
4. Test Administration in Progress and Monitored  
Yes  No

## Areas of Focus

### Section 1 – Physical Facility

	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT
01	2.3-1	Provisions of a suitable facility is evident; Physical conditions are suitable for proper test administration: <ul style="list-style-type: none"> <li><input type="checkbox"/> Seating – suitable for adults</li> <li><input type="checkbox"/> Lighting and Temperature</li> <li><input type="checkbox"/> A working clock is visible to all test takers</li> <li><input type="checkbox"/> Noise control</li> <li><input type="checkbox"/> Ventilation</li> <li><input type="checkbox"/> No trash can in testing room</li> <li><input type="checkbox"/> Handicap parking is offered</li> <li><input type="checkbox"/> Walls free of educational materials</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Section 1 – Physical Facility					
	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT
02	2.3-1 1.8-2	Testing center is accessible and conducive to candidates with disabilities; Center provides information about accommodated testing.			
03	5.2-1	Testing center provides space dedicated to the storage of candidates personal belongings.			
04	1.8-2	A detailed written emergency plan is on file. The emergency plan was forwarded to the GED Administrator for approval. Emergency contact numbers are posted in the testing room.			

Section 2 – Staff Requirements					
	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT
05	1.5	Examiners are not involved in instruction.			
06	1.5	The testing center has an approved chief examiner.			Chief Examiner's Name _____
07	1.5	The testing center has an appropriate number of examiners and/or proctors. The number of examiners and proctors is dependent on the testing volume.			
08	1.7.1	Examiners meet the minimum education and experience requirements.			
09	1.4-3	The chief examiner and examiner(s) have received training in the past 12 months.			
10	1.7-4	There is documented evidence that the chief examiner has trained the proctor(s) within the past 12 months.			
11	3.11-1	The testing center has a qualified examiner on standby status in case of an emergency.			

Section 3 – Registration Process					
	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT
12	1.8-2	Testing sessions are pre-scheduled and publicize to the community.			
13	1.8-2	Implementation of local marketing initiatives (e.g., GED graduations, awards ceremonies and GED free testing days) is evident.			
14	4.6	The chief examiner has a clear and concise <i>written</i> pre-registration process on file. The plan is available for review.			
15	4.3	Examiners verified each GED candidate's eligibility prior to testing.			

<b>Section 3 – Registration Process</b>					
	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT
16	4.2	A valid identification was presented during registration. Outdated identification is <u>never</u> accepted.			
17	Supplemental Memorandum	All test takers have received the POLICY ON RESPONSIBILITIES OF GED EXAMINEES and OWNERSHIP OF TESTS, SCORES, and OTHER DATA, and the GED PRIVACY POLICY.			
18	4.6	Demographic forms are completed by all candidates prior to testing.			
19	4.6	(Optional)The mathematics video was shown for all candidates taking Mathematics I test.			

<b>Section 4A and 4B – Storage and Inventory</b>					
<b>4A – Storage</b>					
	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT
20	3.4	Secure testing materials are stored properly in a sturdy, locked storage unit.			
21	3.4	Secure testing materials are kept locked at all times (except for removing materials for testing, returning materials and inventory) in an appropriate dedicated storage unit.			
22	3.4	Permanent storage is used exclusively for GED testing materials.			
23	3.4	The testing room and storage unit is in two separate rooms/areas.			
24	3.4-2	Access to secure testing materials and keys is limited to the chief examiner and approved examiner(s) only.			
25	3.5	Usage log on battery jacket is updated properly.			
26	3.4-2	Previous year's GED testing materials have been returned to GED Testing Service and tracking information is available. All white security boxes (empty or filled) have been returned to GED Testing Service– Contract Services.			

<b>Section 4A and 4B – Storage and Inventory</b>					
<b>4B – Inventory</b>					
	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT

<b>Section 4A and 4B – Storage and Inventory</b>					
<b>4B – Inventory</b>					
	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT
27	3.4-2	Monthly inventory documentation is up to date and available for review. The person(s) completing the inventories signed and dated each log.			
28	3.4-2	Monthly inventory record includes the serial number of each test battery (a list of individual items).			
29	3.4-2	Examiners maintain a written inventory of materials that are removed and returned from secured storage at the beginning and at the end of each testing session.			
30	3.4	The current year's Materials Picking Plan and Inventory Return Sheet are on file and shows evidence that the chief examiner completed an inventory when the test materials were received.			

<b>Section 5 – Documentation</b>					
	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT
31	1.8-2	An approved written material receiving plan is on file.			
32	1.82	A signed copy of the Test Security Memorandum is on file with all examiners signatures.			
33	3.7	Examiners are aware of the documented confidentiality policy regarding GED records and the appropriate procedures for responding to requests for records from non-examinees.			
34	3.4	Certificate of destruction is on file for any testing material that were properly destroyed (GEDTS notification and permission is required) due to incidents involving bodily fluids (if applicable).			

<b>Section 6A – Test Administration (Prior to testing)</b>					
	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT
35	1.8	Testing sessions are conducted in accordance with GED Testing Service policies and procedures and in any supplemental memorandums from GEDTS.			
36	1.8	Current manual ( <i>Policies and Procedures Manual 2008</i> ) is readily available to examiners (electronic or hard copy).			

Section 6A – Test Administration (Prior to testing)					
	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT
37	1.9 & 5.1	A <b>minimum</b> of one examiner must be present for 20 or fewer test candidates. An additional examiner or Proctor is used for each additional 1- 20 group.			
38	Name of examiner(s)and proctor(s) conducting today’s test administration: 1. 2. 3. 4.			Number of Examinees present in today’s testing session:  _____	
39	5.2	Only approved GED Examiners, testing candidates, GED Administrators, representatives of GED Testing Service and individuals that are approved for administering accommodations are present in the testing room during testing.			
40	1.8-2	The chief examiner administers a complete battery no fewer than four (4) times a year unless the testing center offers less than four (4) sessions during one contract year.			
41	4.3	Examiners obtain a written statement or a signed L-5 confirming eligibility from each candidate prior to testing.			
42	4.5	Examiners have advised all GED candidates on all issues related to retesting.			
43	9.1-1	Candidates are advised of the disturbance/cell phone policy before testing.			
44	5.2	Candidates’ identification is checked again, prior to the actual test session. Outdated identification is never accepted.			
45	8.1	Appropriate accommodations are given to candidates with documented disabilities (if applicable).			
46	8.9	Adaptations that do not require prior approval were used appropriately and returned to the examiner (if applicable).			
47	5.35.2-1	The examiner read the test administration instructions verbatim.			
48	5.3	Administrative policies are explained prior to testing: Examples- <i>Food/drink, head coverings, coats, cell phones/pagers or other electronic devices; Leaving the testing room -before and after finishing a test).</i>			
49	2.3 5.2	Candidates seating is staggered to preclude copying or collaboration.			
50	5.2-1	Examinee’s desktops are clutter free; Only items given out by the examiner(s)/proctors are on the desk.			

Section 6A – Test Administration (Prior to testing)					
	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT
51	5.2-2	Candidates were provided storage for unauthorized items prior to testing.			
52	5.2-2	Surveillance log and seating chart is prepared prior to testing.			
53	1.8 4.6 5.2-1	Surveillance log list the following: <input type="checkbox"/> Candidates name and identification number <input type="checkbox"/> Serial Number and form of test booklet <input type="checkbox"/> Essay number (if applicable) <input type="checkbox"/> Time out – distributed <input type="checkbox"/> Time Due – expected collection time <input type="checkbox"/> Time in – actual collection time <input type="checkbox"/> NO SHOW	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
54	1.8-2	Seating charts are created for each test session.			
55	5.2	Candidates are given colored scratch paper (identifiable).			
56	5.2-2	Examiners made all general announcements, such as location of rest room facilities and guidelines for breaks and smoking prior to testing.			

Section 6B – Test Administration (During and After Testing)					
	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT
57	1.8-2	A dedicated secure storage container is used during testing.			
58	1.7-3	The proctor assisted the examiner during the testing session. The examiner supervised the proctor properly (if applicable).			
59	5.3	Remaining testing times are announced.			
60	5.3	Students are reminded to use a pen when writing their essay.			
61	5.2	All secure testing materials (test batteries, topic cards, and answer sheets) were inventoried before the scratch paper was shredded.			
62	5.2	Examiners collected all secure test materials while the candidates remained seated. Candidates did not leave the testing room until excused by a GED Examiner.			
63	5.2	<i>Fan or Edge Method:</i> Examiners check test booklets for missing pages and marks before the candidate leaves the room.			

<b>Section 6B – Test Administration (During and After Testing)</b>					
	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT
64	5.2	The examiner inspect all used test booklets for any marks or missing pages before returning them to locked storage.			
65	9.1	Disruptive candidates/situations are promptly addressed (if applicable).			
66	5.3	Calculators are collected before candidates received Mathematics II test.			
67	1.8-3	Examiners and proctors constantly monitored the testing session by frequently circulating the testing room.			
68	5.1	Examiners and proctors stayed in the testing room at all times. They maintained constant supervision while testing was in progress.			
69	5.2-1	GED Examiners and Proctors did not perform non-essential tasks during the testing session.			

<b>Section 7 – Addendum Site</b>					
	GED Manual Reference	Policy/Procedure	YES	NO	COMMENT
70	2.6	An approved addendum contract is on file for all approved addendum sites.			
71	2.7	Only GED Chief Examiners or Examiners transport secure testing materials to and from the approved addendum test site.			
72	2.7	Materials are transported in a secure locked container.			
73	2.8	Required inventories are completed when transporting secure test materials. Materials are inventoried: <ul style="list-style-type: none"> <li><input type="checkbox"/> Before leaving the testing center</li> <li><input type="checkbox"/> Upon arrival at the addendum site</li> <li><input type="checkbox"/> Before and after the testing session</li> <li><input type="checkbox"/> Upon the return to the testing center</li> </ul>			
74	2.8	Secure test materials are not stored overnight at the addendum site.			

## Documentation Checklist

### Must Have On File

- Current GED Policies and Procedure Manual (Copy) - 2008
- An approved Testing Center's Emergency Plan
- An approved written testing material receiving plan
- Materials Picking Plan and Inventory Return Sheet (Current Year)
- Surveillance logs (at least 3 months)
- Individual Testing Session inventory records (at least 3 testing sessions)
- Monthly Inventory Sheets ( at least 3 months)

### Should Have On File

- Current year GED Contract
- Confidentiality Policy
- Test Security Memorandum (Copy)
- Testing Calendar (at least 6 months)
- Seating charts (at least 3 testing sessions)

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### NOTES

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## Summary of Site Visit

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**Testing Center**

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**Identification Number**

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**Date**

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COMMENDATIONS

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**Prepared by:**

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**Complete date:**