GED® Testing Centers: Demystifying the Approval Process

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Today's Learning Objectives

- Understand GEDTS and Pearson VUE roles regarding testing centers
- Understand requirements to become a GED testing center
- Understand the different stages of the testing center approval process

Background Information

GED Testing Service is the creator and owner/operator of the GED® test. GEDTS is currently testing in 43 states.

Pearson VUE is the technology partner for GEDTS. Pearson VUE's software, and other technology, is used to deliver the GED® test on computer

In order to deliver the GED® test on **computer** an organization must become an authorized Pearson VUE Test Center (PVTC)

To become an authorized PVTC to deliver GED testing you will need to go through an application and installation process with Pearson VUE

Home for GED® Educator & Testing Resources

Visit GED.com

Key Information

Please go to the Become a Test Center page to review key technology and facility information.

https://ged.com/educators_admins/test_admin/become_a_center/

Becoming a GED Testing Center

All test centers have the option to be either:

1. **GED Only PVTC** - this means your center will become an authorized Pearson VUE Test Center and offer <u>only</u> the GED test *from the suite of PV tests*.

2. **Full PVTC** – offer the GED test and other computer based certification exams offered via Pearson VUE

GED Only requirements are more relaxed.

<u>Corrections testing centers</u> are GED Only by default.

GED Only PVTC Centers: Key Differences

- **Laptops** ARE allowed (must meet minimum tech specs)

- The Test Administrator computer can be a laptop, but it must be locked to the admin's desk via a locking cable when GED testing is occurring.

GED Only PVTC Centers: Key Differences

- Lockable storage for student's personal items is recommended, but not required. Note, students' personal items must be stored outside of the testing room.

- Temporary desktop partitions are allowed.

- No minimum number of hours per week/month you need to be open for testing.

- On a case-by-case basis GEDTS can make exceptions to standard Pearson VUE policies.

Key Technical Information to Review

GED Only PVTC

https://ged.com/wp-content/uploads/GED-Only-Site-Technical-Requirements22.pdf

- Please have your IT staff review

Full PVTC

Technical Requirements – Desktop Computers

PVTC Technical Requirements (pearsonvue.com)

- Please have your IT staff review

Technical Restrictions

See: PVTC Test Center Technical Requirements Document

PROHIBITED
- Mac hardware running any operating system
- Chromebooks
- Hot Spots for wi-fi
- Laptops as exam delivery workstations *(unless the center ONLY delivers the GED® test from the PV suite)*

Facility Requirements

- [Facility Requirements (pearsonvue.com)](pearsonvue.com)
- Testing room must be an **enclosed room (quiet and free from distractions)**
- Must have a **check-in desk** outside of the testing room
- **Digital photo and digital signature** for each test-taker

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Test Center Admin Area - Waiting Area

Pearson Prof. Center

GED Testing Center

Test Center Admin Area- Admin Desk

Neutral Background

Candidate Chair

Admission Equipment

Signature Pad

Digital Camera

Admin PC, Candidate Check in Chair-*Neutral Background*, Colored printer/scanner

GED Testing Center

Facility Requirements

- Each test-taker workstation must have approximately **4 feet of separation between workstations** or have privacy divider screens

- Lockable storage is recommended, but not required (for GED only). You will need to have a **safe spot to store student belongings**
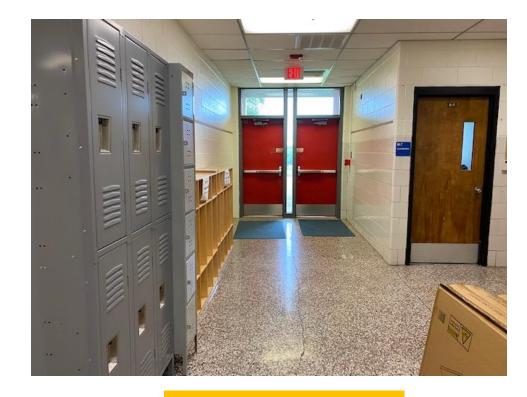
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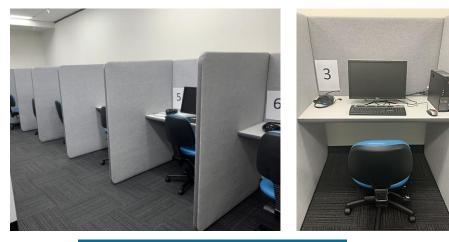# Test Center Admin Area - Lockers
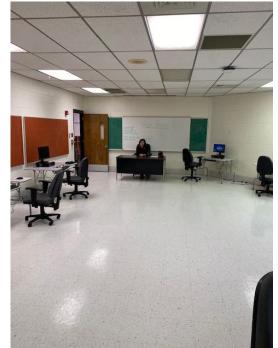

Pearson Prof. Center

GED Testing Center

Test Center Testing Room - Workstations

Note: Partitions are <u>not required</u> for a GED testing center. Minimum 4 feet of distance between stations is required.

Pearson Prof. Center

GED Testing Center

Proctor Location

The examiner(s) can proctor GED testing any of the following ways:

- Examiner is in the testing room

- Examiner monitors room from check-in station via video surveillance

- Examiner monitors room from outside the room via a clear glass window or wall that provides a view of all test-takers

Proctor Location

- Examiner view should allow them to see test-taker hands during testing
- Examiner to test-taker ratio is one examiner for every 15 test-takers

The Application Process

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Application Phase

Test center initiates process by completing a brief online application found here – "Fill out an Application": Test center application // Become a test center // Pearson VUE

Corrections centers apply here: Correctional facilities // Specialty testing // Become a test center // Test centers // Pearson VUE
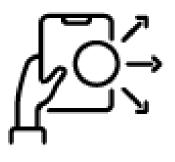
Once a test center completes the application a representative from Pearson VUE will contact you with information on next steps.

Throughout this process a State Relationship Manager (SRM) from GED Testing Service will remain involved and help solve any issues that may arise.

Application Phase

Your state may require a separate application in order to become approved. Talk to your state's GED Administrator™ if you have questions!

Don't know your state's admin? Go to GED.com and search for your state!

Approval Phase

There are two next steps:

1. Test center must review and sign the Pearson VUE Test Center Agreement

2. Test center must upload & submit digital photos of their test center and those photos must be approved by the Pearson VUE Channel Quality team.

Photo checklist - https://home.pearsonvue.com/Documents/Test-center/pearsonvue_photo_checklist.aspx

Software Installation Phase

Once the PVTC agreement has been signed and photos approved by Pearson VUE Channel Quality you will move into the software installation phase.

- Your IT staff (with full local admin rights) will need to be involved with installing the necessary software. VUE Support Services (VSS) will be available to troubleshoot if needed.

- Security kit – all test centers must purchase a security kit which consists of 2 digital cameras and digital signature pad.

  - Security kits can be purchased via Pearson VUE or elsewhere as long as test center purchases specific model of camera/pad. Model #s available in Technology Requirements document.

  - Cost of security kit is $450 if purchased via Pearson VUE (one time cost).

Software Installation: Standard Software

- Software is installed and periodically there will be **software updates you will need to run** in order to keep the software up to date and secure.

- For **correctional facilities**, the standard software allows you to deliver GED testing in an **offline manner**.

Software Installation: Cloud Computing Technology (CCT)

CCT **software** delivers the GED test with some advantages over the standard software install.

- CCT software install is **faster to install** than the standard software.
- CCT **functions as a server** in large testing centers with 15 or more computers.
- Software updates are handled **via the cloud** (not manually).
- Requires **internet connectivity** that is stable and reliable.
- You must be a **GED Only** center in order to go the CCT route.

Administrator and Activation Phase

Once the install is complete the test center moves into the final phase:

- Test Administrators/Proctors must take and pass the Pearson VUE proctor exam & complete a pre-activation case that VUE will send. Training documentation will be available.

- Pearson VUE conducts a Welcome Call with each new test center in order to make sure they are ready to be activated

- Test center sets their available testing hours in the VUE system & is activated for GED testing!

Operating Your GED Test Center

The Pearson VUE software handles the scheduling logistics, e.g. if your center closes at 4pm the scheduling software won't allow a student to schedule a 2 hour test starting at 3pm.

Accommodations such as extra time or extra breaks are handled seamlessly via the scheduling software.

Your center will be provided with erasable noteboards and pens that you will distribute to students to use as scratch paper

Test center support line will be available to you as well as other support tools and resources.

Corrections Testing Center Summary

- Apply here: [Correctional facilities // Specialty testing // Become a test center // Test centers // Pearson VUE](#)

- No photos required for Quality approval

- No security kit required

- Requires Standard Software installation

- May be delivered offline

- May be delivered on laptops

Questions?

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