# younspire 2023 GED CONFERENCE

Tutorial for the Online Proctored Test

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## In this session, we will...

- Online Proctored (OP) Test Overview
- In-person vs OP Testing
- OP Test Tips
- Common Questions/Issues
- Preparing Your Students
- Scheduling and Test Day



# The Online Proctored (OP) GED Test

- We launched the OP GED test in June 2020 as a direct result of the pandemic.
- In Spring/Summer of 2020, approximately 70% of GED test centers across the nation closed on a temporary basis due to state and local regulations.
- In some states there were no in-person GED test centers.

GED Test Delivery MethodAcross the U.S. in 2023 YTD:83% of testing at a test center17% of testing done via OP

Most students are choosing to test at a test center, however there are some students who like the OP test option for a variety of reasons.



# Where Are Students Testing: Test Center vs OP

Only 6% combined test center/OP

	Test Center	Online Proctored
2020	75%	25%
2021	72%	28%
2022	83%	17%
2023 YTD	83%	17%



# Taking an OP GED Test: How it Works

- Students register and schedule their OP test via their ged.com account just like in-person testing.
- Requires a laptop or desktop computer (PC or Mac) with a camera, microphone, and stable internet connection.
   Cannot be a Chromebook.
- Must be in an enclosed room with a door than can be shut, quiet environment, no other individuals in the room.
- Students must complete a system check at the time of their appointment, or prior to their appointment, to ensure their system will support delivery of an OP exam.



# **Online Proctored GED Test: Key Information**

- Students must earn a score of 145 or higher on the GED Ready test within the past 60 days in any subject area they wish to take via OP. Only required before the 1<sup>st</sup> OP attempt in each subject area.
- Available in English and Spanish
- Test accommodations available to students with a diagnosed disability who want to test via OP.



# What Students Have Told Us

In a survey students told us the top benefits of OP testing include:

- Convenience/availability of test appointment times
- No need to travel to test center
- Reduced anxiety/stress in testing from home



# **Online Proctored Testing: Benefits & Challenges**

## **Benefits**

- Appointments are available 24/7 and are often available same day.
- Test-takers can cancel or reschedule their appointment all the way up to their scheduled appointment time
- Test from the comfort of home or other location that meets the OP testing criteria
- Students have the ability to mix OP testing and in-person

## Challenges

- Some students are going to encounter technical issues often related to their home internet connection or equipment.
- Students cannot use a hand-held calculator or physical scratch paper
- Test security while we have many test security features in place there is more risk with OP than having a student test inperson at a test center.



# Who May Benefit from OP Testing?

- Students who work and need to test at unconventional hours.
- Students who have young children and/or no childcare.
- Students who are trying to earn their GED quickly.
- Students who have test anxiety or generalized anxiety.
- Students who lack an inperson test center close to their home.





# Test Center vs OP & OP Test Tips



# **In-Person vs OP**

## In-Person Testing:

- 3 attempts per subject area before 60 day wait period
- Standard GED price is \$36 per subject, but varies widely by state
- No GED Ready requirement before 1<sup>st</sup> GED test in most states
- Handheld calculator allowed, erasable noteboard provided
- 2 discounted retakes per subject area through 6/30/2024

### **Online Proctored Testing:**

- 2 attempts per subject area before a 60 day wait period
- Standard GED price is \$36 per subject, but varies widely by state
- GED Ready score of 145+ within 60 days is needed prior to first attempt
- Handheld calculator, erasable noteboard or pen/paper not allowed
- No discounted retakes



# **OP Test-takers Under the Age of 18**

A parent or guardian must be present during the check-in process in order to provide consent for the test-taker who is a minor. Parent or guardian must present a government ID and provide verbal consent to the proctor.

Once this occurs the parent or guardian will exit the room.



# Calculator, Scratch Pad & Virtual Whiteboard

>Only the on-screen calculator may be used with OP tests

- Handheld calculators are not allowed for security reasons
- The on-screen calculator is the same as in-person test and the GED Ready.
- Calculator tutorial and practice available online to students & educators
- Virtual whiteboard & scratchpad available on OP tests
  - Students cannot use physical scratch paper or dry erase boards for security reasons
  - Students can practice with the virtual whiteboard and scratchpad online prior to testing



# The 5 Things Every Educator Needs to Know to Help Students Take an O.P. Test

- 1. They can find all the info they need about this option at GED.com under "About the Test" or in their GED.com account
- 2. Before test day students should practice with the Whiteboard tool to get comfortable before they test
- 3. Complete the online system check before scheduling to make sure their equipment works properly
- 4. Encourage student to check-in 30 minutes before their OP test appointment
- 5. The content on the O.P. test is the same content they'd see when testing in person



# Online Proctored Webpage – available with or without a GED.com account

## • <u>https://ged.com/take-the-ged-test-online/</u>

BETA

# About Online GED Testing

Take your GED test from the comfort of your home, while securely monitored by an online proctor.







# **Common Questions & Issues**



# **Common Issues to Avoid**

- Poor internet connection: hotspots are not supported
- Must have webcam: No using cell phone cameras as substitute
- Unauthorized materials extra screens, paper, notebooks
- Another person in the room
- Tester left view of webcam



# **Common Questions**

Q. Can the OP test work in a correctional setting? Unlikely

Q. Can our students take the OP test at our adult education center? Yes, but....

Q. Why can't I use a physical calculator or scratch paper? Test Security

Q. Can I take the OP test on a Chromebook? Unfortunately not

Q. Are accommodations available on the OP test? Yes they are



# **Online Proctored Test in the Correctional Setting**

We've seen it work in a few select correctional facilities, but for the vast majority of correctional facilities OP is not going to work due to the OP requirements and rules within correctional facilities.

- **OP** Test-takers must:
- Be online in order to take the OP test
- Be alone in a room
- Be on webcam/recorded
- Present a government issued ID



# Can Students Take the OP Test at our Adult Education Center?

Yes, this is possible. It has worked, or is working, at some adult education centers although most adult education programs have their students go to a local test center since most test centers have reopened.

Please be aware of potential technical challenges. Review the OnVUE Technical Requirements.

 Frequent issue at adult ed centers – firewall/computer security software installed on the center's computers prevents the OP test from normal test delivery. This issue is common.



# **Common Questions**

Q. What if my internet connection is lost for a few seconds while I'm taking the OP test. Can I resume once a connection is re-established? **Yes** 

Q. Can I resize the text onscreen? Yes

Q. Can I wear my Apple watch during my OP test? No

Q. Is the OP test available in Spanish? Yes, and there are Spanish speaking proctors



# GED Direct Vs GED Marketplace – Purchasing GED Tests

#### GED Direct

### You should use GED Direct to purchase GED tests and GED Ready tests if ....



You have GED Manager access



You want to manage and track usage of learner tests



You have a credit card or credit terms with Pearson

You may also use a PO and a check

Benefits: Tests don't expire; You can monitor usage; No voucher codes to manage.

#### **GED** Marketplace

### You should use GED Marketplace if ....



You don't have GED Manager access



You don't need to manage and track usage of learner tests



You have a credit card or credit terms with Pearson

You may also use a PO and a check

Benefits: Anyone can place an order on GED Marketplace; You have 18 mos to use vouchers before expiration;



# Purchasing the <u>GED Ready Official Practice Test</u>

#### GED Direct

## You should use GED Direct to purchase GED Ready tests if ....



You have GED Manager access



You want to manage and track usage of learner tests



You have a credit card or credit terms with Pearson

You may also use a PO and a check

#### Publishers

You should contact one of our publishing partners to purchase GED Ready vouchers

You don't have GED Manager access, but want to buy in bulk and obtain bulk pricing.

### **Prep Products - GED**

Benefits: Tests don't expire; You can monitor usage; No voucher codes to manage.

Benefits: Anyone can place an order on GED Marketplace; You have 18 mos to use vouchers before expiration;



# **Guide to Ordering: Guide Direct & GED Marketplace**





# **Preparing Your Students**



# To-Do List Test SUCCESS

- Watch the OP videos
- View the computer tutorial (repeat as needed)
- Learn the basic tools of the test (highlighter, font/color change, text size, etc.)
- View the calculator tutorial (repeat as needed)
- Know where to find and how to use test resources (calculator, symbol tool, formula page, calculator reference)
- Learn to use the onscreen whiteboard (best for math equations)
- Learn to use the onscreen scratchpad (best for RLA notes)
- Repeat all of above as needed



# **Know the OP Rules**

## **Online GED Exam Rules**

- · Cheating is strictly prohibited
- You consent to being videotaped and recorded
- · You must be in a private, walled room with a closed door
- No one else is permitted in the room once your exam has started, for any reason
- · You may not leave your work area for any reason
- You cannot use a calculator or scratch paper, take physical notes or talk
- Personal items, mobile phones, headphones and watches must be out of reach
- Food, smoking and gum are prohibited
- · You cannot move your webcam once your testing session has started
- · Mumbling, speaking out loud or covering your mouth will lead to a warning
- Headphones and headsets (wired or Bluetooth) are not allowed unless explicitly approved

Breaking any of these rules will result in your exam being revoked, loss of payment, and you will be banned from testing in the future.



# **CBT Tutorial and Calculator Tutorial**

GED	About The Test Study Grads and Transcripts	Blog Log In SIGN UP
Prep Products Promote Your Program	Tutoriale	
State Policies	TULUITAIS	
Test Administration 🗸	Students should practice with these tutorials so they learn about var calculator work. The tutorials work best on a computer (not a smart)	hous question types and become familiar with how the test and phone or tablet).
GED Manager & GEDPrep Connect		
GED Option	Computer-Based	Calculator Tutorial
Top Resources	Test Tutorial	
Professional Development Training <u>View Resource</u>	<u>View Now</u> <u>View Now - In Spanish</u>	<u>View Now</u> <u>View Now - In Spanish</u>
Resources to Guide Your Instruction		
Free Classroom Materials		



# **Computer Tutorial**

Tutorial - Candidate Name

Navigator - click on a page to go to it		×	
Section#	Status		
Section 4 - Mathematics Resources	▲		
Section 4 - Mathematics Resources	Unseen		
How to Open and Move the Calculator	Unseen		
How to Move and Size Documents	Unseen		
Basic Operations of the Calculator	Unseen		
Practice with the Calculator	Unseen		
Calculator Reference	Unseen		
Æ Symbol Tool	Unseen		
Forumla Sheet	Unseen		
Practice with All the Mathematics Resources	Unseen		
Section 5 - Test-Tracking Tools     Section 5 - Test-Tracking Tools     Section 5 - Test-Tracking Tools     Section 5 - Test-Tracking Tools	· · · · · · · · · · · · · · · · · · ·		
	⊠ <u>C</u> lose	е.	



https://ged.com/practice-test/en/computer-

31



# **Calculator Tutorial**

#### Calculator Tutorial

Calculator

Instructions

#### **Basic Operations of the Calculator**

Locate the basic keys on the image and review their functions in the numbered list.



♦ Previous Next →



https://ged.com/practice-test/en/calculator/

## **Whiteboard Practice**





Practice using the online whiteboard



## One More Tool – The Scratch Pad

- Is provided in addition to the Whiteboard
- Does not have the pen functionality of the whiteboard
- Can be opened and closed as a pop-up while taking the test
- Use to take notes from reading passages





# The 5 Things Every Educator Needs to Know to Help Students Take an OP Test

- 1. They can find all the info they need about this option at GED.com under "About the Test" or in their GED.com account
- 2. Before test day students should practice with the Whiteboard tool to get comfortable before they test
- 3. Complete the online system check before scheduling to make sure their equipment works properly
- 4. Encourage student to check-in 30 minutes before their OP test appointment
- 5. The content on the OP test is the same content they'd see when testing in person



# Scheduling an OP Test



# **Student Home Page**

#### BETA

## Online testing now available!

Take your GED tests from the comfort of your home, while securely monitored by an online proctor.

#### SCHEDULE LEARN MORE



You can create a student account to see for yourself. On the GED Manager home page in the Helpful Links section, click "<u>Explore the</u> <u>student experience by creating an account on our new "demo"</u> <u>site.</u>"

If you don't have GED Manager access you can create a real student account. Use a different email address than the one you use as an educator and enter "Candidate" for your fictious student's last name.



## **Student Scores Green on GED Ready Test**





## **Student Clicks Schedule Test & Sees Testing Options**

#### Schedule GED® Test : Do you want to take your test online or in-person at a test center?



#### Online

Take your GED tests online from the comfort of your home, while securely monitored by an online proctor. You will need a computer, webcam, internet access, and a private room. Run a system test to see if your computer meets requirements.

#### Schedule Online Test

Learn more about online testing >



#### In-Person at a Test Center

Take your GED test at a test center near you. Take any of the four tests you want.

Schedule at a Test Center



## **Schedule Online Test to Select Test Subject**



F Chat

#### Schedule GED<sup>®</sup> Test : Choose subject for online test

You are only eligible to take online tests in subjects that you've taken a GED Ready for, scored Green within the last 60 days, and once per subject. If you would like to schedule your test in another subject you can schedule an in-person test and take it at a test center.

O Reasoning Through Language Arts

O Mathematical Reasoning

By clicking 'Find an appointment', I signify that I have read, understand, and agree to the Rules Agreement.

No, I don't wish to continue

Find an Appointment



# **Online Exam Policies**

#### Agree to online exam policies

#### GED\_OV: GED® Test

To take this exam in an online environment, please agree to the following terms and conditions.

□ By accessing this website and ticking the boxes hereunder you understand and agree to the terms set forth in this Candidate Agreement ("Agreement"). This Agreement is entered into by and between you as a test taker, Pearson VUE, a business of NCS Pearson, Inc., and your testing program owner ("Test Sponsor"). This Agreement represents your understanding and acceptance of Pearson VUE's <u>Privacy and Cookies Policy</u> ("Privacy Policy"), <u>Terms and Conditions</u>, and use of cookies to support your testing experience. You also understand, acknowledge and agree that the testing program sponsor has its own, possibly different, privacy policy.

□ By providing your personal information, as described in our <u>Privacy and Cookies Policy</u>, you acknowledge and agree to the video and audio recording of your entire testing session and you agree to the processing of such personal information and test data by Pearson VUE and to the transfer of such data to Pearson VUE's hub server, located in the USA, as the data processor, its authorized third parties, if any, both in the capacity as data processors for the processing of your personal information and test data on behalf of the testing program sponsor, as the data controller, located in the USA or elsewhere. Pearson VUE and other data processing entities, if any, are the recipients of your personal information and test data and are or may be located outside of the United Kingdom, the European Union, and the European Economic Area; however, Pearson VUE will enter into reasonable data transfer agreements with such entities for the purpose of communicating and following the instructions of your testing program sponsor and for establishing reasonable security measures to protect the confidentiality and integrity of your personal information and test data.

□ If you choose to take the test through our online-proctoring platform, which is not mandatory in the event that there are other ways of taking the test as determined by the testing program sponsor, you and your computer will be monitored during your entire testing session in real time so that your face, voice, desk, and workspace will be captured and possibly recorded for the purposes of test quality, test security, and the integrity of the testing process. You understand, acknowledge and agree that you will be monitored at your location through audio, technology and video means so all activity at your location will be detectable by test proctors. By accessing this website and ticking this box you signify your acknowledgement and agreement that any inappropriate or wrongful conduct, as determined in Pearson VUE's or the test proctor's sole discretion, witnessed while monitoring your testing session will be reported by Pearson VUE to the testing program sponsor and may also be reported to the appropriate governmental authorities, including, but not limited to, any law enforcement officials.



# **Select Language**

## Select exam language

	GED_OV: GED® Test	
What is your preferred language for the exam?		
English O Spanish-Castilian		
PREVIOUS		NEXT



# **Select Appointment Date**

## Find an appointment

GED\_OV: GED® Test

#### Helpful hints:

- To avoid any issues on exam day, we recommend checking in to your exam 30 minutes before the scheduled start time. This allows optimal
  preparedness but does not guarantee an early admittance or start time.
- Some exams support delivery nearly 24 hours a day. Note whether you have chosen an early morning (01:00 or 01:00 AM) or midday (13:00 or 01:00 PM) appointment.

#### Select Date

Why can't I find an available appointment?

< March 2021 >					>	
Su	Мо	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13



# **Select Appointment Time**



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# **Confirm Appointment Details**

Description	Details			Price	Actions
Exam	Appointment			30.00	Remove
GED_OV: GED® Test	Friday, May 1, 20	020			
Content Areas	Start Time: 12:0	00 PM CDT			
Jontenic Aleas	Change Appoint	tment			
<ul> <li>MAT_OV: GED® Test - Mathemat</li> </ul>	tical Reasoning				
En alla b					
Landuade: Endlish					
Language: English Exam Length: 120 minutes					
Language: English Exam Length: 120 minutes					
Eanguage: English Exam Length: 120 minutes					
Language: English Exam Length: 120 minutes		Total Due			
Language: English Exam Length: 120 minutes		Total Due	Subtotal:		30.00
Exam Length: 120 minutes		Total Due	Subtotal:		30.00
Exam Length: 120 minutes		Total Due	Subtotal: Estimated Tax:		30.00 0.00

You can enter voucher/promotion codes on the payment screen.





	Enter paymen	t and billing	
	Order Total		
	Subtotal:	30.00	
	Estimated Tax:	0.00	
	ESTIMATED TOTAL D	JE: USD 30.00	
	Add Voucher or Prom What is this?	Code ^	
	Voucher/Promotion Code	٤	
	APPL		
Card Details We accept the following cards:			
Select one	•		
*Card Number: (Do not include hyphens or spaces)			
*Expiration Date:			
04 🔻 2020 🔻			
*Cardhaldar's Name:			
(Name as it appears on card)			



## Almost there...

Description	Details	Price
Exam	Appointment	30.00
Content Areas	Check-in time: 02:30 PM CDT Start time: 03:00 PM CDT	
MAT_OV: GED® Test - Mathematical Reasoning		
Language: English Exam Length: 112 minutes		
_ /		
Exams for	Order Total	
Name: Christine Blaisdell	Subtotal: 30.00	
	Tax: 0.00	

TOTAL DUE: USD 0.00

SUBMIT ORDER



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# **Test Appointment Confirmation**

## It's time to test your system

Your appointment is confirmed! An order confirmation containing important exam day information has been sent to:





# **Test Day Check-In**



## Home Page on Day of Test





# **Rules Reminder Video Automatically Plays When Test is Launched**

**Rules Reminder** 

Before you begin your GED online test, we want to remind you of a few rules.





# **Check In for Test**

### It's time to check in!

Description	Details	Order Information
Exam	Appointment	Order <u>Reschedule</u>
GED_OV: GED® Test	Tuesday, March 9, 2021	Number/Invoice Cancel
	Check-in time: 04:15 PM CST	0057-5542-
Content Areas	Start time: 04:45 PM CST	7170
SCL OV: GED® Test - Science		Registration ID
	CHECK IN	392581414
Language: English		Status
Exam Length: 90 minutes		Purchased

#### **GED Testing Service Policies**

Admission Policy

Please note this exam is proctored in English only.



# Live Chat Available During Check-In





# **Enter Access Code & Mobile Number**

Unlock OnVUE	
Confirm or enter your access code	
134-823-268 If you copied your access code, just make sure this is the correct one. Otherwise, you can find your access code on the same page from which you downloaded the OnVUE application.	
	Nest



+1

Enter your phone number

Enter the phone number you can be reached at during your check-in and exam.

555-555-55

Enter a phone number with country code, example U.S. +1; we only use this to contact you if there's an issue with check-in or exam delivery.

I do not have a phone available at this time.



# **Verify Age & Begin Check In Process**





# **Equipment Checks**





# **Network Checks**





# Switch to Mobile





# **Mobile Check-In: Headshot Photos**





# **Mobile Check-In: Gov't ID Photos**





# Live Chat Available During Photo Upload





# **Mobile Check-In: Room Photos**





# **Mobile Check-In Complete**

#### You're finished here!

To finish checking in, return to your computer and follow the instructions on the screen.



Reminder

No mobile phones are allowed within arm's reach for the duration of the exam. Please place your phone out of reach from this point forward.





# **Close All Applications - Details**





## Student Must Agree to Exam Rules



- No one is permitted in your work area for any reason
- You may not leave your work area for any reason
- You cannot use scratch paper, take physical notes or talk
- Place mobiles, headphones and watches out of reach
- Food, drinks, smoking and gum are prohibited

I agree that breaking these rules will result in my exam being revoked



# Now Waiting for a Proctor



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# **Internet Trouble During Exam**

Access Code: 111-675-141





# **Proctor Communications**

- Student can text Proctor through Live Chat at any time if they are having trouble
- Proctor may text student through Live Chat to warn them of rule breaking
- Student will always get a warning before their test is ended due to breaking a rule
- If Live Chat isn't working, Proctor may talk to student through computer
- If connection isn't good, Proctor will call student on mobile phone



# **Troubleshoot Issues**

- Students should do both system test from GED account and system test from VUE during scheduling. If anything isn't fully green, they need to fix their system before test day.
- Plug in laptop
- Have everyone else in house off internet and tell them they can't enter room
- If student can't see themselves in webcam window, they will not be able to test
- If any technical issues occurring on test day or during check in, student should reschedule test to troubleshoot



# **Thank You!**

Scott Salesses
<u>Scott.Salesses@GED.com</u>





# **Session Survey**

Your feedback is important. Please scan the QR code below to rate this session.

