



# HIGH SCHOOL EQUIVALENCY EXAMINATION POLICY & PROCEDURE MANUAL

GED TESTING SERVICE | DECEMBER 2016



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## Summary

The state of Colorado entered into contracts with three high school equivalency exams in April of 2016. The three State Board of Education approved high school equivalency tests are: the General Educational Development (GED®) Test, provided by the GED Testing Service (GEDTS®); the High School Equivalency Test (HiSET®), provided by Educational Testing Service (ETS); and the Test Assessing Secondary Completion (TASC™), provided by CTB.

Presentation of an official diploma or transcript received after passing one of these State-approved tests is considered equivalent to a high school diploma in order to obtain education or employment in Colorado.

## General Test Information

The Colorado State Board of Education has approved the [General Education Development \(GED®\) test](#) from GED Testing Service (GEDTS) as one of the high school equivalency (HSE) examination for use as the qualifying instrument for the awarding of the Colorado High School Equivalency Diploma (HSED).

The Colorado Department of Education's (CDE) Office of Postsecondary Readiness coordinates administration of the GED test in Colorado. This policy manual outlines the policies and procedures for the administration of the GED test as the high school equivalency examination at testing centers approved by the state and GED Testing Service.

In addition to the policies and procedures outlined in this Policy Manual, the Colorado Department of Education and all testing centers within the state that are involved in the GED program, including test administration and determining eligibility of test takers, are required to comply with the policies described in the GEDTS Policy Manual. A copy of the GEDTS policy manual can be requested by contacting [communications@gedtesting.com](mailto:communications@gedtesting.com).

## Composition

The GED examination is composed of four content area tests. In order to earn Colorado's HSED testers must receive a passing score in all four content area tests.

The entire 4-module 2014 GED test is approximately eight hours (modules can be taken one or more at a time) with the timing as follows:

- Reasoning through Language Arts – 150 minutes (including a 10-minute break)
- Mathematical Reasoning – 115 minutes
- Science – 90 minutes
- Social Studies – 70 minutes



## Scoring

A minimum score of 145 is required for each test module (580 overall) to obtain a HSED. The scoring levels are as follows:

- Below passing: 100-144
- Passing: 145-164
- GED College Ready: 165 or higher
- GED College Ready + Credit: 175 or higher

## Registering

Registration to take the GED is done online at [www.ged.com](http://www.ged.com). However, the tests are administered on computer at an official GED testing site selected during scheduling. All testing fees must be paid at the time of scheduling. Click for instructions on [registering](#) and [scheduling](#).

## Eligibility: Enrollment, Age, Residency and Preparation

In order to be eligible to take the GED, high school equivalency (HSE) examination, testers must not be enrolled in or have graduated from an accredited high school. The minimum age to register for and test in Colorado is 16 years old. Testers under 17 years and more than 16 years of age must first be determined to be eligible per the age waiver policy. (See page 6 for age waiver policy)

Testers are not required to be residents of Colorado to test in the state. Colorado does not require testers to participate in an adult education preparation program or take the official practice test prior to testing. It is strongly recommended that testers prepare and study to better review the content and skills that will be measured on the test.

## Fees & Retakes

The GED examination is composed of four content area test modules. Each individual test module costs \$37.50, for a total of \$150 for the complete examination.

## Retake Policy

If a tester does not pass a test, test-takers receive 2 discounted retakes per subject area. The cost for retakes is \$17.50/module and this reduced rate is automatically available when a test taker registers for a retake on their [MyGED account](#). Please note that the reduced cost retake price does not apply for testers who passed a module, but wish to retake for a higher score.

The General Education Development Testing Service (GEDTS) allows individuals to take the test three times (First attempt + two retakes) without any waiting period. After the third attempt, testers must wait 60-days after their last attempt before they can test again. **This is a GEDTS policy and the state cannot make any exceptions for shortening this waiting period.** Testers



are advised to take this waiting period into account before attempting a test for a third time, as this could impact the timing of being able to apply for admission to a postsecondary institution or begin employment.

## Accommodations

The General Education Development (GED®) Testing Service provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need. Test accommodations are individualized and considered on a case-by-case basis. All accommodation requests are processed through GEDTS Accommodations. **The Colorado HSE Office does not approve any accommodation requests.**

### Procedure:

Before requesting testing accommodations, testers must complete the following steps:

- Create a MyGED account by signing up on [GED.com](https://GED.com) or log in to their MyGED account if already have an active account.
- Answer “Yes” on the GED Testing Service Registration form on the last question asking, “Do you need to request accommodated testing conditions for a documented disability?”
- Once the registration form is submitted, you will receive more information from GEDTS indicating how to submit your accommodations request form and supporting documentation.
- The accommodations request decision will be communicated by GEDTS to the email account provided during the registration process. In most cases, a decision will be communicated within 30 days.

[View list of accommodation types that can be requested](#), along with the procedure for delivering the accommodated tests.

### Paper & Pencil/Braille Accommodations

In very limited circumstances, a test taker may request an accommodation to take the GED test on paper & pencil or in braille. Testers approved for a paper & pencil or Braille accommodation take the exam in a separate room with the assistance of a recorder, who enters the tester’s responses into the computer as the tester takes the paper exam. Even though the tester’s responses are recorded in the computer, the tester records his or her answers on the paper exam as well. For Braille testers and those otherwise physically unable to record answers on paper, the recorder must record the tester’s response on the paper exam as well as the computer.



Testers may appeal an accommodations decision. Testers must complete the “[Request for Testing Accommodations Appeal](#)” and provide additional documentation to review. Disability experts review all appeal requests. GED TS is the contact for all accommodations requests, including appeals. GED TS accommodations questions can be sent to [accommodations@GEDtestingservice.com](mailto:accommodations@GEDtestingservice.com).

For more information, visit the [GED Testing Accommodations webpage](#).

## Age Waiver Approvals

Typically, the GED Test is only available to individuals seventeen (17) years of age and older. Sixteen (16) year olds are able to take the GED Test if they are approved by the Colorado HSE Office for an [Age Waiver](#). All of the requirements for applying for the GED Age Waiver are listed in the [Age Waiver Application](#). Individuals under the age of 16 may not apply for a GED Age Waiver.

### Waivers for 16-year-olds

Sixteen (16) year olds are only able to take the GED Test if they are approved for an [Age Waiver for 16-year-olds](#). The age waiver requires 16-year-old testers to meet one of the conditions below and provide an original, typed letter on the letterhead of the requesting institution/agency, addressed to the applicant supporting one of the conditions below. The letter must be signed and come from the institution/agency requiring the tester to take the GED. The Age Waiver and supporting documentation should be submitted to GEDTS as noted on the [Age Waiver form](#). ***If none of the conditions in the age waiver apply, the tester cannot be approved and must wait to test until the age of 17.***

Conditions allowing a 16-year-old applicant to take the GED (must meet at least 1 condition):

- Applicant requires a GED or High School Diploma because of admission or financial aid requirements for an educational or vocational program [C.R.S. 22-33-104.7(1)].
- Applicant has been expelled from school or denied admission in accordance with the provisions of C.R.S. 22-33-104.
- Applicant is enrolled in a “Pilot School” that has entered into an agreement with a school district or board of cooperative services to provide educational services enabling the applicant to successfully complete the GED [C.R.S. 22-33-104].
- Applicant has a probation condition requiring the attendance of an educational program or to work toward the attainment of a high school diploma or GED [C.R.S. 18-1.3-204].
- Applicant has a parole condition requiring the attendance at an educational program or to work toward the attainment of a high school diploma or GED [C.R.S. 19-2-207].



- Applicant is subject to the jurisdiction of the juvenile court and the judicial officer or administrative hearing officer who has responsibility for the case finds that sitting for the GED is in the best interest of the student [C.R.S 22-33-104.7(2)].

## Credit Recovery

The sole purpose of the GED test is to provide an opportunity for those who have not graduated from high school to earn the Colorado High School Equivalency Diploma by measuring the major academic skills and knowledge associated with a high school program of study.

These tests may not be used as a means of awarding academic credit, as a measure of student progress in instructional programs, or as a means of awarding alternative credentials to currently enrolled high school students.

School districts using GED tests for the purpose of awarding credit for high school classes may result in GEDTS suspending the GED Testing Program operations in specific testing center(s) or statewide.

## Identification Requirements

Per GEDTS Policy a tester is required to provide one valid form of identification on the day of the test. The ID must be **government-issued** and **non-expired**.

The identification **must** also include:

- Name
- Address
- Date of birth
- Signature, and
- Photograph

The following types of identification will be accepted:

- Passport
- Driver's license
- Learner's Permit
- National/State/Country Identification Card
- Any other form of government-issued ID (national or foreign), including Matricula Consular



Testers may be required to provide more than one form of identification to meet the requirements above. If a tester does not provide the proper IDs at the testing center, the tester will not be allowed to test and may lose payment. However, before turning a tester away because of an ID issue, the testing center should contact the GEDTS call center and ask to speak with the program coordinator.

### Alternate Identification Approval

Per GEDTS Policy, any alternate form of identification must be approved by GEDTS and the Colorado GED Administrator. Any alternate ID approvals will be standardized statewide and will NOT be done on an individual basis. Approved alternate ID verifications will be sent out directly to testing centers. At this time, no alternate ID verifications have been approved.

## Language Versions and Combination of Scores

The GED test is available in English and Spanish versions. The Spanish version of the test is available at any authorized testing center. The High School Equivalency Diploma (HSE) can be earned in English and Spanish versions. Examinees can combine English and Spanish tests together to earn HSE credential.

## Requests for HSE Documents

All requests for originals or copies of HSE Diplomas and Transcripts, as well as verification of completion of a HSE Diploma are done through Diploma Sender at [www.diplomasender.com](http://www.diplomasender.com). This includes verification for third-party agencies such as employers and verification agencies. No HSE Diplomas or Transcripts can be provided by the Colorado HSE Testing office. [View instructions for obtaining HSE documents from Diploma Sender](#) or see Appendix.

### Corrections & Probations Verifications

All in- and out-of state corrections facilities (for federal corrections see below) and probation offices can get verification of a HSE diploma for inmates or those on probation at no cost from [Diploma Sender](#). This is for verification only. Ordering a copy of the diploma or transcript still requires payment.

Requests from corrections facilities & probation offices to get verification of a HSE Diploma are to be sent the Correctional Facility Verification document from Diploma Sender, which includes a process for signing up as a third party to access information on Diploma Sender and verify consent of the tester to release the verification to the corrections facility or probation office. Diploma Sender can provide support for these requests and setting up this process by contacting [agency-support@diplomasender.com](mailto:agency-support@diplomasender.com).



## Federal Corrections

Testers who took the GED exams in a federal corrections facility (in any state) can obtain their HSE documents through [GEDTS' credential requesting service, Parchment](#).

## Military

Testers who took the GED exams at military testing centers can obtain their HSE documents through DANTES (Defense Activity for Non-Traditional Education Support).

- [For those that tested before 1974, visit the DANTES](#)

## Rescinding/Voiding HSE Diploma

The Colorado Department of Education does not rescind HSE diplomas and/or void GED test scores. If a tester would like to re-enroll into high school after receiving his or her HSE Diploma, the tester must contact the district in which they would like to enroll to verify their policies on enrolling students that have already earned their HSE Diploma and passed the GED test.

## Test Center Approval

Official testing centers are approved by the test publisher, in consultation with the state administrator when the following have been documented:

- Need for a new testing site, based on geographic location and testing volume in the region.
- Willingness of center personnel to meet all testing center requirements specified by the test publisher as determined by the authorizing agency.

Any testing center seeking approval should complete the Request for Testing Center Approval form (Appendix C) to be submitted to the state administrator and must complete the [test publisher's application and requirements](#).

In determining need, a new testing center seeking to be approved should take the following into consideration:

- Centers must meet [all requirements of the test publisher](#).
- Centers must be open to the public and serve a geographic area, not a particular school or program.
- A new center should not reduce testing significantly at a previously established center. If a center seeking to be approved is in close proximity to an established center, both centers should work together to establish testing schedules that complement, **not compete with**, one another.



- The distance that testers must travel should be considered, as should the population of urban areas. A map of currently approved testing centers can be found [here](#).
- Centers should seek the advice of adult education programs, community based organizations, and other testing centers in the area concerning the need for testing.
- Supportive documentation from other testing centers in proximity, adult education programs, and/or community based organizations, verifying need for testing will be taken into consideration.

## Corrections Testing Centers

Testing centers serving youth or adults within corrections facilities where testers are not able to access the internet may establish testing centers for use only for those within the facility. Correction facility testing centers must still be approved by the test publisher, and in consultation with the state administrator. It should be indicated that the testing center is within a corrections facility on the Request for Testing Center Approval form. More information on the test publisher's requirements for corrections facilities can be found below:

- [GEDTS Corrections Resources](#)
- [GEDTS Corrections Facilities requirements and information](#)
- [Pearson Vue Corrections Facilities requirements and information](#)

## Tester Data

The Colorado HSE Testing Office can access tester data through the GED Manager and GED Analytics systems. The State GED Administrator approves access to these systems for all users. At present, these systems allow access to all testers in the state, so access has only been granted to minimal Colorado Department of Education employees.

At such point that these systems limit access to data for individual testing centers and for collecting consent for release of information to preparation programs, the GED Administrator will reevaluate access to these systems.

As of November 2014, testers are able to opt-in (and opt-out) to sharing their scores with specific adult education programs. CDE worked with GEDTS to identify adult education programs that were interested in having access to these student authorized data. If your adult education program is interested in this access and does not yet have it, please contact [GED Operations](#).

- Access to this tool provides visibility to tester's score information for those testers who authorize the specific adult education program access at MyGED ([GED.com](#)).
- In October of 2016 GED Testing Service added additional features to MyGED called GEDPrep Connect. This tool allows students to express interest in an adult education program in Colorado and allows adult educators who have access to GED Manager to see a list of students who express interest in their program. For more information about GEDPrep Connect click [here](#)



- Testers must log into their MyGED accounts at [GED.com](https://GED.com) and authorize the specific adult education center to see their scores before educators can see them. Testers can authorize the adult education center by clicking on the “Share scores with my adult learning center” link located on the “Scores” page and in their Enhanced Score Reports. Then, the tester must select the adult education center from the list of authorized centers.
- Testers are able at any time to opt-out of sharing their scores by deselecting the adult education centers through their MyGED account.
- For more information: [PPT on Adult Ed Access to GED test scores](#) and [FAQs](#).



# Appendices

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## Resources

### Diploma Sender

- [www.diplomasender.com](http://www.diplomasender.com)
- Phone: 855-313-5799
- Email: [support@diplomasender.com](mailto:support@diplomasender.com)
- Address: PO Box 722050, Norman, OK 73069

### GED Testing Service

- Tester Registration: [www.ged.com](http://www.ged.com)
- Educators & Administrators: [www.gedtestingservice.com](http://www.gedtestingservice.com)
- Customer Service Phone: 877-392-6433
- Email: [help@gedtestingservice.com](mailto:help@gedtestingservice.com)
- Testing Center Service line: 1-866-389-3665

### Pearson Vue

- Support for Testing Centers: 800-704-3613



## Frequently Asked Questions (FAQs)

Frequently Asked Question (FAQs) from GED Testing Service:

- [FAQs for Testers](#)
  - [FAQs for Educators](#)
1. How do I obtain a copy of my GED transcript and/or High School Equivalency Diploma?
    - Go to the Diploma Sender web site at [www.diplomasender.com](http://www.diplomasender.com) and register. Your Social Security number is usually your ID number when asked. You can pay online with a debit or credit card and have it faxed, emailed (this is received the same day of request) or mailed to yourself or someone else. The customer service phone number for Diploma Sender 855-313-5799 can be given if an individual's information is old and not in the current data base as an Archive Search will need to be done.
  2. How do I schedule to take the test?
    - You must register at [www.ged.com](http://www.ged.com). After you register, you can schedule a test and search for testing centers by zip code. You can select the test site and see their available testing times. You can schedule one test at a time and pay for one test at a time or schedule all four tests on the same day if the testing site can accommodate you. The cost for each test is \$37.50 or a total of \$150.00 for all four tests.
  3. Do I have to take all four tests at the same time?
    - No, you can take as little as one test at a time. It is highly recommended that you take no more than two tests at a time if possible.
  4. How long do I have to wait before I retake a section that I failed and do I have to retake all sections or just the one I did not pass?
    - You do not have to retake all the sections – only the one/s you did not pass. You can retake the one/s you did not pass two times at a discounted rate of \$17.50 each, but if you still do not pass, you will have to wait 60 days from the time of the last retake before you can retake again. The first two retakes are discounted but after that you will have to pay the full price.
  5. Do the scores for the 2014 GED expire?
    - Colorado does not have a policy about scores expiring if the whole battery of tests is not completed by a certain time. The only time test scores expire is with the introduction of a new test series (as with the end of the 2002 GED series in



2013). Because the 2014 GED test is administered completely on computer, it makes it easier for GEDTS to make small adjustments to the test as needed, lessening the chance of a completely new test series being introduced for many years. If it is decided that a new test series will be introduced and there is a need for a score expiration cut off, there would be at least one year's notice if not more.

6. How old do I have to be to take the GED Test?

- Anyone 17 years old or older can go to [www.GED.com](http://www.GED.com) and register and schedule to take the GED Test.

If you are 16 years old, you will have to submit an Age Waiver which can be found on our web site [www.gedcolorado.com](http://www.gedcolorado.com) and clicking on “Test Takers” and then clicking on “Age Waivers.” All requirements are given for submitting an Age Waiver. You must first register at [www.ged.com](http://www.ged.com) before submitting the age waiver. Please make sure to follow the directions and include a letter of support as indicated on the age waiver form.

If you are under the age of 16 you cannot submit an Age Waiver.

7. Is there any way that I do not have to pay to take the GED Test?

- There are some programs that offer support to pay for taking the GED. Contact your local testing center or preparation program to find resources in your area. We cannot endorse any specific program or school, and it is up to the tester to research any preparation programs.

8. Where can I take GED preparation classes and are any free?

- There are some programs that offer low- or no-cost GED preparation classes. We cannot endorse any specific program or school, and it is up to the tester to research any preparation programs.

To find the nearest preparation sites near you, please go to our web site [www.gedcolorado.com](http://www.gedcolorado.com) and click on “test takers” where there is a heading “Find a local preparation program.” The link below to “Colorado Adult and Family Literacy Directory” lists Colorado adult education programs that get federal funding to support their programs. Many of these offer GED preparation classes. There is also a link to a list maintained by GED Testing Service where you can search for preparation programs by zip code.

9. Am I required to take the Practice Test before I take the Official GED Test?



- No, but it is always a good idea to take the Official GED Practice Test before taking the Test. The Practice Test is available at [www.GED.com](http://www.GED.com) and is a good way to see how you will do on the GED Official Test. That way if you need help in a particular area you can then take preparation classes.

10. I am an employer/educational institution looking for verification/copy of a GED? How do I obtain?

- You will need to go to the Diploma Sender web site [www.diplomasender.com](http://www.diplomasender.com) and register as a “Third Party.” Then, you can request a verification/copy of that individual’s GED. If you have questions, please call Diploma Sender at 855-313-5799, or email them at [agency@diplomasender.com](mailto:agency@diplomasender.com).

11. What do I do if I want to take the test in Spanish?

- When you register at [www.GED.com](http://www.GED.com) you will be asked what language you want to take the test in – English or Spanish. You can then check the box for Spanish. The [www.ged.com](http://www.ged.com) website can also be translated into Spanish by clicking on “Español” in the top right corner.

12. Am I able to combine GED test versions taking some in Spanish and some in English?

- Yes, you can combine exams in English and Spanish.

13. I passed an earlier version of the GED, can I take the 2014 GED?

- Yes, you are able to take the new 2014 GED and maintain 2 records. You may need to verify with any employers or institutions of higher education how having multiple records will impact you.



## Diploma Sender Instructions

Click [here](#) for a print friendly version of these instructions

The Colorado Department of Education uses [Diploma Sender](#), an external internet-based service to help test takers order HISET Test documents via email, fax and mail. These are not issued automatically and the Colorado HSE Office does not provide these documents.

Visit [Diploma Sender](#) to order:

- High School Equivalency Diploma
- HISET Test Transcript
- Letter of Verification of Diploma

### How to Order

Create an account at [www.diplomasender.com](http://www.diplomasender.com)

- Select the “CLICK HERE TO SIGN UP” link
- Enter your email address and create a password
- Provide your identification information
- Use the exact name used when tested
- A social security number is usually your ID number
- If records are not found, click on “Registration Support”
- Those who tested in 1992 or earlier, may need to request an archive search at the bottom of the page

If you have problems or questions:

- Online chat - "Click here to chat" button on bottom right. Available Mon - Fri, 8 a.m. –4 p.m. MST;
- Click on the “Contact Us” link on the top of the page; or
- Call customer service at 855-313-5799

### Cost

Anyone who passes the HISET Test can order initial/original documents, the diploma and transcript, at no charge. There is also no charge for postage. Initial/original documents are mailed for free.



- \$15 for all replacement/duplicate documents. Payment can be made with a debit or credit card, cashier check, money order, or Paypal.

### Delivery Options

- Email – Same day
- Fax – Same day
- U.S. Mail – Within five to 10 business days

These turnaround times depend on having an electronic copy of the record. Accessing archive records requires additional time.

### Contact Diploma Sender

- [www.diplomasender.com](http://www.diplomasender.com)
- Online chat available Mon-Fri, 8am–4pm MST
- For help using the Diploma Sender website: [support@diplomasender.com](mailto:support@diplomasender.com)
- Diploma Sender Customer Service: 855-313-5799 (\$6 additional fee for ordering over the phone)



## Test Center Approval

As required by the Colorado Revised Statutes 22-33-102 (8.5), the department of education approves testing centers to administer the state board approved high school equivalency examination, based on geographic need and testing volume.

Official testing centers are approved by the test publisher, in consultation with the state administrator when the following have been documented:

- Need for a new testing site, based on geographic location and testing volume in the region.
- Willingness of center personnel to meet all testing center requirements specified by the test publisher as determined by the authorizing agency.

### Determining Need for Testing Center

In determining need, a new testing center seeking to be approved should take the following into consideration:

- Centers must meet all requirements of the test publisher.
- Centers must be open to the public and serve a geographic area, not a particular school or program.

Please complete the following information:

Name of Requesting Agency:			
_____			
Street Address:			
_____			
City:	County:	State:	Zip:
_____			
Agency URL:			
_____			
Primary Test Administrator Name:			
_____			
Phone:	Email:		
_____			



(continued)

Please provide a brief description of your organization & why you wish to administer the HISET test:

Please outline and document the need for a TASC testing center at your location.

**Please return this completed request and any supporting documentation  
to: Cori Dreger, State HSE Administrator  
[Dreger\\_c@cde.state.co.us](mailto:Dreger_c@cde.state.co.us)**