



GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE

Contract Process: From Receiving Contracts to Returning Materials

Presenters

Kati Niemi, PDSC

and

Amanda Carter, GED Testing Service

www.GEDtest.org

A Program of the American Council on Education®



Contract Process



GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE

Talking Points

- Contract Packets
- Shipping/Receiving
- Invoicing
- Returning Materials
- Warehouse Receipt



Contract Process

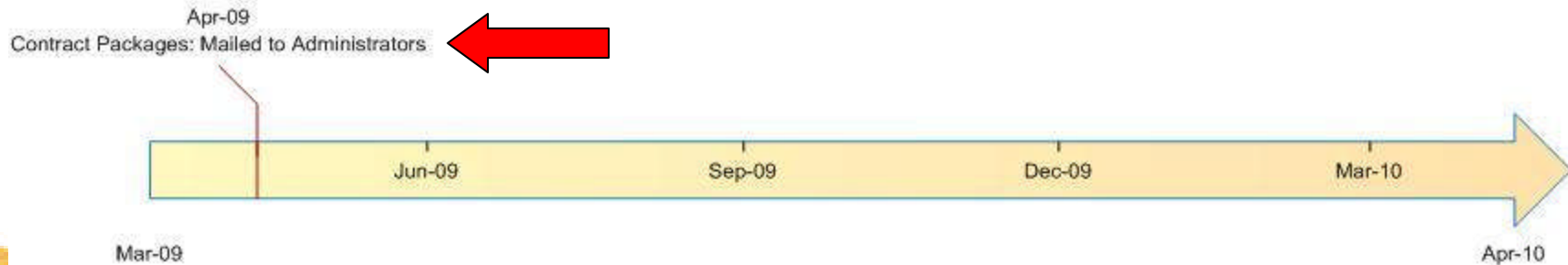


GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE

Contract Packages are mailed to Administrators

• Except for testing centers with outstanding testing materials

- Components
 - ✓ GED Contract
 - ✓ Order Form (2)
 - ✓ Test Security Memorandum





2010 U.S. Order Form - Per Person Fee

January 1, 2010 to December 31, 2010

Contract #: GED29575

GEDTS Only
 Additional Order

Test Center ID: 3000460140
Address: William B. Travis Building
1701 North Congress Avenue
Austin TX 78701

Center Name: Texas Education Agency

Phone Number: 512/463-9292

FAX Number:



The following information MUST be verified by original signature or the order form will be returned to you.

Estimated number of candidates you will serve this year (new starts and retests):
(Divide this number by 14 to determine the number of batteries you should order.)
Estimated number of test batteries to be ordered:

Chief Examiner's Name: G. Paris-Ealy

Chief Examiner's Signature: _____

Date: _____

Testing Materials

Total Qty	Description	Cost	Total
English Language			
	English Battery	80.00	.00
	Minimum 3		
	Large Print	80.00	.00
	Audiocassette	80.00	.00
	Braille	80.00	.00
Spanish Language			
	Spanish Battery	80.00	.00
	Large Print	80.00	.00
	Audiocassette	80.00	.00
	Braille	80.00	.00
French Language			
	French Battery	80.00	.00
	Large Print	80.00	.00
	Audiocassette	80.00	.00
ESL			
	ESL Battery	30.00	.00
	ESL Large Print	30.00	.00
	ESL Audiocassette	30.00	.00
Column 1 Subtotal			.00

Purchase Materials

Total Qty	Description	Cost	Total
English Language			
	Demographics - 50 pkg.	10.00	.00
	LA / Writing - 50 pkg.	5.00	.00
	Mathematics - 50 pkg.	5.00	.00
	SS, SC, LA/R - 50 pkg.	5.00	.00
	Name/Address/ID Num Changes - 50 pkg.	5.00	.00
	ESL Ans. Shts. - 25 pkg.	4.00	.00
Official Transcript of GED Tests Results			
	1988 Series - 50 pkg.	5.00	.00
	2002 Series - 50 pkg.	5.00	.00
	2002 Series - 500 pkg.	25.00	.00
Column 2 Subtotal			.00
Column 1 Subtotal:			.00
Column 2 Subtotal:			.00
Page 2 (Other side) Subtotal:			.00
Col. 1 + Col. 2 + Page 2 Subtotal:			.00
Shipping (see table to the left):			.00
Annual Test Center Fee (\$175):			.00
TOTAL:			.00

Shipping Charges	
\$0 - \$50	7.00
\$51 - \$250	15.00
\$251 - \$1000	25.00
\$1001 or more	45.00

5040010883

PO #:





GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE

Enter 1 digit per box

Items not ordering: LEAVE BLANK

2008 U.S. GED® Order Form - Per Person Fee
January 1, 2008 to December 31, 2008

Contract #: _____

Test-Center ID: _____ Center Name: _____
Address: _____

Phone Number: _____ FAX Number: _____

The following information MUST be verified by original signature or the order form will be returned to you.
Estimated number of candidates you will serve this year (new starts and retests): **2400**
(Divide this number by 14 to determine the number of batteries you should order.)
Estimated number of test batteries to be ordered: **171**

Chief Examiner's Name: **Stephanie Lewis** Date: **26 July 07**
Chief Examiner's Signature: *Stephanie Lewis*

Total Qty	Description	Cost	Total
English Language			
160	English Battery	80.00	12800.00
1	Minimum 2 Large Print	80.00	80.00
1	Audiocassette	80.00	80.00
	Braille	80.00	.00
Spanish Language			
6	Spanish Battery	80.00	480.00
	Large Print	80.00	.00
	Audiocassette	80.00	.00
	Braille	80.00	.00
French Language			
	French Battery	80.00	.00
	Large Print	80.00	.00
	Audiocassette	80.00	.00
ESL			
	ESL Battery	30.00	.00
	ESL Large Print	30.00	.00
	ESL Audiocassette	30.00	.00
Column 1 Subtotal			13440.00
Shipping Charges			
\$0 - \$50		7.00	
\$51 - \$250		15.00	
\$251 - \$1000		25.00	
\$1001 or more		45.00	

Total Qty	Description	Cost	Total
English Language			
20	Demographics - 50 pkg	10.00	200.00
	LA / Writing - 50 pkg	5.00	.00
	Mathematics - 50 pkg	5.00	.00
	SS, SC, LA/R - 50 pkg	5.00	.00
	Name/Address/ID Num Changes - 50 pkg	5.00	.00
	ESL Ans. Shts. - 25 pkg	4.00	.00
Official Transcript of GED Test Results			
	1988 Series - 50 pkg	5.00	.00
	2002 Series - 50 pkg	5.00	.00
4	2002 Series - 500 pkg	25.00	100.00
Column 2 Subtotal			300.00
Column 1 Subtotal:			13440.00
Column 2 Subtotal:			300.00
Page 2 (Other side) Subtotal:			0.00
Col. 1 + Col. 2 + Page 2 Subtotal:			13740.00
Shipping (see table to the left):			45.00
Agency Fee (\$175):			175.00
TOTAL:			13960.00

PO #: _____

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GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE



2006 U.S. GED Order Form - Per Person Fee

January 1, 2006 to December 31, 2006

Contract #: GED18307

GEDTS Only
 Additional Order

Test Center ID: 1111111111
Address: **Internal order**

Center Name: **GED Testing Service**

Washington DC 20036

Phone Number:

FAX Number:

The following information **MUST** be verified by original signature or the order form will be returned to you.
Estimated number of candidates you will serve this year (new starts and retests):
(Divide this number by 14 to determine the number of batteries you should order.)

Chief Examiner's Name: **Karl Niessl**

Estimated number of test batteries to be ordered:

Chief Examiner's Signature:

Date:

Testing Materials

Total Qty	Description	Cost	Total
English Language			
2	English Battery	70.00	.00
0	Minimum 3 Large Print	70.00	.00
0	Audiocassette	70.00	.00
0	Braille	70.00	.00
Spanish Language			
0	Spanish Battery	70.00	.00
0	Large Print	70.00	.00
0	Audiocassette	70.00	.00
0	Braille	70.00	.00
French Language			
0	French Battery	70.00	.00
0	Large Print	70.00	.00
0	Audiocassette	70.00	.00
ESL			
0	ESL Battery	25.00	.00
0	ESL Large Print	25.00	.00
0	ESL Audiocassette	25.00	.00

Column 1 Subtotal .00

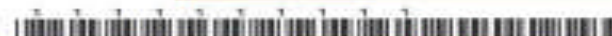
Shipping Charges	
\$0 - \$50	5.00
\$51 - \$250	10.00
\$251 - \$1000	20.00
\$1001 or more	35.00

Purchase Materials

Total Qty	Description	Cost	Total
English Language			
	Demographics - 50 pkg	8.00	.00
	LA / Writing - 50 pkg	4.00	.00
	Mathematics - 50 pkg	4.00	.00
	SS, SC, LA/R - 50 pkg	4.00	.00
	Name/Address/ID Num Changes - 50 pkg	4.00	.00
	ESL Ans. Shits. - 25 pkg	3.00	.00
Official Transcript of GED Test Results			
	1988 Series - 50 pkg	4.00	.00
	2002 Series - 50 pkg	4.00	.00
	2002 Series - 500 pkg	20.00	.00
Column 2 Subtotal			.00
Column 1 Subtotal:			.00
Column 2 Subtotal:			.00
Page 2 (Other side) Subtotal:			.00
Col. 1 + Col. 2 + Page 2 Subtotal:			.00
Shipping (see table to the left):			.00
Annual Test Center Fee (\$150)			.00
TOTAL:			.00

PO #:

5040010853





0602067674

GED® Annual Contract

GED25359

2009

Between the General Educational Development Testing Service™ (GED Testing Service) of the American Council on Education and the State or Province of **Alaska**

and **Aleutian Pribilof Isle Assoc Anchorage,**

NOTE:

An order for test materials and a signed test security memo must accompany this signed contract.

Contract Period: **01-01-2009** to **12-31-2009**

Center ID: **3000040013**

This agreement authorizes this Official GED Testing Center to stock and administer the Tests of General Educational Development (GED Tests) under the conditions listed below.

Center Name: **Aleutian Pribilof Island Association Inc**

Chief Examiner: **Karen Gonne-Harrell**

Address: **201 E. Third Avenue**

Anchorage

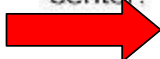
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95501-2503

I. GED Tests will be stored at the center designated above and administered only at that site unless an examinee has a disability preventing him/her from utilizing the Official GED Testing Center or unless other exceptions are authorized by the GED Testing Service. GED test batteries for this center shall be provided by the GED Testing Service on an annual rental fee basis.

II. The following addendum sites are authorized by this contract for the operation by this Official GED Testing center:

01 Adak, 02 Akutan, 03 Atka, 04 Cold Bay, 05 False Pass, 06 King Cove, 07 Nelson Lagoon, 08 Nikolski, 09 Saint George, 10 Saint Paul, 11 Sand Point, 12 Unalaska



III. As the GED Chief Examiner I shall be responsible for the operation of this official GED Testing Center in accordance with the policies and procedures established by the GED Testing Service of the American Council on Education and by the Department or Ministry of Education for my jurisdiction. GED Testing Service policies and procedures are contained in the GED Examiner's Manual. The terms and conditions of the GED Examiner's Manual are hereby incorporated by reference as part of this contract, and I agree to comply with all of its terms.

SIGNED: Karen Gonne-Harrell 907-222-4231 May 14, 2008
Chief Examiner Phone Number Date

IV. As the Institutional Chief Administrative Officer, I shall be responsible for ensuring that this testing center complies with all GEDTS policies and procedures including those set forth in the GED Examiner's Manual.

SIGNED: Juan Debes 276-2700 5/15/08
Institutional Chief Administrative Officer Phone Number Date

V. As GED Administrator for this state or province, I shall be responsible for ensuring the integrity of the operation of this testing center and staff as outlined in III and IV above.

SIGNED: Amelia J. Jutz 907-465-8714 8-15-08
GED Administrator Phone Number Date

SIGNED: Sybil E. Re 04-01-2008
Executive Director, GED Testing Service Date

0 9 U S T C F L C O P S



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GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE



7034623611



TEST SECURITY MEMORANDUM

To:

G. Paris-Ealy
Chief Examiner
Texas Education Agency
Center ID: 3000460140

From: Assistant Director of Test Security and Training, GED Testing Service.

It is the responsibility of GED Chief Examiners and GED Examiners, hereafter referred to as "examiners", to take all necessary precautions to minimize the possibility of an irregularity or compromise occurring at their Official GED Testing Center. Strictly following GED Testing Service policies and procedures is the best way to prevent the occurrences of irregularities and compromises or minimize the effect if a problem occurs.

The checklist below outlines the required procedures for operating a GED Testing Center and handling secure testing materials. Please read each statement and initial each line to indicate that, as an examiner, you agree to follow these procedures. All examiners are required to complete and sign the Test Security Memorandum.

Only the examiners whose signatures appear on this memorandum are authorized to conduct GED testing sessions. If you have any questions about test security or any of the procedures listed below, please contact your GED Administrator or the GED Testing Service partner outreach unit at (202) 939-9490.

As an examiner, I agree to comply with all policies and procedures outlined in the GED Testing Service Policies and Procedures Manual to safeguard test administration and secure GED testing materials.

Secure Testing Materials Receipt and Handling

1. Examiners will be the only people to handle, reject, inspect and inventory secure testing materials prior, during and after each test administration. (*Section 3.4)

Initial here: _____

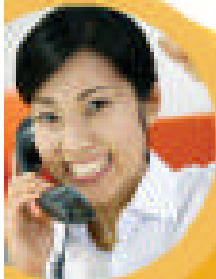
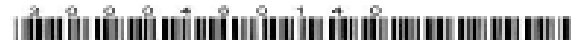
2. Only the chief examiner in charge of the GED Testing Center or the administrator will order secure testing materials. (*Section 1.8)

Initial here: _____

3. Within one business day of receiving testing materials, an examiner will inventory all materials by verifying the quantity and quality of the testing materials. If an error or discrepancy in the shipment is found, the examiner will contact the administrator and the GED Testing Service Assistant Director of Test Security and Training within one business day of discovery. (*Section 3.4)

Initial here: _____

GED29575





NATIONAL DEVELOPMENT
LEARNING SERVICE



I have read and understood all of the above procedures and pledge to follow them strictly in order to protect the security of secure testing materials and the integrity of the GED testing program. I understand that only those examiners who have read and signed this document are authorized to test and have access to restricted GED testing materials.

Mary E. Enright 4-17-09
Signature of chief examiner Date

Chief examiner's email address
enrightm@billings-k2amt-us
(Please print one letter/character per box)

Ten-digit Official GED Testing Center ID Number: **3000290010**

Center Name: **Adult Learning Center**
Center Address: **415 North 30th**

Billings
State/Province: **MT**
ZIP/Postal Code: **59101**

Please check this box if you have previously submitted a 2010 Test Security Memo.

I have read and understood all of the above procedures and pledge to follow them strictly in order to protect the security of secure GED testing materials and the integrity of the GED testing program.

Signatures of all GED Examiners

<u>Mary E. Enright</u> PRINT NAME	<u>Mary E. Enright</u> SIGNATURE	<u>4-17-09</u> DATE
<u>Woodrow H. Jensen</u> PRINT NAME	<u>Woodrow H. Jensen</u> SIGNATURE	<u>4/17/09</u> DATE
<u>Robert J. Schwarz</u> PRINT NAME	<u>Robert J. Schwarz</u> SIGNATURE	<u>4/17/09</u> DATE
<u>Daniel C. DeBar</u> PRINT NAME	<u>Daniel C. DeBar</u> SIGNATURE	<u>4/17/09</u> DATE

_____ PRINT NAME	_____ SIGNATURE	_____ DATE
_____ PRINT NAME	_____ SIGNATURE	_____ DATE
_____ PRINT NAME	_____ SIGNATURE	_____ DATE

10USTCPPTMPS



Contract Process



GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE

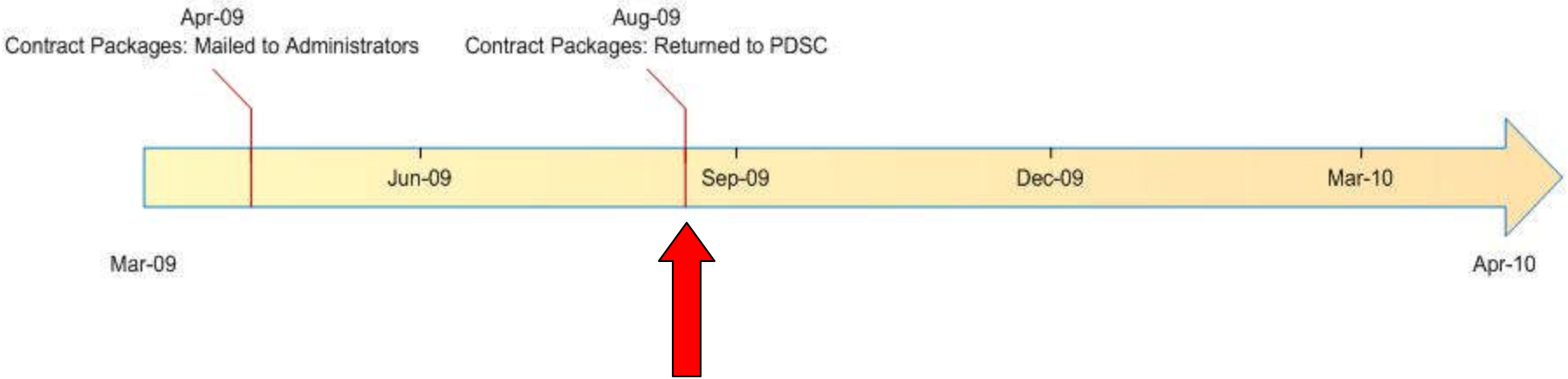
- **No changes or additions** should be made on contract packet forms
 - Computer is unable to read written/typed notes
 - If changes/additions have been submitted confirm them through AccessPoint
- Changes must be submitted by using the correct form or GED AccessPoint



Contract Process



GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE



Contract Process



GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE

Completed ***Contract Packages*** Due Date: August 31

Mailing Address*

American Council on Education
PDSC Attn: Jacci Newton
One Dupont Circle NW
Washington, DC 20036-1193

***GED Testing Centers** should not mail contract packages to Washington, D.C.

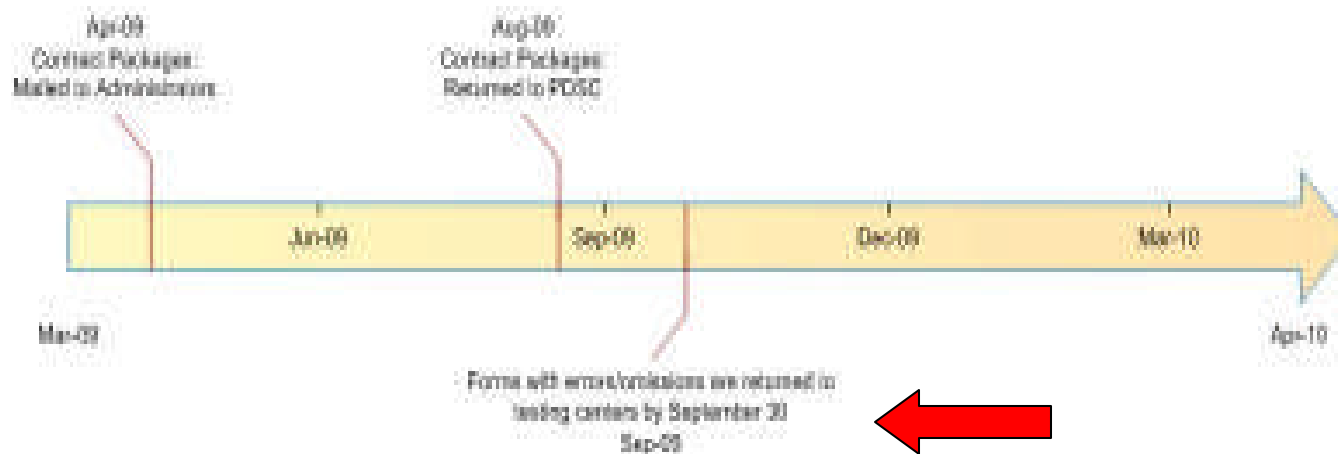


Contract Process



GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE

- PDSC performs quality checks
- Forms with errors/omissions are returned GED Administrators

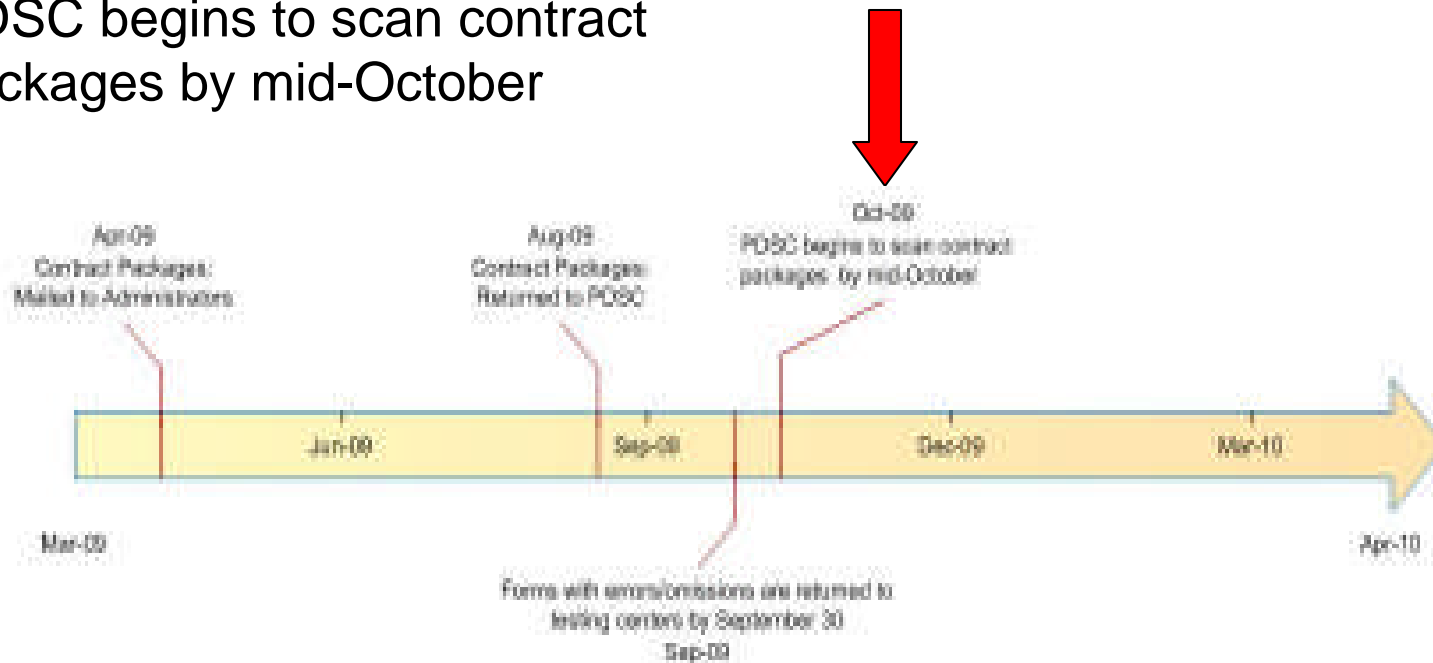


Contract Process



GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE

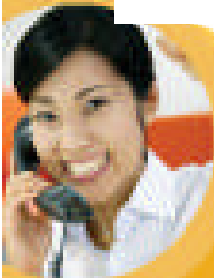
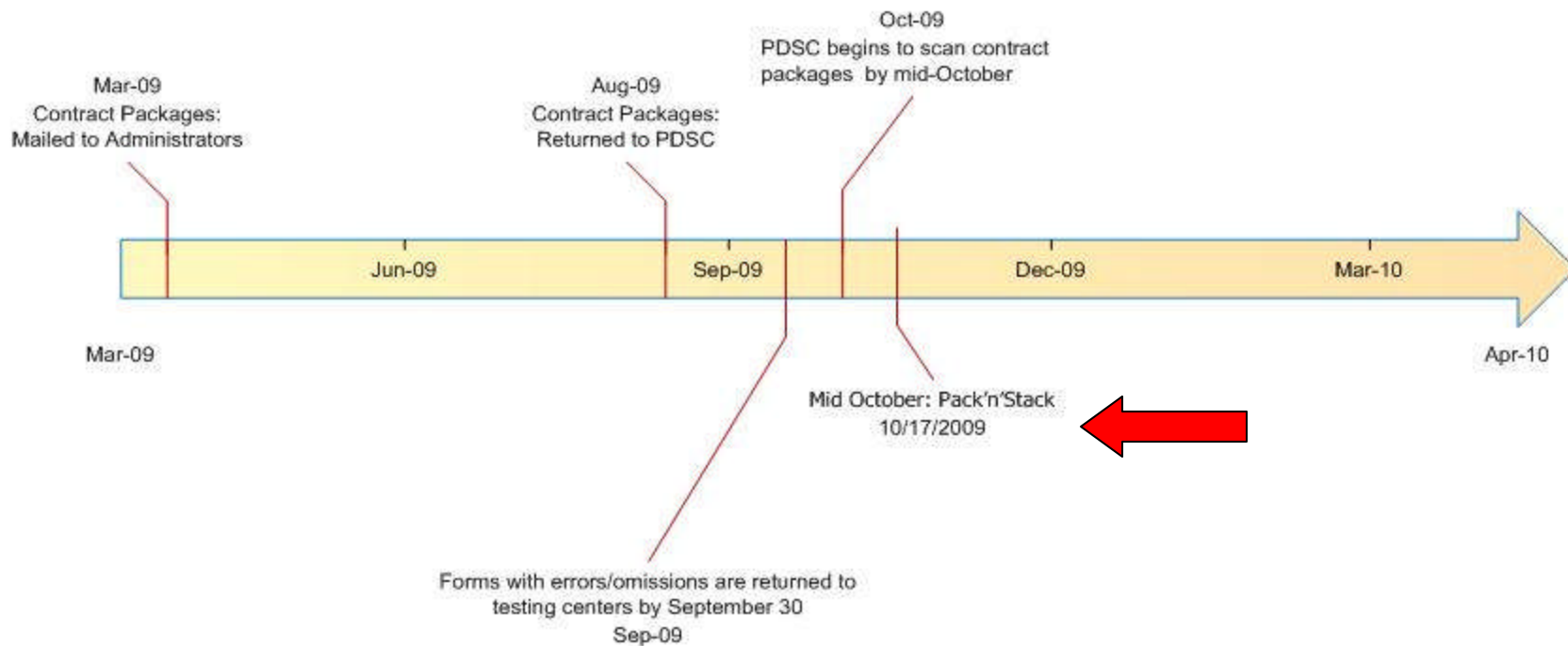
- PDSC begins to scan contract packages by mid-October



Contract Process



GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE



Contract Process



GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE

Shipping/Receiving

- Mid October: Pack'n'Stack
 - First in, first out
- November 1 – Dec 5: Shipping GED testing materials
 - Invoices must be PAID
 - Notification of shipment
 - Shipment notification emailed to individual testing centers' Chief Examiner
 - Includes inventory list
 - Shipment notification emailed to GED Administrators
 - Does not include inventory list

Verify chief examiners' email address
in GED AccessPoint by October 15



Contract Process



GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE

Invoicing

- Invoices mailed within 1 week after materials are shipped
 - Mailed to billing address
- Payment due within 30 days
- Testing centers with outstanding balances will not receive new materials until payment has been received



Contract Process



Returning Material

- Return all secure materials
 - January 30th
 - Enclose a Materials Picking Plan and Inventory Return Sheet list in every box
 - Discrepancies should be written on the Materials Picking Plan and Inventory Return Sheet
 - Section 3.5 GED Polices and Procedures Manual 2008



Example

PeopleSoft Inventory
MATERIAL PICKING PLAN
AND INVENTORY RETURN SHEET

Example

Report ID: INS6000
Bus. Unit: ACE -- American Council on Education

Page No. 1
Run Date 07/09/2003
Run Time 09:38:51

ALL LEASED TEST MATERIAL MUST BE RETURNED IN SECURE BOX ALONG WITH THIS SHEET INDICATING QTY RETURNED. PUT A CHECK MARK AGAINST EACH SERIAL ID BEING RETURNED.

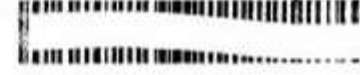
Pick Batch ID: 1140



Order No.: GED26191



Center ID: 3000



OS	SrcBU	Order No.	Line	Sched	Ship To	Item ID	Carrier ID	Ship Via	Qty Reserved	Qty Returned
1	ACE	GED26191	1	1	3000 South Central	210IDEP Test battery ID w/topics	UPS	UPS	6 EA	___ pieces



#21244 - torn page 3; contacted GEDTS;
replacement /being sent. Lucy 12/07/08.

Previously Returned torn 21244 Lucy
2/2/09

Serial	Qty	GEDTS
21240	✓	✓
21241	✓	✓
21242	✓	✓
21243	✓	✓
21244	✓	✓
21245	✓	✓

2

Line	Sched	Ship To	Item ID	Carrier ID	Ship Via	Qty Reserved	Qty Returned
2	1	3000 South Central	210IEEP Test Battery IE w/topics	UPS	UPS	6 EA	___ pieces



Item was properly disposed; due to bodily fluid damage

Serial	Qty	GEDTS
21374	✓	✓
21375	✓	✓
21376	✓	✓
21377	✓	✓
21378	✓	✓
21379	✓	✓

Materials damaged by
bodily fluids (i.e. blood)

3

Line	Sched	Ship To	Item ID	Carrier ID	Ship Via	Qty Reserved	Qty Returned
3	1	3000 South Central	210IFEP Test Battery IF w/topics	UPS	UPS	6 EA	___ pieces



Serial	Qty	GEDTS
21314	✓	✓
21315	✓	✓

Contract Process



Returning Material

- All empty cases must be returned after mid-year deliveries
- Following year's contract held until missing materials are resolved
- Administrators will receive notification of missing materials by April



Contract Process



GENERAL EDUCATIONAL DEVELOPMENT
TESTING SERVICE

Returning Material

- Problematic Returns
 - Returning incomplete sets of audio version test booklets and tapes
 - Forgetting to return mid year ordered materials
 - Returning the wrong year topic packet



Contract Process



Warehouse Receipt

- Check-in begins January
- Items must come back from the originating center
- Testing centers must *RETAIN* copies and forward copies to their Administrator
 - Materials Picking Plan and Inventory Return Sheet
 - Tracking numbers
- Partner Outreach staff will contact Administrator concerning outstanding materials



Questions

