

L-3 Chief Examiner Checklist for Executing Contract and Ordering Secure Test Materials

GED Testing Service
of The American Council on Education
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Ordering Secure Test Materials

Have You:

- paid all outstanding invoices to the GED Testing Services?
- completed and signed the GEDTS Order Form where designated?
- read and signed the Test Security Memorandum?
- completed the Test Center Profile?
- ensured that all other Examiners on staff have also read and signed the Test Security Memorandum?
- verified that your institution's Chief Administrative Officer has signed the contract where designated?
- estimated correctly the number of test batteries needed by dividing the previous year's total testing volume by 14?
- ordered a minimum of three (two for Canadian orders) Primary-language test forms?
- enclosed your order form, the annual contract with original signatures, the Test Security Memorandum, and the Test Center Profile?
- submitted an official purchase order if your institution requires you to do so?
- written your purchase order number on the order form?
- mailed all required documents to your GED Administrator no later than the second week in July or by the date your Administrator specifies?

Other Important Points

- Correct *typographical errors only* on the Contract.
- Notify the GED Administrator immediately of any incorrect addresses, names, or addendum sites. Changes of address, Chief Examiner, or addendum sites must be approved by the GED Administrator and GEDTS before those changes will be added to the contract.
- Verify that any new addenda to the Annual Contract have been returned to GEDTS; transportation of tests is not authorized until GEDTS authorizes the addendum site, and Official GED Testing Center has received written approval of the center from GEDTS.
- The GED Testing Service does not accept telephone orders.
- Faxed orders for additional materials will be accepted only if the official order form (which includes the barcode) is included.

