

WEST VIRGINIA  
SECRETARY OF STATE

JOE MANCHIN, III

ADMINISTRATIVE LAW DIVISION

Form #5

Do Not Mark In This Box

FILED

2004 FEB 13 P 12: 53

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE  
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

CITE AUTHORITY: W.Va. Constitution, Article XII, §2 and W.Va. Code §18-2-5

RULE TYPE: PROCEDURAL \_\_\_\_\_ INTERPRETIVE \_\_\_\_\_

EXEMPT LEGISLATIVE RULE X  
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW  
W.Va. Code §§ 29A-3B-1, et seq.; W.Va. Board of Education  
v. Hechler, 180 W.Va. 451; 376 S.E.2d 839 (1988).

AMENDMENT TO AN EXISTING RULE: YES X NO \_\_\_\_\_

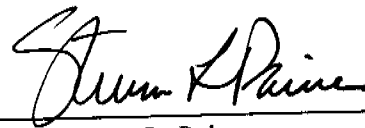
IF YES, SERIES NUMBER OF RULE BEING AMENDED: 32

TITLE OF RULE BEING AMENDED: Issuance of the State of West Virginia High  
School Equivalency Diploma Based Upon Passage of the General Educational  
Development (GED) Tests (2444.4)

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: \_\_\_\_\_

TITLE OF RULE BEING PROPOSED: \_\_\_\_\_

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE  
EFFECTIVE DATE OF THIS RULE IS March 15, 2004.



Steven L. Paine  
Deputy State Superintendent of Schools

**EXECUTIVE SUMMARY  
WEST VIRGINIA BOARD OF EDUCATION**

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**Policy Number and Title:**

Policy 2444.4  
Issuance of High School Equivalency Diploma

**Background:**

The General Educational Development (GED) Tests provide an average of over 5,000 West Virginians per year a method to document that they have acquired the academic skills equivalent to a high school education.

**Proposals:**

Revisions are being proposed to:

Make the policy more user-friendly.

Require applicants to register for the GED Tests in person at least five business days prior to testing. (See Section 3.1.)

Require first time testers to complete the local GED Testing Orientation Seminar, which includes at least completion of the demographic form, viewing of the calculator and alternate format video, calculator practice exercises, and the registration form as per the General Educational Development Testing Service's testing requirements. (See Section 3.1.)

Reflect the West Virginia Department of Education passing scores for the 2002 Series GED Tests which requires a minimum passing score of 2250 or above on the battery of five sub-tests and a standard score of not lower than 410 on any one of the five sub-tests. (See Section 4.1.)

Define the official dropout date "as the school day after the student's last day of attendance." (As outlined in WVDE Policy 4110--Attendance Policy) (See Section 5.1.)

Allow local superintendents to request that a 16, 17, or 18 year old, who does not meet all criteria for test eligibility but has extraordinary circumstances, be allowed to test; the State GED Coordinator will make the final decision concerning the request. (See Section 5.2.3., 5.3.3., and 5.4.1.)

Suspend residency requirements; all persons passing the GED test in West Virginia will be issued a West Virginia High School Equivalency Diploma. (See Section 6.1.)

Require all requests for a duplicate copy of the State of West Virginia High School Equivalency Diploma, including those for correctional purposes, military enlistment, job placement, or test verification, include a money order or a check for the printing/research fee, which is determined by the West Virginia Department of Education, GED Office. (See Section 7.1.)

**Impact:**

Policy 2444.4 provides guidance, technical assistance and assurance of compliance with the American Council on Education's requirements for the administration of the GED Tests. It includes guidelines for registration, requirements for first time testers, minimum passing scores, definition of the official dropout date, changes in eligibility requirements for 16-18 year olds, residence criteria for testing, and procedures for obtaining a copy of the State of West Virginia High School Equivalency Diploma.

**Response to Comments:**

Ten comments were received during the comment period. Most comments dealt with paraphrasing that did not change the content of the policy. The other comments dealing with the orientation process did not change the policy due to the fact that the proposed changes were not allowed under the General Educational Development Testing Service (GEDTS) guidelines.

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2004 FEB 13 P 12:53

CLARENCE J. WILSON  
SECRETARY OF STATE

TITLE 126  
LEGISLATIVE RULE  
BOARD OF EDUCATION

SERIES 32  
ISSUANCE OF THE STATE OF WEST VIRGINIA HIGH SCHOOL EQUIVALENCY  
DIPLOMA  
BASED UPON PASSAGE OF THE GENERAL EDUCATIONAL DEVELOPMENT  
(GED) TESTS  
(2444.4)

**§126-32-1. General.**

1.1. Scope. - The purpose of the State of West Virginia High School Equivalency Diploma is to provide appropriate recognition of educational attainment to those individuals who have demonstrated that they have attained academic skills equivalent to those at the high school completion level by satisfactorily passing the General Educational Development (GED) Tests.

1.1.1. The GED Tests mirror the core content and performance standards reflected at the national and state levels and demonstrate the attainment of developed abilities acquired through completion of a four-year high school program of study (Woodward, Katherine S., *Alignment of National and State Standards, A Report by the GED Testing Service*. American Council on Education, GED Testing Service, 1999).

1.2. Authority. - West Virginia Constitution, Article XII, Section 2; West Virginia Code §18-2-5.

1.3. Filing Date. - February 13, 2004.

1.4. Effective Date. - March 15, 2004.

**§126-32-2. State of West Virginia High School Equivalency Diploma.**

2.1. The West Virginia Department of Education issues a State of West Virginia High School Equivalency Diploma based upon satisfactory scores earned on the GED Tests. These tests are prepared by the General Educational Development Testing Service (GEDTS) as an agent of the American Council on Education. The State of West Virginia High School Equivalency Diploma is issued only by the State Department.

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### **§126-32-3. Applying for Testing.**

3.1. Until such time as the West Virginia GED Testing program registration is centralized, all applicants must register for the GED Tests in person at least five business days prior to testing at the site designated by the local testing site.

3.2. First time applicants are required to complete the local GED Testing Orientation Seminar which includes completion of the demographic form, viewing of the calculator and alternate format video, calculator practice exercises, and the registration form.

3.3. A valid and current state-issued photo identification, i.e., driver's license, state alternative identification, military identification or a valid passport, with current name, birth date, and preferably a Social Security number will be required prior to and during all testing sessions. Failure to present applicable photo identification will result in a loss of testing privilege until such identification is presented. (See also 6.1.)

### **§126-32-4. Basis for Granting the State of West Virginia High School Equivalency Diploma.**

4.1. The State Department requires that applicants taking the GED Tests achieve a minimum passing score of 2250 or above on the battery of five subtests and a standard score of not lower than 410 on any one of the five subtests.

4.2. Individuals passing the GED Tests will receive a State of West Virginia High School Equivalency Diploma.

4.3. The State Department and GEDTS require that the initial battery testing be completed within six weeks, or no more than two consecutive complete test sessions (whichever is longer in duration). First time examinees are expected to take two or more subtests per testing session except as provided by the GEDTS accommodations policy.

4.4. Individuals who need to retest must successfully complete all sections of the GED within three years of initial testing in order to receive the State of West Virginia High School Equivalency Diploma.

### **§126-32-45. Testing of Individuals Eighteen (18) Years of Age and Younger.**

5.1. For the purposes of GED testing, the official dropout date shall be defined as, "the school day after the student's last day of attendance," as outlined in W. Va. 126CSR81, West Virginia Board of Education Policy 4110, "Attendance."

5.2. Individuals who are eighteen (18) years of age are eligible to test by qualifying

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under any of the following categories:

5.2.1. The candidate has been officially withdrawn from a traditional classroom situation, i.e., officially withdrawn or home-schooled, for a period of three months prior to test registration as evidenced by written documentation. Documentation must include the withdrawal date as indicated in Section 5.1. or home-school dates, and the original class graduation date; or,

5.2.2. The candidate's original high school class has graduated before the candidate makes application for GED testing as evidenced by written documentation from the last school/system attended. Documentation must include the withdrawal date as indicated in Section 5.1. and the original class graduation date.

5.2.3. The candidate, at least eighteen (18) years of age, who does not meet all criteria for test eligibility, but believes extraordinary circumstances exist, may request an exemption to take the GED Tests from the local school superintendent where the candidate resides. If the superintendent recommends that the eighteen (18) year old be allowed to take the GED Tests, the superintendent shall mail or fax the recommendation to the State GED Coordinator for final approval. The superintendent, the eighteen (18) year old, and the local GED Examiner will be notified in writing of the State GED Coordinator's final decision. If the exemption is granted, the candidate must officially withdraw from the last school/system attended as evidenced by written documentation, or the candidate must have been home-schooled as evidenced by written documentation from the county home-school monitor. Documentation must include withdrawal date as indicated in Section 5.1., or home-school dates, and the original class graduation date.

5.3. Individuals who are seventeen (17) years of age are eligible to test by qualifying under any of the following categories:

5.3.1. The candidate has been officially withdrawn from a traditional classroom situation, i.e., officially withdrawn or home-schooled for a period of six months prior to test registration as evidenced by written documentation from the last school/system attended. Documentation must include the withdrawal date as indicated in Section 5.1., or home-school dates, and the original class graduation date. The candidate must also provide a statement on official letterhead from an employer, military recruiter, college admission officer, or vocational-technical director evidencing acceptance/promotion of the candidate once he/she passes the GED Tests; or,

5.3.2. The candidate's original high school class has graduated before the candidate makes application for GED testing as evidenced by written documentation. Documentation must include the withdrawal date as indicated in Section 5.1. and the original class graduation date. The candidate must also provide a statement on official letterhead from an employer, military recruiter, college admission officer, or vocational-

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technical director evidencing acceptance/promotion of the candidate once he/she passes the GED Tests.

5.3.3 The candidate, at least seventeen (17) years of age, who does not meet all criteria for test eligibility, but believes extraordinary circumstances exist, may request an exemption to take the GED Tests from the local school superintendent where the candidate resides. If the superintendent recommends that the seventeen (17) year old be allowed to take the GED Tests, the superintendent shall mail or fax the recommendation to the State GED Coordinator for final approval. The superintendent, the seventeen (17) year old, and the local GED Examiner will be notified in writing of the State GED Coordinator's final decision. If the exemption is granted, the candidate must officially withdraw from the last school/system attended as evidenced by written documentation, or the candidate must have been home-schooled as evidenced by written documentation from the county home-school monitor. Documentation must include the withdrawal date as indicated in Section 5.1., or home-schooled dates, and the original class graduation date. The seventeen (17) year old must also provide a statement on official letterhead from an employer, military recruiter, college admission officer, or vocational-technical director evidencing acceptance/promotion of the candidate once he/she passes the GED Tests.

5.4. Individuals who are sixteen (16) years of age are eligible to test by qualifying under the following category:

5.4.1. The candidate, at least sixteen (16) years of age who believes extraordinary circumstances exist, may request an exemption to take the GED Tests from the local school superintendent where the candidate resides. If the superintendent recommends that the sixteen (16) year old be allowed to take the GED Tests, the superintendent shall mail or fax the recommendation to the State GED Coordinator for final approval. The superintendent, the sixteen (16) year old, and the local GED Examiner will be notified in writing of the State GED Coordinator's final decision. If the exemption is granted, the candidate must officially withdraw from the last school/system attended as evidenced by written documentation, or the candidate must have been home-schooled as evidenced by written documentation from the county home-school monitor. Documentation must include the withdrawal date as indicated in Section 5.1., or home-school dates, and the original class graduation date. The sixteen (16) year old must also provide a statement on official letterhead from an employer, military recruiter, college admission officer, or vocational-technical director evidencing acceptance/promotion of the candidate once he/she passes the GED Tests.

5.5. Examinees, at least sixteen (16), seventeen (17), or eighteen (18) years of age, who are participating in a residential government program, i.e., Job Corps, Mountaineer Challenge Academy and/or other approved career focused federal residential programs, may be tested provided that the following conditions are met:

5.5.1. The candidate has been officially withdrawn from a traditional classroom

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situation at least 30 days prior to testing as evidenced by written documentation.

5.5.2. The candidate has completed a vocational/prescribed training or has submitted a signed letter of intent to acquire further education along with a letter of admission from an institution of higher education.

5.5.3. Documentation of 5.5.1. and 5.5.2. shall be submitted to the GED Examiner at registration and/or with registration materials. If the candidate does not pass the GED Tests while a participant in a residential government program, in order to continue testing upon release, the examinee must qualify under Sections 3.1., 3.2., 3.3., 4.1., 4.2., 4.3., 4.4., 5.1., 5.2., 5.3. and/or 5.4 of W. Va. 126CSR32, West Virginia Board of Education Policy 2444.4, "Issuance of High School Equivalent Diplomas".

5.6. Individuals who are sixteen (16), seventeen (17), or eighteen (18) years of age and are residents of a West Virginia state-operated institutional facility may take the tests while the examinee is under the control of the facility, or the individual must otherwise qualify under the afore stated guidelines to complete testing or to re-test upon release unless:

- a. Court-ordered to continue testing, or
- b. GED testing is part of a court-approved after-care plan.

5.7. Adjudicated youth sixteen (16), seventeen (17), or eighteen (18) years of age, who are under the control of a court, detention center, group care facility, or probation office may be admitted to GED testing by court order even if they are still enrolled in school.

5.7.1. The Education Director (from state-approved group care facilities) probation officer or judge must submit to the applicable Chief GED Examiner an official court order or a letter from a judge, or probation officer stating that the individual shall be admitted for GED testing.

5.7.2. All youth who have taken the GED Tests as per section 5.7., but did not pass the GED and are no longer adjudicated, must otherwise qualify under Sections 3.1., 3.2., 3.3., 4.1., 4.2., 4.3., 4.4., 5.1., 5.2., 5.3. and/or 5.4. of W. Va. 126CSR32, West Virginia Board of Education Policy 2444.4, "Issuance of High School Equivalent Diplomas" in order to complete testing or to retest.

### **§126-32-6. Residence.**

6.1. Persons meeting all criteria and demonstrating themselves eligible under the State of West Virginia High School Equivalency Diploma guidelines shall be admitted to GED testing for the purpose of securing a State of West Virginia High School Equivalency Diploma. The candidate must present clear, current, state-issued photo identification, i.e.,

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driver's license, state alternative identification, military identification or a valid passport. The GED Examiner may request further proof or other pertinent documentation as evidence of identity, i.e., birth certificate, Social Security card, etc.

### **§126-32-7. Transcripts of Scores.**

7.1. The original copy of the transcript and diploma shall be issued at no cost. Persons requesting a duplicate GED transcript and/or a copy of their State of West Virginia High School Equivalency Diploma as evidenced by passing the GED Tests must do so in writing to the State GED Office. The request must originate from the graduate and include the name under which testing occurred, Social Security number, date of birth, place and year of testing, daytime phone number, a copy of a current and valid state-issued photo identification, an original signature and designation as to whom the copy is to be sent. In addition, a check or money order for the research/printing fee, which is determined by the State Department's GED Office, must be included for each transcript requested. No requests, including those for correctional purposes, military enlistment, job placement, or test verification, will be honored without the research/printing fee. All requests must be submitted to the West Virginia Department of Education, GED Office, Building 6 Room 250, 1900 Kanawha Boulevard East, Charleston, WV 25305.

### **§126-32-8. Falsification of GED Tests Information and/or Center Violations.**

#### 8.1. Falsification of Test Information or Personal Security Violations.

8.1.1. Any falsification of information and/or cheating on the GED Tests will result in penalties as outlined in the West Virginia GED Examiners' Manual, "West Virginia GED Security and Administrative Procedures," and as directed by GEDTS regulations.

#### 8.2. Security Compromises in Centers.

8.2.1. Testing center violations will be processed according to the procedures outlined in the West Virginia GED Examiners' Manual, "West Virginia GED Security and Administrative Procedures."

### **§126-32-9. Testing Fees.**

9.1. Testing fees shall be established as outlined in the West Virginia GED Examiners' Manual, "West Virginia GED Security and Administrative Procedures." Changes of GED Tests fees by local testing centers must be approved by the State GED Office.

### **§126-32-10. All correspondence regarding this policy should be directed to:**

10.1. State GED Coordinator

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GED Office  
West Virginia Department of Education  
Capitol Building 6, Room 250  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
(304) 558-6315.

**§126-32-11. Severability.**

11.1. If any provision of this rule or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this rule.

POLICY 2444.4 ISSUANCE OF HIGH SCHOOL EQUIVALENCY DIPLOMA  
 October 14 - November 17, 2003

Action  
 N: No Response - Negative  
 NA: Not Accepted + Positive  
 A: Accepted o Neutral

Date	Individual/Organization	Comments	Action/ Type	Rationale
11/01/03	Michael Burk Chief GED Examiner Northern Regional Jail	<p>§126-32-1. General.</p> <p>I read through the proposed policy changes and found them consistent with those that were discussed at our last state conference. Since I have limited application to all of the policy statements, I really cannot contribute any new or innovative contributions.</p> <p>As with most policies, time will create needs for more modifications.</p>	A: +	<p>Thank you for taking the time to read the proposed policy. It is noteworthy getting input from such an outstanding GED Examiner. Yes, you are correct. Even with these changes time will create new demands and more modifications will be needed.</p> <p>Once again thank you for caring enough about GED Testing and Policy 2444.4 to respond.</p>
11/10/03	Sharon Cole Chief Examiner Mason County, WV	<p>I made a copy of this policy and added it to my files. Since I have only given one test I do not feel I can make comments yet. I did read it and the corrections made seemed appropriate. I am very much interested in learning all I can about the GED testing and reading this policy was helpful.</p> <p>Based on my current experience with the program, I do not have suggestions for change yet. As I work with the program, though, I will be corresponding with your office when I see things happen that I feel need to be changed.</p> <p>I feel I compiled with all mentioned in the policy through my first testing experience in October.</p>	A:O	<p>Thank you for taking the time to read the changes to Policy 2444.4. I am sure once you have completed several testing sessions the changes that were made will be more obvious. However, if you have any questions, please do not hesitate to contact me.</p>
11/17/03	Rufus Canterbury Chief Examiner Mingo County	<p>§126-32-2. State of West Virginia High School Equivalency Diploma.</p> <p>2.1. Last sentence should say, "The State of West Virginia High School Equivalency Diploma is issued only by the WV Department of Education."</p>	A:O	<p>According to our legal department, once we make reference to the West Virginia Department of Education, all following references are to be</p>

Karen Canterbury GED Examiner Mingo County	§126-32-3. Applying for Testing.	made as the State Department
11/14/2003	<p>Ann Vineyard Chief GED Examiner Preston County, WV</p> <p>3.1. States that registration must be completed five-business days prior to testing.</p> <p>Is it really necessary to have the 5-day requirement? Currently we stop registration at noon on the day prior to testing and we have never had any problems with this time frame.</p>	<p>Thank you for commenting on Policy 2444.4. In the GED Examiner's Manual, distributed by General Educational Development Testing Service (GEDTS), Section 4.1 discusses the need for a registration process. Many of our GED Examiners do GED Testing as a second job and do not have the luxury of having Adult Basic Education instructors and associate staff to do or assist with registration. Thus, the GED Examiners usually will do this task in the evenings.</p> <p>A five day registration prior to testing allows the GED Examiner to accomplish the following goals:</p> <ol style="list-style-type: none"> <li>1) Collect fees early.</li> <li>2) Organize the GED Testing session.</li> <li>3) Prepare for accommodations.</li> <li>4) Have the candidate to sign a registration form which will be resigned at the time of testing.</li> <li>5) Have an accurate count of the number of GED Tests Batteries.</li> <li>6) Prepare a seating chart.</li> <li>7) Look of all candidates on Oklahoma Scoring.</li> <li>8) Prepare the test surveillance log.</li> <li>9) Ensure re-testers receive a different form by checking records at Oklahoma Scoring.</li> </ol> <p>Thus, the GED applicant must register for the GED Tests in person at least five business days prior to testing to give the GED Examiners ample time to meet the previous preparation steps and to make sure all applicants are eligible for testing.</p> <p>Being a very efficient GED Examiner, you may not have experienced any problems that could occur with only a half-day wait prior to testing. Nevertheless, the five-day registration gives</p>

11/06/03	Bruce Goody Chief GED Examiner Wood County	3.1. I am unfamiliar with the rationale for requiring registration "at least five business days prior to testing" and fail to understand why this cannot be a local site decision.	NA -	<p>everyone ample time to make sure all GEDTS guidelines are met.</p> <p>Thank you for commenting on Policy 2444.4. In the GED Examiner's Manual, distributed by General Educational Development Testing Service (GEDTS), Section 4.1 discusses the need for a registration process. Many of our GED Examiners do GED Testing as a second job and do not have the luxury of having Adult Basic Education instructors and associate staff to do or assist with registration. Thus, the GED Examiners usually will do this task in the evenings.</p> <p>A five day registration prior to testing allows the GED Examiner to accomplish the following goals:</p> <ol style="list-style-type: none"> <li>1) Collect fees early,</li> <li>2) Organize the GED Testing session,</li> <li>3) Prepare for accommodations,</li> <li>4) Have the candidate to sign a registration form which will be resigned at the time of testing,</li> <li>5) Have an accurate count of the number of GED Tests Batteries,</li> <li>6) Prepare a seating chart,</li> <li>7) Look of all candidates on Oklahoma Scoring.</li> <li>8) Prepare the test surveillance log.</li> <li>9) Ensure re-testers receive a different form by checking records at Oklahoma Scoring.</li> </ol> <p>Thus, the GED applicant must register for the GED Tests in person at least five business days prior to testing to give the GED Examiners ample time to meet the previous preparation steps and to make sure all applicants are eligible for testing.</p> <p>Being a very efficient GED Examiner, you may not have experienced any problems that could occur with only a half-day wait prior to testing. Nevertheless, the five-day registration gives everyone ample time to make sure all GEDTS guidelines are met.</p>
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11/17/03	Rufus Canterbury Chief Examiner Mingo County	3.1. Change the last word from "site" to "center"	A:O	The word change does not significantly change the intent of the policy.
11/06/03	Karen Canterbury GED Examiner Mingo County	3.2. Since the items required to be covered during the mandatory orientation (completion of the demographics form and the registration form) can be accomplished at other times and since none of the items required during the orientation relate to test security (a waiver could be signed for the calculator and alternative format video), I fail to see the necessity of mandating such a session.	NA:-	GEDTS mandates that the first time applicants to complete the demographic form, view the calculator and alternate format video, and to do calculator practice exercises. A waiver does not exist to omit this part of the GED Tests. Yes, it is not related to test security; therefore, an ABE instructor may assist the examiner in conducting this part of the orientation process.
10/31/03	Gordon Anderson Chief GED Examiner Hancock County, WV	3.3. "Preferably a Social Security Number" Do drivers licenses have SS# on them?	A:O	The word "preferably" remains because on the new driver's license the Social Security Number has been removed. Therefore, the Social Security Number is not required to get a GED.
11/17/03	Rufus Canterbury Chief Examiner Mingo County	3.3. Re-state first sentence as follows: "A valid and current state-issued photo identification (i.e., driver's license, state alternative identification, military identification, or a valid passport) with current name, birth date, and signature will be required when registering and during all testing sessions."	A:O	All state-issued photo identification, which includes driver's license, state alternative identification, military identification, or a valid passport, requires a photo and a signature. We also added "preferably a Social Security Number" because the Social Security Number is no longer a requirement.
11/17/03	Rufus Canterbury Chief Examiner Mingo County	§126-32-4. Basis for Granting the State of West Virginia High School Equivalency.		
11/17/03	Karen Canterbury GED Examiner Mingo County	4.1. Change "State Department" to "WV Department of Education" and add the word "total" after the word "passing" 4.3. Change "State Department" to "WV Department of Education"	A:O	The rephrasing and word changes did not significantly change the intent of the policy.
		§126-32-5. Testing of Individuals Eighteen Years of Age and Younger.		

11/17/03	Rufus Canterbury Chief Examiner Mingo County  Karen Canterbury GED Examiner Mingo County	5.2.1. Re-state as follows: "The candidate has been officially withdrawn from a traditional classroom situation (i.e., officially withdrawn, home-schooled, and/or in an approved alternative education program) for a period of three months prior to test registration as evidenced by written documentation from the last school/system attended. Documentation must include withdrawal date as indicated in Section 5.1., home-schooled dates, or approved alternative education program dates, and the original class graduation date; or"	A:O	An approved alternative education program is not a traditional classroom situation.
11/03/03	Rowena Harman Chief GED Examiner GED Peer Trainer Anthony Center	5.3. Does this mean that the sixteen year old must have employment, go to the military, go to college or vocational technical school before they can be tested, even if they meet the other testing situation?	A:O	Section 5.4.1. gives the seventeen year old, which is not adjudicated, permission to test if a superintendent of a county feels that extraordinary circumstances exist. Nevertheless, the young examinees must still provide Appendices 4 and 5, unless they are adjudicated. Appendix 5 states that the seventeen year old will be employed, attend college or a vocational technical school, or will be accepted into a branch of the military upon completion of the GED. Therefore, the young examinee must have a goal that will require a GED.
11/17/03	Rufus Canterbury Chief Examiner Mingo County  Karen Canterbury GED Examiner Mingo County	5.3.1. Re-state 1st two sentences as follows: "The candidate has been officially withdrawn from a traditional classroom situation (i.e., officially withdrawn, home-schooled, and/or in an approved alternative education program) for a period of six months prior to test registration as evidenced by written documentation from the last school/system attended. Documentation must include withdrawal date as indicated in Section 5.1., home-schooled dates, or approved alternative education program dates, and the original class graduation date.	A:O	As previously cited, an approved alternative education program is not considered a traditional classroom situation.
10/31/03	Gordon Anderson Chief GED Examiner Hancock County, WV	5.4. Why are we testing 16 year olds? Why are we leaving it up to the County Superintendents to make the recommendation? Is this so the county can get out of homebound services for 16 year olds?	NA -	Section 4.2. "Eligibility of Candidates to Take the GED Tests" in the GED Examiner's Manual for the Tests of General Educational Development, published by the General Educational Development Testing Service (GEDTS), states for age limitation, "The GED Tests shall not be administered to persons under 16 years of age. Therefore, according to GEDTS all sixteen year olds are eligible to take the GED Tests. Nevertheless, in West Virginia we want the sixteen year old to stay in school. However, sometimes extraordinary circumstances exist that only the county personnel that work with the

	<p>student know. Thus, who is better than the local school superintendent to make such a recommendation? It was never intended to replace home bounding the sixteen-year-old student.</p>	
<p>11/03/03</p> <p>Rowena Harman Chief GED Examiner GED Peer Trainer Anthony Center</p>	<p>5.4. Does this mean that the sixteen year old must have employment, go to the military, go to college or vocational technical school before they can be tested, even if they meet the other testing situation?</p>	<p>A:O</p> <p>Section 5.4.1. gives the sixteen year old that is not adjudicated, permission to test if a superintendent of a county feels that extraordinary circumstances exist. Nevertheless, the young examinees must still provide Appendixes 4 and 5, unless they are adjudicated. Appendix 5 states that the sixteen year old will be employed, attend college or a vocational technical school, or will be accepted into a branch of the military upon completion of the GED. Therefore, the young examinee must have a goal that will require a GED.</p>
<p>11/17/03</p> <p>Joe Waller Director of Attendance/Alternative Education</p>	<p>5.1.—5.3. Last school year (2002-03), Jefferson County had 33 of 99 students in a non-traditional setting, alternative in school GED program, earn a high school diploma or return to the traditional program at Jefferson High School. What a shame for the State of West Virginia and the people of Jefferson County to have 1/3 more dropouts each year in the future.</p> <p>Testing of Individuals Eighteen Years of Age and Younger. And/or in an approved Alternative education program (pursuant to WV State Board Policy 2418) should remain.</p>	<p>N: +</p> <p>Thank you for your comment on Policy 2444.4. The GED Test will still be available to youths 16, 17, or 18 years of age. The main difference in testing an individual that age is that a superintendent may recommend that the waiting period for an individual that is 16, 17, or 18 with extraordinary circumstances be waived.</p> <p>If I have not addressed your concern, please do not hesitate to contact me.</p>
<p>11/17/03</p> <p>Rufus Canterbury Chief Examiner Mingo County Karen Canterbury GED Examiner Mingo County</p>	<p>5.7.1. Re-state as follows: "The Education Director (from state-approved group care facilities), parole officer, probation officer, or judge must submit an official court order or an official letter from a judge, parole officer, or probation officer that states the individual shall be admitted for GED testing."</p>	<p>A:O</p> <p>The rephrasing and word changes did not significantly change the intent of the policy.</p>
<p>11/17/03</p> <p>Rufus Canterbury Chief Examiner Mingo County Karen Canterbury GED Examiner Mingo County</p>	<p>5.7.2. Re-state as follows: "All youth who have taken the GED Tests as per section 5.7., but did not pass and are no longer adjudicated, must otherwise qualify under the requirements of this policy to complete testing or to re-test."</p>	<p>A:O</p> <p>The rephrasing and word changes did not significantly change the intent of the policy.</p>
	<p>§126-32-6. Residence.</p>	

10/31/03	Gordon Anderson Chief GED Examiner Hancock County, WV	6.1. Are we making sure we can test anyone, no matter which state they have a legal photo ID for? If so which address does the candidate use?	A:O	<p>The "Residence" requirement is being lifted in West Virginia. The world is so mobile these days that it is unfair to those residences living on the state borders to have to travel a long distance to take the GED when they could cross the state line and test within a few miles of their homes. Also, some states will not accept the scores from another state.</p> <p>The following states already have a no residency policy:          Arizona          Georgia          Iowa          Louisiana          Maine          New Jersey          South Dakota          Utah</p> <p>The applicants would use their mailing or street address.</p>
11/17/03	Rufus Canterbury Chief Examiner Mingo County  Karen Canterbury GED Examiner Mingo County	6.1. After the 1st sentence, insert the statement "The candidate does not have to be a WV resident."	A:O	<p>The rephrasing and word changes did not significantly change the intent of the policy.</p>
11/17/03	Rufus Canterbury Chief Examiner Mingo County  Karen Canterbury GED Examiner Mingo County	<p>§126-32-7. Transcripts of Scores.</p> <p>7.1. Re-state the 4th sentence as follows: "In addition, a money order to pay the cost of the research and printing, which is determined by the WV Department of Education's GED Office, must be included for each transcript/duplicate diploma requested."</p> <p>§126-32-8. Falsification of GED Tests Information and/or Center Violations.</p> <p>§126-32-9. Testing Fees.</p>	NA:O	<p>The Adult Basic Education staff feels that not accepting checks causes a hardship on our clients. Acquiring a transcript comes from the West Virginia GED Office; therefore, it does not mean that the county GED programs must accept personal checks.</p>

		§126-32-10. All correspondence regarding this policy should be directed to:		
		§126-32-11. Severability.		

Debra Kimbler, State GED Administrator  
 West Virginia Department of Education  
 1900 Kanawha Boulevard East  
 Building 6, Room 250  
 Charleston, WV 25305 0330

E-Mail: [dkimbler@access.k12.wv.us](mailto:dkimbler@access.k12.wv.us)  
 Fax: (304) 558-4874  
 Telephone: (304) 558-6315

## FISCAL NOTE WORKSHEET

(Submit 4 Copies)

HD NO \_\_\_\_\_ DRAFT NO \_\_\_\_\_ BILL NO \_\_\_\_\_ RESOLUTION NO \_\_\_\_\_

SUBJECT Policy 2444.4 Issuance of High School Equivalent Diplomas FUND \_\_\_\_\_

SOURCE OF REVENUE:  GENERAL FUND  SPECIAL  OTHER (SPECIFY) \_\_\_\_\_

COST OF ESTIMATE BASED ON:  AN ORIGINAL ESTIMATE  BUDGET BILL  OTHER (SPECIFY) \_\_\_\_\_

INCOME ESTIMATE BASED ON:  AN ORIGINAL ESTIMATE  BUDGET BILL  OTHER (SPECIFY) \_\_\_\_\_

SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 & GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

EFFECT OF PROPOSAL	ANNUAL		CURRENT	FISCAL YEAR	
	INCREASE	DECREASE		97-98	NEXT
1. ESTIMATED TOTAL COST	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
PERSONAL SERVICES CURRENT EXPENSES REPAIRS/ALTERATIONS EQUIPMENT OTHER	\$	\$	\$	\$	\$
2. ESTIMATED TOTAL REVENUES	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-

3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

DATE  
July 30, 2003

AGENCY  
West Virginia Department of Education

AUTHORIZED REPRESENTATIVE  


December 16, 2003

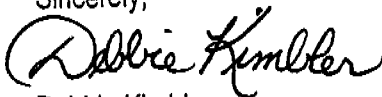
Rowena Harman  
Anthony Correctional Center  
HC-70, Route 92, Box N-1  
White Sulphur Springs, WV 24986

Dear Rowena:

Thank you for your comments on Policy 2444.4. It is noteworthy getting input from such an outstanding GED Examiner and Peer Trainer. I would like to respond to your comment concerning 126-32-5, 5.3.3 and 5.4.1. Section 5.3.3 states that a seventeen year old may waive the six month waiting period if a superintendent of a county feels that extraordinary circumstances exist, and Section 5.4.1 gives the sixteen year old, that is not adjudicated, permission to test if a superintendent of a county feels that extraordinary circumstances exist. Nevertheless, the young examinees must still provide Appendixes 4 and 5, unless they are adjudicated. Appendix 5 states that the sixteen or seventeen year old will be employed, attend college or a vocational school, or will be accepted into a branch of the military upon completion of the GED. Therefore, the young examinee must have a goal that will require a GED.

Once again thank you for your concern for GED Testing.

Sincerely,



Debbie Kimbler  
State GED Administrator

WVDE AT ANTHONY CORRECTIONAL CENTER  
HC 70 BOX N-1  
WHITE SULPHUR SPRINGS, WEST VIRGINIA 24986  
TELEPHONE: (304) 536-4151 FAX: (304) 536-4729

**TRANSFORMING LIVES  
THROUGH EDUCATION**

# Fax

To: Debbie Kimbler From: Ron Hamman

Fax: \_\_\_\_\_ Pages: 1/over

Phone: \_\_\_\_\_ Date: 11/3/03

Re: \_\_\_\_\_ CC: \_\_\_\_\_

Urgent  For Review  Please Comment  Please Reply  Please Recycle

CALL ME IF YOU CANNOT READ  
MY WRITING. Ron

**§126-32-2. State of West Virginia High School Equivalency Diploma.**

**§126-32-3. Applying for Testing.**

**§126-32-4. Basis for Granting the State of West Virginia High School Equivalency Diploma.**

**§126-32-5. Testing of Individuals Eighteen Years of Age and Younger.**

DEPH: E,  
DOES THIS MEAN (S.3.3 & 5.4.1) THAT 17 & 16 YEAR OLDS  
MUST HAVE EMPLOYMENT, GO TO THE MILITARY, GO TO COLLEGE OR  
VOCATIONAL / TECHNICAL SCHOOL BEFORE THEY CAN BE TESTED EVEN  
IF THEY MEET THE OTHER TESTING SITUATIONS?  
-ew

**§126-32-6. Residence.**

**Debbie Kimbler**

---

**From:** Debbie Kimbler [dkimbler@access.k12.wv.us]  
**Sent:** Thursday, November 13, 2003 2:26 PM  
**To:** Michael Burk  
**Subject:** RE: Policy 2444.4

Dear Michael:

Thank you for taking the time to read the proposed policy. It is noteworthy getting input from such an outstanding GED Examiner. Yes, you are correct. Even with these changes time will create new demands and more modifications will be needed.

Once again thank you for caring enough about GED Testing and Policy 2444.4 to respond.

Debra Kimbler  
GED Coordinator  
Building 6, Room 230  
1900 Kanawha Blvd., E.  
Charleston, WV 25305

304.558.6315

-----Original Message-----

**From:** Michael Burk [mailto:olegoat4@1st.net]  
**Sent:** Saturday, November 01, 2003 7:50 AM  
**To:** dkimbler@access.k12.wv.us  
**Subject:** Policy 2444.4

Debbie,

I read through the proposed policy changes and found them consistent with those that were discussed at our last state conference. Since I have limited application to all of the policy statements, I really can not contribute any new or innovative contributions.

As with most policies, time will create needs for more modifications.

Michael B Burk  
Chief GED Examiner  
Northern Regional Jail & Correction Facility  
Moundsville, WV

## Debbie Kimbler

---

**From:** Debbie Kimbler [dkimbler@access.k12.wv.us]  
**Sent:** Friday, November 14, 2003 10:55 AM  
**To:** Sharon Cole  
**Subject:** RE: Policy 2444.4

Sharon:

Thank you for taking the time to read the changes to Policy 2444.4. I am sure once you have completed several testing sessions the changes that were made will be more obvious. However, if you have any questions, please do not hesitate to contact me.

Thank you,  
Debra Kimbler  
GED Coordinator  
Building 6, Room 230  
1900 Kanawha Blvd., E.  
Charleston, WV 25305

304.558.6315

-----Original Message-----

**From:** Sharon Cole [mailto:scole@access.k12.wv.us]  
**Sent:** Monday, November 10, 2003 2:20 PM  
**To:** Debbie GED Kimbler  
**Subject:** Policy 2444.4

Debbie

I made a copy of this policy and added it to my files. Since I have only given one test I do not feel I can make comments yet. I did read it and the corrections made seemed appropriate. I am very much interested in learning all I can about the GED testing and reading this policy was helpful.

Based on my current experience with the program, I do not have suggestions for change yet. As I work with the program, though, I will be corresponding with your office when I see things happen that I feel need to be changed.

I feel I complied with all mentioned in the policy through my first testing experience in October.

Sharon Cole, GED Test Examiner  
Mason County Schools

**Debbie Kimbler**

---

**From:** Debbie Kimbler [dkimbler@access.k12.wv.us]  
**Sent:** Tuesday, December 02, 2003 4:14 PM  
**To:** Attendance  
**Subject:** RE: Policy 2444.4 Comments

Dear Mr. Walter:

Thank you for your comment on Policy 2444.4. The GED Test will still be available to youths 16, 17, or 18 years of age. The main difference in testing an individual that age is that a superintendent may recommend that the waiting period for an individual that is 16, 17, or 18 with extraordinary circumstances be waived.

If I have not addressed your concern, please do not hesitate to contact me.

Debra Kimbler  
GED Administrator  
1900 Kanawha Blvd., E.  
Bldg. 6, Rm. 230  
Charleston, WV 25305

-----Original Message-----

**From:** Attendance [mailto:attendance@jeffschools.net]  
**Sent:** Monday, November 17, 2003 3:52 PM  
**To:** dkimbler@access.k12.wv.us  
**Subject:** Policy 2444.4 Comments

General Comments:

Last school year (2002-03), Jefferson County had 33 of 99 students in a non-traditional setting, alternative in school GED program, earn a high school diploma or return to the traditional program at Jefferson High School. What a shame for the State of West Virginia and the people of Jefferson County to have 1/3 more dropouts each year in the future.

Testing of Individuals Eighteen Years of Age and Younger: And/or in an approved Alternative education program (pursuant to WV State Board Policy 2418) should remain.

Thanks,  
Joe Walter  
Director of Attendance/Alternative Education  
Jefferson County Schools  
110 Mordington Avenue  
P O Box 987  
Charles Town WV 25414

## Debbie Kimbler

---

**From:** Debbie Kimbler [dkimbler@access.k12.wv.us]  
**Sent:** Monday, December 15, 2003 11:20 AM  
**To:** Karen Canterbury  
**Subject:** RE: Comments on Policy 2444.4

Happy Holidays Rufus and Karen:

I took your comments about Policy 2444.4 to Bill Wilcox and Dr. Stan Hopkins the day that I received them. I was in Dr. Hopkins's office this morning their responses to the comments. He and Bill want to thank the two of you for your concern with GED Policy and bringing to our attention that the "strike through" did not show when the policy was downloaded. However, the rephrasing and word changes did not significantly change the intent of the policy.

I too want to thank the two of you for being outstanding GED Examiners, and your continual support for GED Testing.

Have a Merry Christmas.

Debbie Kimbler

-----Original Message-----

**From:** Karen Canterbury [mailto:karencanterbury@hotmail.com]  
**Sent:** Sunday, November 16, 2003 7:18 PM  
**To:** dkimbler@access.k12.wv.us  
**Subject:** Comments on Policy 2444.4

Several comments are attached.

---

Crave some Miles Davis or Grateful Dead? Your old favorites are always playing on MSN Radio Plus. Trial month free!  
<http://join.msn.com/?page=offers/premiumradio>

**POLICY 2444.4: ISSUANCE OF HIGH SCHOOL EQUIVALENCY DIPLOMA**  
**COMMENT/SUGGESTIONS**

**COMMENT PERIOD ENDS: November 17, 2003**

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**Directions: Please use this form to provide comments/suggestions**  
**regarding revised**  
**Policy 2444.4.**

Individual/Organization: Rufus and Karen Canterbury

Title: GED Examiners

Business: Mingo County Schools

Street Address: Rt. 2, Box 310

City/State/Zip: Williamson, WV 25661

<b>COMMENTS/SUGGESTIONS</b>
<b>§126-32-1. General.</b>
<b>§126-32-2. State of West Virginia High School Equivalency Diploma.</b>  <b>2.1. Last sentence should say, "The State of West Virginia High School Equivalency Diploma is issued only by the WV Department of Education."</b>
<b>§126-32-3. Applying for Testing.</b> <b>3.1. Change the last word from "site" to "center"</b>  <b>3.3. Re-state 1<sup>st</sup> sentence as follows: "A valid and current state-issued photo identification (i.e., driver's license, state alternative identification, military identification, or a valid passport) with current name, birth date, and signature will be required when registering and during all testing sessions."</b>
<b>§126-32-4. Basis for Granting the State of West Virginia High School Equivalency Diploma.</b>  <b>4.1. Change "State Department" to "WV Department of Education" and add the word "total" after the word "passing"</b>  <b>4.3. Change "State Department" to "WV Department of Education"</b>

126CSR32

Policy 2444.4

Page 2

**§126-32-5. Testing of Individuals Eighteen Years of Age and Younger.**

Section 4.1. should be deleted.

5.2.1. Re-state as follows: "The candidate has been officially withdrawn from a traditional classroom situation (i.e., officially withdrawn, home-schooled, and/or in an approved alternative education program) for a period of three months prior to test registration as evidenced by written documentation from the last school/system attended. Documentation must include withdrawal date as indicated in Section 5.1., home-schooled dates, or approved alternative education program dates, and the original class graduation date; or"

5.2.2. Delete the comma at the end

Section 4.2. should be deleted.

5.3.1. Re-state 1<sup>st</sup> two sentences as follows: "The candidate has been officially withdrawn from a traditional classroom situation (i.e., officially withdrawn, home-schooled, and/or in an approved alternative education program) for a period of six months prior to test registration as evidenced by written documentation from the last school/system attended. Documentation must include withdrawal date as indicated in Section 5.1., home-schooled dates, or approved alternative education program dates, and the original class graduation date.

Sections 4.2.1. and 4.2.2. should be deleted.

5.7.1. Re-state as follows: "The Education Director (from state-approved group care facilities), parole officer, probation officer, or judge must submit an official court order or an official letter from a judge, parole officer, or probation officer that states the individual shall be admitted for GED testing."

5.7.2. Re-state as follows: "All youth who have taken the GED Tests as per section 5.7., but did not pass and are no longer adjudicated, must otherwise qualify under the requirements of this policy to complete testing or to re-test."

**§126-32-6. Residence.**

6.1. After the 1<sup>st</sup> sentence, insert the statement "The candidate does not have to be a WV resident."

**§126-32-7. Transcripts of Scores.**

7.1. Re-state the 4<sup>th</sup> sentence as follows: "In addition, a money order to pay the cost of the research and printing, which is determined by the WV Department of Education's GED Office, must be included for each transcript/duplicate diploma requested."

**§126-32-8. Falsification of GED Tests Information and/or Center Violations.**

**126CSR32**

<b>§126-32-9. Testing Fees.</b>
<b>§126-32-10. All correspondence regarding this policy should be directed to:</b>

**Policy 2444.4**  
**Page 3**

<b>§126-32-11. Severability.</b>

**Please Mail the Completed Comment Sheet to:**  
**Debrah Kimbler**  
**State GED Administrator**  
**West Virginia Department of Education**  
**1900 Kanawha Boulevard East**  
**Building 6, Room 250**  
**Charleston, WV 25305-0330**  
**E-Mail Address: [dkimbler@access.k12.wv.us](mailto:dkimbler@access.k12.wv.us)**  
**Fax No.: (304) 558-3401**  
**Telephone No.: (304) 558-3401**

December 16, 2003

Bruce A. Goody  
Wood County Tech Center  
1515 Blizzard Drive  
Parkersburg, WV 26101

Dear Mr. Goody:

Thank you for taking the time to comment on Policy 2444.4. Your thoughts were caring and professional. I would like to respond to the following comments:

Section 126-32-3

3.1

In the GED Examiner's Manual, distributed by General Educational Development Testing Service (GEDTS), Section 4.1 discusses the need for a registration process. Many of our GED Examiners do GED Testing as a second job and do not have the luxury of having Adult Basic Education instructors and associate staff to do or assist with registration. Thus, the GED Examiners usually will do this task in the evenings.

A five-day registration prior to testing allows the GED Examiner to accomplish the following goals:

- 1) Collect fees early,
- 2) Organize the GED Testing session,
- 3) Prepare for accommodations,
- 4) Have the candidate to sign a registration form, which will be resigned at the time of testing,
- 5) Have an accurate count of the number of GED Tests Batteries,
- 6) Prepare a seating chart,
- 7) Look of all candidates on Oklahoma Scoring,
- 8) Prepare the test surveillance log,
- 9) Ensure re-testers receive a different form by checking records at Oklahoma Scoring.

Thus, the GED applicant must register for the GED Tests in person at least five business days prior to testing to give the GED Examiners ample time to meet the previous preparation steps and to make sure all applicants are eligible for testing.

Being a very efficient GED Examiner, you may not have experienced any problems that could occur with only a half-day wait prior to testing. Nevertheless, the five-day registration gives everyone ample time to make sure all GEDTS guidelines are met.

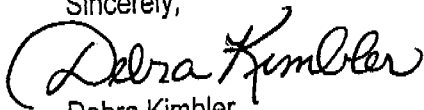
3.2

GEDTS mandates that the first time applicants must complete the demographic form, view the calculator and alternate format video, and to do calculator practice exercises. A waiver does not exist to omit this part of the GED Tests. Yes, it is not related to test security; therefore, an ABE instructor may assist the examiner in conducting this part of the orientation process.

As for the other comments which are not related to policy, I understand that this orientation is just one more road block or hurdle for the individual taking the GED Tests. Nevertheless, we must not forget that we are issuing a diploma that took the high school graduate thirteen years or more years to achieve. The WV Division of Technical and Adult Education is trying to get funding for the vouchers to eliminate this hurdle for the examinees.

Thank you for caring so much about your clients. Nevertheless, we must follow the guidelines set forth by GEDTS.

Sincerely,

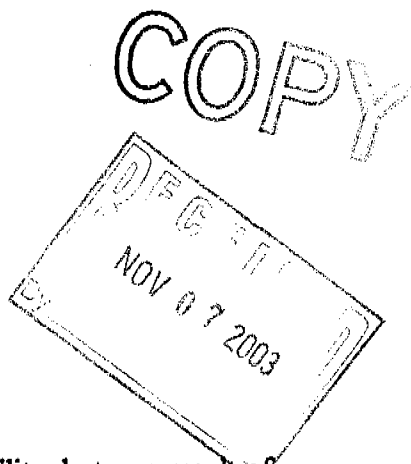
A handwritten signature in cursive script that reads "Debra Kimbler". The signature is written in black ink and is positioned above the printed name and title.

Debra Kimbler  
State GED Administrator

560 1

November 06, 2003

Debra Kimbler, State GED Administrator  
GED Office  
WVDE  
1900 Kanawha Blvd. East  
Bldg. 6, Room 250  
Charleston, WV 25305-0330



Dear Debbie,

The following comments are made not out of hostility, but as a result of sincere concern and empathy.

On the opening page of the "Notice of a Comment Period on a Proposed Rule" for Policy 2444.4 one of the stated purposes of the revisions is to "make the policy more user-friendly".

I do not feel that the requirements of 3.1 and 3.2 under Section 126-32-3 foster "user-friendliness", at least not on behalf of the candidates for GED testing.

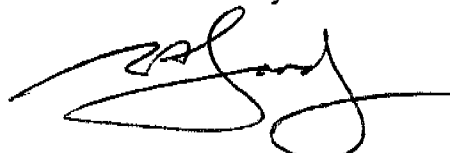
3.1 I am unfamiliar with the rationale for requiring registration "at least five business days prior to testing" and fail to understand why this cannot be a local site decision.

3.2 Since the items required to be covered during the mandatory orientation (completion of the demographics form and the registration form) can be accomplished at other times and since none of the items required during the orientation relate to test security (a waiver could be signed for the calculator and alternative format video), I fail to see the necessity of mandating such a session.

It appears that we have lost sight of servicing, accommodating and encouraging candidates to take the GED Test. Rather, the road blocks and hurdles to testing are increasing. Now, instead of having to possibly find a ride, rearrange a work schedule, miss work altogether, plan for a baby-sitter, etc. on one occasion in order to take the test, candidates are being asked to do this at least twice. Additionally, within months of raising the testing fee to \$50.00 (which in our case doubled the cost) the vouchers for free testing were eliminated.

I ask: What is our purpose? Is it to assist those wishing to get their diploma so that they can go to college, get an initial job, get a better job, increase their salaries, set an example for their families, improve their self-esteem...? If the answer is yes, then we are failing.

Bruce A. Goody



**Debbie Kimbler**

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**From:** Debbie Kimbler [dkimbler@access.k12.wv.us]  
**Sent:** Thursday, November 13, 2003 2:11 PM  
**To:** Gordon Anderson  
**Subject:** RE: Policy 2444.4

Gordon:

Thank you for commenting on Policy 2444.4.

3.3 Response: The word "preferably" remains because on the new driver's license the Social Security Number has been removed. Therefore, the Social Security Number is not required to get a GED.

5.4 Response: Section 4.2 Eligibility of Candidates to Take the GED Tests in the GED Examiner's Manual for the Tests of General Educational Development, published by the General Educational Development Testing Service (GEDTS), states for age limitation, "The GED Tests shall not be administered to persons under 16 years of age.

Therefore, according to GEDTS all sixteen year olds are eligible to take the GED Tests. Nevertheless, in West Virginia we want the sixteen year old to stay in school. However, sometimes extraordinary circumstances exist that only the county personnel that work with the student know. Thus, who is better than the local school superintendent to make such a recommendation.

It was never intended to supercede home bounding the sixteen year old student.

6.1 Response: The "Residence" requirement is being lifted in West Virginia. The world is so mobile these days that it is unfair to those residence living on the state borders to have to travel a long distance to take the GED when they could cross the state line and test within a few miles of their homes. Also, some states will not accept the scores from another state.

The following states already have a no residency policy:

- Arizona
- Georgia
- Iowa
- Louisiana
- Maine
- New Jersey
- South Dakota
- Utah

Sincerely,

Debra Kimbler  
GED Coordinator  
Building 6, Room 230  
1900 Kanawha Blvd., E.  
Charleston, WV 25305

304.558.6315

12/15/2003

-----Original Message-----

**From:** Gordon Anderson [mailto:ganderso@access.k12.wv.us]

**Sent:** Friday, October 31, 2003 3:03 PM

**To:** dkimble@access.k12.wv.us

**Cc:** Gordon Anderson

**Subject:** Policy 2444.4

Debbie

I have a couple comments:

1. On 3.3 "preferably a Social Security Number" Do drivers licenses have SS# on them?
  
2. On 5.4 Why are we testing 16 year olds? and Why are we leaving it up to the County Superintendents to make the recommendation? Is this so the county can get out of home bound services for 16 year olds?
  
3. Are we making sure we can test anyone, no matter which state they have a legal photo ID for? If so which address does the candidate us?

Thanks  
Gordon

## Debbie Kimbler

---

**From:** Debbie Kimbler [dkimbler@access.k12.wv.us]  
**Sent:** Friday, November 14, 2003 10:58 AM  
**To:** acvineyard@juno.com  
**Subject:** RE: Comment on Policy 2444.4

Dear Ann:

Thank you for commenting on Policy 2444.4. In the GED Examiner's Manual, distributed by General Educational Development Testing Service (GEDTS), Section 4.1 discusses the need for a registration process. Many of our GED Examiners do GED Testing as a second job and do not have the luxury of having Adult Basic Education instructors and associate staff to do or assist with registration. Thus, the GED Examiners usually will do this task in the evenings.

A five day registration prior to testing allows the GED Examiner to accomplish the following goals:

- 1) Collect fees early,
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- 3) Prepare for accommodations,
- 4) Have the candidate to sign a registration form which will be resigned at the time of testing,
- 5) Have an accurate count of the number of GED Tests Batteries,
- 6) Prepare a seating chart,
- 7) Look of all candidates on Oklahoma Scoring,
- 8) Prepare the test surveilliance log,
- 9) Ensure re-testers receive a different form by checking records at Oklahoma Scoring.

Thus, the GED applicant must register for the GED Tests in person at least five business days prior to testing to give the GED Examiners ample time to meet the previous preparation steps and to make sure all applicants are eligible for testing.

Being a very efficient GED Examiner, you may not have experienced any problems that could occur with only a half day wait prior to testing. Nevertheless, the five day registration gives everyone ample time to make sure all GEDTS guidelines are met.

Sincerely,  
Debra Kimbler  
GED Coordinator  
Building 6, Room 230  
1900 Kanawha Blvd., E.  
Charleston, WV 25305

304.558.6315

-----Original Message-----

**From:** acvineyard@juno.com [mailto:acvineyard@juno.com]  
**Sent:** Friday, October 31, 2003 2:37 PM  
**To:** dkimbler@access.k12.wv.us  
**Subject:** Comment on Policy 2444.4

Debbie,

My only comment is relative to section 126-32-3 Applying for Testing.

3.1 States that registration must be completed five business days prior to testing.

Is it really necessary to have the 5-day requirement? Currently we stop registration at noon on the day prior to testing and we have never had any problems with this time frame.

Anne Vineyard

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