

**WE'RE NOT  
DONE YET**  
2024 GED CONFERENCE

# **GED® Testing Centers: Demystifying the Approval Process**

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# Presenter

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# Today's Learning Objectives

- Understand GEDTS and Pearson VUE roles regarding testing centers
- Understand requirements to become a GED testing center
- Understand the different stages of the testing center approval process
- Answer your additional questions

# Background Information

**GED Testing Service** is the creator and owner/operator of the GED® test. GEDTS is currently testing in 48 states.

**Pearson VUE** is the technology partner for GEDTS. Pearson VUE's software is used to deliver the GED® test on computer.

In order to deliver the GED® test via computer an organization must become an authorized **Pearson VUE Test Center (PVTC)**

To become an authorized PVTC to deliver GED testing you will need to go through an **application and installation process** with Pearson VUE

# Home for GED® Educator & Testing Resources



# Key Information

Please go to the Become a Test Center page to review key technology and facility information.

[https://ged.com/educators\\_admins/test\\_admin/become\\_a\\_center/](https://ged.com/educators_admins/test_admin/become_a_center/)

The screenshot shows the GED website navigation menu. The 'Administrators' link is highlighted, and a dropdown menu is visible with the following items: GED Option™, Test Administration, Online Proctored Test, State Policies, GED Manager™, Become a Testing Center, Managing Your Test Center, and Administration Policies. The main content area shows the 'GED Program Overview' header and a banner with the text 'WE'RE NOT DONE YET'.

# Test Center Basics



# Becoming a GED Testing Center

All test centers have the option to be either:

1. **GED Only PVTC** - this means your center will become an authorized Pearson VUE Test Center and offer only the GED test *from the suite of PV tests*.
2. **Full PVTC** – offer the GED test and other computer based certification exams offered via Pearson VUE

*GED Only requirements are more relaxed.*

# GED Only PVTC Centers: Key Differences

- **Laptops** ARE allowed (must meet minimum tech specs)
- The **Test Administrator computer** can be a laptop, but it must be locked to the admin's desk via a locking cable when GED testing is occurring.

<https://home.pearsonvue.com/Documents/Test-center/GED-Only-Technical-Requirements.aspx>

# GED Only PVTC Centers: Key Differences

- **Lockable storage** for student's personal items is recommended, but not required. Note, students' personal items must be stored outside of the testing room.
- **Temporary desktop partitions** are allowed.
- **No minimum number of hours** per week/month you need to be open for testing.
- On a case-by-case basis **GEDTS can make exceptions** to standard Pearson VUE policies.

# Key Technical Information to Review



## GED Only PVTC

[GED Only Technical Requirements \(pearsonvue.com\)](https://www.pearsonvue.com)

Please have your IT staff review

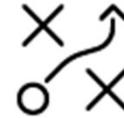
## Full PVTC

**Technical Requirements – Desktop Computers**

[PVTC Technical Requirements \(pearsonvue.com\)](https://www.pearsonvue.com)

- Please have your IT staff review

# Technical Restrictions



**See: PVTTC Test Center Technical Requirements Document**

## **PROHIBITED**

- Mac hardware running any operating system
- Chromebooks
- Hot Spots for wi-fi
- Wi-fi (unless installing CCT software)

# Facility Requirements



- [PVTC Facility Requirements](#)
- Testing room must be an **enclosed room (quiet and free from distractions)**
- Must have a **check-in desk** outside of the testing room
- **Digital photo and digital signature** for each test-taker

# Test Center Admin Area - Reception Area



Pearson Prof. Center



GED Testing Center

# Test Center Admin Area- Check-In Desk



GED Testing Center

# Facility Requirements



- Lockable storage is recommended, but not required (for GED only). You will need to have a **safe spot to store student belongings**
- Each test-taker workstation must have approximately **4 feet of separation between workstations** or have privacy divider screens

# Test Center Admin Area - Lockers



Pearson Prof. Center



GED Testing Center

# Test Center Testing Room - Workstations

Note: Partitions are not required for a GED testing center. Minimum 4 feet of distance between stations is required.



Pearson Prof. Center



GED Testing Center

# Proctor Location



The examiner(s) can proctor GED testing any of the following ways:

- Examiner is in the testing room
- Examiner monitors room from check-in station via video surveillance
- Examiner monitors room from outside the room via a clear glass window or wall that provides a view of all test-takers

# Proctor Location



- Examiner view should allow them to see test-taker hands during testing (this is a very common exception for GED)
- Examiner to test-taker ratio is one examiner for every 15 test-takers

# The Application Process



# Application Process



Application



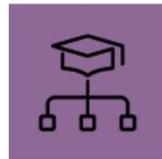
Site Agreement and Quality Approval



Software Installation



Test Administrator Certification



Activation and Testing

# Application Phase



1. Test center completes any state-specific application.



2. Test center completes PV online application found here: [Test center application // Become a test center // Pearson VUE](#)



3. Pearson VUE contacts SRM for approval.



4. SRM verifies approval with the State HSE Admin (if not already known).

*Throughout this process the SRM from GED Testing Service and the CCOM from PV will remain involved and help solve any issues that may arise.*

## Site Agreement and Quality Approval Phase

There are two next steps:

1. Test center must review and sign the **Pearson VUE Test Center Agreement**.
2. Test center must upload & submit **digital photos of their test center** and those photos must be approved by the Pearson VUE Channel Quality team.

Photo checklist:

[Pearson VUE Checklist Photo PVTC.indd](#)

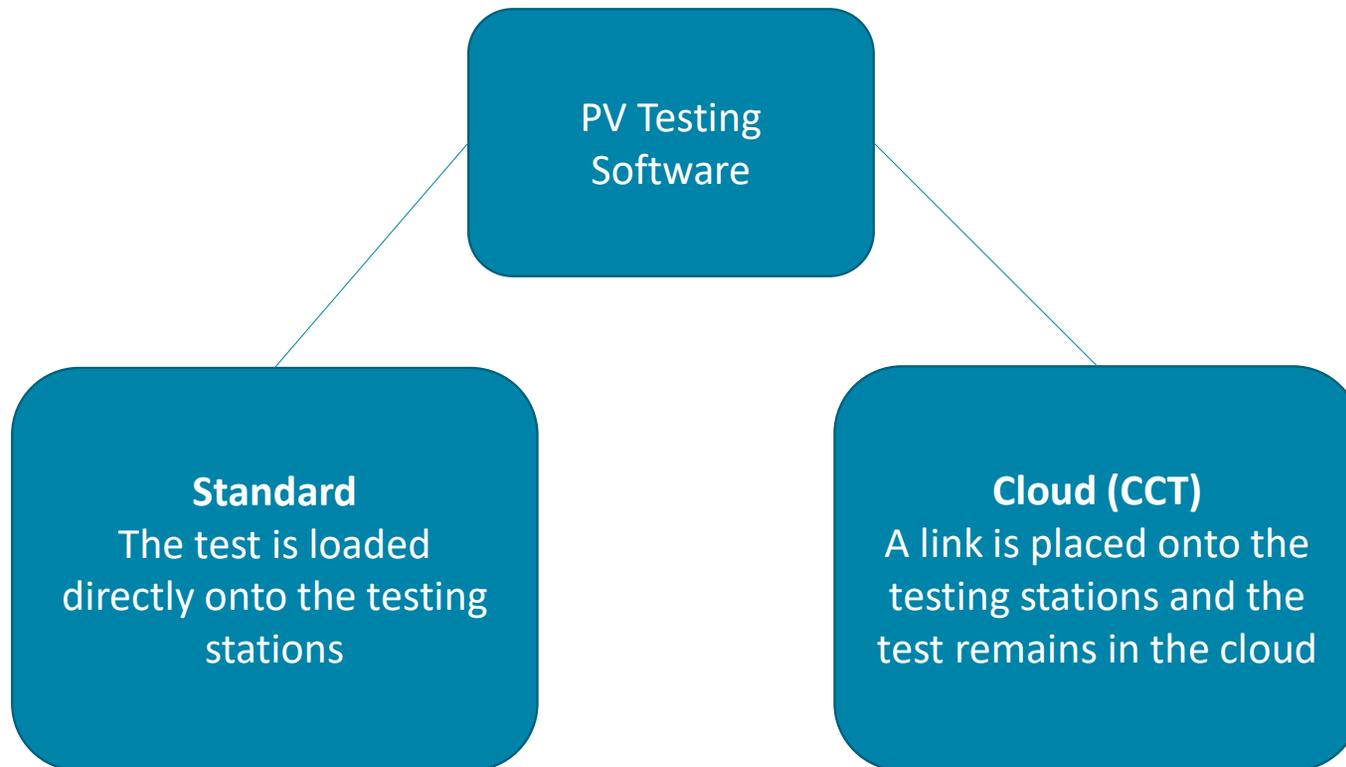
# Photo Checklist Tips

- Current pictures
- Label your pictures as directed
- Submit “test day ready” photos (Stage it like you’re trying to sell your house!)
- If you’re applying for GED exceptions, show the space as it would be used with those exceptions.
- Note: A special accommodations room is NOT required.

## Software Installation Phase

- Security kit – All non-corrections test centers must purchase a security kit which consists of 2 digital cameras and digital signature pad.
  - Security kits can be purchased via Pearson VUE or elsewhere as long as test center purchases specific model of camera/pad. Model #s available on p. 6 of the Technology Requirements document.
  - Cost of security kit is \$450 if purchased via Pearson VUE (one time cost including shipping).
- Your IT staff (with full local admin rights) will need to be involved with installing the necessary software. VUE Support Services (VSS) will be available to troubleshoot if needed.

# Standard vs. CCT



## Software Installation: Standard Software

- **You install the software** via a provided link (tech support available but not pre-scheduled)
- Periodically **you will need to run software updates** to keep the software up to date and secure.
- If you have **more than 15** test computers, you need an **additional server**.
- Can administer test **offline** (no constant internet connection required)

## Software Installation: Cloud Control Technology (CCT)

**CCT software** delivers the GED test with some advantages over the standard software install.

- CCT software install is **faster to install** than the standard software (pre-scheduled with VUE Support Services)
- CCT **functions as a server** in large testing centers with 15 or more computers.
- Software updates are handled **via the cloud** (not manually).
- Requires **internet connectivity** that is stable and reliable.
- You must be a **GED Only** center in order to go the CCT route.

## Test Administrator Certification Phase

- Test Administrators/Proctors must take and pass the Pearson VUE proctor exam & complete a pre-activation case that VUE will send.
  - Training documentation will be available after installation of the testing software.
  - Training consists of text and video.

## Activation Phase

- Test center sets their available **testing hours** in the VUE system and runs some checks
- Pearson VUE conducts a **Welcome Call** with each new test center in order to make sure they are ready to be activated
- **Site is activated** and may begin testing!

## Corrections Testing Center Summary

- Apply here: [Correctional facilities // Specialty testing // Become a test center // Test centers // Pearson VUE](#)
- No photos required for Quality approval
- No security kit required
- Requires Standard Software installation
- May be delivered offline
- May be delivered on laptops

# Operating Your GED Test Center

The Pearson VUE software handles the **scheduling logistics**, e.g. if your center closes at 4pm the scheduling software won't allow a student to schedule a 2 hour test starting at 3pm.

**Accommodations** such as extra time or extra breaks are handled seamlessly via the scheduling software.

Your center will be provided with **erasable notebooks and pens** that you will distribute to students to use as scratch paper

**Test center support line** will be available to you as well as other support tools and resources.

# Communications

- Be on the lookout for emails from multiple entities within PV: Sales, Quality, Care, VSS, etc.
- Always feel free to copy the SRM and CCOM on your communications with Pearson VUE



# Questions?

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