GED Testing Service and Pearson VUE are committed to partnering with your testing center to help you transition from pencil and paper testing to the GED® test on computer.

The GED® test on computer provides adults with improved access to today’s GED® test, while preparing them for the demands of tomorrow’s jobs and postsecondary education. It also allows for consistent delivery, scoring, reporting, and test security.

Since 2011 we’ve had hands-on experience helping pencil-and-paper testing centers incorporate computer testing into their world. We’ve worked with centers of all shapes and sizes and learned some important steps along the way.

Use this toolkit to plan your successful conversion.
PLANNING YOUR CONVERSION

THE COMPUTER LAB

Every testing center should consider multiple options for its computer lab’s location. In the event the desired location for a lab is no longer available, testing center staff can act quickly to keep their conversion timeline on track.

1. Identify two locations during the initial planning stages of becoming a PVTC.

2. Start small if you need to. Remember that you only need two computers—one administrative workstation and one test-taker workstation—to initiate the GED® test on computer. Then create a growth plan to add more as demand increases.

3. Find local contacts that make facility decisions, such as a vice president at a community college or an assistant superintendent of a school district, and share information about GED® testing on computer and your plans.

4. Keep in contact with your Pearson VUE Channel Manager throughout the process. They have plenty of experience with last minute or unexpected changes and might offer good suggestions to move your site toward activation.

Medium site: Nine workstations with full dividers for security. (4 shown)

Large site: 15 workstations, 5 with full dividers and 10 with four feet of space for security. (3 shown)
THE SCHEDULING CHANGE

One big change from the pencil-and-paper world to the GED® test on computer is scheduling. Centers offer available scheduling days and times and test-takers do the rest. No more batch testing that requires everyone to arrive and start at the same time.

What does my center need to do?
- Create the lab's hours of operation
- Specify what holidays you’ll be closed
- Draft driving directions to your center (for online use)
- Be prepared to specify how many seats are available for testing

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<td>Depends on the batch scheduling</td>
<td>One subject—or all five—depending on seat time</td>
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WHO CAN HELP?

Getting the right people involved at the right times will help ensure a smooth transition. Here are some examples of people that have been helpful at other testing centers that converted:

**Senior level representative:** Someone who can make decisions and help advocate for any changes needed to set up computer-based testing at your site.

**GED Chief Examiner™:** Ideally, someone with experience working in a computer-based testing environment. This person will help oversee your center’s computer-based testing experience and is a great candidate for your PVTC Test Administrator.

**IT staff:** Someone who is familiar with your jurisdiction’s data management process and system, and who can help implement technology changes at your site.

**Adult education representative:** Someone who previously collaborated with your office on an adult education program or campaign and can act as a liaison to the adult education community about how the CBT system works for test-takers.

**Accounting or finance manager:** Someone who understands the billing and invoicing process and can help advise on new payment and compensation systems.

**Marketing communications manager:** Someone who will help spread the word about the change within your testing center and community, including written communications, website, and other outlets.

**GED® Option program coordinator (in applicable states):** Someone who oversees or helps with the GED® Option program.
THE APPLICATION

The transition to GED® testing on computer will eliminate a lot of paperwork from your everyday life. We promise. There’s just a little bit of paperwork that’s necessary before the transition can happen: the application.

Make sure the application process doesn’t slow down your conversion. It’s a simple two-step process. Your GED Testing Service Program Manager or Pearson VUE Channel Manager will walk you through the details, but here’s the basic idea:

1) Application

You’ll download an application with several forms that need to be reviewed, signed, and returned to Pearson VUE. Don’t get bogged down by all the different forms. You can simply sign and return Part 1 to get the ball rolling.

2) Site approval

You’ll be asked to send photos of your testing center, including the front of the building, lab, parking lot, and floor plan. We will outline the specifics of all the necessary photos when your application is being processed.

Send your site floor plan or, if you don’t have one, simply draw it out.
THE CHECKLIST

This checklist will help you keep track of your center’s to-do list when your conversion is underway.

☐ Download application at pearsonvue.com/pvtc

☐ Submit Part 1 completed

☐ Complete contract

☐ Confirm/Set up the testing room environment

☐ Send photos to Pearson VUE for approval

☐ Make sure Part 2 has been submitted

☐ Complete quality approval

☐ Install software

☐ Complete training

☐ Complete activation

☐ Update your website and start telling students

Getting started is easy.
Contact your GED Testing Service Manager to learn more or visit GEDtestingservice.com/offerCBT
TOMORROW'S WORLD DEMANDS EDUCATION

Offer the GED® test on computer

“We have been giving the GED® computer-based test since February 2012 and love it...the transition was very easy. I’m so happy to no longer have to do all the GED® paperwork.”

Shirley Siovaila
Lafayette, Indiana
Ivy Tech Corporate College

“Our test-takers are choosing to take the GED® test on computer and they’re passing. Over 40 people have taken the test on computer and all have passed.”

Linda Mann
Broken Arrow, Oklahoma
Union Adult Learning Center

Same Test, New Delivery, Better Results

Across the country, GED® test-takers are excited about the opportunity to test on computer. State by state, we’re hearing the same things: they love the instant score results and 24/7 registration and scheduling.

No Pencil, No Paper, No Problem

With a full year’s experience implementing the test on computer, GED Testing Service and Pearson VUE are well-equipped to add the GED® test on computer to testing centers of all shapes and sizes. Plus, offering the GED® test on computer makes your life easier:

• Simple scheduling
• Less paperwork
• Better security
• More flexibility
Become a PVTC in 5 Easy Steps

To offer the GED® test on computer you must become a Pearson VUE Authorized Testing Center (PVTC).

1. **Contact:** Contact your state GED Administrator™ and GED Testing Service manager to get started.

2. **Apply:** Review the Pearson VUE technical specifications and facility requirements found at [www.pearsonvue.com/pvtc](http://www.pearsonvue.com/pvtc) and complete the application.

3. **Approval:** Once approved, you’ll receive a pre-activation kit and you’ll need to provide proof that you purchased the Enhanced Security Protocol (ESP) kit.

4. **Install:** Install the testing software with the assistance of the Pearson VUE Support Services team.

5. **Train:** The Test Administrator can review the online guide and sit for an open book certification test.

**Getting started is easy.**

Contact your GED Testing Service Manager to learn more.
Registering for the GED® Test on Computer

Test-takers can register online, through the Pearson VUE call center at 1-877-EXAM-GED (392-6433), or at select test centers.

**Step 1: Create Your Account**
- Start by visiting [www.GEDcomputer.com](http://www.GEDcomputer.com), click on Register Today
- Enter your legal name as it appears on your primary identification
- Remember that an email address will be required for this step
- Once your account is created, you’ll receive an account activation email

**Step 2: Complete Registration Questions**
- Click the activation link in your email
- Change the username to something you will remember and create a password. You will then be sent to the welcome page.
- Log in using the username and password you just created.
- Click the button at the bottom of the page to verify your contact information
- Click the circled number two and complete the registration questions
- Click the registration form that appears for the state, province, or territory where you will test and complete the next set of questions

**Step 3: Provide Additional Documentation (if necessary)**
- Some test-takers may be required to supply supporting documentation in order to test
- If your status on the home page indicates that you will need additional documentation, you will receive an email with your next steps

**Step 4: Schedule Your Test**
- After completing the registration questions, click on the circled number three, and schedule
- In certain cases you may be asked to supply additional information before you can schedule your test
Scheduling the GED® Test on Computer

Test-takers can register online, through the Pearson VUE call center at 1-877-EXAM-GED (392-6433), or at select test centers.

**Step 1: Select Your Test**
- Start by visiting www.GEDcomputer.com, click Register Today to enter the system
- Click on the scheduling link to start the process
- Select the 2002 Series GED® Test, and then the language
- All five content areas (which are called modules) will be displayed with the length and price of each
- You can select as many content areas as you wish
- There will be a 10 minute break between each content area
- **If you schedule all 5 content areas in one session you will not receive a lunch break**
- **To schedule a lunch break, create separate sessions within the same day**

**Step 2: Select Your Location, Date, and Time**
- You will see test centers located closest to the address you provided during registration
- You can select up to three test centers to compare availability for the content areas you have selected
- Once the location, date, and time are selected, an appointment confirmation screen will appear

**Step 3: Pay for the Test**
- Enter your credit card or debit card information for payment
- Review the testing policies and submit your order for processing

**Step 4: Review Your Receipt**
- You will receive an email with appointment details that include the test time, test center address, identification required, the cancellation and reschedule policy, and any additional items that you will need to bring to the test center
In Lancaster, CA, the Antelope Valley Adult School proudly proclaims a motto and a mandate: “Education for Life.” The school serves as an opportunity for the city’s adult learner population to achieve their educational goals and improve their lives. The GED® testing program is a major part of the school’s outreach, logging more than 500 test-takers in 2012 and anticipating even more in 2013.

There was a moment of clarity in Evelyn Lenton’s California testing center after they launched the GED® test on computer. With years of pencil and paper testing under their belt, something seemed strange about the new delivery.

“The biggest ‘a-ha’ moment was when our office staff realized they wouldn’t have to take care of all the paperwork involved with scheduling a candidate for a paper-pencil test,” Lenton said. “‘You mean they will do all the registering online? We won’t have to help them?’”
The GED® test on computer’s online registration and scheduling is a benefit for both test-takers and testing centers. The test-taker can schedule their test from the comfort of home—or anywhere with Internet connection—while the testing center deals with less paperwork.

But like any new process, it takes a little getting used to.

“This has probably been the most difficult part for the administration to grasp, but I think we are on the right track now,” Lenton said. “We have had everyone show up and start at the same time for so many years that there has had to be a bit of a paradigm shift.”

That shift is a fundamental change in your testing center’s function—one that encourages a flexible opportunity for test-takers to schedule seat time when it’s most convenient for them. It’s a shift toward providing a testing lab with hours of operation, available workstations, and the opportunity for test-takers to sit for the GED® test when it’s most convenient.

Lenton describes the change in mentality as wide reaching in her testing center. It trickles down from the front office to the teachers, who need to adjust their thinking and teaching. Instead of preparing everyone to take the test in a two-day session of testing, they prepare them for each subject area test and let the student test when it’s convenient for them.

“I think this shift in teaching focus will push more students to test in subject areas as they take each class,” she said.

Overall, the new change in registration and scheduling creates a better testing experience for test-takers.

“They will have the ease of registering and scheduling their exams to fit with their schedule; they won’t have the pressure of preparing for everything at one time; they won’t have the stress of finding childcare or getting off work for the two days of paper-pencil testing,” Lenton said. “For our center, it will mean a smoother transition to the 2014 test; a better testing experience for our examinees and our staff.”

For Antelope Valley Adult School, the GED® test on computer may create new ways of doing business, but the end result is the same: A GED® test credential, a new achievement, and education for life.

Getting started is easy.

Contact your GED Testing Service Manager to learn more or visit GEDtestingservice.com/offerCBT
Union Adult Learning Center was one of the GED® test on computer pioneers in Oklahoma. The center was established nearly 20 years ago by Union Public Schools and features the GED® test and preparation classes. Today, the center serves more than 3,000 students annually and hosts a ceremony to celebrate GED® graduates each year.

One major obstacle for most testing sites is making sure the conversion is possible within an annual budget. When Union Adult Learning Center learned they were going to be the first school district in Oklahoma to offer the GED® test on computer, they knew a budget approval would be necessary.

“It’s always an issue for public schools to get the budget,” Mann said. “In our case, you have to get school board approval. It takes a couple months to get your things approved.”
The Union Adult Learning Center presented its case to the school board and spoke about the importance of the GED® testing program within their community. A unique selling point was the additional income the testing center would earn from becoming a Pearson VUE Authorized Testing Center (PVTC) and offering other tests.

Mann said becoming a PVTC—and being able to offer hundreds of other exams—was helpful.

“Being a PVTC is one of the justifications to my school district,” she said. “We’re opening up a new avenue for revenue in our district.”

Delivering the additional tests helps keep the testing center full of test-takers and generating income. And it opens up new educational opportunities for the local community.

The presentation to the school board went well. Union Public Schools has a strong commitment to its adult education program and the budget was amended to make room for the computer-based testing lab.

The Growth Plan

Union Adult Learning Center has a capacity of 15 workstations. The site started with nine and plans to work up according to test-taker demand. Thanks to positive testing numbers, the growth plan will begin to take shape soon.

“Now that we’re up and running we want to add two more this year,” Mann said. Eventually, she thinks their lab will accommodate the maximum 15 workstations. But she’s happy to add little by little as demand continues to grow.

Testing centers may be disappointed to open up a large center and not be filled to capacity immediately, she said. But as word spreads about your center, what tests are offered, and where you’re located, the seats will begin to fill more consistently and growth will be possible.

“My overall summation is that it’s a very positive thing, good publicity for your community, and for the public school. It adds another dimension to your district and can be an asset in your community,” Mann said. “Not only do we do the GED® test, but we do the tests to certify you to become a personal trainer or any one of the 300 tests that Pearson VUE delivers.”

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