

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: GED Testing Centers		
Policy Number: 108.04	Effective Date: 2/14/2018	Page Number: 1 of 3
Authority: Commissioner	Originating Division: Inmate Services Division (Education)	Access Listing: Level I: All Access

I. Introduction and Summary: Facilities within the Georgia Department of Corrections provide for the General Education Development (GED) Testing of offenders.

II. Authority:

- A. O.C.G.A. §§ 42-5-64, 42-5-57, 42-5-5.1, 42-9-42, and 42-8-35.1;
- B. GDC Standard Operating Procedures (SOPs): 210.04 Inmate Probation Boot Camp and 408.01 Contract Services;
- C. Technical College System of Georgia (TCSG) Policies;
- D. The General Educational Development Testing Service (GEDTS) Policies; and
- E. ACA Standard: 4-4464.

III. Definition:

TABE - Test of Adult Basic Education.

IV. Statement of Policy and Applicable Procedures:

- A. Central Office will make the determination as to the selection of GED testing sites.
- B. Contracts:
 - 1. Central Office, in consultation with local facilities, enters agreement with local adult education centers for the provision of GED testing.
 - 2. Contracts are generated in Central Office and are sent to local adult education centers for signatures.
 - 3. Contracts are valid when signed by the designated authority from the adult education center and the Commissioner's designee.

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C. Security:

1. On designated test day(s), only test administrators and/or GDC staff will have access to test equipment setup.
2. The GED testing materials and equipment are inventoried before and after each test administration by the test administrator or approved alternate examiner.

D. Offender Qualification Procedure:

1. The GED teacher or other authorized staff member at the offender's institution verifies that the offender is prepared to take the GED exam by having scored at least 11.0 on TABE Level A, or meeting set requirements of another approved assessment, and a minimum of 145 for the applicable subtest on the official GED practice test.
2. Teachers must obtain approval from the Regional Principal or central office education staff to make exceptions to the minimum requirements.

E. Examination Procedure:

1. The Test Administrator, or approved alternate, administers the GED exam per the procedures outlined in the Examiner's manual for the Tests of the General Educational Development.
2. Test Administrator or approved alternate verifies the identity of the examinee by state I.D. card.
3. A test roster is maintained for each testing session.

F. Record Keeping and Reporting:

1. TCSG issues the GED diplomas to each examinee.
2. Copies of GED transcripts and diplomas are maintained in the school and institutional files.

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3. Each facility submits a report on GED testing to Central Office Education Services through SCRIBE and any other required data collection format.
- V. **Attachments:** None.
- VI. **Record Retention of Forms Relevant to this Policy:** None