



**Administrative Policies and Procedures: 21.15**

<b>Subject:</b>	<b>General Educational Development (GED) Guidelines for Pre-GED Candidates</b>
<b>Authority:</b>	TCA 37-5-105, 37-5-106
<b>Standards:</b>	<b>DCS Practice Standard:</b> 6-400, 6-402
<b>Application:</b>	To All Department of Children's Services Employees

**Policy Statement:**

The Department of Children's Services youth development centers are addendum General Educational Development (GED) testing sites under a GED testing center and are therefore required to comply with rules, regulations and guidelines set forth in this policy and the GED Testing Service.

**Purpose:**

To outline procedures for administering GED testing in YDC's.

**Procedures:**

<b>A. GED candidate readiness</b>	<p>GED candidates must meet the following eligibility requirements for admission into the Pre-GED program:</p> <ol style="list-style-type: none"> <li>1. At least 17 years of age;</li> <li>2. Less than 15 academic credits earned;</li> <li>3. Unable to graduate on time with his/her graduating class; and</li> <li>4. An average score of at least 400 on an Official Practice Test.</li> <li>5. The admission decision is made in consultation with the Child and Family Team.</li> </ol>
<b>B. Registration</b>	<p>At least ten (10) business days in advance of the confirmed test date, the GED Instructor/Coordinator at the YDC will forward to the GED Chief Examiner the:</p> <ol style="list-style-type: none"> <li>1. YDC's registration package that includes a Pre-Testing form; and</li> <li>2. Individual testing folders that contain:             <ol style="list-style-type: none"> <li>a) GED test application,</li> <li>b) A copy of the candidate's social security card or application for social security card, and</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>c) A copy of the candidate's birth certificate</li> <li>d) An entire copy of the last Official Practice Test administered that documents at least a score of 450 per content area, 500 average battery score, and a total score of 2500 on an Official Practice Test in order for the candidate to be registered for the GED exam.</li> </ul>
<p><b>C. Re-scheduling confirmed test date</b></p>	<p>The confirmed test date will be rescheduled if the registration materials are not received in one complete package at least ten (10) business days in advance of the confirmed test date.</p>
<p><b>D. Waiver of eligibility</b></p>	<ol style="list-style-type: none"> <li>1. The GED Chief Examiner will approve those candidates that will be tested on the confirmed test date. If a candidate is recommended for testing and he/she does not meet the eligibility requirements, the candidate will not be issued a GED exam. The YDC Principal will be notified immediately, by email, of the denial of admission to test.</li> <li>2. The YDC Principal may appeal a denial of admission to test by providing adequate justification to the GED Chief Examiner, by email, at least five (5) days prior to the confirmed test date.</li> <li>3. Students who have already been placed in the GED program, either in a previous placement or in the current placement, may be removed from the GED program when:             <ul style="list-style-type: none"> <li>a) It appears that such placement was in error due to student readiness for the GED, in terms of either personal maturity or educational skills.</li> <li>b) The student demonstrates a pattern of lack of effort or progress, which impacts his own probable success or that of others.</li> </ul> </li> <li>4. This determination will be made by the GED teacher in consultation with the Principal or his designee and the Educational Representative of the student's Treatment Team, including the parent.</li> </ol>
<p><b>E. Transferability of GED program completion</b></p>	<ol style="list-style-type: none"> <li>1. Students who transfer between YDC's and meet the GED candidate readiness criteria, will be immediately scheduled, within thirty (30) days, into the receiving YDC's GED preparation program to ensure continuous delivery of their alternative educational program of studies.</li> <li>2. Students who transfer between YDC's that are identified as GED "non-completers" (those that have tested on the GED 2002 in the past and were not successful) will be immediately scheduled, within thirty (30) days, into the receiving YDC's GED preparation program.</li> <li>3. GED "non-completers" are not required to take the Official Practice Test by virtue of having taken the actual GED exam. These candidates should be remediated using other resources such as those found at <a href="http://www.ket.org/ged">www.ket.org/ged</a>.</li> <li>4. Candidates should not be administered the Official Practice Tests more than three (3) times per contract year and shall not take the same Official Practice</li> </ol>

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	Test more than once. <b>NOTE:</b> Special Education students may be placed in GED classes by IEP team decision.
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<b>Forms:</b>	<i>None</i>
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<b>Collateral documents:</b>	<i>None</i>
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