

State of Alaska
Department of Labor and Workforce Development

Division: Employment and Training Services	Policy: 07-544
Subject: GED Manager™ User Access	Pages: 3
Reference: GED Testing Service (GEDTS) Reference Guide; Pearson VUE Confidential GED Exam Sponsor Guide; GED Testing Services GED Welcome Reference Guide ; GED Manager Access Guide ; 8 AAC 99.120 Eligibility	Effective: 02/22/2023
Approved: <u> <i>Patsy Westcott</i> </u> Patsy Westcott, Director	<u> 2.22.23 </u> Date

1. Parties Affected:

This policy applies to subrecipients of public funds from the Division of Employment and Training Services (DETS), General Education Development (GED) Testing Centers, GED Prep Centers, and to DETS staff.

2. Background:

This policy establishes level(s) of access for entities interested in accessing GED Manager™ to assist GED Testers in the completion of obtaining an Alaska High School Equivalency Diploma.

GED Manager including GEDPrep Connect™ is an exclusive portal designed by GED to help educators & test administrators manage their programs. The GED Manager system provides users with an efficient and streamlined way to:

- View test-taker activity and scores from the GED Ready as well as scores from the GED test
- View test-taker demographic information
- View test-taker accommodations status
- Approve exceptions for under-aged testers

3. Policy:

In accordance with GED Testing Service (GEDTS), GED Manager and GED Analytics™ Data Applications End User Terms of Use Agreement, users agree to adhere to the terms and conditions under which GEDTS permits access to test-taker data through GEDTS's Applications. As a condition of using GEDTS's Data Applications and accessing any records in GED Manager, the user agrees to comply with the terms and conditions and to only use GED Manager in accordance with their official job duties consistent with the agreement signed with GEDTS. If the user uses GED Manager in any way inconsistent with the signed agreement or violates any of the restrictions, the user's rights under the agreement shall immediately and automatically terminate.

To maintain compliancy with GEDTS and Pearson VUE, “no one directly involved in GED instruction, adult basic education or adult literacy, and no secondary education program staff, adult secondary program staff, alternative high school education program staff or developmental education staff, can serve as a test administrator in a GED test center” ([GED Testing Services GED Welcome Reference Guide](#)). For small programs with only one individual able to fulfill both roles, the program can apply for a two year maximum exception. Exceptions are not guaranteed and must be approved by the State Jurisdictional Administrator, GEDTS Vice President of Operations and Assessment Services, and GEDTS legal department. To request an exception, please contact the State Jurisdictional Administrator for more information at ak.adult.ed@alaska.gov.

To obtain access to GED Manager, individuals must complete the [GED Manager access form](#). Access to GED Manager requires permission from the State Jurisdiction Administrator. Any requests received will be sent to the State Jurisdiction Administrator by GED Testing Service for approval prior to processing. The levels of access will apply to entities requesting access to GED Manager within the jurisdiction of Alaska.

1. DETS GED Administration Staff - Jurisdiction Admin Access

The user can view student accounts within the entire jurisdiction of Alaska, Edit Candidate Name, change DOB and Options, Mark fictitious, update inmate flag and corrections program, manage exceptions, view status of accommodations, and have access to GED Analytics Explorer for aggregated data and individual student account information.

2. Adult Education Grantee and/or GED Testing Center Program Manager - Jurisdiction View Only

The user can view student accounts within the entire jurisdiction of Alaska. They have read-only access to student data including test scores and the ability to print score reports. Access to GED Analytics Lite is available upon request and provides aggregated data for program usage. Maximum of one user account per site.

3. Adult Education Grantee Staff, GED Testing Center Staff, and/or GED Prep Center Program Manager and Staff - Student-authorized view

Users are associated to a student when the student selects their adult education center. These users may be assigned to multiple centers and can only view students who have selected their associated adult education centers, have answered the legal statement "YES", and do not have an open age exception. These users can only view associated student scores, score report, and test history.

4. Corrections Program Manager - Corrections User and Jurisdiction View Only

GED program administrators at correctional facilities only. They have the ability to simulate student accounts and create accounts for corrections students. Users can view students in correctional institutions and view student accounts within the jurisdiction of Alaska. They also have the ability to print score reports. Maximum of two user account per site.

5. Corrections Staff - Corrections User

GED administrators or educators at correctional facilities only. Users have the ability to simulate student accounts and create accounts for corrections students. Users can view students in all correctional facilities within their department. They also have the ability to print score reports.

6. Corrections Staff – Authorized Site Specific User

GED administrators or educators authorized at site specific correctional facilities only. They have the ability to simulate student accounts and create accounts for corrections students. Users can view students in site specific correctional facilities. They also have the ability to print score reports.

Manage Exceptions (Additional Role Available Upon Request)

This permission is added to either a Jurisdiction View Only or Student-authorized view account and gives users the ability to view and manage age exceptions for testers who are 16/17 year old. State regulations must be followed and documentation must be maintained for a period of 5 years. Maximum of two user account per site. [8 AAC 99.120 Eligibility](#)