General Educational Development Testing Service
Title changes for Test Center Personnel

OLD Titles	**NEW Titles**
GED Examiner	GED Operations and Administration Officer **OR** GED Operations Officer and GED Administrations Officer
GED Alternate Chief Examiner	GED Examiner
GED Proctor	GED Proctor

Registration Staff	GED Registration Staff

For nearly 60 years, the titles "Chief Examiner" and "Alternate Chief Examiner" have described the two positions in charge of operating Official GED Testing Centers. Originally, the GED Chief Examiner's primary responsibilities were to sign the annual contract with GEDTS, the State and the local jurisdiction; to serve as manager of the GED testing program at an official GED Testing Center; to attend at least one annual meeting called by the GED Administrator; and to train the local center's staff. The GED Chief Examiner has also traditionally been charged with the management and oversight of a high quality-testing program that assures access to all qualified GED candidates and that guarantees the integrity of the GED Tests and their administration. In addition to administering the GED Tests, the GED Chief Examiner calculated the appropriate number of tests needed, ordered those tests, inventoried the tests upon arrival, and hired and trained staff members. A Testing Center's Alternate Chief Examiner was required to have the same qualifications as the Chief Examiner, but the Alternate Chief Examiner was responsible <u>only</u> for administering the GED Tests.

In many jurisdictions, the role of the GED Chief Examiner has changed over the years to that of local administrator responsible for conducting the contractual functions but not for administering the GED Tests. In cases of security breaches or other compromises, GED Chief Examiners not directly involved in day-to-day management of the GED Testing Centers tended to be less effective in investigations or resolution of security breaches or compromises, often unable to answer questions completely when interviewed by the police or media.

The GED Advisory Committee approved the recommended changes at its April 2002 meeting in Washington, D.C.

Following are the current responsibilities of each Official GED Testing Center staff position:

The GED Operations and Test Administration Officer is responsible for signing contracts; for inventorying and storing secure GED Testing materials; for hiring and training GED Examiners and GED Proctors; and for administering the GED Tests at least twice during a contract year. The GED Operations and Test Administration Officer must hold at least a bachelor's degree from an accredited college or university, and must have experience in teaching, training, counseling or testing or administration.

-- The GED Operations Officer is responsible for signing contracts, storing and inventorying secure GED testing materials. The GED Operations Officer does not train GED Examiners and GED Proctors, and does not administer the GED Tests. The GED Operations Officer must hold at least a bachelor's degree from an accredited college or university, and must have experience in testing or administration.

-- The GED Test Administration Officer is responsible for hiring and training all staff members--including GED Examiners, Proctors and registration staff--and must administer the GED Tests at least twice during a contract year. The GED Test Administration Officer must hold at least a bachelor's degree from an accredited college or university, and must have experience in teaching, training, counseling, testing or administration.

If one person does not serve both functions the center must have the following two positions:
--The GED Examiner is responsible for administering the GED Tests and for supervising GED Proctors. The GED Examiner must hold at least an associate's degree from an accredited college or university AND must have three years documented experience in test administration or training.

The GED Proctor must always work under the direct supervision of a GED Examiner, a GED Test Administration Officer, or a GED Operations and Test Administration Officer. The GED Proctor must not conduct a GED Test Administration without the direct supervision of a GED Examiner, a GED Test Administration Officer, or a GED Operations and Test Administration Officer. The GED Proctor must have a minimum of a high school diploma or GED diploma.

In view of the evolving duties of Testing Center positions, and in order to make each position accountable for the assigned duties for which he or she is responsible, GEDTS proposed a series of changes in titles and responsibilities to the GED Advisory Committee in April 2002. Following is a list of these suggested changes:

1. That the Advisory Committee eliminate the titles of Chief Examiner and Alternate Chief Examiner, accept the new titles and responsibilities listed below, and approve the changes for inclusion in the *2002 Series GED Examiner's Manual*.

2. Each Official GED Testing Center must now have either a GED Operations and Test Administration Officer (one person) **OR** a GED Operations Officer and Test Administration Officer (two people).