



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-121600 Test of General Education Development	Issued: 8/20/01 Effective: 8/20/01	Reviewed: 1/31/20 Revised: 10/8/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

NMSA 1978 33-11-3 to 33-11-3, as amended.

## REFERENCES:

- A. ACA Standard 2-CO-5B-01, *Standards for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.
- B. ACA Expected Practices 5-7B-4464, 5-7B-4470, 5-7B-4472, 5-7B-4473, 5-7B-4474 and 5-7B-4479, *Performance Based Expected Practices for Adult Correctional Institutions*, 5<sup>th</sup> Edition.
- C. *GED Examiner's Manual-2002 version*, Sections 1-12.
- D. Family Educational Rights and Privacy Act of 1974 [34CFR 99.5(a)].
- E. *Federal Registrar*, Sections 300.515, 300.517, 300.560, 300.571, 300.572, 300.573 and 300.574.

## PURPOSE:

To establish guidelines for the GED testing of inmate students at the State facilities and private facilities with whom the NMCD contracts to provide services and house inmates.

## APPLICABILITY:

New Mexico Corrections Department and private facilities staff involved in the administration of instruction or instruction or GED test administration.

## FORMS:

None

## ATTACHMENTS:

None

## DEFINITIONS:

- A. ACE: The American Council in Education is a Federal government agency that oversees the GED program.

- B. Alternate Site Manager/Transcripts Manager: Person in charge of the testing center when Chief GED Examiner is not available. This person oversees the day-to-day operations of the center.
- C. Alternate Examiner: Person at each facility who has been trained and approved to administered the GED tests.
- D. Battery: Complete set of exams for the GED Tests (RLA-Reasoning Through Language Arts, Social Studies, Science, and Mathematics.) When the GED Tests are administered in a foreign language, the inmate student must complete and pass a sixth exam: the English as Second Language Proficiency (ESL).
- E. Site Manager: The person at each Official GED Testing Center who is responsible for managing the GED testing program and the person ultimately responsible for each test administration.
- F. Exam: Refers to each one of the subtests that comprise the GED Tests.
- G. GED Administrator: Person at the State Department of Education who oversees all approved tests centers within their state of jurisdiction.
- H. GED Formats: Refers to GED tests developed in a language other than English, and also special editions available in English (audiocassette, Braille, and large print).
- I. GED Examiner's Manual: Guidelines and regulations provided by GEDTS for the establishment of a testing center and the administration of GED tests.
- J. GED Tests: Tests of General Education Development for High School equivalency. The policies and procedures for the administration of the GED are established by the Commission on Adult Learning and Educational Credentials of the American Council on Education.
- K. GEDTS: General Education Development Testing Service. Support agency for the GED testing Program at the Federal government level. The GEDTS endorses and abides by the National Council on Measurement in Education (NCME), *Code of Professional Responsibilities in Educational Measurement*.
- L. Percentile Score: Any of the 99 numbered points that divide an ordered set of scores into 100 parts, each of which contains 1/100<sup>th</sup> of the total. A score given as a percentile is representing the percentage of scores in a sample that falls below it.
- M. Predictor Test: Test administered to students to determine the student's readiness to complete and pass successfully the actual GED tests.
- N. Raw Score: Number of correct items / responses obtained by an individual on a given exam.

- O. Standard Scores: Express the individual's distance from the mean in terms of the standard deviation of the distribution. GED provides standard scores tables based on the results obtained from the normal population.
- P. Students: For the purpose of this document, the inmate students within the facilities who are enrolled in an educational program will be referred to as "the inmate students".
- Q. Testing Center: Location of a GED testing entity. It has certain identifying items: testing center number, name and address that are approved and registered by GEDTS and the American Council on Education.
- R. Test Room: Room at each facility approved for GED testing meeting GEDTS specific criteria
- S. Test Site: State or private facility where actual testing is conducted.

**POLICY:**

- A. The Corrections Department, and the private facilities with which it has contracted to provide services, shall use their best efforts to schedule and administer the Tests of General Education Development under the conditions established by the GEDTS.
- B. Policies and procedures, outlined in the Training Manual (NMCD) and GED Examiner's Manual, are followed to maintain the security and integrity of the testing materials.
- C. The Department shall provide for academic and vocational education programs appropriate to the needs of the inmates. [2-CO-5B-01]
- D. The Department shall have a comprehensive education program; available to all inmates who are eligible that includes the following: [5-7B-4464]
- Educational philosophy and goals;
  - Communication skills;
  - General education;
  - Basic academic skills;
  - GED preparation;
  - Special education;
  - Vocational education;
  - Postsecondary education; and
  - Other education programs as directed by the needs of the institutional population.
- F. Academic and vocational education programs shall be recognized, certified, or licensed by the state department of education or other recognized agency having jurisdiction. Programs up to the completion of high school and/or the GED are available at no cost to inmates. [5-7B -4470]

- G.** All academic and vocational education personnel shall be certified by a state department of education or other comparable authority. [**5-7B-4472**]
- H.** Academic and vocational personnel policies and practices shall be comparable to local jurisdiction or other appropriate jurisdiction. [**5-7B-4473**]
- I.** The Departments education division shall govern the maintenance and handling of educational/vocational records. Students' rights to privacy and confidentiality in accordance with state and federal law should be maintained. [**5-7B-4479**]
- J.** The Department shall have a system of academic and vocational counseling as well as initial screening, assessment, and evaluation to determine each inmate's educational needs. [**5-7B-4474**]



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Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## **AUTHORITY:**

Policy *CD-121600*

## **PROCEDURES: [2-CO-5B-01]**

The following procedures shall be utilized in the preparation and administration of the GED Tests.

### **A: Eligibility for Testing:**

1. All inmates/students who do not have a verified high school diploma or GED will be required to comply with Section 4.3-1 of the GED Examiner's manual ("Each candidate must have documentation that proves he or she has officially withdrawn from school, and must provide some document proving that he or she is eligible to take the GED Tests. GED Site Manager and Alternate Examiners must obtain a written statement confirming eligibility from each candidate. Such written confirmation must include the GED candidate's signature and must be retained for use in verifying the candidate is the person he or she claims to be.").
2. All inmates/students who do not have a verified high school diploma or GED must then take basic skills assessment to determine their present grade level of education proficiency.
3. Inmates/students with basic skills below the 8<sup>th</sup> grade level will be required to enroll in ABE/Literacy classes for further instruction. Follow-up testing and observations will determine their readiness for Predictor testing.
4. All students whose basic skills are at the 10<sup>th</sup> grade level or higher (TABE Score of 566 for Reading and 566 for Mathematics) can be administered the GED Predictor Test. Inmates/students who score 500 or above in all areas can be nominated to take the GED exam in that area. The inmate/student will remain in ABE classes during this process.
5. The Registrar at each facility will compile a list of eligible candidates for GED testing. The list must include the inmate student's name, NMCD#, SSN, DOB (personal information must come from the "Escape Flyer" within CMIS) and the predictor scores in each area in which the inmate/student was tested. The information must match the database information. Any discrepancies need to be investigated before the inmate students are completely approved for testing.

6. Any inmate/student whose name appeared on the nomination list will be considered a candidate for GED testing.
7. An inmate/student must take the entire battery of tests per GED testing session.

**B. Eligibility for Retesting:**

1. The examinee may only take the tests they failed.
2. An inmate/student must also wait 30 days from the date of the failed exam to take the re-test for that failed exam.

**C. Predictor Testing:**

1. An inmate/student who has met the criteria of 10th grade level or above in their basic skills can be administered the predictor test by the registrar or designated person at the facility where he or she is housed. The registrar or designated person must use the approved Roster/Timelog for Predictor Testing. The GED predictor test used on all NMCD inmates is the "Official Practice Test" published by Steck-Vaughn. They include the English Print version, The Spanish Print version.
2. The predictor test must follow the same guidelines that govern the Official GED test administrator. They must be strictly monitored to meet the criteria for administration, scoring and security.
  - a. An inmate/student must score 500 standard score points or higher to be considered a candidate for GED testing.
  - b. An inmate/student will be GED tested he or she successfully has met the criteria for passing.

Predictor scores will be valid for a period of twenty (20) working days or one (1) month.

**D. Test Session Preparation:**

1. All inmate/students GED testing for the first time, either partial or full battery, will complete and understand all necessary forms for testing. These forms include: "GED, What to Expect", "GED Testing Room Regulations", and "Consent to Release" ("Consent to Release" is optional), GED Test Candidate Rules Agreement. The completed forms will be placed in the student inmate's education file and the appropriate contact log entry must also be made. At any time, the inmate student can withdraw their "Consent to Release" and the form must be removed from their inmate education file upon written notification from the inmate/student.

2. Under the supervision of the designated individual the inmate/student must view the "Mathematics video" no more than two weeks before the scheduled Mathematics exam.

Under the supervision of the designated individual the inmate/student must complete and sign the "Demographics Form". The exact Name, DOB, and SSN# are to come from the escape flyer in CMIS.

3. When the examiner is also the Registrar, the examiner is to compile all required information accurately.
4. When the examiner is not the Registrar, he or she must avail himself or herself of the correct information necessary to fill out the proper forms by using the "ESCAPE FLYER" from CMIS.
5. An examiner can, at any time, request to see inmate's education file to verify all requirements for testing.
6. An examiner must have the testing room, seating chart, demographics, testing materials, time logs, and any other required items ready for testing 30 minutes prior to the first scheduled exam.

#### **E. Under Age Testing:**

1. Any student who is nominated for GED testing and is under the age of 18 years must have an approved underage permission form completed before the GED tests can be administered. Any test administered before the permission form is complete will be voided.
2. Efforts will be made to have the custodial parent sign the permission for testing form.
3. The Warden of the facility or his/her designee will sign as the parent, if the legal parent or guardian has not been located.
4. The Supervisor of Education of the facility will sign as the representative of the school.
5. The GED scoring site must receive the completed underage form before or at the time the completed test materials arrive at the site for scoring.

#### **F. Test Administration:**

1. All inmate/students will present their photo identification at the time they enter the testing room. The inmate students will enter one at a time and the examiner must check the identification badge to validate information on the roster. If the GED Testing is to be administered in a higher custody level facility that does not use photo identification

- badges, the photo from the escape flyer are to be used in its place. If there is no photo available at the time of testing, the inmate/student will not be permitted to test.
2. The GED examiner will furnish all testing materials. Inmate students will not be allowed to bring paper work of any kind, their own pencils or pens, electronic devices of any kind, head gear of any kind, or watches.
  3. All inmate students whose identification has been validated will be shown their assigned seat and receive the testing materials that he or she will need to complete the test in the area for which he or she has qualified. The examiner will then provide oral instructions using the designated script.
  4. Inmate/students are instructed to begin test and the beginning time is recorded. The inmate/student will receive a ten minute warning before testing time expires.
  5. All testing rosters and time logs are to be hand written in pencil and completed in the testing room as the testing session is in progress.
  6. The examiner will complete all personal information (gathered from the escape flyer on the CMIS) on demographic forms. The use of ink on any paperwork by an examiner will not be accepted.
  7. All other testing procedures to be followed are outlined in the GED Examiner's Manual, GED Test Administration Handbook and the GED Examiner's Training Packet.

**G. Test Session Closeout:**

1. At the end of a testing session, before the examiner leaves the testing room, he or she double-checks all information on the roster, time-log.

**H. Packet Preparation for Mailing:**

1. Follow all guidelines for envelope or package preparation as described in the GED Examiner's Training Packet.

**I. Packet Receipt and Preparation for Scoring:**

1. Roster/Time Log will be kept by the testing center in a secure area.

**J. Results Notification:**

1. Upon receipt of the test results at the facility the Education Director, Registrar, or Field Examiner, will notify examinees of their results. This will be done in person or through the inmate mail system. All examinees that complete their GED will be notified in person. They must complete the ABE survey form to receive their results.
2. Instructors will receive notification of pass or failed for their inmate students. Scores will not be shared with the instructors. Individual inmate students may choose whether or not to share their scores with their instructors.
3. Inmate/students who successfully complete the GED Battery may pursue vocational education or post secondary courses, if available. Once a student obtains his/her GED, and does not pursue further education, he or she will be exited from the Education Department.



4. Any inmate/student wishing to participate in the graduation ceremonies must have a "Consent to Release" form complete and in their inmate education file.
5. Recognition posters in the classroom must also have the "Consent to release" form in place in their file.
6. When requesting GED record information for updating inmate education files or daily operations, the chain of command must be followed.

**K. Record Keeping and Transcript Handling:**

1. The NMCD Education Department, through its GED Program, will keep inmate student's GED records in a computerized database, in a manner similar to the practices followed by high schools in preserving permanent records or transcripts.
2. The NMCD Education Department will keep the following records indefinitely: tracking envelopes, testing summaries, original rosters and time logs.
3. The only records that will be released to the facilities are the test session summaries and individual test histories.
4. Upon written request from a candidate, the GED Site Manager will issue an Official report of test results or transcript. The inmate student may request that the transcript be sent to a specific institution, employer, or other organization. Official GED Score Reports may not be sent to individuals and are considered unofficial when transmitted via facsimile. (Examiner's Manual Section 5.6-1)
5. The written request must be received at the NMCD Education Department through an authorized mail courier. Hand delivery requests will be accepted if the owner of the record presents the request and proper photo identification is established. Third party hand delivery requests will not be honored.
6. All requests must include the following:
  - a. Full name at time of testing;
  - b. Social Security Number;
  - c. Date of Birth;
  - d. Approximate date of testing;
  - e. Name and address of school, business, service branch, or government entity where transcript is to be sent; and
  - f. Valid signature.
7. All "Official Score Reports or Transcripts" will be released through the US Postal Service only.
8. Any potential examinee previously tested at another school within the state of New Mexico will not be required to send for an "Official Transcript" as all records are accessible through Diploma Sender. All potential examinees that previously tested outside

of New Mexico and did not complete the testing and wishes to use the individual passing score must send for an "Official Transcript" from their previous GED Testing Center. All previous passing scores that are not over three years old can be used once an "Official Transcript" has been received by the Central Office.

#### **L. Diploma Disbursement:**

Once diplomas are printed and signed, they are sent to the NMCD Education Bureau GED Site Manager's office.

##### General Information for Disbursement:

- a. Inmate/student records office personnel at NMCD Education Bureau GED office will locate (using CMIS) the inmate/student receiving a diploma.
- b. After the location of the inmate/student has been established, diploma packets will be sent to the respective facilities. Diploma packets shall include the original diploma, photocopy of the diploma, test history, pick up notice, and a 3-page carbonless diploma receiving form.
- c. Once the examinee completes and returns the diploma receiving form, he or she will receive the remainder of the diploma packet along with the pink page of the receiving form. The white copy should be placed in the inmate's education file and the yellow copy is to be sent to the Chief Examiner at Central Office.

Central Office Student Records office personnel will use CMIS and/or F-Track to locate the address of any paroled or discharged inmates who will receive a diploma.

#### **M. Handling Restricted Materials:**

1. GED Examiners in the field will have a dedicated safe, to hold GED secure materials.

#### **N. GED Testing Personnel:**

1. The Supervisor of Education at the facility may nominate an individual to become GED Field Examiner for the facility, through a letter of request addressed to the Education Administrator.
2. The candidate must hold at least a bachelor's degree from an accredited college or university and must have experience in teaching, training, counseling, or testing (GED Examiner's Manual Section 2).
3. Individuals instructing potential candidates for the GED Tests, particularly as teachers in Adult Basic Education (ABE), GED, or other adult secondary education program, cannot be nominated as Field Examiner or otherwise have any access to any GED materials.

**O. State GED Administrator's Training:**

The State GED Office will conduct an annual GED Examiner's Meeting and Conference Training, covering a wide variety of subjects related to GED process at the local and national level. All NMCD Education Department approved examiners are required to attend this training.

**P. NMCD Education Bureau's Training:**

1. The NMCD Education Department through its GED Program will conduct an annual meeting for GED examiners. The training session will follow shortly after the state training session. The purpose of the meeting is to discuss new information and how it will affect the NMCD GED testing process.
2. The NMCD Education Department will reproduce and distribute to all Field Examiners information received from the State GED Office and /or GEDTS concerning memorandums on regulation changes, tests updates, new materials, meetings or training sessions.
3. Any other training will be dictated by the needs of the NMCD Education Bureau.
4. All NMCD Education Department approved examiners must re-certify with Pearson Vue every year to remain an examiner.