

# Regulation

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries:** IIE

**Responsible Office:** DEPARTMENT OF CURRICULUM AND INSTRUCTION

### **HIGH SCHOOL DIPLOMA BY EXAMINATION**

#### **A. PURPOSE**

To establish procedures for taking the General Educational Development (GED) examination to obtain a high school diploma.

#### **B. BACKGROUND**

Anne Arundel County Public Schools shall ensure non-high school graduates are afforded the opportunity to take a comprehensive examination in order to receive a high school diploma by examination.

#### **C. PROCEDURES**

Anne Arundel County Public Schools shall implement the General Educational Development Program in accordance with COMAR and in accordance with Policy IIE (High School Diploma by Examination).

1. General Educational Development Program
  - a. Program Description. The General Educational Development (GED) Tests offer an alternate and acceptable way for an individual 16 years old or older to earn a high school diploma. Candidates who successfully complete the GED Tests are awarded a Maryland high school diploma by the State Board of Education. A GED graduate may not be awarded any other Maryland high school diploma either by the State Board of Education or by a local school system.
2. The GED Tests - Scope and Content. The GED Tests include writing skills, social studies, science, interpreting literature and the arts, and mathematics. Each test measures the major subject area skills considered to be the outcomes of a high school education.
3. Applicant Eligibility. An applicant is eligible to take the GED Tests if the applicant:

- a. Has been a Maryland resident for at least three months at the time of testing, unless the State Superintendent of Schools has waived this requirement in accordance with the procedures set out in section C(17) of this regulation;
  - b. Is at least 16 years old;
  - c. Has not obtained a Maryland high school certificate or diploma or a high school certificate or diplomas issued by another state or non-U.S. or correspondence school; and
  - d. Has been officially withdrawn from a regular full-time public or private school for at least three months at the time of testing, unless the State Superintendent of Schools has waived this requirement in accordance with the procedures set out in section C(17) of this regulation; or
  - e. Has obtained a Maryland High School Certificate of program completion in accordance with COMAR.
4. Date, Time, and Place of Testing. Various GED test centers shall be operated throughout Maryland. The GED testing application form lists locations of test centers. Test dates, times, and locations shall be posted on the State Department of Education website and also available from the GED testing office at the Department.
5. Requirements for Applying to Take the GED Tests. At the time application is made to the Maryland GED Testing Office, an applicant shall:
- a. Attach a copy of one of the following to the application:
    - 1) A current official Maryland driver's license, or current official Maryland Learner's Permit;
    - 2) A current official Maryland ID card issued by the Motor Vehicle Administration;
    - 3) A current official photo ID with name, current address, date of birth and signature issued by the Department of Juvenile Services or the Department of Public Safety and Correctional Services to incarcerated individuals, or other residential facility accepted by the state GED administrator;
    - 4) A current active duty military ID card;
  - b. Provide his or her signature verifying the applicant's identity and residency in Maryland; and
  - c. Remit the appropriate fee along with the completed application.

- d. If the applicant is 18 years old or younger they must present:
  - 1) Written verification of school withdrawal from an official of the last regular full-time public or private school attended or verification of home schooling pursuant to COMAR from an official of the supervising public or private school system or school or institution offering an educational program operated by a bona fide church organization; or
  - 2) A Maryland High School Certificate.
6. Admission to the GED Test Center
  - a. Admission cards shall be mailed to GED candidates before the assigned test date.
  - b. To be admitted to the test center, each candidate shall present the official admission card and proof of age and Maryland residence as described in 5a.
7. Minimum Score Requirements for Award of Maryland High School Diploma. To qualify for the Maryland high school diploma, a candidate must earn a standard score of 410 or above on each of the five tests; and earn an average standard score of 450 on all five tests. Only tests taken within the past five years receive credit toward the diploma.
8. Requirements for Retesting
  - a. Candidates who have failed one or more parts of the GED Tests, and candidates who fail to report to the test center on the assigned date shall wait two months before retesting. Candidates who are retested shall be administered a different form of the GED Tests from that previously administered. Three test forms are available from the GED Testing Service (GEDTS) of the American Council on Education in any one-year period. A candidate who has taken all three forms of the Tests in a one-year period is not eligible to retest until new forms of the Tests are available from the GED Testing Service.
  - b. A candidate seeking to retest shall return the admission card or retest request form to the Maryland GED Testing Office along with the appropriate rescheduling fee.
9. Permanent Record Changes. Changes may not be made to an applicant's record after the diploma has been awarded, unless such changes are a result of an error on behalf of the GED office and can be verified as such. The GED administrator shall make changes when the GED office is known to be in error.
10. Retention of Scores. Passing scores which result in the issuance of a Maryland

high school diploma shall be retained in perpetuity by the Maryland GED Testing Office. Passing, failing, and incomplete scores which do not result in the issuance of a Maryland high school diploma shall be retained by the Maryland GED Testing Office for a period of 60 months.

- a. Only duplicate copies of official transcripts can be issued with remittance of fee.
11. **Spanish GED Tests.** The GED Tests may be taken in Spanish. In addition to the Spanish version of the GED Tests, a candidate shall take the writing skills test in English to demonstrate English proficiency. A candidate who obtains passing scores on the Spanish tests and on the writing skills test in English shall be awarded the Maryland high school diploma.
  12. **Special Testing for Individuals with Disabilities.** Special editions of the GED Tests are available for individuals with disabilities. These include an audiocassette tape version, a large print version, and a Braille version. Other special accommodations for candidates with disabilities shall be made available. Individuals who request GED testing accommodations must provide appropriate documentation of their disability and the need for the requested testing accommodations prior to scheduling. An individualized assessment will be made of each request for testing accommodations, based upon the documentation provided and in accordance with the documentation policies of GEDTS.
  13. **GED Tests Taken Out of State.** Results of GED Tests taken within the past five years on scores obtained since 2002 at official GED testing centers outside Maryland may be used for credit toward the Maryland high school diploma. An official copy of test scores shall be sent directly to the Maryland GED Testing Office from the test center where the credit was earned.
  14. **Testing for Individuals Whose High School Records are Unobtainable**
    - a. An applicant, high school graduate or non-graduate, whose records are unobtainable, may take the GED Tests and be awarded a diploma without verification of school withdrawal required in C(5)(d) of this regulation by:
      - 1) Making a written request to the State GED Administrator; and
      - 2) Providing evidence that shows attempts made to obtain official verification.
    - b. Based on the facts and extenuating circumstances of each case, the State GED Administrator has discretion to grant or deny requests to take the GED Tests without official verification of school withdrawal.
  15. **Test Security.** To protect the security of the tests, the integrity of the testing procedure, and the validity of test scores, the State GED Administrator has authority to invalidate test scores and to require the examinee to retest.

Misrepresentation of information on the GED test application form may result in the revocation of the diploma. The chief examiner at each test center has authority to request that a thumbprint of the candidate be taken at the time of testing when, in the chief examiner's judgment, additional verification of the examinee's identity is necessary.

16. Waivers. Waivers to this regulation are granted only by the State Superintendent of Schools. A candidate seeking a waiver shall direct a request in writing to the State Superintendent of Schools. Waivers are granted only in exceptional circumstances, pursuant to COMAR 13A.03.03.01.

*Regulation History:*            *Developed by Superintendent: 4/18/06*  
   *Reviewed by Board of Education: 7/11/07*  
   *Issued: 7/11/07*

*Note previous history:*       *Replaces RA 608.03, issued 12.2/98 and revised 10/20/04*