

Official GED® Practice Test (OPT) and GED Testing Process for State Agency Students Under the Cabinet for Health and Family Services

PREPARATION

- School district recommends an alternate education plan.
- Department for Community Based Services staff, Family Service Office Supervisor, school district and other interested parties assess if the GED program will meet the student's needs.
- Student is referred to a GED program.
- The program designs an educational plan based on a recognized assessment instrument.
- The program determines when the student has made sufficient progress to pass the OPT.

OPT TESTING

- The student must have the Cabinet for Health and Family Services letter identifying the student as under the jurisdiction of Cabinet for Health and Family Services before the OPT is administered. Letter template is attached for our convenience.
- The adult education program in the student's county of residence administers the OPT.
- A student may only take the OPT three times in one calendar year.
- If a student does not pass the OPT, the student will need more instruction.
- If a student passes the OPT, the student completes and signs page one of the testing application form (KYAE-6).
- The adult education program completes and signs the Test Readiness Section of the KYAE-6, page 2, using the six-digit instructional program code for state agency children (66+ county code +6).
- The Service Region Administrator for the region signs the exemption section of the KYAE-6 form, top of page 2.
- After the student passes the OPT, the student will create a record on GED123.org.

GED123.ORG

- Student will create a GED record online at the adult education program or with assistance at a Cabinet for Health and Family Services facility.
- Student must have a unique e-mail address to create the GED123.org record.
- Student enters basic information on GED123.org. GED123.org sends a link to the student e-mail address to complete the process on GED123.org.
- Student will complete the demographic form online including answering state specific questions. One of these questions is "Are you classified as a state agency child?" to which the student will answer "YES".
- When the demographic is complete, the following forms will print:
 - KYAE-6 form –Kentucky GED Testing Application—make a copy of page 2
 - Testing Misconduct Form
 - Proof of Registration- make 2 copies, original to test center, student copy, facility copy
 - Kentucky Testing Information page
- Copy of page 2, KYAE-6 form is kept at adult education program in case the student needs to re-test on the OPT.

SIGNATURES ON FORMS

- **Student** must complete page one of KYAE-6 form in ink and sign.
- **Student** must sign the Testing Misconduct Form.
- Test Readiness Certification section of KYAE-6 form, page 2, must be signed by the **adult education authorized signatory**.
- **SRA** must sign the state agency child exemption line, top of page two, KYAE-6 form.

GED TESTING

- Student is scheduled for the GED Tests with the GED testing center used by the adult education program. Student must be identified as a state agency child at time of registration.
- Access the GED test calendar at [2009 GED testing dates for adult education public access centers](#). Select the county where the student will be testing and print the information provided by the test center. This will tell the student when to arrive, which tests are given and in what order, as well as other instructions.
- Submit all documents and test fee to the test center prior to the test day according to the test center requirements. Documents are: KYAE-6 form, Testing Misconduct Form, Student ID, Proof of Registration. The Kentucky Testing Information page is not required. It is information for the student.
- Student must have government issued photo ID document and student copy of Proof of Registration to be admitted to testing. ID must be shown each time the student enters the testing room.
- If a student does not have a driver's license, a government issued photo ID can be created at the courthouse with a birth certificate.

POST-TESTING

- The student may use their e-mail address or the access code on the Proof of Registration page to access scores after three days on GED123.org.
- If the student passes the GED Tests, a diploma packet will be mailed within seven days to the address on the GED123.org record.
- If the student did not pass the GED Tests, the student must complete further instruction and return to the adult education center to OPT re-test on the subjects not passed on the GED Tests. These scores must improve. New scores will be entered on page 2 of the KYAE-6 form and signed again by the adult education program's authorized signatory.
- To re-test on the GED Tests, the student must pay for the re-test and submit page 2 of the KYAE-6 form. On test day, student must present government issued photo ID.