

## Steps to obtain a GED® at EITC

1. Complete the **Age Waiver Form** (if under 18)
  - a. Obtain the form at <http://www.eitc.edu/PDFs/GEDAgeWaiverForm.pdf> or in room 340.
  - b. High school counselor or principal completes the top part
  - c. Student and parent signs the bottom portion
2. **Study** for the tests. If you are uncertain whether you have the level of skill needed to successfully complete the GED tests
  - a. EITC offers classes where you may improve your skills in reading, language, and math
  - b. There are no charges for the classes
    - i. Schedule of orientation sessions is available by calling 524-3000, ext. 3386.
    - ii. Located in room 340, [Christofferson Building](#)
  - c. Complete the TABE test
    - i. Additional information about the TABE test is explained at the orientation session.
    - ii. TABE testing scores are available by an appointment given during the orientation session.
3. Review TABE scores with an advisor
  - a. Resources available to assist you in your goal will be explained during the advising appointment.
4. **Complete the GED registration requirements**
  - a. Log onto [www.ged123.org](http://www.ged123.org)
    - i. Complete the GED registration.
    - ii. A valid personal email address is needed; some email providers may send the registration confirmation to junk mail.
    - iii. **Print** the verification of registration and sign it.
  - b. Complete and **sign** the [Verification of Eligibility](#) form
  - c. Read and **sign** the [Candidate Responsibilities](#) sheet.
  - d. Complete and **sign** the [Confidentiality and Release of Information](#) Form
  - e. Bring completed documents and verification of registration to the testing center
5. Pay for the desired tests.
  - a. Payment must be received PRIOR to making an appointment for testing.
  - b. Cost for all five tests is \$75.00. In addition, a registration fee of \$10 dollars is required prior to the first GED test.
  - c. Checks and cash is accepted at the cashier in the [Christofferson Building](#)
  - d. Debit and credit cards may be transacted by phone at 524-3000, ext. 3438.
6. Make an **appointment for testing**
  - a. Some testing dates fill to capacity. Contact the testing center as soon as possible to reserve your space.
  - b. A schedule for upcoming testing is posted on the college web site and in rooms 300, 340 and 350
  - c. Email the testing center at [gary.mills@my.eitc.edu](mailto:gary.mills@my.eitc.edu) or
  - d. Call to make an appointment at 524-3000, ext 3438

7. Required at testing
  - a. A valid form of identification
    - i. Drivers license, State identification, Passport or Military identification
  - b. Copy of your receipt
  - c. A temporary parking permit
    - i. Parking for testing is prohibited in the visitor spaces.
    - ii. Permits are available in room 300 and 350.
    - iii. Saturday testing does not require a parking permit.
8. Arrive for scheduled testing appointment
  - a. It is recommended to check-in ten minutes before the starting time of the test.
  - b. Late arrivals are not admitted for testing and must make arrangements to test at a future date.
  - c. Store hats, coats, cell phones, i-pods, purses, backpacks and other prohibited items in the designated location.
9. During the testing session
  - a. Listen closely and comply with all test instructions
  - b. Respect the privacy of others
  - c. Answer all test questions to the best of your ability
  - d. Use your time wisely and check your work before turning in the test.
10. After the test
  - a. Keep the test questions confidential and do not share your essay topic
  - b. If you did not pass any test, enroll in classes, pursue further study and retake the test at a later date.
  - c. Tell friends and relatives how to obtain information about taking the GED tests
11. View your test scores
  - a. Except for the Writing Test, scores are usually available by 5pm on the day of testing
  - b. Writing Test scores are available within a week, but usually in less than two days.
  - c. Log on to [www.ged123.org](http://www.ged123.org)
  - d. Enter the access code in the box and click GO.
  - e. Current scores will be shown on the next screen.
  - f. Scores on the tests range from 200 to 800.
  - g. An average of the five test scores of **450** or greater is required; in addition, each subject area test score must be 410 or greater.
  - h. A final official transcript of scores will be mailed to you within a week of passing all five tests.
12. Have transcript of scores sent to a college or university.
  - a. Some colleges may require a higher than the minimum passing score.
    - i. Verify the score needed with the admissions department of the prospective school.
  - b. A signed [transcript release](#) form must be completed and submitted to the testing center prior to scores being released to a college or employer.

For additional questions about GED testing, contact the testing center at 524-3000, ext. 3438 or email, [gary.mills@my.eitc.edu](mailto:gary.mills@my.eitc.edu).

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