

# Blackhawk Technical College

## **GED/HSED**

## **FACT SHEET**

## **7/1/08 – 6/30/09**

**Beloit Campus  
Central Campus  
Monroe Campus  
Rock County Job Center**

## **Contact Information:**

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# GED/HSED FACT SHEET

## WHO IS ELIGIBLE TO TAKE THE GED/HSED?

Persons interested in working toward a General Education Certificate (GED) or a High School Equivalency Diploma (HSED) must meet certain requirements.

- 1.) The person must be at least eighteen years and six months old, or the class with which the individual entered the ninth grade must have graduated. Exceptions to this requirement allow a person who is at least seventeen years old and who is incarcerated, in a State facility such as Ethan Allen and Lincoln Hills to take the GED/HSED test upon the recommendation of the educational officer at the correctional institution. Incarcerated individuals, from State Facilities, have successfully completed and passed at least one test while incarcerated, may complete the rest of the tests at BTC before they are 18 years and 6 months old.

A person who is at least seventeen and who is enrolled in a high school equivalency diploma program approved by the State Superintendent of Public Instruction may take the GED/HSED if it is part of the approved HSED program. Seventeen year olds enrolled in a state approved high school equivalency program may take four GED/HSED tests. The fifth test may be taken 3 weeks before the end of the semester in which the student turns 18 or when the individual is eighteen years old (see #2 below) or the class the individual entered ninth grade with has graduated. When the individual is **NOT** under contract, he/she will not be eligible for testing (i.e. summers, dropping out of the program).

- 2.) **Contracted students will not receive their diplomas until they are 18 years 6 months old or their high school class graduates.**
- 3.) Individuals who are not eighteen years and six months old, but whose class has graduated, must bring Form PI-1783 in order to attend an orientation. This form may be obtained by calling 757-7734, 757-7666 or 1-800-498-1282, ext. 7666. Take this form to your high school for official verification. You **must** bring this verification form to orientation if you are less than eighteen years and six months old.
- 4.) The individual must be a resident of the State of Wisconsin and be able to provide proof of residential status.

## WHAT IS THE GED/HSED ORIENTATION?

All GED/HSED examinees must attend and complete the orientation before being allowed to test. At the orientation you will complete identifying information about yourself, learn about GED/HSED procedures, rules, and complete necessary paperwork. A certified counselor will assist you with this and will discuss your GED/HSED options with you. Orientation materials will be kept for **six months**. **If you have not tested within six months of the time you attended an orientation, you will need to attend another orientation. Once you have tested, you will have until December 31, 2011 to complete all tests.**

You must also take an aptitude and interest assessment as part of either the GED and/or the HSED program. Most schools do this at orientation. At BTC you will arrange to take the Career Scope test at **Central Campus** by calling (608) 757-6329 or 1-800-498-1282, ext. 6329 or the **Monroe Campus** by calling (608) 329-8253. There is no charge for this test, but you must state that you are in the GED/HSED program so that your scores are recorded in your file. Career Scope is a computerized aptitude and interest test. We need to receive copies of these tests for our records.

### WHAT IS THE GED/HSED?

The GED/HSED is a battery of tests in General Educational Development. **Successful completion of the GED tests and demonstrating competencies in Civic Literacy, Health, and Employability Skills qualifies a person for a High School Equivalency Diploma.** Completing only the GED test qualifies an individual for a General Educational Development Certificate. This is **NOT** the same as High School Equivalency. All individuals are encouraged to attain a High School Equivalency Diploma.

The GED test contains five parts or sub-tests. All tests are multiple choice except for an essay test. Following are the descriptions of the five GED/HSED tests:

### THE GED TESTS

<b>TESTS</b>	<b>Minutes</b>	<b>Questions</b>	<b>Content/Percentages</b>
1.) Language Arts – Writing			
Part 1: Editing (multiple choice)	75	50	Organization 15% Sentence Structure 30% Usage 30% Mechanics 25%
Part II: the Essay	45	1 topic: Approx. 250 words	
2.) Language Arts, Reading	65	40	Literary Text 75% Poetry 15% Drama 15% Fiction 45% Nonfiction 25% Informational Text Literary Nonfiction Reviews of Fine And Performing Arts

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3.)	Mathematics			
	Part I: Calculator*	45	25	Number Operations and Number Sense 20-30% Measurement and Geometry 20-30%
	Part II: No Calculator	45	25	Data Analysis, Statistics, and Probability 20-30% Algebra, Functions, and Patterns 20-30%

**\*\*\* All candidates will use a Casio fx-260 solar calculator. You may learn how to use the Casio fx-260 calculator at any of our learning centers. You must know how to use this calculator prior to testing. The phone numbers of all our Learning Centers are in this booklet. YOU DO NOT BRING A CALCULATOR TO THE TEST, THE EXAMINER WILL GIVE YOU A CALCULATOR TO USE.**

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4.)	Science	80	50	Earth and Space Science 20% Life Science 45% Physical Science 35% (Physics & Chemistry)
5.)	Social Studies	70	50	World History 15% U.S. History 25% Civics and Government 25% Economics 20% Geography 15%

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In addition to these content areas, you will be asked to answer items based on work – and consumer-related texts across all five tests. These do not require any specialized knowledge, but will ask you to draw upon your own observations and life experiences.

The Language Arts, Reading, Social Studies, and Science Tests will ask you to answer questions by interpreting reading passages, diagrams, charts and graphs, maps, cartoons and practical and historical documents.

The Language Arts, Writing Test will ask you to detect and correct common errors in edited American English as well as decide on the most effective organization of text. The Essay portion of the Writing Test will ask you to write an essay offering your opinion or an explanation on a single topic of general knowledge.

The Mathematics Test will ask you to solve a variety of work problems, many with graphics, using basic computation, analytical, and reasoning skills.

**Spanish versions of the 5 GED Tests are available at Central Campus.**

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**Testing Accommodations**

If you have a disability you might be eligible for testing accommodations. There are forms available for testing accommodation requests. Contact Terese Tann at (608) 757-7734 or 1-800-498-1282, ext. 7734 or Chris Flottum (608) 757-7796 or 1-800-498-1282, ext. 7796. We will make an appointment with you to explain the procedures.

The Wisconsin Department of Public Instruction must approve testing accommodations. If your request for accommodations is denied you may appeal the decision. You may contact Terese Tann (608) 757-7734 or 1-800-498-1282, ext. 7734 to obtain an appeal form.

The three additional requirements for the High School Equivalency Diploma can be completed as follows:

- 1.) **Health** - There are three ways this requirement can be fulfilled: by successfully completing 0.5 high school credit, with a grade of “C” or above, in health while the individual was enrolled in school (7th to 12th grade); by successfully completing a health course that has been approved by the State Superintendent of Public Instruction; or by receiving a passing score on a health test that has been approved by the State Superintendent of Public Instruction and administered at a GED/HSED test center.
  
- 2.) **Civic Literacy** - There are three ways this requirement can be fulfilled: by successfully completing three high school credits, with a grade of “C” or above in social studies while the individual was enrolled in a school (9th to 12th grade); by successfully completing a citizenship course that has been approved by the State Superintendent of Public Instruction; or by receiving a passing score on a civics test that has been approved by the State Superintendent of Public Instruction and administered at a GED/HSED test center.
  
- 3.) **Employability Skills** - Applicants who attended high school may have successfully completed, with a “C” or above, while the individual was enrolled in high school, instruction in employability skills and/or career awareness. If so, the high school can verify this. While the administrative rule does not require a specific number of hours of instruction, assurance must be provided that employability skills and competencies have been provided. Employability skills may also be attained through participation in job clubs or employability skills classes given by such organizations as Job Service, OIC, etc. A letter from these organizations verifying participation in such programs and attainment of skills is needed for your records at BTC. Individuals also have the option of studying at home from the book, “How To Get A Job Guide,” which will automatically be sent to you when you have completed all other HSED requirements. After studying this booklet, call Terese Tann at (608) 757-7734 or 1-800-498-1282, ext. 7734 to have an employability examination time arranged. All individuals must have a résumé on file at BTC to complete the employability skills competency. You may bring your résumé to the employability exam or arrange to send it to Amy Mills, Room 2102, Central Campus.

If you are taking the HSED tests, you will be sent health, civics, employability and résumé study booklets along with an informational letter after you have successfully completed the five GED battery tests. If you have already completed any of the three additional HSED requirements, do not send verification to us until you have completed at least one GED/HSED test.

### HOW IS THE GED SCORED?

The scores on the GED/HSED test are standardized. The standards were set by giving the test to typical high school seniors throughout the nation before the test was officially implemented. The test makers then developed a scale of standard scores based on the performance of this group. In Wisconsin, an examinee must satisfy the following minimum standard score requirements.

- A. A total standard score of no less than 2,250 on the entire exam.
- B. To pass an individual test, a standard score of no less than 410 is needed. It should be noted that an individual could pass each test and not have enough points to receive a GED/HSED.
- C. If an examinee fails to achieve the minimum standard score, tests may be retaken for an additional charge of \$10.00 per test. You must average 450 points a test to receive a GED/HSED. If an individual passes all five tests, but has less than 2,250 points, there will be a \$10.00 charge for each retest. It is also possible to have 2,250 or more points and *not* pass the GED/HSED; *each* test score must be 410 or above.
- D. **There are only three different exam forms for each year. Failing the same sub-test three times means that you cannot retest until new exam books are received. You can obtain a retest card at the registration window of Central Campus for a \$10.00 fee. You must bring your test card and Wisconsin driver's license (or Wisconsin photo I.D.) when purchasing a retest card. You must also bring your test card, retest card, and Wisconsin driver's license, Wisconsin photo I.D. or other approved identification to the exam and give the retest card to the examiner.**
- E. If you do not pass a test then you need to wait 60 days to retake the same test.
- F. When you retest in a subject area, your highest test score is the score that will be counted toward your GED/HSED. Should you retake a test and score lower than you did during your original test, your original score is retained.
- G. If you have less than 2,250 points after completing all five GED tests, but you have passed each test, you may choose the test you retake. You do not have to retake your lowest scored test.

## WHERE AND HOW IS GED/HSED TEST GIVEN?

Blackhawk Technical College offers scheduled testing at the following locations on specific dates. Ask for the current GED/HSED test schedule. **Cost is \$75.00** for taking tests leading to either a General Educational Development Certificate or a High School Equivalency Diploma. **If you lose your testing card, there is a \$10.00 replacement charge. Replacement test cards may be purchased at the Central Campus or Monroe Campus registration windows.** Tests are given at:

Beloit Learning Center  
444 E Grand Ave  
Beloit, WI  
608-757-7669

Central Campus  
6004 Prairie Rd  
Janesville, WI  
608-757-7666

Wisconsin Job Center  
1900 Center Ave  
Janesville, WI  
608-741-3566

Monroe Campus  
210 4<sup>th</sup> Ave  
Monroe, WI  
608-328-1660,  
ext. 204

### The following rules and regulations will be enforced for GED/HSED testing:

State law requires you to attend an orientation before being allowed to test.

A demographic form must be filled out at the orientation or if you have not tested for one year. **If you move, change your name, or if there has been a lapse of three years since the time of your last test, you must complete another demographic form for the outside scoring agency. Failure to complete the demographic form or failure to update any information on the demographic form may result in your certificate/diploma being issued under an incorrect name or mailed to an incorrect address.**

You may purchase a test card anytime within 6 months after attending an orientation. Test cards can only be purchased at the Registration Office at Central Campus or Monroe Campus from 8:00 a.m. until 7:00 p.m., Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Fridays. Summer hours will vary. **You must have a photo I.D. i.e. a Wisconsin driver's license, Wisconsin state I.D. or a military I.D. to purchase a test card. Other identification that may be considered include a valid passport, I.D. card or driver's license from a home country (contact the examiner if you have further questions).**

**You must call Amy Mills at 757-7666 or 1-800-498-1282, ext. 7666 to schedule your tests. When you call, you must give the following information:**

- Name
- Social Security Number
- Phone number
- The test you would like to take
- The date and time you would like to test
- Whether you are using the English language version or the Spanish language version

- **Spanish tests are available at the Central Campus (you do not have to take all your tests in Spanish, you can take some in Spanish and some in English if you prefer)**

**For Monday testing dates: you must call by the previous Friday by 12:00 noon.**

**For Tuesday through Friday testing dates: you must call by 12:00 noon one day prior to the test session you would like to attend. If you do not call, or if you call after 12:00 noon, you will not be allowed to test.**

**If you get the answering machine, please be sure to speak slowly and clearly when leaving your message. If we are unable to get all of the information from your message, you will not be allowed to test.**

1. To test, examinees must bring their test card **plus** photo I.D.- Wisconsin driver's license, Wisconsin photo I.D. or military I.D. A \$10.00 fee will be assessed for replacing a test card. **THERE WILL BE NO EXCEPTIONS!** If you are re-testing, you must have your test card, re-test card **and** your photo I.D.

2. Pens, pencils, scratch paper and calculators are provided and must be turned in afterward.

3. Testing begins **promptly** at scheduled times. Enter the testing room 10 to 15 minutes early. Do not enter the room if the door is closed because that indicates the examiner has already started to explain the testing procedure. **No one is allowed to enter the room once testing begins.**

4. No unauthorized individuals are allowed to enter the testing room.

5. No eating or drinking is allowed in the testing room.

6. Candidates are not permitted to bring purses, tote bags, pagers, cell phones, portable music players, hand-held electronic games, food items, textbooks (including dictionaries), notebooks, supplies, jackets or coats, hats, or other nonessential items to their seats in the testing rooms. The GED Examiner will provide an area in viewing distance, where all items listed above shall be deposited before the test administrations. Such items will be collected and stored at the owner's risk. **If a cell phone rings during the testing session, you will be removed from the room and you will be assessed a \$10.00 charge to re test.**

7. No talking is allowed once testing has started.

8. Once testing starts if you leave the test room you must turn in your book and answer sheet. If you leave the room you are done testing. An examinee may not reenter the room once he/she leaves.

9. All information must be filled out on the test answer sheet. Pencil (#2 lead) must be used on the answer sheet. A pen is required for the essay portion of the writing skills test.

10. Only one sub-test per session may be taken. Examinees may take the five GED tests in any order.

11. Only one person is allowed at the examiner's desk when booklets and answer sheets are turned in. When this is completed, examinees must immediately leave the testing room quietly.

12. Scores will be mailed as soon as we receive the scores from the outside scoring agency. **Allow up to four weeks to receive your test scores. DO NOT CALL FOR TEST SCORES.** You may have your card updated by the GED/HSED Secretary in Student Services at the Central Campus. Scores are confidential and can be given only through the mail or in person.

### **WHAT HAPPENS AFTER TAKING THE GED/HSED EXAMS?**

Usually within one week of completing the GED/HSED tests, examinees will receive an official Report of Results Form in the mail. Successful graduates will receive their General Educational Development Certificate or High School Equivalency Diploma in the mail, usually within two months after successfully completing all of the requirements. Blackhawk Technical College mails the Report of Results, the State of Wisconsin issues certificates and diplomas.

Some high schools, upon satisfactory completion of certain requirements, will issue a regular high school diploma or equivalency diploma to adults who have previously attended that school or who now reside within the boundaries of that school district. Adults should contact the high school they have attended or their local high school to ascertain the policy of that school. The high school decides whether they will issue a diploma.

All GED/HSED graduates are encouraged to take part in graduation exercises and share in the excitement and good feeling that graduation ceremonies always bring. The GED/HSED graduation is a ceremony just for GED/HSED graduates. Only the individuals who complete all GED/HSED tests, including the aptitude test by April 22, 2009, will be invited to the graduation exercises and have your name printed in the graduation program. Individuals completing after April 22, 2009 will be invited to the following year's ceremony. This does not affect your diploma that will be received after you successfully complete all requirements. This year's graduation will be held on Thursday, May 14, 2009. GED/HSED graduates attending the ceremony will receive a cap and gown at no extra charge. Following the ceremony is a reception that includes food. There is no cost to the attendees.

**All individuals invited to the graduation ceremony may not successfully complete. You will be invited if you have submitted all of your requirements. However, in some cases, individuals may not receive a passing score or have enough total points after their final scores are received. Receiving an invitation to the ceremony or attending the ceremony is not a guarantee that you have successfully completed or passed the GED/HSED.**

## WHAT HELP IS AVAILABLE TO PREPARE ADULTS FOR THE GED/HSED TEST AT BTC?

There are a number of opportunities offered at or through BTC to help adults prepare for the GED/HSED test. Classes, computer-assisted instruction and individualized instruction are available. These are available both on a daytime and evening basis at various locations throughout the school year. There is no cost for the students unless they wish to purchase books. No guarantee can be made, but enrollment in preparatory classes has proved to be one of the surest methods leading up to successful performance of the GED/HSED tests. Our learning centers offer the course work option for health and civic literacy. These centers also offer instruction in the usage of the Casio calculator.

**The locations and options available during the school year are as follows:**

### ***Beloit Learning Center***

444 East Grand Avenue (Lower Level)  
Beloit, WI 53511  
(608) 757-7669  
Monday - Thursday 8:30 a.m. – 12:30 p.m.  
Structured classes

### ***Central Campus Learning Center***

Room 2213  
6004 So County Road G  
Janesville, WI 53547  
(608) 757-7676  
Monday – Thursday 9:00 a.m. – 4:00 p.m.  
Monday – Thursday 5:00 p.m. – 8:00 p.m.  
Friday 9:00 a.m. – 1:00 p.m.  
Individualized and computer-assisted  
Instruction in Math and Science

### ***Janesville Even Start Family Literacy Program***

Wilson Elementary School  
465 Rockport Road  
Janesville, WI 53546  
(608) 757-7620  
Monday, Wednesday, Friday -  
8:30 a.m - 2:30 p.m.  
Structured classes

### ***Monroe Campus***

210 - 4th Avenue  
Monroe, WI 53566  
(608) 329-8204  
Monday – Thursday 8:00 a.m.-12:00 noon  
Structured classes

### ***Learning Center***

Room 204  
Monday & Tuesday 8:00 a.m. – 11:00 a.m.  
Tuesday 5:00 p.m. – 8:00 p.m.  
Thursday 4:00 p.m. – 7:00 p.m.  
Individualized and computer-assisted

### ***Learning Resource Center (LRC) - Library***

The LRC provides library services to students at the Monroe Center and is a helpful resource for students working on their GED/HSED. Students can check out GED/HSED test preparation books, use the LRC as a quiet place to study, learn about career opportunities and scholarships, or read the newspaper. The LRC staff is here to help you search over 27,000 different materials available from the BTC library.

During the fall and spring semesters, the LRC is open Monday – Friday -  
8:00 a.m. – 8:00 p.m. and Saturday  
8:00 a.m. – 12:00 Noon. In the summertime,  
The LRC is open Monday – Thursday  
8:00 a.m. – 8:00 p.m.

**Central Campus Computer Assisted Learning Center (CALC)**

Room 2214  
6004 So County Road G  
Janesville WI 53547  
(608) 756-6326  
Monday – Thursday 8:30 a.m. – 2:30 p.m.  
Structured classes, individualized and computer-assisted instruction

**Beloit Even Start Family Literacy Program**

School District of Beloit  
Kolak Education Center  
1633 Keeler Avenue  
Beloit WI 53511  
(608) 361-4146  
Monday – Thursday 6:00 p.m. – 8:00 p.m.  
Individualized instruction

**Central Campus Communication Skills Learning Center**

Room 2218  
6004 So County Road G  
Janesville WI 53547  
(608) 756-6323  
Tuesday, Thursday 8:00 a.m. – 9:00 a.m. & 10:30 a.m. – 12:00 noon  
Tuesday 1:00 p.m. – 2:00 p.m.  
Structured classes and individualized instruction in Communication Skills

**Rock County Job Center**

Classrooms F & G  
1900 Center Avenue  
Janesville, WI 53546  
(608) 741-3566  
Monday & Wednesday 8:30 a.m. – 1:00 p.m.  
Tuesday & Thursday 8:30 a.m. – 5:00 p.m.  
Individualized and computer-assisted instruction

**OTHER DEGREE/CERTIFICATE OPTIONS**

**Local School Diploma**

Earn required credits by attending classes or working in the Learning Lab independently. Additional options for credit include previously earned high school credits, home study, military and work experience.

**Eligibility:** Over age 18-1/2, and by agreement with previous high school for number of credits needed for diploma.

**Fee:** None

**Diploma/Equivalency awarded by:** High school diploma issued by a local high school.

**P.I. 5.07**

**Requirements:** A High School Equivalency Diploma is earned based on completion of 24 post-secondary semester credits, including credit in each subject area not completed in high school.

**Eligibility:** Over age 18-1/2.

**Fees:** Depends on number of credits needed for vocational program.

**Diploma/Equivalency awarded by:** State Superintendent of Wisconsin issues equivalency diploma.

### **P.I. 5.08**

**Requirements:** If you have a degree from a country outside of the United States it might be possible to receive a high school equivalency based largely on your previous academic work. For more information contact Terese Tann, (608) 757-7734 or 1-800-498-1282, ext. 7734.

**Eligibility:** Degree from a high school outside of the United States.

**Fees:** \$15.00 Diploma Fee.

**Diploma/Equivalency awarded by:** State Superintendent of Wisconsin issues equivalency diploma.

### **P.I. 5.09**

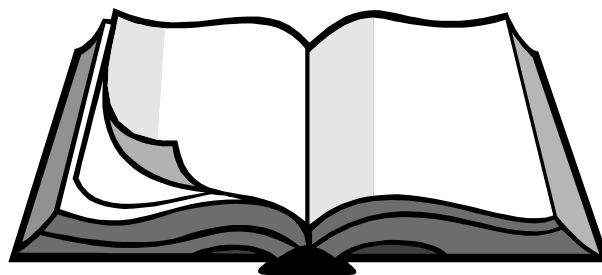
**Requirements:** Students demonstrate competency in academic areas: math, science, social studies, reading, writing, health, civics and employability skills.

**Eligibility:** Over age 18-1/2.

**Fees:** \$75.00 registration fee.

**Diploma/Equivalency awarded by:** State Superintendent of Wisconsin issues equivalency diploma.

**For high school credit information call the Local High School Specialist, David Schmidtke at (608) 757-7612 or 1-800-498-1282, ext. 7612.**



## QUESTIONS AND ANSWERS

- 1.) **Can a resident of another state or a citizen of another country earn a High School Equivalency Diploma or a Certificate of General Educational Development in Wisconsin?**

A person must be a resident of Wisconsin for voting purposes, or have lived in the state for at least ten days, or be a migrant worker or the child of a migrant worker in order to earn a High School Equivalency Diploma or a Certificate of General Educational Development.

- 2.) **Is there an age requirement for earning a High School Equivalency Diploma or a Certificate of General Educational Development?**

A person must be at least 18 years and 6 months of age, or the class with which the person entered the 9th grade must have graduated, in order to earn a High School Equivalency Diploma or a Certificate of General Educational Development. Form PI-1783 **must** be completed by your high school if your class has graduated but you are not yet 18 years and 6 months of age **before** you may attend an orientation. You may obtain this form by calling 757-7734, 757-7666 or 1-800-498-1282, ext. 7666.

- 3.) **Do persons who are interested in earning a Certificate of General Educational Development have to go through the counseling session, assessment of reading level, and assessment of career interest and aptitudes?**

Yes. These items apply to all applicants.

- 4.) **Do persons interested in earning a Certificate of General Educational Development have to discuss available options with a counselor? Will a plan for completion of one of the options in the administrative rule be discussed with them?**

Yes. These items apply to all applicants.

- 5.) **How does an individual earning a High School Equivalency Diploma meet the requirement to be instructed in career awareness, including instruction in setting short-term and long-term career goals?**

Professional staff regularly assigned these duties at the institution or organization provides this instruction at orientation.

- 6.) **How many hours of attendance are required in Health and Civic Literary courses?**

Thirty hours of attendance in each course.

7.) **Can applicants be waived from any of these requirements?**

The only exception is for applicants who are 55 years or older. These applicants must request, in writing, to be excused from completing the requirement for instruction in career awareness, including instruction in setting short-term and long-term career goals.

8.) **Are high school and/or post-secondary credits earned at schools outside of Wisconsin recognized by the State of Wisconsin?**

Yes. Credits awarded by schools in other states must be verified by presenting a certified transcript.

9.) **Do I have to wait for the GED/HSED Graduation before I get my certificate or diploma?**

No. Certificates and diplomas are issued by the State of Wisconsin within three to four months of completion of either the GED or HSED.

10.) **If I get a total GED/HSED score above 2,250 points, but one of my tests is below 410 points, have I passed the GED/HSED.**

No. You must have 2,250 or more total points and each individual test must be a score of 410 or more.



## What are Some Test-Taking Tips?

**Prepare physically.** Get plenty of rest and eat a well-balanced meal before the test so that you will have energy and will be able to think clearly. Intense studying at the last minute probably will not help as much as having a relaxed and rested mind.

**Arrive early.** Be at the testing center at least 15-20 minutes before the starting time. Make sure you have time to find the room and to get situated. Keep in mind that many testing centers refuse to admit latecomers. Some testing centers operate on a first come, first served basis; so you want to be sure that there is an available seat for you on the day that you're ready to test.

**Think positively.** Tell yourself you will do well. If you have studied and prepared for the test, you should succeed.

**Relax during the test.** Take half a minute several times during the test to stretch and breathe deeply, especially if you are feeling anxious or confused.

## Answering the Test Items

\* Never skim the directions. Read them carefully so that you know exactly what to do. If you are unsure, ask the test-giver if the directions can be explained.

\* Read each question carefully to make sure that you know what it is asking.

\* Read all of the answer options carefully, even if you think you know the right answer. Some of the answers may not seem wrong at first glance, but one answer will be the correct one.

\* Before you answer a question, be sure that there is evidence in the problem to support your choice. Don't rely on what you know outside the context of the problem.

\* Answer all the items. If you cannot find the correct answer, reduce the number of possible answers by eliminating all the answers you know are wrong. Then go back to the item to figure out the correct answer. If you still cannot decide, make your best guess.

\* Fill in your answer sheet carefully. To record your answers, mark one numbered space on the answer sheet beside the number that corresponds to the item. Mark only one answer space for each item; multiple answers will be scored as incorrect.

\* Remember that the GED is a timed test. When the test begins, write down the time you have to finish. Then keep an eye on the time. Do not take a long time on any one item. Answer each item as best you can and go on. If you are spending a lot of time on one item, skip it, making a very light mark next to the item number of the sheet. If you finish before time is up, go back to the items you skipped or were unsure of and give them more thought. (Be sure to erase any extraneous marks you have made.)

\* Don't change an answer unless you are certain your answer was wrong. Usually the first answer you choose is the correct one.

\* If you feel that you are getting nervous, stop working for a moment. Take a few deep breaths and relax. Then begin working again.

## **Study Skills**

### **Study Regularly**

\* If you can, set aside an hour to study every day. If you do not have time every day, set up a schedule of the days you can study. Be sure to pick times when you will be the most relaxed and least likely to be bothered by outside distractions.

\* Let others know your study time. Ask them to leave you alone for that period. It helps if you explain to others why this is important.

\* You should be relaxed when you study, so find an area that is comfortable for you. If you cannot study at home, go to the library. Most public libraries have areas for reading and studying. If there is a college or university near you, find out if you can use its library. All libraries have dictionaries, encyclopedias, and other resources you can use if you need more information while you're studying.

### **Organize Your Study Materials**

\* Be sure to have pens, sharp pencils, and paper for any notes you might want to take.

\* Keep all of your books together. If you are taking an adult education class, you probably will be able to borrow some books or other study material.

\* Make a notebook or folder for each subject you are studying. Folders with pockets are useful for storing loose papers.

\* Keep all of your materials in one place so you do not waste time looking for them each time you study.

### **Take notes**

\* Take notes on things that interest you or things that you think might be useful.

\* When you take notes, do not copy the words directly from the book. Restate the information in your own words.

\* Take notes any way you want. You do not have to write in full sentences as long as you can understand your notes later.

\* Use outlines, charts, or diagrams to help you organize information and make it easier to learn.

\* You may want to take notes in a question-an-answer form, such as: *What is the main idea?*

*The main idea is . . .*

### **Improve Your Vocabulary**

\* As you read, do not skip a word you do not know. Instead, try to figure out what the word means. First, omit it from the sentence. Read the sentence without the word and try to put another word in its place. Is the meaning of the sentence the same?

\* Make a list of unfamiliar words, look them up in the dictionary, and write down the meanings.

\* Since a word may have several meanings, it is best to look up the word while you have the passage with you. Then you can try out the different meanings in the context.

\* When you read the definition of a word, restate it in your own words. Use the word in a sentence or two.

### **Make a List of Areas that Give You Trouble**

\* As you go through this book, make a note whenever you do not understand something. Then ask your teacher or another person for help. Later go back and review the topic.

**(Resources: Steck-Vaughn and Cambridge Books)**  
**Other GED Resources**

[www.acenet.edu](http://www.acenet.edu)

This is the official site for the GED Testing Service. Just follow the GED links throughout the site for information on the test.

[www.gedpractice.com](http://www.gedpractice.com)

This site has practice tests for all five sections of the GED. This will also familiarize you with the types of items you will see on the actual GED test.

[www.nifl.gov/nifl/](http://www.nifl.gov/nifl/)

The National Institute for Literacy's site provides information on instruction, federal policies, and national initiatives that affect adult education.

[www.doleta.gov](http://www.doleta.gov)

U.S. Department of Labor's Employment and Training Administration site offers information on adult training programs.

[www.math.com](http://www.math.com)

This site provides tutorials for a variety of math levels.

[www.ncrider.com/tutorial-page.htm](http://www.ncrider.com/tutorial-page.htm)

This site provides tutorials for a variety of civics related topics.

[faculty.matcmadison.edu/jstickels/civics1.htm](http://faculty.matcmadison.edu/jstickels/civics1.htm)

This site provides tutorials for a variety of civics related topics.

***Please Read Carefully!!***

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**U. S. Department of Education. This act protects privacy rights of students, limits access to their records, and offers guidelines for students who wish to inspect and challenge what they believe to be inaccurate data contained therein. This also means that the college cannot release information about students to ANYONE, including parents and spouse, without receipt of the student's permission, in writing. We recognize this can be difficult for all concerned, but we must abide by the law.**

Most of your questions regarding GED/HSED should be answered at the orientation. After you attend an orientation if you still have any questions please call Terese Tann, Chief Examiner for Rock and Green County at (608) 757-7734 or 1-800-498-1282, ext. 7734.



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