

## POLICIES AND PROCEDURES

General Educational Development  
Subject: Test Battery (BED): Administration Reference: G-XII  
Source: Vice President, Instruction Eff. Date: September 1, 1997  
Approval Auth.: President Approved: \_\_\_\_\_  
Remarks: Replaces previous policy dated September 1, 1994.

Date: October 1, 1997

McLennan Community College, as designated by the Texas Education Agency (TEA), shall serve as an official test center for the General Educational Development (GED) test battery. Individuals who meet prescribed performance criteria on the test, who meet certain age and school leaving criteria, and who are Texas residents, shall be issued a Certificate of High School Equivalency by TEA. Criteria for admission to GED testing, for maintenance of test security, for reporting of test results, and for retesting are mandated by TEA, and shall be followed rigorously by the GED Chief Examiner of the College.

### PROCEDURES

Individuals seeking admissions to GED testing must present proper identification and must pay the non-refundable testing fee when they take the test. Test scores are reported to the Texas Education Agency and to the Coordinator of Admissions of McLennan Community College.

### TESTING SERVICES CENTER

The Admissions Specialist (Testing) shall be responsible for the operation of the Testing Services Center. The admissions specialist is designated by the President of the College as the official GED examiner for the College. Funds for testing fees shall be paid at the office of Business Services and deposited in the general fund account.

At regular intervals, the Testing Services Center shall publish a schedule of testing dates, times, and fees, and shall disseminate this information to appropriate agencies in McLennan County and to the news media.