TYPES OF CANDIDATES

1. STATE-FUNDED ADULT EDUCATION CENTER CANDIDATES

- Only State-funded adult education centers have the ability to authorize non-Options students to take the GED Test.
- Students who are not enrolled in K-12 schools and who are 17 years old or older may be authorized to take the GED tests. Students 17-18 years of age must enroll in Adult Education classes and qualify to sit for the GED Test by passing the Official Half-Length GED Practice Test. The minimum passing requirements for the GED Practice and the Official GED Test are standard scores of 410 on each of five subtests and an overall average standard score of 450 on all five tests.
- Sixteen (16) year old students, not enrolled in a K-12 setting, may qualify to take the GED by meeting the following waiver criteria:
  - Pregnant or actively parenting,
  - Incarcerated or adjudicated,
  - Institutionalized or living in a residential facility,
  - Chronic physical or mental illness, or
  - Family and/or economic hardships.
  - Family and/or economic hardship is defined as a student who acts as a caregiver or must work to support the family due to a parent’s death or illness, or need to be removed from an existing home environment. (*Bulletin 741.Chapter 27,§2703*)

2. OPTIONS/TRANSITIONS STUDENTS

- Authorization from this office is not required. Options/Transitions program students enrolled in school have an automatic waiver to test provided they have qualifying Official Practice Test (OPT) scores and meet the age requirements. The Options/Transitions teacher and student should complete the necessary forms for authorization by the parish superintendent or his designee. Only enrolled, qualified Options/Transition high school students are allowed to test.

3. WALK-INS - 19 YEARS OF AGE OR OLDER

- Those who are 19 years old or older may be authorized to take the test without enrolling in adult education or passing a qualifying test. These individuals may contact the adult education program in their area and schedule to take the GED tests.
4. ADJUDICATED YOUTH

- Adjudicated youth under the direction of prisons, jails, detention centers, parole and probation offices, or other corrections facilities are eligible to take the GED Tests while enrolled in school, if ordered to test by the judicial system. These candidates must meet the minimum age requirements of the GED Testing Service and their jurisdictions.

FORMS

1. **DE 502 - AUTHORIZATION FOR ADMINISTRATION OF THE GED TEST/RETEST**
   - All students must present the DE 502 prior to testing. Only state-approved adult education providers have the authority to sign these forms.

2. **LDE 503 – AUTHORIZATION FOR ADMINISTRATION OF THE GED TEST/RETEST TO OPTIONS/TRANSITIONS STUDENTS**
   - Options/Transitions students must present the LDE 503 prior to testing. Options/Transitions program supervisors have the authority to sign these forms.

3. **AGE WAIVER FOR STUDENTS 16 and 17 YEARS OF AGE TO EXIT SCHOOL (PUBLIC SCHOOLS, Form AWR-1)**
   - Students who are 16 and 17 years of age will have to satisfy certain criteria before enrolling in an Adult Education program. State law mandates that students 16 and 17 years of age cannot drop out of the K-12 school system unless the students meets certain hardship criteria:
     - Pregnant or actively parenting,
     - Incarcerated or adjudicated,
     - Institutionalized or living in a residential facility,
     - Chronic physical or mental illness, or
     - Family and/or economic hardships.

     Family and/or economic hardship is defined as a student who acts as a caregiver or must work to support the family due to a parent’s death or illness, or need to be removed from an existing home environment. *(Bulletin 741.Chapter 27,§2703)*

   - The waiver to exit public schools must be approved by the local school system’s superintendent or his/her designee.
4. **AGE WAIVER FOR STUDENTS 16 AND 17 YEARS OF AGE TO EXIT SCHOOL (PRIVATE/NON-PUBLIC SCHOOLS/HOME SCHOOL, Form AWR-2)**

- In order to enter adult education, the 16- and 17-year old student’s parent/guardian must complete the age waiver for the student attending a non-public education setting. The waiver can be obtained from the local adult education program or Louisiana Community and College System (LCTCS) office at (225) 922-2800. Once the waiver is completed, fax the waiver and the supporting documentation to LCTCS at (225) 922-1203.

- For a home school student who has completed the home school program and wants to take the GED test, the parent must submit a letter to the local adult education center stating that the student has completed the home school program. If the student is being home-schooled in a program, the teacher must also submit a letter to the local adult education center stating that the student has completed the home school program.

5. **AGE WAIVER FOR 16 YEAR OLD TO TAKE THE GED TEST (Different from age waiver for 16-year old to exit school, Form AWR-3)**

- A student may take the GED at 16 years of age only if they are not enrolled in an accredited K-12 setting and meet one of the following criteria:
  - Pregnant or actively parenting,
  - Incarcerated or adjudicated,
  - Institutionalized or living in a residential facility,
  - Chronic physical or mental illness, or
  - Family and/or economic hardships.

  Family and/or economic hardship is defined as a student who acts as a caregiver or must work to support the family due to a parent’s death or illness, or need to be removed from an existing home environment. *(Bulletin 741.Chapter 27,§2703)*

- Waivers for non-Options students are approved by the local school superintendent.

- A 16-year old with an approved Age Waiver to Exit School does not need the AWR-Form A. The approved Age Waiver is their approval to test, once they qualify to take the GED.
OTHER GED TESTING RELATED REMINDERS:

1. Special accommodations are available for those meeting the GED Testing Service requirements and completing the proper documentation. Please check with your local GED Chief Examiner for more information. *GED Testing Service Policies and Procedures Manual*

2. If a student fails a portion of the test, the student shall receive instruction in the area(s) of the deficiency until such time as the instructor certifies the student to be proficient in the failed section(s) but not before 30 days have lapsed. *Bulletin 741: Louisiana Handbook for School Administrators*

3. A student may not be retested before 30 days have elapsed since the student’s last test. *Bulletin 741: Louisiana Handbook for School Administrators*

4. Retesting shall be performed on a different form of the test from the one originally used in testing. Students may test 3 times in a calendar year. *GED Testing Service Policies and Procedures Manual and Bulletin 741: Louisiana Handbook for School Administrators*

5. If five years have elapsed since the last test was administered, the student must retest on all five sections of the GED Test. *Bulletin 741: Louisiana Handbook for School Administrators*

6. Identity and age must be verified using the following acceptable photograph-bearing identification:
   a. Driver’s licenses, valid passports, military IDs, or other forms of government issued (national or foreign) identification that show name, address, date of birth, signature, and photograph are all acceptable forms of identification, unless there is any reason to question their authenticity.
   b. Outdated identification or identification suspected of being forged will not be accepted. Identification suspected of being forged will be reported to the authorities.
   c. Current identification provided by a postsecondary educational institution is also acceptable, provided it contains the candidate’s name, address, date of birth, signature, and photograph. *GED Testing Service Policies and Procedures Manual*

7. Candidates who have tested previously in another state must present official out-of-state test scores to the GED examiner. The GED examiner must submit those scores, along with any new testing materials, to the scoring agent. *GED Testing Service Policies and Procedures Manual and Bulletin 741: Louisiana Handbook for School Administrators*

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