

ATTENTION

Effective immediately, the Pennsylvania Department of Education is requiring **ALL** GED testing students to prove Pennsylvania residency.

If you are applying for the test at our office in **Whitaker Hall 132**, you must present one of the following forms of identification:

Pennsylvania driver's license
Pennsylvania non-driver's license
Military Identification (with PA address)
Passport (with PA address)

Expired identification will not be accepted

If you are applying for the test by the mail, you must send a copy of one of the previous forms of identification. The ID must have a current Pennsylvania address. If the ID does not have a Pennsylvania address, you must prove your Pennsylvania address by submitting a piece of mail with a current Pennsylvania address (ex: phone bill, utility bill) or an address change card issued by the state of Pennsylvania.

In addition to needing the Pennsylvania identification for scheduling, you are required to bring your photo ID when testing. **Without your ID, you will not be permitted into the test.**

There are **NO** exceptions to this requirement.

Please contact GED Testing at Harrisburg Area Community College if you need further information

Harrisburg Area Community College
GED Testing Services
717-780-2619

Special instructions for those applying to take the GED test at Harrisburg Area Community College (HACC)

Please be sure to read ALL of the instructions thoroughly

Harrisburg Area Community College (HACC) operates as an official GED Testing Center as a service to residents in the state of Pennsylvania. The General Education Development Test (GED) makes available the opportunity for eligible persons to earn a Commonwealth Secondary School Diploma. The GED battery of tests consists of five separate tests.

Who is eligible?

The Commonwealth Secondary School Diploma will be issued to successful PA residents who are 18 years of age or older, and who qualify for the diploma. Successful completers under the age of 18 will be issued a letter attesting to the successful completion of the examination and stating that the diploma will be issued after the candidate reaches age 18.

Who may take the GED tests?

- Anyone not enrolled in an approved or licensed secondary school
- Anyone 18 years of age or older
- Anyone under the age of 18 with an **original formal** letter of withdrawal on letterhead from a school district and one of the following:
 - A written request from an employer who requires a high school equivalency for job opportunities
 - A written request from a college, technical trade school, or university official who accepts applicants on the basis of GED test scores
 - A written request from a recruiting officer for persons who are required to have a high school diploma or equivalency to enter a branch of the armed forces.
 - A written request from a director of a state institution for residents, patients, or inmates before their anticipated release or discharge from the institution

Faxed and photocopies are not acceptable. All letters MUST be on official letterhead.

Issuance of Diplomas:

The Commonwealth Secondary School Diploma is issued to all successful candidates. Candidates who do not meet the requirements are so informed. Because some schools issue a local diploma on the basis of GED test scores, an applicant should contact their local school district about its policy.

*Please be advised that your scores will be released **only** to you. If during testing you would like a parent, teacher, etc. to obtain your testing information, you must complete the enclosed release form.*

Duplicate diplomas will not be issued.

Requesting Transcripts:

Pa Department of Education will issue you a transcript of your test scores upon the passing of all five tests. If you would like an additional copy of your transcript for yourself, an agency, college, etc., you must contact Pennsylvania Department of Education at 717-783-6788.

Testing fee:

The GED test consists of five tests. There is a charge of **\$16 per test**. Please make checks or money orders payable to HACC and include your social security number in the memo portion of your check. There are no refunds for “No SHOWS” on testing dates. Failure to cancel an exam prior to the scheduled date and time will result in a **\$16 fee per scheduled test**.

Refund policy:

Refunds may be requested by contacting GED Testing Services at Harrisburg Area Community College at 780-2619.

Please allow two (2) weeks to process.

To schedule for testing:

All payments for testing are completed in the Cooper Student Center, 2nd floor, cashier's area. Please bring proof of payment to the GED office, located in **Whitaker Hall, room 132**. Approved ID is needed for the scheduling of GED testing. Please see the first page for information on proper identification. If an application is mailed with payment, the student must follow up to schedule the test. **The Testing center at HACC will not follow up by mail or phone.**

All appointments must be made by 12 noon the day prior to testing. Please be advised that this is the **latest** that you may schedule for GED testing. Many times our tests fill up before the date so the earlier you are able to schedule for the test, the better your chance of obtaining your desired testing date.

Please be advised students are not permitted to bring purses, tote bags, pagers, calculators, cell phones, portable music players, hand-held electronic games, food items, textbooks (including dictionaries), notebooks, supplies, jackets or coats, hats, or other nonessential items into the testing room.

Testing schedule:

A listing of current dates and times for GED testing sessions is available in our office (Whitaker Hall 132), or on the HACC website @ www.hacc.edu.

Maximum Allowable Testing Times:

Writing skills	2 hours
Reading	1 hour 5 minutes
Math	1 hour 30 minutes
Science	1 hour 20 minutes
Social Studies	1 hour 10 minutes

It is advisable not to attempt to complete all five (5) parts of the test in one testing period. You are encouraged to work carefully and unhurriedly on each part of the test during the time allowed.

Re-testing:

A candidate must obtain a cumulative total score of **2250** (an average of **450** per test). No test standard score may be less than **410**. If these scores are not achieved, an applicant may retest. Because an applicant may take each exam only three (3) times within a calendar year, it is recommended that he/she wait **90** days before retesting. This allows time for applicants to better prepare for and pass the exam. An applicant may choose to retake one or more tests to acquire the score necessary to qualify for the diploma. It is mandatory that any test score below **410** be retaken. A payment of **\$16.00** per test is required before the applicant can be rescheduled for a re-test date.

Graduation and Next Step:

In December of every year a GED graduation is held at the college. Caps and gowns can be purchased for this commencement ceremony. Invitations and details are mailed in late October of each year.

Once you receive your GED from Harrisburg Area Community College, you can attend our Next Step program. By attending this one hour session, HACC will waive the \$35 application fee and our counselors will walk you through the application, financial aid forms, and answer any questions regarding the college experience.

For further questions please contact us at:

GED Testing Center
Harrisburg Area Community College
Whitaker Hall Room 132

www.hacc.edu/programs/Divisions/ABEDS/abeds.htm

One HACC Drive
Harrisburg, PA 17110-2999

You may access the following website
for further information:

717-780-2619