

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: High School Equivalency Testing Centers

Policy Number: 108.04

Effective Date: 05/01/2025

Page Number: 1 of 3

Authority:
Commissioner

Originating Division:
Inmate Services Division
(Education)

Access Listing:
Level I: All Access

I. Introduction and Summary:

Facilities within the Georgia Department of Corrections provide for the High School Equivalency Testing of offenders, to include the General Education Development (GED) Test.

II. Authority:

- A. O.C.G.A. §§ 42-5-64, 42-5-57; 42-5-5.1; 42-9-42, and 42-8-35.1;
- B. GDC Standard Operating Procedures (SOPs): 210.04 Inmate Probation Boot Camp - Rights and Standards; and 408.01 Contract Services;
- C. Technical College System of Georgia (TCSG) Policies;
- D. The General Educational Development Testing Service (GEDTS) Policies; and
- E. ACA Standard: 5-ACI-7B-01.

III. Definitions:

As used in this SOP, these terms are defined as follows:

- A. **The State Repository of Information System (SCRIBE)** – GDC’s official offender records management system.

IV. Statement of Policy and Applicable Procedures:

- A. Central Office will make the determination as to the selection of High School Equivalency (HSE) testing sites and services.
- B. Contracts:
 - 1. Central Office, in consultation with local facilities, enter agreements with local adult education centers for the provision of HSE testing.

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2. Contracts are generated in the Central Office and are sent to local adult education centers for signatures.
3. Contracts are valid when signed by the designated authority from the adult education center and the Commissioner's designee.
4. Contracts with local adult education centers provide GDC staff members who are hired for the sole purpose of administering the HSE testing to provide testing at facilities when the local adult education center cannot provide services.
5. Contracts will be in place before GDC staff members test offenders at private prisons and county prisons.

C. Security:

1. On designated test day(s), only test administrators and/or GDC staff will have access to the test equipment setup.
2. The HSE testing materials and equipment are inventoried before and after each test administration by the test administrator or approved alternate examiner.

D. Offender Qualification Procedure

1. The GED teacher or other authorized staff member at the offender's institution verifies that the offender is prepared to take the HSE exam by meeting the set requirements of an approved assessment, such as a minimum of 145 for the applicable subtest on the official GED practice test, or other approved measure.
2. Teachers must obtain approval from the Regional or Central Office education staff to make exceptions to the minimum requirements.

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E. Examination Procedure:

1. The Test Administrator, or approved alternate, administers the GED exam per the procedures outlined in the Examiner's manual for the Tests of the General Educational Development.
2. Test Administrator, or approved alternate, verifies the identity of the examinee by state I.D. card or by a legible photocopy of the personal information page with a photo located in Scribe.
3. A test roster is maintained for each testing session.

F. Record Keeping and Reporting:

1. TCSG issues the HSE diplomas to each examinee.
2. Copies of HSE transcripts and diplomas are maintained in the school and institutional files, but requests for copies of official transcripts must be made to TCSG.
3. Each facility submits a report on HSE testing to Central Office Education Services through SCRIBE and any other required data collection format.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.