



Columbia State

COMMUNITY COLLEGE

GED® INFORMATION SHEET

Congratulations on taking this step toward getting your GED®. The GED® test is administered through Testing Services at Columbia State Community College on the days listed below. You may contact us at (931) 540-2821 or (931) 540-2569, TDD Relay 1-800-848-0298, by fax at (931) 560-4113, or by email at: TestingServices@columbiastate.edu. Mailing Address: Testing Services, Columbia State Community College, 1665 Hampshire Pike, Columbia, TN 38401.

GENERAL REQUIREMENTS

AGE: To be eligible to take the tests, an applicant must be 17 years of age. Anyone 18 or younger or anyone who has been enrolled in the current school year must have an approval form (waiver) from the school system. The applicant must be officially withdrawn from high school and have not received a high school diploma or high school equivalency certificate.

FEE: \$13.00 per subject or \$65.00 for full battery. Make checks payable to: Columbia State Community College

IDENTIFICATION: Picture identification must accompany this application. A xerox copy of driver's license, passport, or state-issued identification card (available at the driver's license center in your county) is required.

OFFICIAL PRACTICE TEST: A notarized form from an Adult Education Center certifying that an Official GED® Practice Test has been taken is required.

STUDY GUIDE: Available at Adult Education Offices or log on to: www.gedtest.org

CONFIRMATION OF TEST DATE: Once your file is complete, a confirmation letter will be mailed to you confirming your scheduled test date. If the application is not complete, a letter will be mailed and the application will be put in the incomplete file until application is complete. Once requested documents are received, the applicant will be scheduled for the next available test date.

RETEST POLICY: Applicants may retest in each subject three (3) times during each calendar year using a different form each time.

REFUND AND CANCELLATION POLICY: There will be no refunds of these prepayments except for:

- 1) Death of immediate family
- 2) Documented illness
- 3) Documented work conflict

Applicants who fail to show up for a scheduled test will again be charged a test fee prior to being assigned a seat for the next test date.

PREVIOUS TEST SCORE: If you have taken the GED® Tests or portions of the Test at a testing center outside the state of Tennessee, you must request that your scores be forwarded to Columbia State Community College, Office of Testing Services, 1665 Hampshire Pike, Columbia, TN 38401. These scores must be received directly from the prior test site; a personal copy of your scores will not be accepted. These scores must be received before an applicant can be scheduled to test.

ACTUAL TEST ADMINISTRATION: Testing will begin at **8:00 a.m.** and will last approximately 8 hours. Everyone will be given a 30-minute lunch. All scratch paper will be provided. **YOU MUST BRING WITH YOU A DRIVER'S LICENSE WITH A PHOTO ON IT OR A STATE ISSUED ID CARD. IF YOU DO NOT HAVE ONE, YOU CANNOT TEST.**

*****If you have a disability and require an accommodation in taking this examination, please ask for a "Request for Accommodation" form. State approvals must be obtained before testing will be confirmed.*****

TEST DATES	LOCATION	TIME	REGISTRATION DEADLINE
July 14, 2011	Columbia (JSC-130)	8:00 am	July 8, 2011
July 23, 2011	Williamson County	8:00 am	July 15, 2011
July 28, 2011	Columbia (JSC-130)	8:00 am	July 22, 2011
August 4, 2011	Columbia (JSC-130)	8:00 am	July 29, 2011
August 18, 2011	Columbia (JSC-130)	8:00 am	August 12, 2011
August 27, 2011	Williamson County	8:00 am	August 19, 2011
September 8, 2011	Columbia (JSC-130)	8:00 am	September 2, 2011
September 22, 2011	Columbia (JSC-130)	8:00 am	September 16, 2011
September 24, 2011	Williamson County	8:00 am	September 16, 2011

