

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *General Educational Development Test Administration*

EFFECTIVE DATE: October 11, 1988; amended October 23, 2003; October 6, 2015

BOARD POLICY REFERENCE: EFCD

PURPOSE

Blinn College has agreed to serve as a GED test center and shall follow all applicable state laws and rules in the administration of this center.

ORGANIZATION AND PERSONNEL

The Brenham GED testing center shall be managed by the Director of Advising and Counseling Services who shall serve as chief examiner and shall be directly responsible to the Dean of Student Success for the operation of this program. The Bryan GED testing center shall be managed by the Testing Coordinator who shall serve as chief examiner and shall be directly responsible to the Director of Academic Advising for the operation of this program. They shall be responsible for maintaining the security of the testing materials on their respective campuses. The center shall be housed and tests administered in the college's Administration Building, on the Brenham campus and the Tejas Center in Bryan.

Yearly the chief examiners of the testing centers shall prepare a report covering the activities of the previous year of the GED testing program which shall be presented to the Board of Trustees by the Dean of Student Success. The annual report shall include, among other matters, details on the number of tests administered during the year and the total amount of fees collected.

FINANCIAL MATTERS

The tasks related to the management of the testing center and the administration of the tests, given during normal business hours, which are assigned to the Director of Advising and/or Counseling Services in Brenham and the Testing Coordinator in Bryan, shall be a part of that person's regular responsibilities and no additional compensation shall be given that person from either testing center income or institutional funds. Additional compensation may be given for after hour or weekend testing with prior approval of the Dean of Student Success and Vice Chancellor, Student Services.

The college Business Office shall develop and implement procedures to insure the proper accounting of funds received and dispersed in connection with the testing program.