

Pre-Registration Checklist

Candidates Name: _____

Social Security Number: _____

Candidates Signature: _____

Procedures for GED Examiners:

- _____ 1. Collect Testing Fees & Provided Candidate with Receipt
- _____ 2. Prepare for any Accommodations Prior to Scheduling the Test Date
- _____ 3. Photocopy Candidates' Kansas Drivers License
- _____ 4. Photocopy Candidates' Other Piece of Identification, if applicable
- _____ 5. Show The "Mathematics Test" Video
- _____ 6. Collect Copy of Candidates OPT Scores

Candidates Must Complete The Following:

- _____ 7. The "Verification of Eligibility" Form
- _____ 8. The "Kansas GED Test Registration" Form
- _____ 9. The "GED Demographics" Form
- _____ 10. Code of Conduct
- _____ 11. Portions of the GED Test Answer Sheets (identifying information such as name and social security number.)

Final Steps:

- _____ 12. Scheduled Time for Testing Is: _____
- _____ 13. Give Candidate a Letter with All Necessary Information for Their Scheduled Testing Session (date, time, schedule, room # and location)
- _____ 14. Give Candidate an Information Sheet with General Guidelines & Procedures

