



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

June 10, 2008

IMMEDIATE RESPONSE

MEMORANDUM

TO: GED Chief Examiners

FROM: Lou Ann Parker, GED and Adult High School Coordinator

SUBJECT: General Educational Development (GED) 2009 Contract

Attached is the GED 2009 contract for the operation of your testing center(s) from January 1, 2009 through December 31, 2010. Included in the packet is an explicit memo for completing the 2009 contract, the GED Annual Contract, two GED testing materials order forms, and the Test Security memorandum.

Send all of the following to this office no later than June 24, 2008.

- Completed GED Annual Contract (Our office will make copies of the contract after I sign and we will return a copy to you.)
- U.S. GED Order Form (2 copies, **one for you to use later** if needed). **Please** keep the extra copy for future orders.
- Test Security Memo with the Chief and Alternate Examiners initialing. (Items 1-22 and both, **Chief and Alternate Examiner** signing the memo in the appropriate locations.)
- Please update your Official GED Testing Center's Emergency Plan if there are changes (including new and old addendum sites).

CC08-131
Paper & E-mail copies

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GED Testing Service requires me to send one shipment of the above contract materials. If we are late in submitting our contract materials to GED Testing Service, we may not get our test materials in time to begin testing on January 1, 2009. **To avoid a delay in shipment of your testing materials, it is imperative that you submit your contract materials by the due date.**

Test materials will be shipped directly to you by December 31, 2008. You do not need to send a purchase order. GED Testing Service will send an invoice after your order is shipped. **No forms should be sent directly to GED Testing Service.**

If you wish to have addendum site(s) under Section II of the contract, please complete **Section 12 form L-25 Request for Transportation Addendum to Annual Contract** in the GED Testing Service 2005 GED Examiner's Manual and send it to this office for processing. Should you have any questions, please call me at (919) 807-7214 or Karen O'Neal at (919) 807-7138.

Attachments

C: Presidents

Senior Continuing Education Administrators
Basic Skills Directors
Dr. Delores Parker
Dr. Randy Whitfield