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# **Individual Student Alternative Education Plan (ISAEP) Program**

# **QUICK REFERENCE TOOLKIT**

**FOR ISAEP ADMINISTRATORS AND TEACHERS**

This Toolkit is a compilation of key resources to support ISAEP program planning and implementation. As a living document, it will be updated periodically to reflect new information and updated resources.

[***ISAEP Annual Grant Application***](https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/adult-education/grants-funding) - The application package describes the overarching minimum state program requirements and assurances. It is released each year via State Superintendent’s communication. All ISAEP staff should be familiar with the school division’s ISAEP program plan, so it is imperative to locate and read the most current application approved for your division.

[***ISAEP Brochure***](https://www.doe.virginia.gov/teaching-learning-assessment/instructional-resources-support/individual-student-alternative-education-plan-isaep)- This provides a general overview of the key components of the ISAEP program.

[***GED® Options Program***](https://ged.com/educators_admins/ged-option/) - This section on the ged.com site provides a general overview of the key components of a GED® Options program as viewed by GED Testing Service® (GEDTS®). The ISAEP program is Virginia’s GED® Options program.

**Basics of ISAEP Tutorial** - This tutorial provides a basic overview of ISAEP and is available upon request by emailing GEDinfo@doe.virginia.gov.

**ISAEP GED® Testing Eligibility Form** – This form is the required documentation that verifies an ISAEP student has met the eligibility requirements to begin taking the official GED® test. This form is emailed to primary administrative ISAEP contacts at the beginning of each school year. When submitting the form, it must be signed by the ISAEP designee listed in the division’s approved grant application or the Division Superintendent. New ISAEP administrators may request the current form by emailing [GEDinfo@doe.virginia.gov](file:///C%3A%5CUsers%5Cvku63745%5CDesktop%5CISAEP%20TRAINING%20RESOURCES%5CGEDinfo%40doe.virginia.gov).

## **GED® TESTING PROGRAM**

Additional information can be found at [GED.com](https://ged.com/educators_admins/program/) (bookmark this site) or the High School Equivalency page on the [VDOE website.](https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/adult-education/high-school-equivalency-hse-credential)

**GED® TEST CONTENTS**

Access the following resources on the GED.com site to learn about what students need to know in order to prepare for and take the GED® test.

[***GED® Educator Handbook***](https://ged.com/wp-content/uploads/educator_handbook.pdf)– This resource is a must-have for all new ISAEP instructors. This handbook provides a basic overview of GED® test content and recommended teaching strategies.

[***Technical Manual***](https://ged.com/wp-content/uploads/Technical-Manual-2014-GED-Test-20181030_FINAL.pdf)- This resource takes an in-depth look into how the GED® test was developed, including the norming study, reliability and validity studies, how performance levels were set, and accommodations.

***[Assessment Guide for Educators](https://ged.com/educators_admins/teaching/teaching_resources/)*** - There is a guide for each of the four content areas, and each takes a deep dive into what is assessed, sample question types, scoring, and more.

[***Study Guides***](https://ged.com/educators_admins/teaching/classroom_materials/study_guides/) - These explain the skills covered, including sample questions, on each GED® test subject.

[***Performance Level Descriptors***](https://ged.com/wp-content/uploads/Performance_Level_Descriptors_Chart.pdf) ***(PLDs)*** - This resource, also known as “Skills Students Need to Pass”, explains what skills students need to demonstrate to attain each score level.

[***High Impact Indicators***](https://ged.com/wp-content/uploads/High_Impact_Indicators.pdf) ***(HII) and HII Relationships Across Content Areas*** – Both of these resources provide detailed guidance on how teachers can best help improve student performance by identifying those critical thinking skills that are used on each of the four subject area tests and applied to multiple contexts. These are not the only skills a test taker needs, but these are the transferable skills that teachers may need to add to their instruction.

## **GED® CURRICULUM**

[***GED® Approved Publishers***](https://ged.com/educators_admins/teaching/prep_products/) - Provides a list of publishers whose curriculum materials have been evaluated and determined to be aligned with the GED® test. Explore a variety of materials available to supplement classroom instruction.

[***Free Classroom Materials***](https://ged.com/educators_admins/teaching/classroom_materials/) - Download free materials such as tutorials, practice questions, and Math and RLA reference sheets. Also available on this site are Study Guides and Extended Response videos. Most invaluable is the GED Ready® Diagnostic Report provided at the conclusion of the GED Ready® practice test and the [*Essential Resources for Math Instruction*](https://ged.com/educators_admins/teaching/teaching_resources/) (use of calculator).

[**GED®+, GED® Flash, GED® Play**](https://ged.com/educators_admins/teaching/prep_products/) - Developed by the test publisher specifically for GED® preparation.

## **GED® PROFESSIONAL DEVELOPMENT FOR TEACHERS**

***Tuesdays for Teachers Webinar Series*** - A free professional development webinar series designed for educators. Offered by GEDTS®, this bi-monthly webinar series takes a deep dive into classroom instructional strategies and techniques for the GED® test. Archived webinars can be found [here](https://GED.com/educators_admins/teaching/professional_development/webinars/).

***In Session Newsletter*** - Get the latest GED® testing news, resources, and information about upcoming webinars. Sign-up at [GED.com](https://ged.com/educators_admins/program/) (can be found at the bottom of each webpage).

## **GED® TEST ACCOMMODATIONS**

The Accommodations [webpage](https://ged.com/about_test/accommodations/) provides an overview of how to apply for GED® test accommodations and documentation guidelines. Access additional resources such as FAQs and on-screen computer guides.

School divisions should be familiar with GED® testing accommodations for students with disabilities. The Individualized Education Program (IEP) is to be followed in accordance with applicable law (Individuals with Disabilities Education Act). The 504 Plan is covered under Section 504 of the 1973 Rehabilitation Act. Requests for accommodations on the GED® test (Americans with Disabilities Act as Amended) must be submitted to Pearson VUE through the student’s online GED® account.

To ensure that Special Education students seeking enrollment in an ISAEP program receive the appropriate services, ISAEP staff should closely collaborate with the student’s Special Education team.

## **GED® TEST DELIVERY**

**In-person testing center** - A testing center is selected during online registration within a student’s GED® account. Check the [Virginia Testing Policies](https://ged.com/policies/virginia/) and/or the [Policy Manual](https://ged.com/educators_admins/test_admin/policies/) if any questions arise.

**Online Proctored Test (OP)** - This new test delivery mode was officially launched in 2021. Information concerning OP testing can be found [here.](https://ged.com/take-the-ged-test-online/)

## **TESTING VOUCHERS**

GED® test preparation programs can buy vouchers to provide to test takers. For more information on purchasing vouchers for the GED Ready® practice test and the official GED® test, visit the [GED® Marketplace.](https://shop.gedmarketplace.com/)

## **CAREER AND TECHNICAL EDUCATION (CTE)**

Access a wealth of information and resources on the VDOE CTE [webpage](https://www.doe.virginia.gov/teaching-learning-assessment/instruction/career-and-technical-education-cte). ISAEP teachers and administrators should communicate and collaborate closely with their local and/or regional Career and Technical Education (CTE) departments to determine viable training and credentialing options available to meet the needs of students enrolled in the ISAEP program.

Additional Links:

[Economics and Personal Finance](https://www.doe.virginia.gov/teaching-learning-assessment/instruction/economics-personal-finance)

[Workplace Readiness Skills](https://www.cteresource.org/resources/workplace-readiness-skills/)

[Industry Credentialing](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/career-and-technical-education-cte/industry-credentialing)

[High-Quality Work-Based Learning](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/career-and-technical-education-cte/hqwbl)

[Virginia’s CTE Resource Center](https://www.cteresource.org/)

## **SPECIAL EDUCATION RESOURCES**

A wealth of information and technical assistance resources are available on the VDOE Special Education and Student Services [webpage](https://www.doe.virginia.gov/programs-services/special-education/technical-assistance-professional-development). ISAEP teachers and administrators may find the information helpful, as they work in partnership with their local Special Education teams to support students with disabilities enrolled in an ISAEP program.