



University of St. Martin
Your Key to a Brighter Future

GED EXAM INFORMATION

Anyone who is **16* years or older** and who does not have a high school diploma or a vocational training diploma and feels prepared to take the GED Exam can register.

**Under-18 candidates are required to have their parent/guardian sign the "GED Test Candidate Rules Agreement and Parental Consent" form before scheduling their exam.*

HOW:

1. Create account online at GED.com, receive your GED ID and complete online registration.
2. Call or visit the University of St. Martin and pay to schedule exams **OR** schedule exam online using personal credit card.
3. Fill out the **GED EXAM APPLICATION** form.
4. **PAY** the GED Exam Fees.
5. Come in to USM on the day of your exam **15 minutes** prior to the testing time.
6. Present a valid **PASSPORT or ID**.
7. Fill in the necessary forms and sit your exam.

WHEN & WHERE:

The GED exam will be scheduled various days during the year. Please contact USM for testing dates or view available dates on GED.com.

All exams will take place in the Pearson Vue Test Center lab on the USM Campus.

USM SCHEDULED FEES:

Exam Fee: **\$90 per subject**
Total: **\$350 all 4 subjects paid in full**

SELF-SCHEDULED FEES:

Daily Registration Fee: **\$25** (USM students, regardless of number of exams scheduled)
\$35 (non-USM students, regardless of number of exams scheduled)

All **USM fees** are to be done via the **Windward Island Bank**. The Finance Department will no longer accept cash as of September 1, 2013. A proof of payment will need to be presented in order to process the student's request.

Examination fee deposits can be made to the following WIB accounts:

UNIVERSITY OF SXM Foundation Account # 80969100 US\$
UNIVERSITY OF SXM Foundation Account # 80969307 NAF

NOTE: NO FEE IS REFUNDABLE 48 HOURS PRIOR TO THE EXAM OR FOR NO-SHOWS



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GED ONLINE ACCOUNT SET-UP

Setting Up Your Account

1. Go to www.ged.com to sign up
 - Use an email address you have access to.
 - **Only create ONE account!** Creating more than one will block all accounts.
2. Fill in the information requested
 - Type in your name as it is on your **LEGAL ID CARD** (passport/ID/driver's license).
 - Use 'Sint Maarten' if residing on Dutch side, and 'Saint Martin' for French side
3. Testing location: Other countries
4. **When asked for GED Classes, select Yes, and choose University of St. Martin**
5. Do you require modified testing conditions?
 - Yes, if you have a documented disability
 - No, if you have no documented disabilities
6. Click on Schedule Test, and answer survey questions
 - If you completed high school in fourth (4th) form, this is equivalent to a U.S. 10th grade.
7. **A. USM Package Deal:** No need to schedule exams online. Contact USM's GED Department to schedule your exams.
B. Non-Package: You can schedule your exams online using a credit card. Once scheduled, contact USM to confirm. An exam fee of **\$35 per day** is required when scheduling online.

My Account Has an Alert. Help!

Age Alert? If you're under 18, you will need to fill in the parental consent form with your parent/guardian, scan it, and email it to help@ged.com. All information and steps are listed in your GED account under the alert.

Eligibility Alert? You will need to call GED at the numbers provided under the alert to find out the reason why your account has an alert. This is usually the case for creating multiple accounts.



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GED Account Information

- **About the Test:** Contains the study guides for each content area, listing the various areas you will be tested on. Very helpful guide on what to study and be prepared for.
- **Study:** Various tools to prepare you for your exam.
 - o Practice: GED Ready. The official practice tests which determines whether you're ready for the official exam or need remediation. \$6 per subject.
 - o Get Study Materials: Contains guides, YouTube tutorial for RLA, Calculator tutorial etc.
 - o Preview Test: Tutorial of the testing program to prepare you for your exam.
- **Test Tips:** Contains a list of tips to prepare you for test day.
- **My Scores:** Lists the scores you received on the GED Ready practice test and the official GED exam.
 - o Official GED Exam: Shows your score on the official exam. Once you pass a subject, you won't need to take it again. If you failed, it will show you how you can score higher.
 - o You can also select the study material you used for exact pages for better studying.
 - o Suggested study route is to also take the GED Ready exam prior to retaking the official test, to better prepare.
 - o Cost to take/retake an exam is \$90 each.

Congratulations, You Passed!

Once you successfully pass all your GED exams, you will receive two (2) emails containing a link to download your official PDF documents. Follow these easy steps:

- Open the email that has either your Diploma or Transcript and click on the link. It will take you to the Parchment website.
- Click "Next", and it will send you to a page requesting a code.
- Open your email and copy the code that was sent to you.
- Paste the code in the Parchment website, and you will be able to access your Diploma or Transcript.
- Download the document and save it to a memory stick or on a Cloud device for safekeeping.

GED EXAM APPLICATION UNIVERSITY OF ST. MARTIN



#1 Soualiga Boulevard, P.O. Box 836, Philipsburg,
St. Maarten, Dutch West Indies
Telephone (721) 542-5171 / 542-3156 / 542-3674, Fax (599) 542-5226
Website: www.usm.sx

Complete this application form and submit it with your payment in full to the Business Office of the University of St. Martin. All exam fees are **non-refundable 48 hours prior to exam**. Please include a copy of a valid passport or ID card.

Last name	First name	Middle initial

Residential Address

Date of Birth D/M/Y	Cell Phone	Second Phone
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E-mail Address

Contact person in case of emergency	Cell phone
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GED Exam subject(s)	Total costs
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Conditions of Exam:

All payments are to be made in full prior to the beginning of the exam. The University of St. Martin reserves the right to refuse to schedule or cancel an exam if fees are not paid in full or if the student has an outstanding balance with the Business Office. The student needs to inform the GED Department if they require cancellation of the exam at least **48 hours** in advance or they will forfeit the payment of the GED examination. Student agrees to arrive at least **15 minutes** prior to scheduled exam. Students that are **30 minutes late** will be recorded as a "No-Show" and will need to pay to schedule the exam again.

Should a student fail or not show-up for an exam, the cost to retake is \$90.00 per exam.

The undersigned declares to have read this and agrees to this.

Signature of applicant: _____ Date: _____

Signature of parent/guardian (if applicant under 18 years) _____

GED EXAM SCHEDULING

Fill in this table to let us know how you would like your GED exams scheduled.

	Date	Subject(s)	Time
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

FOR OFFICE USE ONLY

GED ID# _____

VUE ID# _____

GED Selection: Package Exam-only Initial: _____

If package, balance cleared?: Yes No Initial: _____

Comments:
