



EXAM CHECKLIST

Charlottesville ALC Regional Testing Center
935 A Second St. SE, Charlottesville, VA 22902

*Examinees with completed registrations (including payment) are added to the testing roster on a **first come/first served basis**. Applications will be considered up until (5) five business days prior to the test date. Forms are available online or at the front desk at the ALC. Office hours are typically 9AM-8PM Monday through Thursday and 9AM-4PM on Friday.*

Please call Dalisha Ragland, GED® Registrar, with any questions: (434) 245-2817.

Registration Checklist for First Time Examinees (have not tested on the 2002 series).

All first time examinees (first time at the ALC) must register in person.

_____ **Complete the GED® Testing Application and Code of Conduct.** Be sure to include requested testing date(s) and tests to be taken (see the GED® Testing Schedule).

_____ **Complete the online registration at GED123.org.** You may do this in advance and bring the proof of registration with you or we can assist you with the online registration at the ALC. You will need to have an email address first in order to complete this online registration.

_____ **Present a valid government-issued photo ID.** Valid driver's licenses, valid passports, military IDs, or other forms of government-issued (national or foreign) identification that show name, address, date of birth, signature, and photograph are all acceptable forms of identification. A social security card is required only if candidates would like their social security number to be included as part of their record.

_____ **Provide Payment.** The fee is \$58.00 for a full exam OR an \$8.00 (one time only) registration fee and then, \$10.00 per test for partial testing. Payments must be in exact change cash or by money order made out to "*Charlottesville City Schools*".

***Recent re-testers may register over the phone and pay for tests by mail (with a money order) with permission from Dalisha Ragland or the GED® Testing Office and will be added to the testing roster as payment is received.

Starting in 2014, there will be a new GED® test. The current version of the GED® test is expiring at the end of 2013 and your scores will expire too if you don't finish and pass the test by then. Finish the test now so you won't have to retake the parts you've already passed.