



UA Rich Mountain Adult Education

1100 College Drive
The Abernathy Building
Mena, AR 71953
(479)394-7622

<https://www.uarichmountain.edu/adult-basic-education/index.html>

Facebook: <https://www.facebook.com/profile.php?id=100062943174480>

ADULT EDUCATION
DEPARTMENT
STUDENT HANDBOOK

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Arkansas Adult Education Mission Statement

To provide, in collaboration with other agencies, educational opportunities for adults who lack the basic skills for productive citizenship and gainful or improved employment, including basic skills education necessary to be literate; basic skills education necessary for training and retaining; basic skills education necessary for personal self-improvement/enhancement; basic skills education necessary to complete the secondary level of public schools.

Letter from the Director

My staff and I would like to welcome you to the UA Rich Mountain Adult Education Program. I am excited on embarking on this journey with you to achieve an important goal in your lifetime learning process. If you need any assistance, please let me or my staff know.

Sincerely,

Julie Gordon
Adult Education Director

Adult Education Sites

Polk County

UA Rich Mountain (Mena)

The Abernathy Building

1100 College Drive

Mena, AR 71953

(479)394-7622

Julie Gordon, Director ext. 1380

Bonnie Medlin, Instructor ext. 1383

Leah Roberts, TABE Administrator ext. 2309

Montgomery County

UA Rich Mountain (Mt. Ida)

31 Industry Dr.

Mt. Ida, AR 71957

(870)867-5264

Adult Education Classes

Adult Basic Education (ABE)

Adult Basic Education is designed for the adult learner who wishes to strengthen reading, writing, math, or life-coping skills. The program offers basic instruction for adults functioning below an eighth-grade level in reading, math and/or language. Individuals are pre-tested to determine reading, math, and vocabulary entry levels.

GED/Adult Secondary Education (ASE)

Adult Secondary Education or General Education Development classes offer instruction to adults who are preparing to pass the GED exam or desire to enhance essential skills. Five areas of instruction are provided: Language Arts Reading, Language Arts Writing, Social Studies, Science, and Mathematics. Individual instruction is based on the student's entry level and needs. Class enrollment/attendance is open– entry, open-exit. Program completion is attained with passing the GED tests and receiving an Arkansas High School diploma or by reaching an individual's goal.

English as a Second Language (ESL)

ESL classes are provided for adults whose native language is not English. Adults receive instruction in English and in learning how to cope in an American Society. Beginning, Intermediate, and Advanced ESL classes are available.

Some classes include instruction suggested by the US Immigration and Naturalization Service to prepare the student for the citizenship examination. The class format is open-entry, open-exit. ESL classes are offered at UA Rich Mountain Adult Education Department, Mena Campus, and other sites as needed.

Workforce Alliance & Growth in the Economy (WAGE)

WAGE is an employer-driven workforce training program. It is a partnership of local businesses, industry and community providers, along with the adult education program, to help current employees and job seekers increase their skills and abilities to meet the demands of today's jobs and workforce needs of the community. Students may earn WAGE Level 1 and WAGE Level 2 certifications. Through WAGE, students learn employability skills, communication skills, digital literacy skills, and financial literacy skills. The following certificates are available: Workforce Preparation, Manufacturing, Business Management and Administration, Hospitality and Tourism, and Health Science.

Basic Computer Literacy

This program provides instruction in the operation of the computer, basic computer terminology, uses and applications, and provides a brief introduction to word processing. Computer literacy is currently provided for students enrolled in adult education programs or workplace environments. Computer literacy is designed to assist enrolled students in becoming literate in the use of technology as a learning tool; it is not designed to provide comprehensive training to achieve proficiency in specific software programs.

Keyboarding

The student will have a private typing tutor in this computer CD-ROM program. The student will get personalized exercises, exciting games, and

instant feedback to improve typing proficiency.

Accuplacer/ Preparation

The student will have access to a private computer program to grade basic skills needed to successfully pass the writing skills, reading skills, and numerical sections of the Accuplacer placement test.

ASVAB Preparation

The ASVAB exam is a military entrance exam. The program provides training in the specific areas of the exam. Instruction is offered by Computer-Aided instruction (CAI) or textbook.

Certified Nursing Assistant IET

The Certified Nursing Assistant Program provides courses of instruction and experience that will prepare individuals to be a qualified member of a health care team. This program is taught following the Arkansas Long Term Care Facility Nursing Assistant Training Curriculum. After successfully completing the required courses, the successful student will be able to: Outline basic physical, emotional and psychosocial aspects of an elderly client; demonstrate caring, supportive and safe care of clients; define the scope of practice of a nurse assistant; explain how the nursing assistant is an important part of the health care team; practice non-specialized tasks (basic nurse assistant skills) related to the personal care and comfort of residents, including activities of daily living; and demonstrate effective, professional communication skills with faculty, clients and health care team members. Students will also be introduced to WAGE Level 1 and 2. At completion of the program, you will have earned a technical certificate of proficiency. The program also will prepare you for the exam to obtain your license from the Arkansas State Board of Nursing.

Licensed Practical Nursing IET

The Practical Nursing Program is an eleven-month program that combines classroom instruction with clinical experience. Students successfully completing the Practical Nursing Course are awarded a Technical Certificate. After graduation, students may apply to take the National Council Licensure

Examination for Practical Nursing. Persons convicted of a crime may not be eligible to take the NCLEX-PN for licensure as a practical nurse. See the program chairperson for further details. The Practical Nursing Program has been granted full approval by the Arkansas State Board of Nursing. Students will also be introduced to WAGE Level 1 and 2.

Health Information Billing and Coding IET

The program is designed for students who wish to acquire a thorough understanding of the human anatomy, the language used in the medical profession, regulations that govern the practice of medicine, and the knowledge of how to correctly code and bill for services provided. Upon completion of the program students can expect to be employed in physician offices, multi-specialty group practices, insurance companies, outpatient care facilities, and with government agencies. Students will also be introduced to WAGE Level 1 and 2. At completion of the program, the student will have earned a technical certificate of proficiency.

Associates of Applied Science Degree (AAS) in Health Information Billing and Coding IET

This program is designed for individuals interested in pursuing a career path in Health Information Management and Technology. At the conclusion of this program, students will be able to: apply revenue cycle management skills including medical coding and reimbursement methodologies; demonstrate an understanding of professional ethics and confidentiality as required of a healthcare professional; apply the navigation of electronic and manual healthcare records systems and medical claims software; apply knowledge of medical coding, practice management, and healthcare reimbursement for payer collections and audits; identify accurate health information documentation for the organization, patients, and third party payers; apply legal principles, policies, and standards to protect the privacy and security of health information; reference and utilize payer websites for preauthorization, data interchange, and claims processing; and apply knowledge of anatomy, physiology, and medical terminology necessary to correctly code provider diagnoses and services. Students will also be introduced

to WAGE Level 1 and 2. At the completion of the program, the student will have earned technical certificates as well as an associate's degree in applied science.

Phlebotomy IET

The program is designed for students who wish to acquire a thorough body of knowledge and skills necessary for skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Students will also be introduced to WAGE Level 1 and 2. After completion, the student will have a certificate of proficiency necessary in Arkansas to get a job in phlebotomy.

Welding IET

Students completing the Technical Certificate-Basic Welding program should be able to: use skills that meet industry standards; develop skills necessary for state and national welding certifications, work as an effective and dependable team member as well as independently; demonstrate safe work habits that reflect concern and care for self, others, and the environment; develop the skills necessary to secure employment; demonstrate appropriate safe work habits when operating oxy-fuel and electric welding equipment and function safely in a welding environment; display manipulative skills with various welding processes to assure adequate weld integrity and appearance; perform welding operations with appropriate process on various metals and situations; and know basic fundamentals of math and measurements. Students will also be introduced to WAGE Level 1 and 2.

Orientation Procedures

The first step in enrolling in adult education is filling out the intake, student rights and responsibilities, and media release forms. Once the forms are completed, students set primary and secondary goals. The course of study is determined by these goals.

After the intake process, 16 and 17-year-old students will take the Locator and TABE test and must score a 535 to be entered into the Adult Education program. Effective 2024, the Division of Workforce Services, Adult Education Section is

waiving the minimum 535 TABE score of interested 16-17-year olds until further written notice. Court-ordered students will be allowed to enroll in Adult Education regardless of their scores.

For adults, the Locator is given to determine which level of the TABE is appropriate. This evaluation takes at least 30 minutes.

Adults will then be TABE tested to determine their level and what skills need to be addressed in reading, math and language. This evaluation takes at least 3 hours.

Adults needing English as a Second Language (ESL) instruction will take a TABE-E test to determine how much English they already know. Next, the student will receive instruction. After 60 hours of class time, the student will be tested again to check progress.

The GED costs \$4.00 per section; there are 4 sections, for all students. The GED ready test price is \$6.00 per test. There is no cost for instructional materials or classes.

A score of at least a 145 average is required to pass. If a score a 145 average or above is not met on the GED Ready Test, the instructor will determine what materials/instruction will be beneficial. After earning additional instructional hours, a retest will be administered to track progress. Once you pass the GED Ready Test, you will be scheduled through the testing center to take the Official GED Test. Test-takers who do not pass a content area of the official GED for the second time must complete at least 12 hours of instruction in that content area before attempting a third try. Test-takers who do not pass a content area after a third attempt, must wait 60 days before they can retest in that content area.

Graduates are invited to participate in graduation ceremonies at UA Rich Mountain. An invitation will be sent to you by the end of April. If you do not receive the letter, contact our office.

Goal Setting

It is the goal of the UARM Adult Education Program to help students achieve their short and long-term goals. It is the responsibility of the instructor to meet with his/her student and review test scores and create an individual student-learning plan (SLP). When developing the SLP, the student's short and long-term educational and employment goals will be set. A timeline of goal completion will be discussed with the student. Barriers and ways to overcome these barriers if necessary are determined. Students are then referred to the career coach for transitional services such as college entry or the workforce. The career coach is available throughout the student's enrollment for transitional services. Each time the student is post-tested, short and long-term goals are reviewed and adjusted. Instructors review the student's test scores along with their diagnostic to evaluate the student's progress or lack of progress. The instructor will then meet with the student to review scores, the diagnostic, and discuss any needed revisions to goal completion dates.

Referral Procedures

If you are having barriers or problems with getting your education and need assistance, then we can refer you to an agency that might be of help to you. We refer students to the following agencies:

- *DHS
- *Polk/Montgomery Health Department
- *Arkansas Rehabilitation Services

Students who want to enter post-secondary education upon receiving their GED will be referred to the ADA coordinator at the college of their choice.

If you have a documented or suspected disability, we will assist you in the process of requesting accommodations. Please contact Julie Gordon for more information. 479-394-7622 extension 1380, Abernathy room 307 or ADA Coordinator Ronda Wells, rwells@uarichmountain.edu.

The UA Rich Mountain Adult Ed program provides equal access to all programs and activities.

**Americans With Disabilities Act of 1990 and
Rehabilitation Act of 1973 Section 504
Policy and Procedure**

UA Rich Mountain, as an educational institution and as an employer, does not discriminate based on disability. The college does not discriminate in admission or access to, treatment by or employment in, its programs and activities. This is a commitment made by the college and is in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. All services, programs and activities at UA Rich Mountain are accessible to students with disabilities. The Adult Education Director, located in the Abernathy Building Room 307, has information on accommodations and is the ADA/Section 504 compliance officer for Adult Education.

For students seeking accommodations, the following intake process will be followed:

- The student discloses to the intake person that he/she has a learning disability or other type of disability. If available, he/she will provide supporting documentation of the disability and recommended accommodations.
- The student will fill out paperwork pertaining to the disability: Doctor he/she is visiting, type of disability, and prior school district attended. The student then signs the release of confidential information document giving the Adults with Disabilities advocate permission to research or locate the student's disability information.
- The Adult Education Students with Disabilities Advocate will submit all gathered information to the appropriate person responsible for approving or denying an accommodation request. The Adult Education program will process the student's request for accommodations within 90 calendar days.
- If accommodations are approved, the student and teacher will be notified on how to proceed with the student.
- If the student is denied the accommodations, the advocate will inform the student of the decision, and the reason for the decision.

Adult Education Student's Rights and Responsibilities

Students enrolled at UA Rich Mountain Adult Education Center are expected to adhere to all Adult Education rules as well as rules and regulations set forth by UA Rich Mountain.

Students are expected to conduct themselves in a professional manner while on campus or while representing the College off campus. The reputation of UA Rich Mountain (UARM) rests with the students. The college reserves the right to take disciplinary action against those students, who in the opinion of UA Rich Mountain, have not acted in the best interest of the students or the college. Disciplinary action may consist of verbal reprimand, restitution of damages, and restriction of privileges, suspension or dismissal. Students have the right to due process.

UA Rich Mountain honors the right of the individual to free discussion and expression, of peaceful demonstration, and of petition and peaceful assembly. However, in a community of learning, willful disruption of the educational process, destruction of property, and interference of the rights of others cannot be tolerated. Therefore, any student who willfully by use of violence, force, coercion, threat, intimidation, or fear, obstructs, disrupts, or attempts to obstruct the normal operations or functions of the college, or who orally or in writing advises, procures, or incites others to do so is subject to dismissal.

UARM emphasizes the need for an environment free of harassment and prejudice of any kind. Any experience or observance of harassment or prejudice must be immediately reported to the College's Affirmative Action Officer.

In addition to the policies of the Adult Education Program, UA Rich Mountain, states"

The Adult Education Department is a part of UA Rich Mountain. Therefore, Adult Education students are governed by the same student rights and responsibilities as stated in the official college handbook.

Student Grievance Procedures

UA Rich Mountain Adult Education Program has adopted an internal grievance procedure providing prompt and equitable resolution of complaints for members of the public, visitors, clients, and employees not covered under existing agency's grievance procedure alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "...no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits for, or be subjected to discrimination..." in programs or activities sponsored by a public entity.

A complaint shall be filed in writing or verbally which contains the name and address of the person filing it, and briefly describes the alleged violation of the regulations which will be submitted to the ADA coordinator rwells@uarichmountain.edu.

A complaint shall be filed within five working days after the complainant becomes aware of the alleged violation. Processing of allegations of discrimination, which occurred before this grievance procedure was in place, will be considered on a case-by-case basis.

An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by program director or in her absence, any other person designated by the program or agency director. This process contemplates informal by thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit information relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by ADA Coordinator or the person designated by the program or agency director, and a copy forwarded to the complainant no later than ten working days after its filing.

The ADA Coordinator shall maintain the files and records of UA Rich Mountain Adult Education Program relating to the complaints filed.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by ADA Coordinator or the person designated by the program or agency director, and a copy forwarded to the complainant no later than ten working days after its filing.

The ADA Coordinator shall maintain the files and records of UA Rich Mountain Adult Education Program relating to the complaints filed.

The complaint can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration must be made within five working days to Julie Gordon at 1000 College Drive Abernathy Bldg. 307, Mena, AR or by phone at 479-394-7622 Ext. 1380.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency.

Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

This entire process shall be constituted to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that UARM Adult Ed complies with the ADA and implementing regulations.

Form available upon request.

Adult Education Student's Rights:

- You have the right to an education that will enable you to accomplish your goals (e.g., improved basic skills in reading, and/or math, GED, English-as-a-second-language, citizenship, computer literacy, etc.)
- You have the right to be treated with respect in the classroom and regarding your personal and educational information. Personal and educational information will be kept confidential and only be released with your written permission.

Adult Education Student's Responsibilities:

You share responsibilities with the teachers for your own learning. You should spend some time when you are not being taught directly by the teacher studying on your own. There are excellent online-computer programs, video tapes, and books at each Adult Education center for you to use.

You are responsible for taking care of the equipment, the materials, and yourself in the classroom.

To maintain a drug free campus, information is kept available about the dangers of drug abuse, the availability of counseling, and the penalties for violations.

Information racks are in each building on campus. They contain pamphlets that deal with these topics. Adult Education disciplinary policies are located on page 16.

Bullying Won't Be Tolerated

A definition of bullying

Bullying is repeated verbal, physical, social or psychological behavior that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimization and all forms of harassment including that based on sex, race, disability, homosexuality, or transgender. Bullying of any form or for any reason can have long-term effects on those involved, including bystanders.

Bullying can happen anywhere: at school, travelling to and from school, in sporting teams, between neighbors, or in the workplace.

Bullying behavior can be, but not limited to:

- **verbal:** name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical:** hitting, punching, kicking, scratching, tripping, spitting
- **social:** ignoring, excluding, ostracizing, alienating, making inappropriate gestures

- **Psychological:** spreading rumors, dirty looks, hiding or damaging property, malicious SMS and email messages, inappropriate use of camera phones

Any individual who feels they have been the victim of bullying, or who has witnessed any incident of bullying, should promptly report it to an adult education staff member. The director will investigate all allegations of bullying. No individual will be disciplined or retaliated against for making a good faith complaint regarding bullying. An individual complaining of bullying may be asked to file a written complaint form or receive assistance in completing a written complaint form. In investigating the complaint, attempts will be made to respect the privacy of all individuals involved. However, due to the nature of fact-finding and investigation, confidentiality cannot be guaranteed. If bullying is found to have occurred, prompt action will be taken, and immediate discipline will be rendered. This may include suspension up to expulsion depending on the severity of the situation.

Student Conflict Resolution Policy

The Student Conflict Resolution Policy provides students with a mechanism to address and resolve conflicts between instructors, staff, or other students. Students are encouraged to follow the informal steps below to resolve the situation before initiating a formal action; however, students may initiate formal action at any time in the process by completing and submitting the Student Conflict Resolution Form.

Informal Steps to Resolve a Conflict:

- If possible and appropriate, discuss the concern with the person who was directly involved in the conflict. Proceed to the next step if the situation remains unresolved after this discussion.
- Communicate the conflict with your adult education instructor so that a meeting can be scheduled between all parties involved to try to resolve the conflict.

Formal Steps to Resolution a Conflict: If the informal steps are not successful in

resolving the conflict, students are encouraged to follow the following steps.

- Complete and submit the Student Conflict Resolution Form following the instructions provided. Your instructor or other adult education staff member will email you the form and will assist in completing the form if needed.
- The director will review your complaint.
- You will receive an email acknowledging receipt of the Student Conflict Resolution Form. The director will schedule a time to meet to discuss the situation within three business days.
- In determining a decision, additional individuals could be consulted as deemed appropriate.
- The final determination will be communicated to you by email. If you are dissatisfied with the ruling and would like to have your case reviewed by someone outside of Adult Education, the email will also include contact information for the appropriate college personnel.

ADULT EDUCATION CODE OF CONDUCT & DISCIPLINARY GUIDE

This section of the policy directly correlates with UA Rich Mountain Code of Conduct and does not replace or overrule the College's Code of Conduct, disciplinary policies, or procedures in any way. The following list outlines corrective action measures that will be enforced by the Adult Education Department and are in addition to any legal or criminal charges that may be enforced by UA Rich Mountain.

INFRACTION

- Nonadherence to posted classroom policies.
- Hygiene
- Appropriate Dress
- Public Display of affection
- Profane Language
- Behaviors that disrupt the learning environment.

Prohibited conduct includes, but is not limited to the following behaviors:

- Endangerment
- Harassment
- Disruption
- Dishonesty
- Tampering w/safety equipment
- Property Violations
- Smoking
- Computer Violations

ZERO TOLERANCE BEHAVIORS include but are not limited to the following:

- **Drugs**
- **Weapons**
- **Physical Altercations**
- **Sexual Offenses**

DISCIPLINARY ACTION

Seriousness of infraction will determine disciplinary action.

1st offense: Verbal warning

2nd offense: Written warning, and conference with the program director.

3rd offense: Suspension from program for a minimum of one week or permanent withdrawal from the program.

An incident report will be filed to the appropriate department.

You may be asked to leave the campus.

You may be banned from UA Rich Mountain campus.

ALL INFRACTIONS AND DISCIPLINARY ACTIONS WILL BE NOTED IN YOUR FILE.

Please do not eat or drink at the computers. If you have a problem with a computer, tell a teacher. Students attending adult education should leave campus when studies are completed for the day. Loitering is not allowed on premises. Suspension of student from campus or site will occur if this rule is not followed.

FERPA

According to the Family Educational Rights and Privacy Act (FERPA) of 1974, enacted as Section 438 of the General Education Provisions Act, student information that is considered "private" cannot be shared with anyone who is not designated on a release of confidential information form that has been signed by the student.

Safety and Security

- Do not leave valuables out in the open on your desk or in your car. UARM Adult Education is not responsible for lost or stolen items.
- If something is stolen from you while on campus, notify the director or instructor. The campus police will be notified.
- If you have been harassed, threatened, attacked, or bullied, immediately report it to a staff member.
- If you have a conflict with another student, report it to a staff member. You can file a written grievance report within five days of the incident.
- If you do not drive, make prior arrangements to be picked up at the time that the center closes. The staff members are not required to stay with you while you wait for your ride.

Cell Phones

Cell phones should be kept silent and out of sight during class instructional time. Excessive phone use or gaming may result in dismissal.

Student Laptops

Laptops are available to students to check out for up to two weeks at a time. Students must sign a computer borrower agreement.

**University of Arkansas Rich Mountain
Adult Education Department
Orientation Statement and Student Contract**

Please review each paragraph and provide initials. Once all items are reviewed and initialed, sign and date the last page. By initialing and signing this document, you acknowledge and understand the terms and will follow them to the best of your ability.

_____ Provide identification

Complete intake paperwork

Complete all sections of the TABE

_____ Students that are 16 or 17 years of age are required to attend 20 hours per week.

_____ Adult Education provides classes in all subjects needed to pass the GED exam.

_____ In order to receive your diploma, you understand that you must attend class on a regular basis. You understand faculty and staff will monitor your hours and inform you when you are ready to posttest.

_____ You will sign-in when you enter class, and sign-out before you leave. Print your legal name clearly in the attendance book.

Understand that the Adult Education Team wants YOU to succeed in your educational goals.

If you have any questions, you may speak to your teacher or administration.

Student signature

Date

Adult Education Policy Statement

It is the belief of Arkansas Department of Education and the Adult Education Division that the most beneficial educational placement for students between sixteen and eighteen is in the regular high school. In that setting, students can be assured of many advantages unavailable in the adult education programs, including:

- School lunch program
- School counselors trained to work with this age group
- Daily contact with people their own age
- Physical education

However, if circumstances require education in a different setting, UARM Adult Education is an option under these requirements.

- The Adult Education Act as amended by the National Literacy Act of 1991 and Arkansas Act 30 and 31, 1994 requires students sixteen or seventeen years of age to attend **20 hours** of class per week.
- Students not attending **20 hours** per week will be released back to the referring school and will not be allowed to reapply for Adult Education classes until they turn eighteen years of age.
- Students must provide a school waiver or intent to homeschool form.

Upon successfully passing the GED exam, the student will be released from this requirement.

Student's parents or Guardians may be subject to a civil penalty not to exceed \$500 plus court for non – school attendance.

It is the student's responsibility to provide a copy of passing GED test results to the releasing school.

Students enrolled in college, Job Corps, or home school must provide proof of enrollment.

To: Home School Parent
From: Julie Gordon, Adult Education Coordinator,
479-394-7622 ext. 1380

Subject: GED testing for students 16 or 17 years of age

U of A Rich Mountain Adult Education has developed the following policy concerning students under the age of 18 who wish to test for the GED.

Students 16 or 17 years of age must provide the following:

Provide a home school release and parent release for testing.

Agree to earning 20 hours a week of instruction.

Comply with Adult Education guidelines as outlined in the Adult Education Policy Manual.

Must pass the civics exam.

Ensure availability of adequate transportation to and from the center.

Student name: _____

Applicant's S.S. # _____ Date of birth: _____

Date last attended before home school: _____

Adult Education has my approval to test and prepare the above-named applicant for the GED test.

Parent/Legal Guardian: _____

Date: _____

Staff signature: _____

Helpful websites

<https://www.uarichmountain.edu/adult-basic-education>

<https://www.essential.com/start/uarichmountain>

<https://tabetest.com/resources-2/testing-information/tabe-1112-practice/>

<https://www.mometrix.com/academy/tabe-practice-test/>

<https://ged.com/>

<https://www.march2success.com/main/courses>

<https://studentaid.gov/>

Check out YouTube for TABE and GED test resources.

Go to YouTube-search Crash Course GED & choose from each content area.

- Math
- Science
- Reading Language Arts
- Social Studies

GED test-taking tips

- Eat well beforehand, so hunger won't distract you during the test.
- Bring Arkansas photo Identification.
- The GED test is given at UA Rich Mountain, in the Abernathy Building at 1100 College Drive in Mena, AR.
- Arrive 15-20 minutes before the test is scheduled to begin to ensure you can find the room and get situated.
- At the beginning of each test, write on scratch paper the ending time. Notice how many questions there are for that test. Write the time for the halfway point and the number of the question that is about halfway. When

you reach the halfway question, you should be about halfway through your time limit.

- The examiner will signal you when you have ten minutes left by holding up ten fingers. You should pace yourself and mark the answer for each of the remaining questions, even if you haven't had time to read them.
- Make sure the answer you mark, matches the number of your answer choice.
- If you are unsure of an answer, eliminate those answers that are obviously wrong and make your best guess among the remaining answers. Do not skip a question and come back to it later. Mark your answer, write the number of the question on scrap paper, come back to it if you have time.