NCCCS HiSET Overview for Chief Examiners and Test Administrators

July 2020
Welcome NCCCS Staff!

North Carolina Community College System
• Claudia Farnandez, HSE State Administrator, NCCCS
• Daniel Loges, Director of Professional Development and Distance Learning, NCCCS

ETS HiSET Program
• Adriana Wells, HiSET Operations Senior Director, ETS
• Tanya Haug, HiSET National Director, ETS
• Jason Carter, HiSET National Executive Director, ETS
AGENDA

HiSET Program Overview
Testing Accommodations
Test Administration
HiSET State and Test Center Roles
Test Security
HiSET Portal and Data Manager
HiSET Program Overview

HiSET States
HiSET Testing Volumes
The HiSET Exam
Historical HiSET Test Volumes - National

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>National Data</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># Examinees Tested</td>
<td>44,623</td>
<td>61,600</td>
<td>78,410</td>
<td>85,214</td>
<td>86,001</td>
<td>85,030</td>
</tr>
<tr>
<td># Examinees Completed</td>
<td>37,871</td>
<td>47,775</td>
<td>57,122</td>
<td>56,006</td>
<td>53,255</td>
<td>50,879</td>
</tr>
<tr>
<td>Completion Rate</td>
<td>84.9%</td>
<td>77.6%</td>
<td>72.9%</td>
<td>65.7%</td>
<td>61.9%</td>
<td>59.8%</td>
</tr>
<tr>
<td>Passing Rate</td>
<td>75.1%</td>
<td>74.7%</td>
<td>81.5%</td>
<td>76.5%</td>
<td>76.7%</td>
<td>79.4%</td>
</tr>
</tbody>
</table>

More than 2 million HiSET® tests delivered

Data from the 2019 Annual Statistical Report on the HiSET® Exam
### North Carolina – 2019

<table>
<thead>
<tr>
<th></th>
<th>English</th>
<th>Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td># Examinees Tested</td>
<td>6,706</td>
<td>257</td>
</tr>
<tr>
<td># Batteries Completed</td>
<td>3,380</td>
<td>96</td>
</tr>
<tr>
<td># Batteries Passed</td>
<td>2,799</td>
<td>63</td>
</tr>
<tr>
<td>Completion Rate</td>
<td>50.4%</td>
<td>35.8%</td>
</tr>
<tr>
<td>Battery Passing Rate</td>
<td>82.8%</td>
<td>65.6%</td>
</tr>
</tbody>
</table>

**NCDPS:**
In 2019, 7,743 HiSET subtests taken.
Year to date 2020, 1,321 HiSET subtest taken.
The HiSET Exam

<table>
<thead>
<tr>
<th></th>
<th>Reading</th>
<th>Writing</th>
<th>Mathematics</th>
<th>Science</th>
<th>Social Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions</td>
<td>50</td>
<td>61</td>
<td>55</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Type</td>
<td>100% multiple choice</td>
<td>multiple choice (60)</td>
<td>100% multiple choice</td>
<td>100% multiple choice</td>
<td>100% multiple choice</td>
</tr>
<tr>
<td>Essay</td>
<td></td>
<td>essay (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>65 minutes English</td>
<td>120 minutes</td>
<td>90 minutes</td>
<td>80 minutes</td>
<td>70 minutes</td>
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<tr>
<td>Language</td>
<td>80 minutes Spanish</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total test time is **over 7 Hours**
HiSET Test Formats

Test Formats

• Computer- or paper-based test formats (CBT or PBT)
• English or Spanish
• Accommodated test forms
2020 Test at a Glance (TAAG)

2020 English TAAG

2020 Spanish TAAG
Adult Education Programs and Test Centers

Find an Adult Ed Program on the HiSET Website
• https://hiset.ets.org/prepare/adult_ed_programs/

Find a Test Center on the HiSET Website
• https://hiset.ets.org/prepare/adult_ed_programs/
Test Prep Resources

General prep information
- Study Companion
- Sample Questions
- Scored Sample Writing Responses
- Writing Response Scoring Guide

Practice test companion materials
- Practice Tests – Quick Reference Guide
- Practice Test Results: Are You Ready to Take the Exam?
- HiSET Practice Test Blank Answer Sheets
- Mathematics Formula Sheet

Free practice tests
- Language Arts – Reading
- Language Arts – Writing
- Mathematics
- Science
- Social Studies

https://hiset.ets.org/resources/prep/
Test Preparation

Free Practice
• Practice tests and answer sheets: https://hiset.ets.org/resources/prep/
• Interactive CBT Practice http://www.ets-cls.org/hiset/
• Sample questions: https://hiset.ets.org/s/pdf/sample_questions.pdf

Low-Cost Practice
• Official Guide to the HiSET Exam practice tests
HiSET Scoring Levels

High School Equivalent (HSE) Score
• Minimum scaled score 8 of 20 on each subtest
• Minimum score of 2 on the essay
• Combined scaled score of 45 on entire battery

College and Career Readiness (CCR) Score
• Minimum of scaled score 15 of 20 on each subtest
• Minimum score of 4 on essay
• Performance level indicative of college entry into credit bearing courses

Highest Possible Scores
• 20 on each subtest
• 100 for entire battery
HiSET Individual Test Report

Name: Robinson, Michael
ETS ID: ABC12345
Date of Birth: August 28, 1986
Test Date: November 05, 2016

Language Arts – Writing

<table>
<thead>
<tr>
<th>Your score</th>
<th>Out of a possible</th>
<th>Minimum scaled score required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts – Writing</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Essay</td>
<td>2</td>
<td>6</td>
</tr>
</tbody>
</table>

Did you meet the minimum requirements of the Language Arts – Writing subtest?

- Yes

Language Arts – Writing Performance Summary

<table>
<thead>
<tr>
<th>Percentage of items answered correctly</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Organization of Ideas</td>
</tr>
<tr>
<td>• Language Facility</td>
</tr>
<tr>
<td>• Writing Conventions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your Score</th>
<th>Possible Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay</td>
<td>2</td>
</tr>
</tbody>
</table>

A. This is where you will find your score for each subtest.

B. The Yes/No indicator quickly identifies if you have passed each subtest.

C. The college-/career-ready indicator, available only on the Individual Test Reports, will display if you show a level of performance similar to the minimum level required to succeed in college-level credit-bearing courses.

D. Your subtest performance summary, located at the bottom of each Individual Test Report, outlines how you performed on each content category. It will assist you in identifying areas of strength and opportunities to improve.
A. In the HiSET® status section, you will find the guidelines needed to pass the HiSET exam along with easy Yes/No indicators to explain which you have met and which you need to still work on completing.

B. The Yes/No indicator quickly identifies if you have passed the HiSET exam.

C. The HiSET summary section will display the highest score you have achieved on each subtest along with the date you took each test.

D. This section displays whether your highest score has met the passing threshold for each subtest. A minimum scaled score of 8 is needed to pass each subtest.

E. The Total Scaled Score is a cumulative record of the highest scaled score(s) on each subtest.
HiSET Reports

- Individual Subtest Score Report
- Comprehensive Score Report

State of North Carolina Official Credential and Transcript

- HSE Diploma
- Transcript

Test Center Reports

- Rosters
- Custom reports
- Saved reports
HiSET Website and Resources in Spanish

All our resources are also available in Spanish, easily accessed by clicking the En Español tab on the upper right of the HiSET home page(s)

Spanish language webpage https://hiset.ets.org/es/test-takers
Materiales de preparación para el examen HiSET® https://hiset.ets.org/es/prepare/materials/
HiSET Testing
Accommodations
Testing Accommodations for Disabilities

- Attention deficit/hyperactivity disorder
- Psychological or psychiatric disorders
- Learning and other cognitive disabilities
- Physical disorders/chronic health disabilities
- Intellectual disabilities
- Hearing and visual impairment

https://hiset.ets.org/requirements/disabilities/

<table>
<thead>
<tr>
<th>Commonly Approved PBT and CBT Accommodations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing Accommodation</td>
</tr>
<tr>
<td>Extended time</td>
</tr>
<tr>
<td>Separate room</td>
</tr>
<tr>
<td>Audiocassette or other form of recorded audio</td>
</tr>
<tr>
<td>Large Print</td>
</tr>
<tr>
<td>Screen magnification</td>
</tr>
<tr>
<td>Scribe or keyboard entry aide</td>
</tr>
<tr>
<td>Additional supervised break time</td>
</tr>
<tr>
<td>Sign language-interpreted instructions for deaf or hard-of-hearing test takers</td>
</tr>
<tr>
<td>Braille</td>
</tr>
<tr>
<td>Refreshable Braille</td>
</tr>
<tr>
<td>Reader</td>
</tr>
<tr>
<td>Screen Reader</td>
</tr>
</tbody>
</table>
Testing Accommodations Approval

Testing Accommodations Approval Process
• Test takers must request accommodations prior to scheduling HiSET exams
• Complete and submit the Fill out the HiSET Testing Accommodations Request Form
  – Application is available in the HiSET Test Taker Bulletin or at https://hiset.ets.org/s/pdf/accommodations_request_form.pdf
  – Applications may take time to review and approve – candidates are encouraged to apply early
  – ETS Disability Services may need more documentation before approval
• Test takers should send their requests to ETS Disability Services at:
  – Mail: ETS Disability Services, P.O. Box 6054, Princeton, NJ 08541-6054
  – Email: disability.reg@ets.org
Registration and Scheduling for Testing Accommodations

Registration and scheduling appointments

• All registrations with testing accommodations **must** schedule or change their appointments through ETS Disability Services.

• Test takers cannot do it through their online accounts or through a test center. To schedule, they can call **1-855-802-2748** (toll-free), Monday–Friday, 8:30 a.m.–5 p.m. ET.
Testing Accommodations Policies

Policies:
• http://hiset.ets.org/requirements/disabilities/

Documentation Policy Statements:
• http://www.ets.org/disabilities/documentation/
Accommodations that Do Not Require Prior Approval

Provided by ETS or Test Center:
• Large Print 14 pt. test booklet (ETS)
• Scratch paper (test center)
• Wheelchair access (test center)

Provided by Test Taker:
• Colored overlays
• Straightedge
• Magnifying device (without memory)
HiSET Test Administration

- NC HiSET Requirements
- HiSET Customer Service
- New Test Centers
- Training Resource Materials and eLearning
North Carolina HiSET Exam Requirements

The following policies apply to anyone taking the HiSET® exam in the state of North Carolina. When you schedule an appointment, you will need to confirm that you have read and understand these policies.

See the North Carolina Community Colleges Adult Secondary Education page for more information.

State Eligibility Requirements

To take the HiSET exam in the state of North Carolina, you must meet the following eligibility requirements:

- **Age:** Anyone 18 years or older may choose to take the HiSET exam. If you are 16 or 17 years of age, you can take the exam, but you must obtain special approval. Contact your local North Carolina Basic Skills Education program for the appropriate form(s).
- **Residency:** You do not have to be a resident of North Carolina to take the HiSET exam.
- **Test Preparation or Instruction:** Test preparation or instruction is encouraged but not mandatory.
- **Practice Test:** You are not required to take or pass an official practice test to take the HiSET exam.
- **Identification:** You must present a valid photo ID on your test day when you arrive at the test center. Outdated or expired identification is not accepted. Acceptable forms of identification include:
  - driver's license
  - passport
  - military ID
  - other form of government-issued (national or foreign) ID that shows name, address, date of birth, signature and photograph
  - If your license has expired, North Carolina does not accept it as a valid form of ID even when accompanied by the Department of Motor Vehicles renewal certificate.

https://hiset.ets.org/requirements/state/nc
HiSET Test Taker Services

Telephone: 1-855-MyHiSET (1-855-694-4738)
Monday – Friday
8 a.m. – 6 p.m. Eastern Time

For test-day issues, please call 1-800-257-5123, option 4

Email: HiSET@ets.org
Website: https://hiset.ets.org
Fax: 1-609-882-9693
Attn: HiSET – Mail Stop 57-L

HiSET Test Administration Services (for Test Centers)

Telephone: 1-800-257-5123, option 3
Monday – Friday
8 a.m. – 6 p.m. Eastern Time

Email: HiSETTAS@ets.org
Website: https://hiset.ets.org
Fax: 1-609-771-7710

ETS Disability Services

Telephone: 1-855-802-2748
1-609-359-5615
Monday – Friday and all test days
8 a.m. – 5 p.m. Eastern Time

Email: HiSetSSD@ets.org
Website: https://www.ets.org/disabilities
Fax: 1-609-240-0525

HiSET Technical Support

Telephone: 1-855-857-3540

Email: HiSETtechsupport@ets.org
Website: https://hiset.ets.org
Fax: 1-609-882-9693
Attn: HiSET – Mail Stop 57-L
Contact test administration support and resolution:

• Emergencies prior to and on the test date
• Clarification of test administration procedures
• Test center staffing
• Scheduling of test dates at your center, change of address or examiner or administrator or any other questions pertaining to your test center
• Uncertainty about which department to contact
HiSET Technical Support

Contact for technical support and resolution:

• Help with technical requirements or test center set up
• Help if experiencing any technical issues before, during, or after a test
Contact for accommodations support and resolution:

• Scheduling for test takers receiving accommodations

• Questions regarding accommodations

• Emergencies prior to or on the test date for test takers receiving accommodations

• Clarification of test administration procedures for tests being given with accommodations
Becoming a HiSET Test Center

- NCCCS approval based on qualifications
- Must meet HiSET test center facilities requirements and recommendation
- Request, complete and return:
  - Test Center MOU
  - Center Master Form (CMF) – info on the test center, including Chief Examiner, location, shipping address
- Provide testing schedule
- Schedule an appointment with HiSET technical support and complete a technical readiness check (CBT centers only)
HiSET Training and Materials

• Attend any available HiSET administrator trainings
• Review HiSET Program Manual
• Approved staff must complete HiSET eLearning for test administration and for access to the HiSET Portal and Data Manager
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HiSET eLearning

• Online modules with brief assessments
• Separate modules for CBT and PBT
• Required for Chief Examiners and Test Administrators
• Review Program Manual *prior* to eLearning
• Requires 100% pass score
• Multiple attempts allowed
• Receive HiSET portal credentials upon successful completion
HiSET eLearning Overview

4 Modules to Complete
• Test Center Background
• Before Test Day
• The Test Administration
• General
HiSET State and Test Center Roles

- State Administrator
- Chief Examiners
- Test Administrators
- Proctors
- Associates
The HiSET testing program consists of the following roles:

• State Administrator
• Chief Examiners
• Test Administrators
• Proctors
• Associates
HiSET State Administrator Role

Main point of contact at the state level for:

• HiSET program staff
• Local HSE and adult ed programs
• Test centers
• DOC (NCDPS)
HiSET Chief Examiner Role

The Chief Examiner is in charge of:

• Verifying eligibility of the test takers prior to testing
• Coordinates plan for receiving and storing secure testing materials at their HiSET test center
• HiSET-specific emergency plan
• Selecting, training and monitoring all test center staff
• Following ETS policies and procedures for reporting and investigating test compromises and testing irregularities
The Test Administrator is responsible for:
• Verifying the identity and eligibility of HiSET test takers
• Maintaining testing surveillance logs, seating charts and other documentation
• Maintaining the security of all testing materials
• Inventory of all secure testing materials
• Conducting testing sessions in accordance with ETS policies and procedures
• Control testing sessions under standard conditions or, when appropriate, with accommodations for test takers with disabilities or health-related needs
Additional Duties

Chief Examiners and Test Administrators shall:

• Comply with all policies and procedures
• Manage and oversee a high-quality testing program that verifies access for all qualified test takers and confirm the integrity of the HiSET and its administration
• Maintain the overall quality of the testing program
• Establish that all testing personnel under their supervision comply with the policies of their state or jurisdiction
• Respond to the needs of the community and comply with all applicable legal requirements relating to the activities of HiSET test centers
HiSET Proctor Role

• Arrange test rooms
• Check-in test takers (confirm registration and identification)
• Distribute and collect test books to and from each test taker individually
• Answer general (procedural) questions
• Monitor the testing room, materials and activity
• Check the facility for appropriate behavior and materials (no inappropriate testing aids such as books, notes, writing on towels or walls)
• Clear the memory of each calculator (if applicable)
• Verify that no one (including test personnel) is using a cell phone during the test administration
• Verify that prohibited devices and testing aids are not being used in the test center, during the administration and during any breaks
HiSET Associate Role

This role allows coordinators and managers in some specialized programs (Options, Correctional education, and Job Corps) to manage HiSET testing for groups of test takers from a single profile.

An Associate can:

• Create test taker profiles
• Look up individual profiles including scores/reports, accommodations, testing appointment history, etc.

Each NCDPS location is assigned 2 Associates.
Testing Center Staff Change Form

• Submit the Testing Center Staff Change form to TAS

Good to Know

• TAS will order materials based on seating capacity
  • We will not send to sites that haven't tested in the last 90 days and/or have not submitted schedules for the upcoming year

• Do not pre-populate answer sheets for test takers
  • Biggest risk is pre-populating a form or test code and handing the test taker a different book (same subject) on test day. This could result in an incorrect score. Other errors result in delayed score reporting.
Annual PBT Materials Return

- Always use the official test materials return kit
- Return kits and instructions are sent each year
- Carefully follow return instructions
- All questions should be sent to TAS representative
Test Security

- Guidelines
- Prevention, Detection and Remediation
General Test Security Guidelines

- All secure test materials must be kept secure
- Actively monitor during testing
- Cover materials on the walls that may provide answers to test takers during testing
- Securely store test materials
- Report any irregularities
Best Test Security Practices

- Use trained staff to administer the test
- Avoid using staff with a vested interest to proctor the test
- Ensure testing room is free of visual aides
- Position test taker desks in compliance with seating requirements
- Ensure the security of test materials while in testing room
- Educate about and report potential security breaches
- Promote active proctoring during testing
- Prevent and detect test taker or proctor misconduct
Pre-Admin Security Guidelines

- Authorized staff should inventory shipment within 24 hours of receipt against the shipping notice; this provides an opportunity to correct any packing errors.
- After checking, reseal the shipment and store in secure and locked area.
- Contact Program Services immediately if there are discrepancies in your shipment, or if your materials appear open or damaged.
- Store test materials in a locked cabinet, closet or vault or a locked storage closet or storage room if the lock is uniquely keyed and not accessible with building master key.
- An office floor or unlocked cupboard is not suitable for storage.
- Students and unauthorized staff should not be able to access any areas where exams are stored.
Secure Test Materials and Information

• **For paper-based tests:**
  - Secure materials include student login or profile data, test booklets, answer documents, examiner’s manuals, and used scratch paper
  - Lock materials in secure storage with limited access, count test booklets before and after a testing session, and train staff on the procedures

• **For computer-based tests:**
  - Secure information includes student login or profile data, administrator login information, test taker rosters and used scratch paper
  - Lock any printed rosters in secure storage with limited access, train staff on procedures
Secure Test Material Handling

- All test booklets are to be distributed and collected individually.
- Proctors are to hand the appropriate test materials directly to each test taker.
- Testing Administrators or proctors should account for all test materials within the first half hour of the exam.
- Students may not remove or share questions, pages from the test book or any test materials from the testing room.
- Before dismissing test takers for breaks or after completion of the test, the proctor must account for all test materials.
Report Test Security Incidents

Report incidents as soon as possible

Damaged/Lost in Transit

Delivered to Wrong Address

Lost or Stolen on Site

Improper Storage/Unauthorized Access

Compromise of Exam Items
Specific Guidelines for Paper-based Tests

• Receive, count, store, distribute, track, collect, count and return materials

• Handle the secure test materials according to the instructions
  • Make sure test booklets and answer documents are passed out to the correct test taker.
  • Secure storage with limited access

• No unauthorized electronic devices
Specific Guidelines for Computer-based Tests

• Test taker login information is considered secure, confidential material and should not be shared with unauthorized persons

• There must be adequate space between test takers so that they cannot see each other’s work
  • Use temporary dividers, if necessary

• Test the equipment and network to be used during testing
Detection of Test Security Issues

Types of Common Cheating

- Internal fraud exists on exams where the examiner has something to gain – test taker assistance can occur before, during or after an exam has been administered.
- Copying/communication remains the most common form of cheating.
- Impersonation of the second most common form of cheating.

![No Cheating](image1)
![No Fraud](image2)
Test Security Audits

- Conducted announced and unannounced at test centers
- Auditors observe test security processes being used and interview the test administrator, proctor or designee
- Provide audit summary reports
Audits Goals

• Verify that standardized testing conditions are being met
• Identify and resolve delivery and storage problems
• Ensure that unauthorized aids are not present in the testing environment
• Prevent unauthorized test materials access
• Reveal potential compliance issues
• Protect test materials from individuals who have personal or professional vendettas against testing
• Reinforce test material accountability before, during and following test administrations
Auditor Guidelines

Pre-Admin Audit

• Occurs before the date of the exam
• Evaluates test material receipt/delivery procedures, proper storage and preparation for testing
• Pre-test of the software or equipment to ensure functionality prior to test day

Test Day Observations Verify that:

• Testing instructions are followed and test material handling prevents test compromise
• Standardized conditions exist such as proper reading of directions, seating and active proctoring adhere to program guidelines
• No unauthorized wall aids are present such as posters containing math/science formulas, definitions, etc.
• No unauthorized aids are allowed such as reference materials, phones or other recording devices
• Test takers work independently and are positioned to prevent test takers from seeing his neighbor’s test
• Test takers are working solely on testing
Security Awareness

- Avoid early or late starts
- Be aware of unscheduled restroom breaks or test takers who leave the testing room
- Document test takers who appear to complete the test rapidly
- Ban unapproved objects or electronic devices during the test including breaks
- Keep a sharp eye and report unusual behavior
HiSET Test Materials Security is Critical

- **Maintain secure storage of test materials**
- Test center staff are responsible for the protection of the test materials
- **Limit access to test materials and rooms (test administrator and proctor)**
- Maintain secure storage of test materials
- **Report testing incidents**
HiSET Portal and Data Manager
HiSET Portal

• Web-based tool is available 24 hours a day, seven days a week

• Used for access to test taker profiles, registration, payment, rosters, test materials management and access to test taker results
HiSET Website for Test Center Staff and Adult Educators

https://hiset.ets.org/tcs-ae
Log In to HiSET Portal

- Enter your username and password and click “Sign In”
My HiSET Home

Manage Test Takers
- Create New Test Taker Account
- Search Test Takers
- Roster

Scores
- Access ETS Data Manager for HiSET

Resources
- Identification Requirements
- HiSET Bulletin
- Candidate Test Center Search
- Requirements by Jurisdiction/Agency
- What to Bring on Test Day
- Prepare for the Test
- Personal Information
- Change Password
- Security Question

Test Materials
- View Test Material Orders
To access your attendance roster for CBT testing
# Test Taker Roster

* Required Information

## Search Criteria

<table>
<thead>
<tr>
<th>#</th>
<th>Test Taker Information</th>
<th>Test Information</th>
<th>Accommodation</th>
<th>Check In Status</th>
<th>Action</th>
</tr>
</thead>
</table>
| 6 | **Harbst, Sreeja X**  
Date of Birth: October 22, 1982  
609-732-1111  
snair@ets.org | **Science ★**  
Appointment Number: 7867451454582021  
Test Date and Time: June 26, 2014 10:00 AM  
Computer  
Test Form: Form A (English) | No | Checked In | Change Status |
| 7 | **Harbst, Sreeja X**  
Date of Birth: October 22, 1982  
609-732-1111  
snair@ets.org | **Social Studies**  
Appointment Number: 6527084833745226  
Test Date and Time: June 26, 2014 11:45 AM  
Computer  
Test Form: Form B (English) | No | Checked In | Change Status |
| 8 | **EBuildTwo, UserOne**  
Date of Birth: January 6, 1991  
966-382-3245  
roe@ets.org | **Social Studies ★**  
Appointment Number: 7322274311787230  
Test Date and Time: June 27, 2014 10:00 AM  
Computer | No | Scheduled | Change Status |

**New exporting capabilities**

**Print-friendly version**

**First-time test taker indicator**
### Change Status

<table>
<thead>
<tr>
<th>#</th>
<th>Test Taker Information</th>
<th>Test Information</th>
<th>Accommodation</th>
<th>Check In Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Harbst, Sreeja X</td>
<td>Science</td>
<td>No</td>
<td>Checked In</td>
<td>Change Status</td>
</tr>
<tr>
<td></td>
<td>Date of Birth: October 22, 1982</td>
<td>Appointment Number: 786745145482021</td>
<td>Test Date and Time: June 26, 2014 10:00 AM</td>
<td>Computer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>609-732-1111</td>
<td>Science</td>
<td>No</td>
<td>Checked In</td>
<td>Change Status</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:snair@ets.org">snair@ets.org</a></td>
<td>Social Studies</td>
<td>No</td>
<td>Checked In</td>
<td>Change Status</td>
</tr>
<tr>
<td>7</td>
<td>Harbst, Sreeja X</td>
<td>Social Studies</td>
<td>No</td>
<td>Checked In</td>
<td>Change Status</td>
</tr>
<tr>
<td></td>
<td>Date of Birth: October 22, 1982</td>
<td>Appointment Number: 6537084833745226</td>
<td>Test Date and Time: June 26, 2014 11:45 AM</td>
<td>Computer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>609-732-1111</td>
<td>Social Studies</td>
<td>No</td>
<td>Checked In</td>
<td>Change Status</td>
</tr>
<tr>
<td>8</td>
<td>EBuildTwo, UserOne</td>
<td>Social Studies</td>
<td>No</td>
<td>Scheduled</td>
<td>Change Status</td>
</tr>
<tr>
<td></td>
<td>Date of Birth: January 6, 1991</td>
<td>Appointment Number: 7322274311787330</td>
<td>Test Date and Time: June 27, 2014 10:00 AM</td>
<td>Computer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>966-382-3245</td>
<td>Social Studies</td>
<td>No</td>
<td>Scheduled</td>
<td>Change Status</td>
</tr>
</tbody>
</table>

When you Click on **Change Status**, this box will appear:  

- **Name:** Last Name, First Name  
- **Appointment Number:** 1234567890123456  
- **Select Status:**  
  - [ ] Could Not Test  
  - [ ] No Show  
  - [ ] Checked In

[Change Status dialog box]

- [Cancel]  
- [OK]
**Change Status**

- **Could Not Test:**
  - Technical issues
  - Bad weather

- **No Show:**
  - Candidate did not show
  - Candidate did not provide valid ID

- **Checked In:**
  - Candidate present and ready to test

*Note: Check-in process for CBT is performed in the admin station.*
ETS Data Manager (EDM)

• Web-based EDM reporting tool is available 24 hours a day, seven days a week
• Allows authorized users to view aggregate test information and create customized reports
• Administrators can use EDM to view, aggregate, and analyze data associated to their test sites using their choice of variables (e.g., gender, age, test)
EDM Reports

• **Quick Reports** include the most frequently requested reports in pre-designed formats, which are available as options for selection.

• For **Custom Reports**, the EDM tool allows users to specify reports on demand by selecting desired criteria and variables.

• For **Test Taker Reports**, EDM allows administrators to search for more aggregate information on specific candidates.

• Use **Saved Reports for** frequently used report settings
  – Saving the criteria allows users to come in at a later time and run again, or modify certain criteria such as date range

• Users may **export** report data to MS Excel or as a PDF
HiSET Administrator Portal

My HiSET Home

Manage Test Takers
- Create New Test Taker Account
- Search Test Takers
- Roster

Resources
- Identification Requirements
- HiSET Bulletin
- Candidate Test Center Search
- Requirements by Jurisdiction/Agency
- What to Bring on Test Day
- Prepare for the Test
- Personal Information
- Change Password
- Security Question

Scores
- Access ETS Data Manager for HiSET

Test Materials
- View Test Material Orders
Test Taker Reports

Select or edit search criteria to begin. Choose export format to download report and chart.

- Test Name: All Subtests
- Pass: Pass, Not Pass
- Test Date:
  - Start: January 2014
  - End: July 2020
- Test Taker Name:
  - Last Name:
  - First Name:
  - Date of Birth:
  - ETS ID:
Custom Reports

For HiSET®

- Test Taker Score Reports
- Quick Reports
- Custom Reports
- Saved Reports

Select or edit search criteria to begin. View or edit report layout and chart parameters. Save project after viewing report results to reuse settings. Choose export format to download report and chart.

Search criteria:

Test Name: Mathematics

Scores:
- All
- Best

Test Date

Start: January 2014
End: July 2020

Location:
- All

Variables:
- Total
- Gender
- Age
- Ethnicity
- Hispanic Origin
- Race - American Indian or Alaskan Native
Q&A

Review of questions and answers
Thank You!

Tanya Haug
National Director
ETS HiSET Program
thaug@ets.org

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