The Future
Starts Here

NCCCS HiSET Overview for Chief Examiners and Test Administrators

July 2020

ETS HiSET

Measuring the Power of Learning.®

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

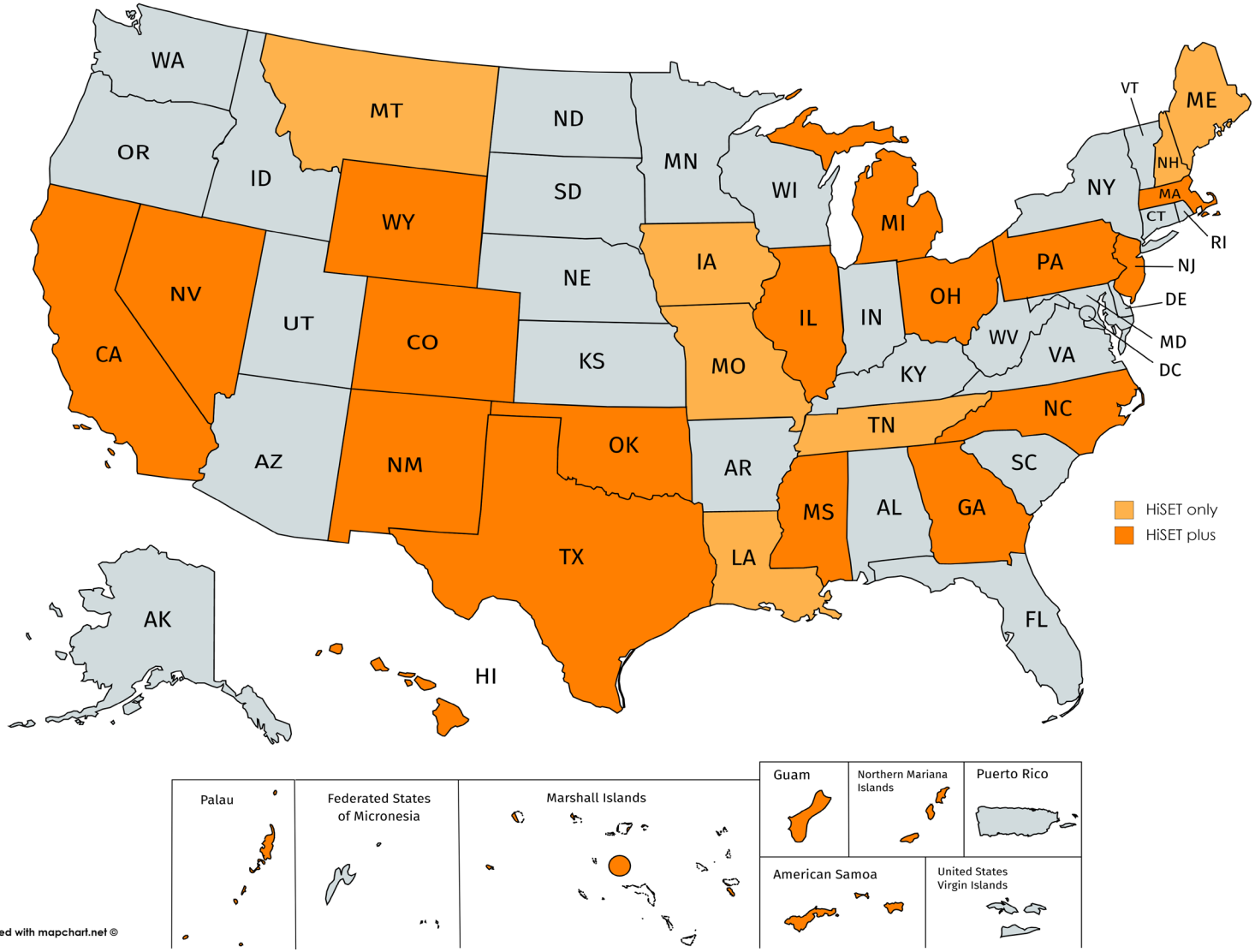
HiSET Program Overview

HiSET States

HiSET Testing Volumes

The HiSET Exam

Current HiSET States



Created with mapchart.net ©

Historical HiSET Test Volumes - National

	2014	2015	2016	2017	2018	2019
National Data						
# Examinees Tested	44,623	61,600	78,410	85,214	86,001	85,030
# Examinees Completed	37,871	47,775	57,122	56,006	53,255	50,879
Completion Rate	84.9%	77.6%	72.9%	65.7%	61.9%	59.8%
Passing Rate	75.1%	74.7%	81.5%	76.5%	76.7%	79.4%

More than 2 million *HiSET®* tests delivered

Data from the *2019 Annual Statistical Report on the HiSET® Exam*
https://hiset.ets.org/s/pdf/2019_annual_statistical_report.pdf

Historical HiSET Test Volumes – North Carolina

North Carolina – 2019		
	English	**Spanish**
# Examinees Tested	6,706	257
# Batteries Completed	3,380	96
# Batteries Passed	2,799	63
Completion Rate	50.4%	35.8%
Battery Passing Rate	82.8%	65.6%

NCDPS:

In 2019, 7,743 HiSET subtests taken.

Year to date 2020, 1,321 HiSET subtest taken.

The HiSET Exam

Reading	Writing	Mathematics	Science	Social Studies
50 questions	61 questions	55 questions	60 questions	60 questions
100% multiple choice	multiple choice (60) essay (1)	100% multiple choice	100% multiple choice	100% multiple choice
65 minutes English 80 minutes Spanish	120 minutes	90 minutes	80 minutes	70 minutes

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)

ETS HiSET

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HiSET® – Test at a Glance (TAAG) Information Brief – 2020

The purpose of the ETS High School Equivalency Test (*HiSET®*) is to certify a candidate's attainment of academic knowledge and skills equivalent to those of a high school graduate. HiSET scores will identify those candidates who have performed at a level consistent with high school equivalency. Information from the HiSET program also will help identify areas in which candidates are career and college ready, as well as areas in which additional preparation may be needed.

Candidates will be tested in five core areas: Language Arts – Reading, Language Arts – Writing, Mathematics, Science, and Social Studies. Descriptions of each of these five tests are contained in this document. The ***HiSET® Practice Tests*** allow candidates to view sample content and item types and provide them with general information about their level of preparation for taking the operational form.

Through ongoing validity research, the HiSET program has been connected to college-readiness indicators. Candidate performance relative to these indicators is part of the reporting system for the assessment.

The following TAAG sections give a quick overview of each HiSET test and include:

- Test name
- Length of test (Time)
- Number and types of questions (Format)
- Content Categories and approximate percentage of the test
- Process Categories
- Process Category Descriptors
- Depth of Knowledge Levels (DOK)*

The emphasis of each category is expressed as the average percentage of the number of questions per category. This percentage is the approximate average number of questions across the forms on the HiSET exam.

2020 English TAAG

https://hiset.ets.org/s/pdf/2020_taag.pdf

2020 Spanish TAAG

https://hiset.ets.org/s/pdf/2020_taag_es.pdf

ETS HiSET

Adult Education Programs and Test Centers

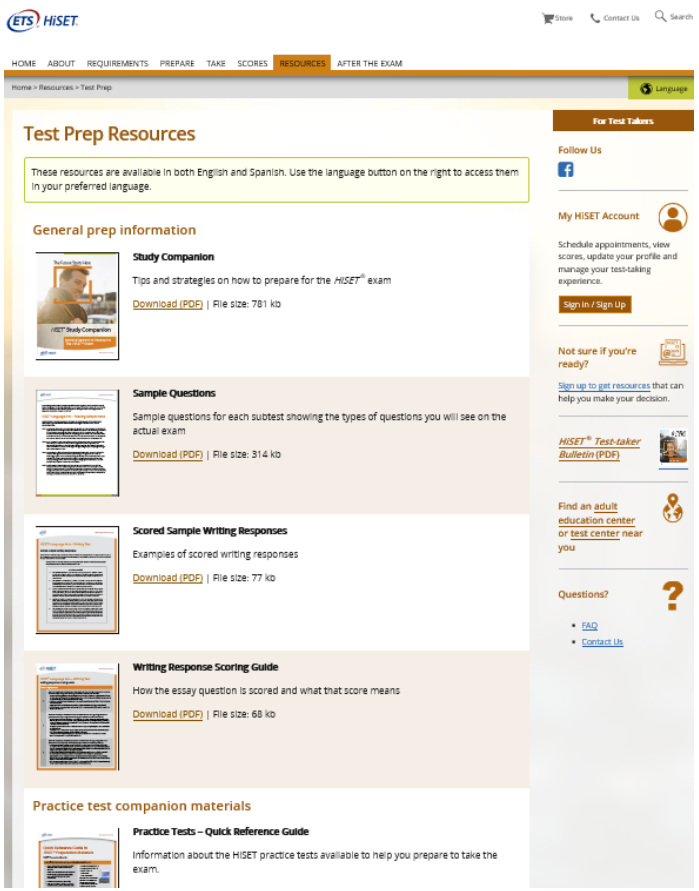
Find an Adult Ed Program on the HiSET Website

- 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/
- Khan Academy Math Tutorials: https://hiset.ets.org/s/pdf/list_free_videos.pdf
- Sample questions: https://hiset.ets.org/s/pdf/sample_questions.pdf

Low-Cost Practice

- Paid Practice Tests https://hiset.ets.org/s/pdf/practice_test_order_form.pdf
- Official Guide to the HiSET Exam practice tests
- Official Practice Test (restricted): https://hiset.ets.org/s/pdf/opt_order_form.pdf
- Practice Test Reference Guide: https://hiset.ets.org/s/pdf/practice_test_quick_reference_guide.pdf
- Are you Ready to Take the HiSET® exam? https://hiset.ets.org/s/pdf/practice_test_results.pdf

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
High School Equivalency Test

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

Language Arts – Writing

	Your score	Out of a possible	Minimum scaled score required	Did you achieve the minimum score?
Language Arts – Writing	15	20	8	Yes
Essay	2	6	2	Yes
Did you meet the minimum requirements of the Language Arts – Writing subtest?				Yes

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.

Language Arts – Writing Performance Summary

	Percentage of items answered correctly
• Organization of Ideas	83%
• Language Facility	80%
• Writing Conventions	40%

	Your Score	Possible Score
• Essay	2	6

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.

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ETS HiSET

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.

Comprehensive Score Report
High School Equivalency Test

Name: **Robinson, Michael**
ETS ID: ABC12345
Date of Birth: August 28, 1986 Report Date: November 18, 2016

A Your HiSET® Status

Have you taken all five of the HiSET® individual subtests?	Yes	
Did you meet all three of the HiSET scoring criteria?		
• Scored at least 8 out of 20 on all HiSET subtests?	Yes	
• Scored at least 2 out of 6 on the Essay?	Yes	
• Achieved a Total Scaled Score on all HiSET subtests of at least 45?	Yes	Your Total Scaled Score is 78.

Did you pass the HiSET exam? ** Yes B

**Please check with your state for their passing requirements to receive a diploma or certificate, as they may differ from the national HiSET passing indicator on the score report.

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

C Your HiSET Summary

Subtests	Your Highest Scaled Score	Test Date	Test Status
Mathematics	15	November 04, 2016	You **Passed** Mathematics with a Scaled Score of 15. D
Science	17	November 04, 2016	You **Passed** Science with a Scaled Score of 17.
Social Studies	15	November 03, 2016	You **Passed** Social Studies with a Scaled Score of 15.
Language Arts - Reading	16	November 03, 2016	You **Passed** Reading with a Scaled Score of 16.
Language Arts - Writing	15	November 05, 2016	You **Passed** Writing with a Scaled Score of 15.
E **Total Scaled Score**	**78**		

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.

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

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

HiSET Reports and Credentials

HiSET Reports

- Individual Subtest Score Report
- Comprehensive Score Report

State of North Carolina Official Credential and Transcript

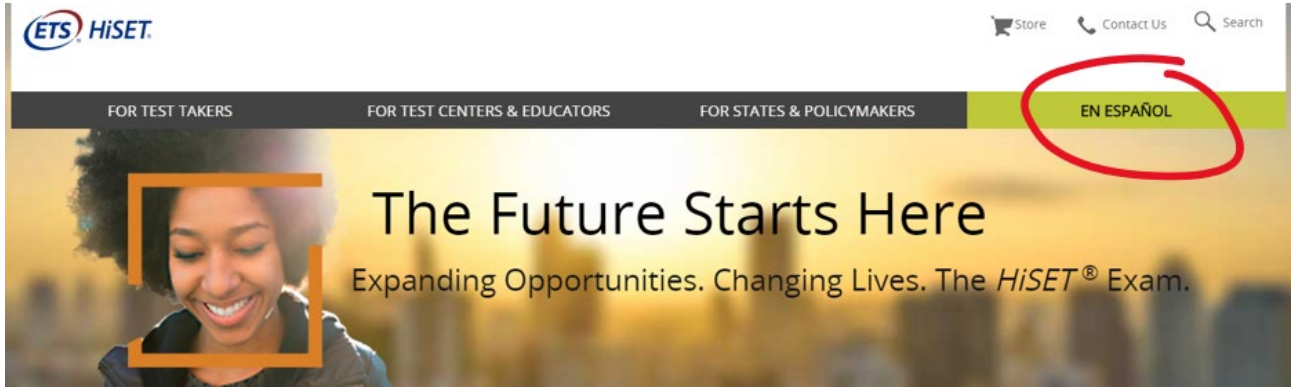
- HSE Diploma
- Transcript

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/

Commonly Approved PBT and CBT Accommodations		
Testing Accommodation	**PBT**	**CBT**
Extended time	✓	✓
Separate room	✓	✓
Audiocassette or other form of recorded audio	✓	
Large Print	✓	
Screen magnification		✓
Scribe or keyboard entry aide	✓	✓
Additional supervised break time	✓	✓
Sign language-interpreted instructions for deaf or hard-of-hearing test takers	✓	✓
Braille	✓	
Refreshable Braille		✓
Reader	✓	✓
Screen Reader		✓

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 Requirements

ETS HiSET

Store | Contact Us | Search

HOME | ABOUT | REQUIREMENTS | PREPARE | TAKE | SCORES | RESOURCES | AFTER THE EXAM

Home > Requirements > State Requirements > North Carolina

Language

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.

For Test Takers

Follow Us

My HiSET Account

Schedule appointments, view scores, update your profile and manage your test-taking experience.

Sign in / Sign Up

Not sure if you're ready?

Sign up to get resources that can help you make your decision.

HiSET® *Test-taker Bulletin* (PDF)

Find an adult education center

https://hiset.ets.org/requirements/state/nc

HiSET Program Customer Service

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

This toll-free number is reserved for Test Administrators and Proctors only

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

HiSET Test Administration Services

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

HiSET Disability Services

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

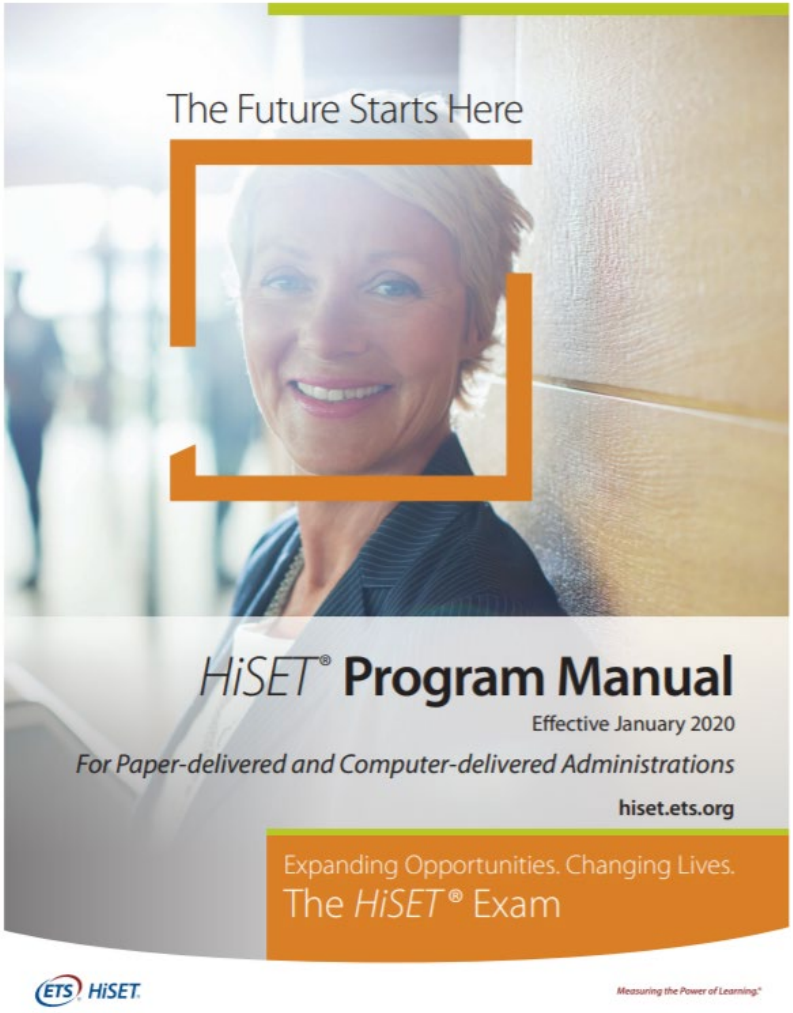
Becoming a HiSET Test Center

- 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
  - https://hiset.ets.org/s/pdf/program_manual.pdf
- Approved staff must complete HiSET eLearning for test administration and for access to the HiSET Portal and Data Manager

HiSET Program Manual for Test Centers



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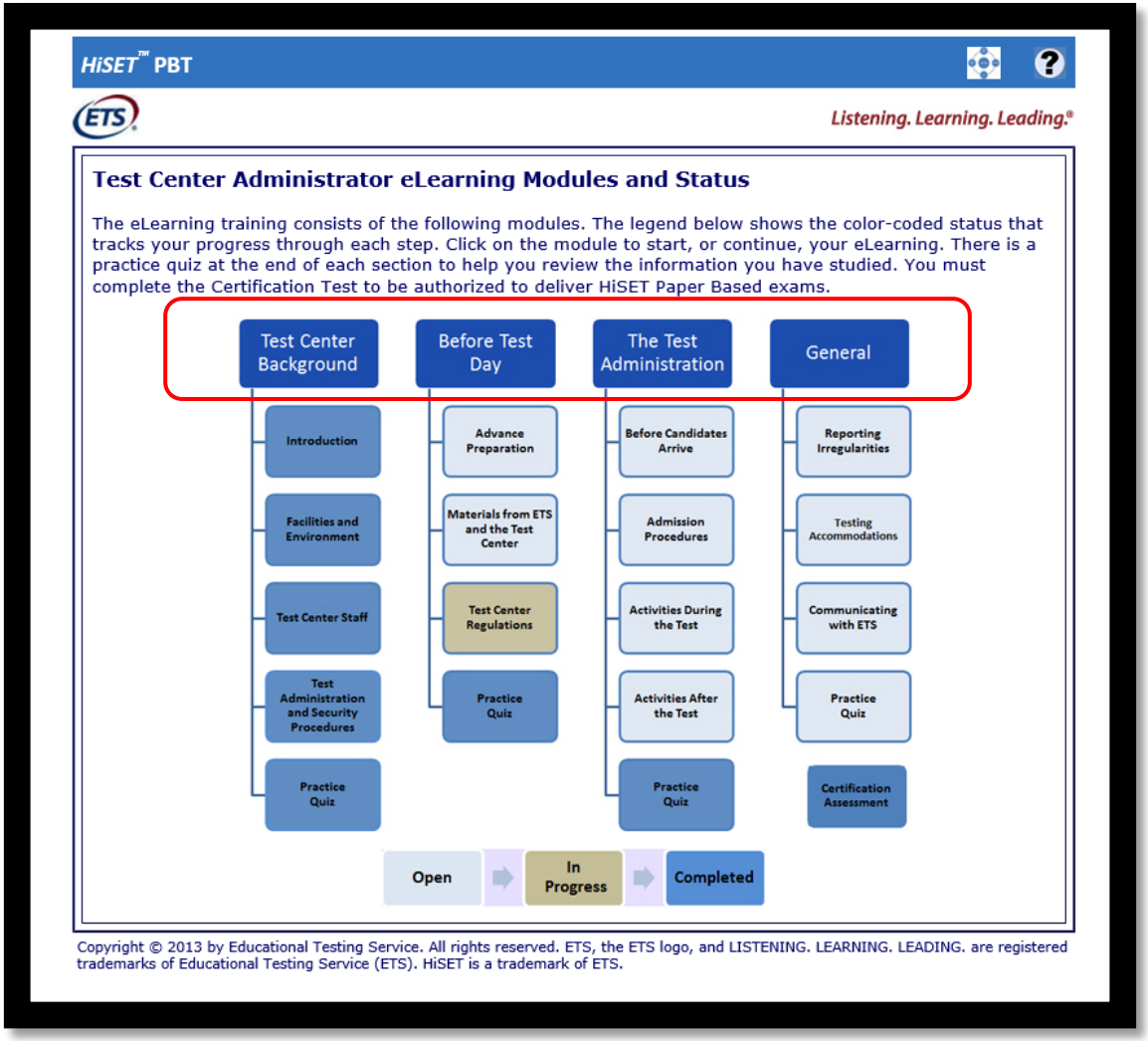
HiSET eLearning

- 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

HiSET Program Roles

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

HiSET Test Administrator Role

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

HiSET
Attn: Test Administration Services
MS 34 Q Attention HiSET Admin
PO Box 6666
Princeton, NJ 08541
800-257-5123

Testing Center Staff Change

Fax to: 609-771-7710

Information

Date: ___ / ___ / _____ (mm dd yyyy) HiSET Use Only - Date Received: ___ / ___ / _____ (mm dd yyyy)

I recommend that ☐ Mrs. ☐ Ms. ☐ Mr. ☐ Dr.
Last Name: First Name:

Be authorized to serve as (check one): ☐ Chief Examiner ☐ Supervisor
at the following Testing Center-
Center ID Number(s):

Center Name:

Address:

City: State/Province/Territory: Zip/Postal Code:

Email:

Phone Number: ( ) - FAX Number: ( ) -

Reason for Request

☐ The candidate is replacing: _____
☐ The candidate is an addition to current staff.

http://hiset.ets.org/s/pdf/test_center_staff_change_form.pdf

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

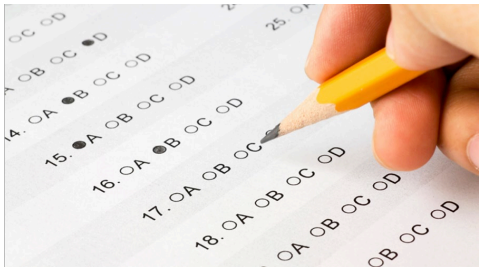
- All test booklets are to be distributed and collected individually
- Proctors are to hand the appropriate test materials directly to each test taker
- Testing Administrators or proctors should account for all test materials within the first half hour of the exam.
- Students may not remove or share 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

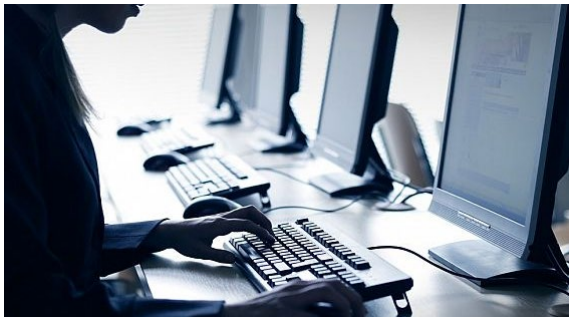
Specific Guidelines for Paper-based Tests

- 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

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

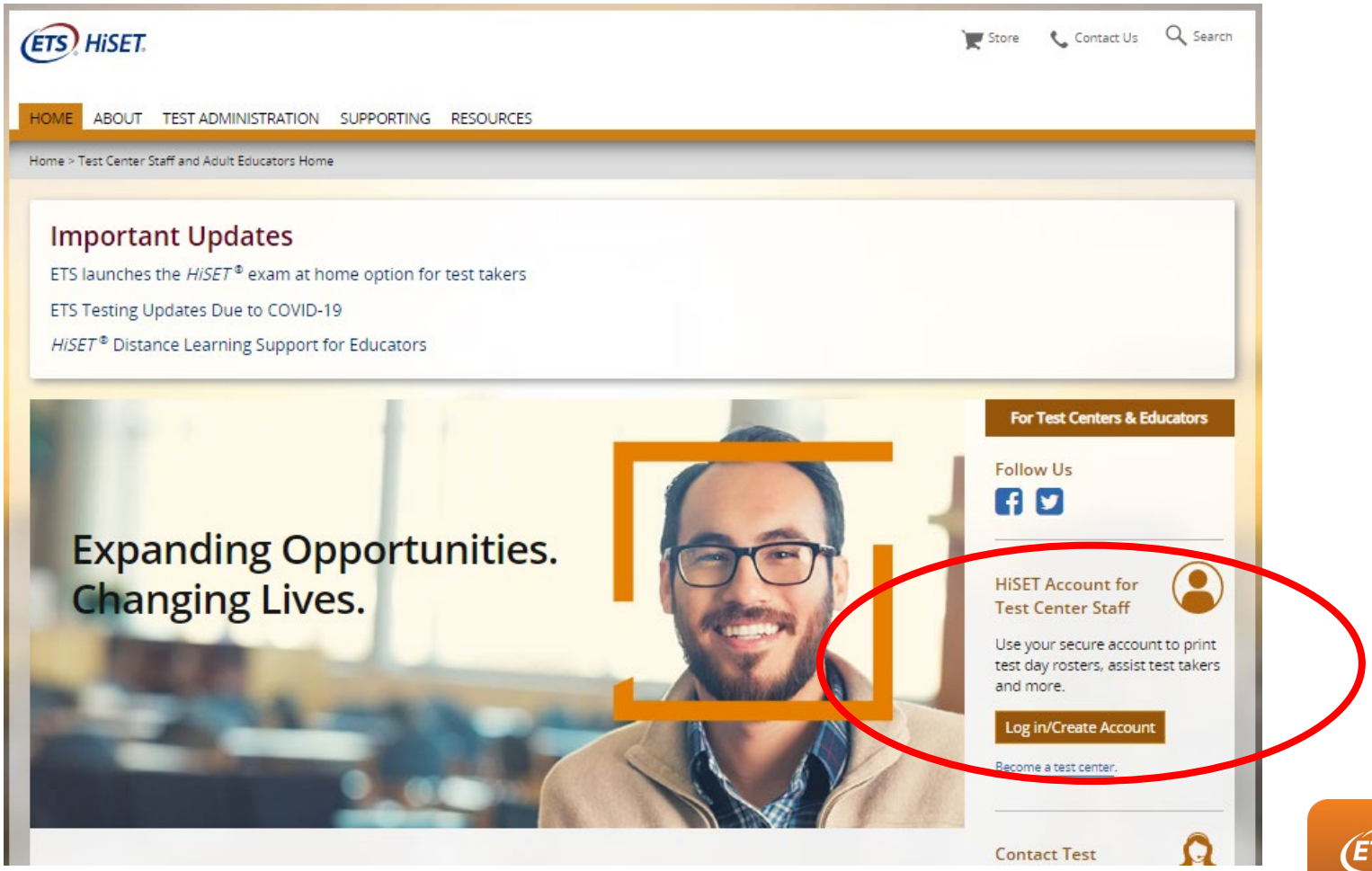
- Maintain secure storage of test materials
- Test center staff are responsible for the protection of the test materials
- Limit access to test materials and rooms (test administrator and proctor)
- Maintain secure storage of test materials
- Report testing incidents

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

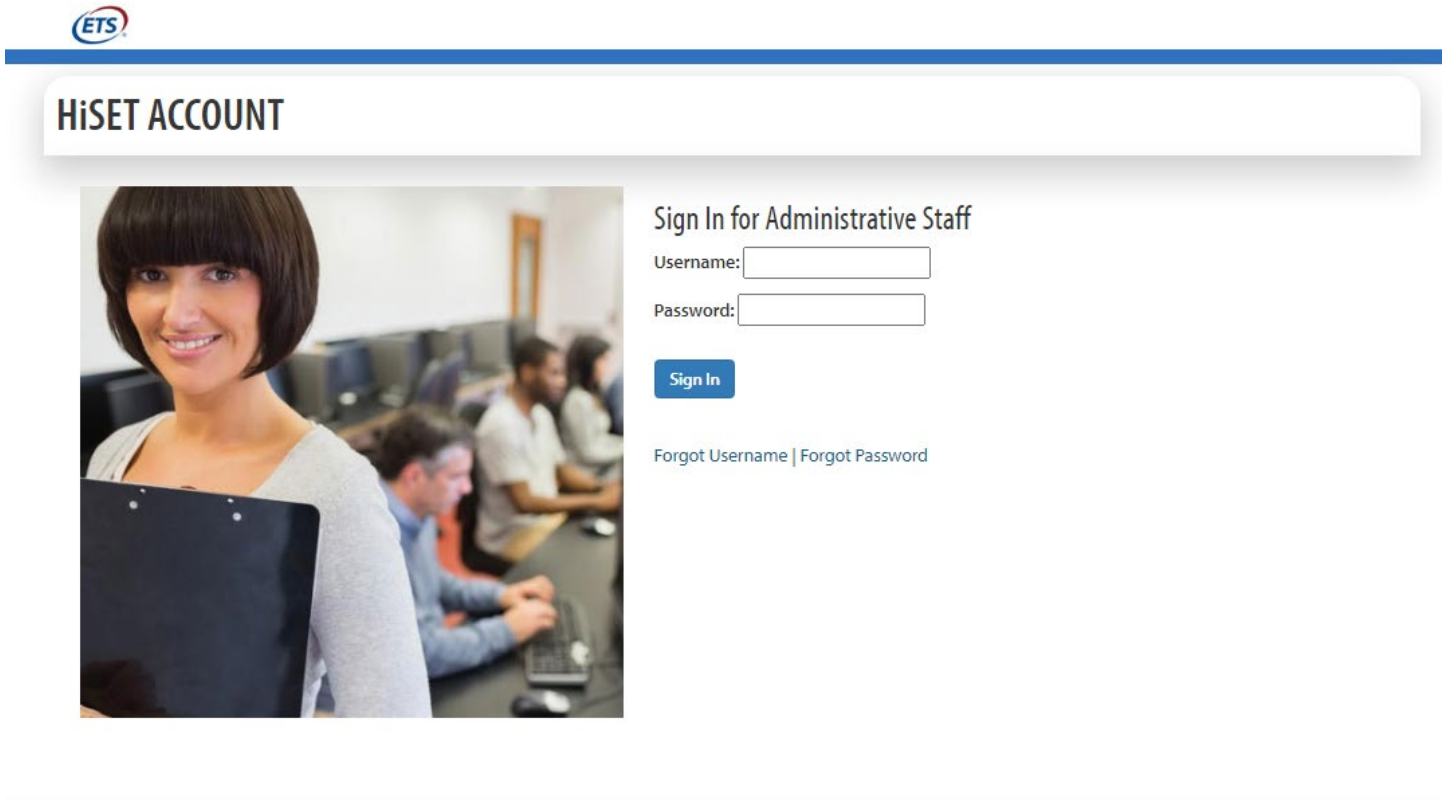
HiSET Website for Test Center Staff and Adult Educators



https://hiset.ets.org/tcs-ae

Log In to HiSET Portal

- Enter your username and password and click “Sign In”



HiSET Administrator Portal

ETS HiSET for states / test center staff

TCA Support | Home | Sign Out

My HiSET Home

TCA Support / TCA : / HiSET Generic Organization , ETS-PPV-NH-PBT , ETS-PPV-NH-CBT

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

Test Taker Roster

To access your attendance roster for CBT testing

Test Taker Roster

* Required Information

New exporting capabilities

Search Criteria (Show)

Export Roster Printer-friendly version

Page: 2 of 21 5 # RESULTS : 103

#	Test Taker Information	Test Information	Accommodation	Check In Status	Action
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: 6537084833745226 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 rae@ets.org	**Social Studies** ☆ Appointment Number: 7322274311787330 Test Date and Time: June 27, 2014 10:00 AM Computer	No	Scheduled	Change Status

Print-friendly version

First-time test taker indicator

Change Status

Page: 2 of 21 5 # RESULTS : 103

#	Test Taker Information	Test Information	Accommodation	Check In Status	Action
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: 6537084833745226 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	**Social Studies** ☆ Appointment Number: 7322274311787330 Test Date and Time: June 27, 2014 10:00 AM	No	Scheduled	Change Status

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

Change Status

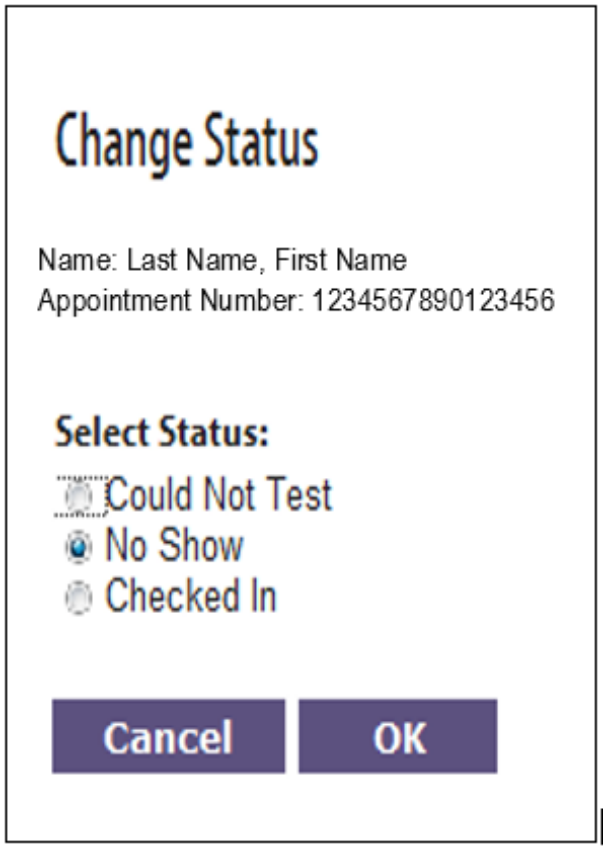
Name: Last Name, First Name
Appointment Number: 1234567890123456

Select Status:

- Could Not Test
- No Show
- Checked In

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

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ETS HiSET

Test Taker Reports

ETS Data Manager

Tanya Haug | eReg Portal HOME | SIGN OUT

For HiSET®

Database was refreshed on 07-23-2020 02:30:14 PM EST

Test Taker Score Reports | Quick Reports | Custom Reports | Saved Reports | Help

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

My PDF Downloads (0)

Search criteria:

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:

Quick Reports

ETS Data Manager

Tanya Haug eReg Portal HOME SIGN OUT

For HiSET®

Database was refreshed on 07-23-2020 02:30:14 PM EST

Test Taker Score Reports | Quick Reports | Custom Reports | Saved Reports | Help

Enter search criteria below.

Search criteria:

Quick Report: HiSET Performance Report

Type: By Test By Battery

Test Name: All Tests

Scores: All Best

Test Date: 2020

JUL-2020

Custom Reports

ETS Data Manager

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For HiSET®

Database was refreshed on 07-23-2020 02:30:14 PM EST

Test Taker Score Reports | Quick Reports | Custom Reports | Saved Reports | Help

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.

Unsaved Project1 Save Save As

Search criteria:

Test Name: Mathematics

Scores: All Best

Test Date

Start: January 2014

End: July 2020

Location: All

Variables:
(Select up to three)

Search

- 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

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www.hiset.ets.org

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