



Test Coordinator's Manual

Test Assessing Secondary Completion™—TASC™



2705818

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Introduction

Purpose of the Manual

This *Test Coordinator's Manual* is intended to provide Test Coordinators of the Test Assessing Secondary Completion (TASC) with policies and procedures required for secure and legally defensible administration of the TASC tests. The manual is intended to serve as a supplement to the *TASC Examiner's Manual*. As a Test Coordinator, it is your responsibility to be thoroughly familiar with the contents of **both** manuals in order to appropriately guide and direct TASC Examiners under your supervision at the testing center.

To ensure the integrity of the test and that test results are valid, reliable, and equitable, it is very important that security be maintained, that standardized testing procedures be followed, and that any deviations from standard testing conditions be documented. Following the procedures, directions, and protocol in the *TASC Test Coordinator's Manual* and the *TASC Examiner's Manual* exactly is required to ensure similar and equitable testing conditions in all test centers. Test directions should be read exactly as written.

For Assistance

Additional information regarding the TASC is available in the Examiner's Manual and on the TASC website at www.TASCtest.com. Test Coordinators are encouraged to become familiar with this site and to check it frequently for updates. In addition, Test Coordinators and their designees may contact their State or Area Administrator and/or CTB/McGraw-Hill for support. CTB/McGraw-Hill contact information is below and on the following page:

CTB/McGraw-Hill TASC Customer Support

Toll-free telephone: 888-282-0589 (7:30 a.m. – 8:00 p.m. Eastern Standard Time)

Toll-free FAX: 877-800-9389

Email: TASC_Helpdesk@ctb.com

Address for submission of special testing accommodation request packets:

CTB/McGraw-Hill LLC

Attn: Customer Service – TASC Accommodations Administrator

6901 N. Michigan Road

Indianapolis, IN 46268

Address for return of scorable materials and non-scorable materials:

CTB/McGraw-Hill - Indy Park 100

5020 W. 81st Street

Indianapolis, IN 46268

Address for return of Security Checklists:

CTB/McGraw-Hill LLC

Attn: TASC Scoring Team

20 Ryan Ranch Road

Monterey, CA 93940

PART 1 – Overview of the TASC Program

The Test Assessing Secondary Completion (TASC) is a secure, reliable, and valid assessment that is used to verify that examinees have knowledge in core content areas equivalent to that of graduating high school students. The test provides high school equivalency scores and assesses college and career readiness.

TASC comprises five subject areas: Reading, Writing, Mathematics, Science, and Social Studies. Test content is aligned to the Common Core State Standards (English/Language Arts and Mathematics), Next Generation Science Standards (NGSS) and National Curriculum Standards for Social Studies.

Three new forms of each of the five subject-area tests will be made available annually in English and Spanish in paper-based, computer-based, and alternate formats including large print and audio CD. In addition, two of the English and two of the Spanish forms will be made available in Braille annually. A DVD of test instructions in American Sign Language (ASL) is also available on request.

TASC subtests contain the following item types:

- Multiple-choice (all tests)
- Writing prompt (Writing test only)
- Gridded-response items (Mathematics test only)

The TASC program additionally provides for the following related materials and services:

- Test registration and scheduling services (if adopted by your state or area);
- Secure printing, packaging, and shipment of materials to testing centers for paper-based test administrations;
- Secure online delivery system for online versions;
- Score reports for the paper-based and computer-based tests;
- Processing of special testing accommodations applications; and
- A TASC readiness practice test.

PART 2 – Roles and Responsibilities of Participants

There are a number of participants who collaborate in the successful operation of the TASC program. These include the State or Area Administrator, the testing center staff, including Test Coordinators and Examiners, and CTB/McGraw-Hill, the test publisher and test services provider. The roles and responsibilities of each of these participants are summarized below.

State or Area Administrator

The State or Area Administrator is responsible for the secure and legally defensible operation and administration of the TASC throughout the state or designated regional or jurisdictional area. This includes overseeing contractual agreements, adherence to federal, state, and local laws, and accountability for:

- Examinee registration methodology and systems;
- Testing center locations and facilities;
- Testing center staff and training/staff development in most states, including staff certification;
- Testing center activities, including adherence to policies and procedures related to:
 - Test security,
 - Examinee confidentiality,
 - Thorough and accurate examinee and test record keeping,
 - Ordering, receiving, inventorying, storage, handling, and return of test materials,
 - Standard and accommodated test administrations, and
 - Emergency/evacuation plans and procedures;
- Communications with testing centers and CTB/McGraw-Hill;
- Communications with stakeholders in the State or area including the public and the media;
- Issuance, in many states, of high school equivalency diplomas/certificates to passing examinees.

Test Coordinator

The Test Coordinator is responsible for supporting the State or Area Administrator in the conducting of secure and legally defensible TASC administrations. In addition to being accountable for the work of the test center Examiners, the Test Coordinator manages the test center facilities, staff, and materials/equipment, as well as test scheduling, record keeping, and test/site security. A summary of the Test Coordinator's responsibilities is provided below. Additional information on these responsibilities is provided throughout this Test Coordinator's Manual.

- Oversee operations at the testing centers.
- Oversee adherence to security and other procedures at the testing centers.
- Ensure that testing center facilities are outfitted and maintained as prescribed.
- Ensure that examinee record keeping is accurate and complete.
- Ensure confidentiality of examinee data.
- Hire, train, schedule, and supervise the work of Examiners.
- Ensure Examiner-to-tester ratio of a minimum of one Examiner to 20 examinees is upheld.
- Order test materials in cooperation with the State or Area Administrator.
- Receive, inventory, and securely store test materials.
- Schedule the test administrations.
- Provide Examiners with all necessary test administration materials.
- Ensure that Examiners administer the tests and collect and account for materials as prescribed.
- Process applications for special testing accommodations.
- Ensure secure handling of test materials during test administrations and at all times.
- Provide guidance and direction in the event of testing irregularities or interruptions.
- Report incidences of irregularities to the State or Area Administrator and CTB/McGraw-Hill.
- Securely ship test materials for scoring as described in the Test Coordinator's Manual.
- Securely ship re-usable test materials back to CTB/McGraw-Hill at the end of the annual testing cycle.
- Serve as liaison between the testing center and the State or CTB/McGraw-Hill.

Examiner

Under the direction of the Test Coordinator, the Examiner is responsible for carrying out the instructions provided in the Examiner's Manual, including work during testing associated with the actual standardized and accommodated administration of the tests. Following is a list of tasks to be completed by Examiners. Additional details are provided throughout the Examiner's Manual.

Before testing:

- Read and be thoroughly familiar with the Examiner's Manual and testing requirements.
- Ensure that sufficient testing materials are available for distribution to examinees during testing.
- Record Examiner and examinee information for the test session on the Test Material Distribution Log. For each examinee, at least the examinee name, examinee ID, test format, and test form should be recorded on the log in advance of the testing. Seat number and test booklet serial number may be pre-assigned as well or may be entered on the log at the time the test material is distributed.
- Set up the testing room in preparation for the testing.
- Gather and organize all non-secure supplies and test administration materials so that they are ready for use.

When examinees arrive:

- Provide general information, such as the location of storage facilities for material that is not authorized in the testing room and the location of restrooms and drinking water. Encourage examinees to use the restroom facilities prior to testing as once a subject-area test is in session, except during scheduled breaks, if they leave the room they will not be permitted to return.
- Check examinees in and carefully verify the identity of each examinee against a current, valid government-issued photo-identification such as a driver's license, military ID, or passport. (Note: some states require more than one ID. Examiners should be apprised of the requirements for their particular state or area.)
- Ensure that examinees bring only authorized material into the testing room. Unauthorized material must be labeled and stored in a secure area outside the testing room or at the front of the room well out of reach of the examinees. Cell phones and other electronic devices must be turned off prior to storing.
- Inspect authorized material, such as calculators, being brought into the testing area to ensure they meet security requirements.
- Provide examinees with the location of their assigned seats.

Shortly before testing:

- With specific authorization from the Test Coordinator to do so, log out and move needed secure test materials from locked storage to a storage container or cart suitable for secure use in the testing room. Secure materials must always be supervised by an Examiner and must never be left unattended.

Immediately before testing:

- Read the general directions to examinees.
- Distribute answer booklets and pencils as prescribed.
- For paper-based testing, read the oral directions for completing the answer booklet. (Note: The online test leads examinees through a similar set of directions. However, some states may require that Examiners orally read these online directions, available at www.TASCtest.com.)
- Monitor examinees to verify that they are correctly entering their biographical data onto answer documents or into the online system.
- Distribute secure test booklets, entering remaining information on the Test Material Distribution Log and ensuring that examinees receive the correct form.
- Read remaining oral directions to examinees.

During testing:

- Provide for accurate and complete administration record keeping.
- Ensure that only allowable materials are used.
- Administer accommodated versions of the tests, if applicable.
- Monitor the testing room vigilantly to ensure test security.
- Handle testing irregularities as directed.

At the conclusion of testing:

- Collect and account for all test booklets.
- Collect scratch paper and pencils.
- Collect calculators (if they have been provided by the testing center).
- Verify answer documents have all required information completed.
- Dismiss examinees only after these tasks have been completed.

After testing:

- Inspect test booklets to ensure they contain no stray marks, loose, torn, or missing sheets, extra pieces of paper, or other foreign material.
- If calculators are provided by the testing center, ensure that calculators are cleared of memory.
- Re-sequence test booklets so that they are ready for retrieval prior to the next testing.
- Alphabetize answer documents by Examinee Last Name.
- Complete and include a Group Information Sheet with the group of alphabetized answer sheets.
- Return secure materials to locked storage and log in or have the Test Coordinator log in their return.
- Shred used scratch paper or use an equivalent method of secure disposal/destruction. Never throw scratch paper in trash or recycling bins unless it has been shredded beyond recognition.
- File confidential test session administration records. Documents such as applications, eligibility information, accommodations paperwork, and completed test session forms should be retained for at least one year following the testing.

Examiners should maintain security of test materials and confidentiality of examinee data throughout.

CTB/McGraw-Hill

CTB/McGraw-Hill (CTB), a division of McGraw-Hill Education (MHE), is the publisher of the TASC and provides test materials, scoring, and related services. CTB is responsible for providing:

- test content development;
- test reliability and validity;
- secure printing, serial numbering, packaging, and shipping of test materials;
- secure delivery of computer-based test materials;
- instructions for handling of materials and standardized test administrations;
- processing of special testing accommodations applications;
- certain training and development workshops;
- test scoring, standard setting, and reporting; and
- examinee registration system if adopted by the state or area.

Part 3 – Test Security

Security Procedures

To safeguard the integrity of the examination and examinee data, all TASC test materials must be kept secure. It is the responsibility of the Test Coordinator and Examiners to protect the security of the test materials and test results in their care at all times.

Prior to, during, and after testing, the Test Coordinator and Examiners must maintain strict security of test materials, including those in standard and alternate formats, and adhere to the following security procedures:

- The Test Coordinator must inventory all secure material against the Security Checklist (see Appendix A) upon receipt from CTB/McGraw-Hill. Test Coordinators must send Part 3 of the Security Checklist back to CTB/McGraw-Hill within 24 hours of receipt to confirm that all serial numbered materials have been received.
- All secure test material must be stored in a fire-proof, locked storage area out of access and away from view by anyone other than testing center staff. Test material should always be kept locked when not in use or under the supervision of authorized test center staff.
- Only the Test Coordinator and the Examiners specifically designated by the Test Coordinator are permitted access to the keys or combination to the locked storage area.
- Any secure material that is removed from the secure storage area must be removed by the Test Coordinator or an Examiner that has been specifically-authorized by the Test Coordinator to do so.

Material removed must be logged out using a secure material transmittal form (see Appendix B) that lists the date and time along with the names and signatures of the persons the material is being transferred to/from, and the serial numbers of the material being transferred.

- Material removed from secure storage in preparation for use during an examination administration must be placed in a secure container with a lid or other means of concealing the contents from view. Materials should never be left out of sight of the Examiner or Test Coordinator and should not be within reach of examinees, unauthorized staff, or others.
- When materials are distributed to examinees, test booklet serial numbers must be recorded on a Test Material Distribution Log. Test materials are logged back in on the log upon collection after testing. A sample of this log is provided in Appendix C.
- Only properly trained and authorized staff are permitted to handle test materials.
- Never transcribe, photocopy, or photograph test booklets or answer documents.

- During testing, desks are to remain clear of all unauthorized materials at all times. Examinees may only have at their desks test booklets, answer documents, and scratch paper and pencils that are provided by the testing center.

Other than for the Math (Part 2) and Science tests, where calculators are allowed, unless an examinee has received formal approval to use special testing accommodations or is using an item specifically listed on the allowable resources list (see Appendix M), electronic devices of any kind such as cell phones, digital cameras, handheld scanners, pagers, or games are prohibited. Electronic devices must be turned off and stored in a secure location away from the examinees during testing along with other personal items, such as purses, backpacks, food or drinks, and clothing accessories (hats, scarves, jackets, etc.).

In some states, examinees must bring their own calculators to the testing. If this is the case, calculators must be inspected to ensure that they meet the security requirements for calculators described in the next section.

Any material from the allowable resources list that is permitted during the testing must similarly be inspected to ensure that the material contains no notes or other means of providing the examinee with answers to test questions or removal of secure test content from the examination room.

- Once an examinee has entered information on an answer document, the answer document is also considered secure. Never destroy, photocopy, or tamper with answer documents.
- Test center staff must not review test questions or discuss test questions or answers with examinees or amongst themselves.
- Never put used test booklets or any secure test materials into the trash and never use previous versions of test booklets as practice material.
- Examinees must never be left alone with test materials or with any data that might be accessed on a computer.
- Discussion among examinees or sharing of answers is not permitted at any time during testing.
- Adherence to additional security procedures given throughout this manual is required.
- Any breach or suspected breach of security must be immediately reported to your State or Area Administrator and CTB/McGraw-Hill.

Use of Calculators for Math (Part 2) and Science Tests

The Math (Part 2 only) and Science tests require the use of a scientific calculator. For paper-based tests requiring calculator use, examinees must bring their own calculators, unless special provisions have been made in your state or area to provide calculators to examinees. Only Texas Instrument Model TI30XS or other state-approved scientific calculators may be used. Calculators cannot have graphing functions or any programming capability, and they must have trigonometry and logarithm functions. Examinee calculators must be checked prior to testing to ensure that they meet these requirements. (Note: To aid Examiners, if your state or area has approved the use of calculator models other than the Texas Instrument Model TI30XS, Test Coordinators should maintain a list of the approved models and train Examiners how to check that the calculators meet requirements.)

For computer-based versions of the tests, the testing software includes an online scientific calculator for examinees to use on items that allow or require the use of a calculator. Examinees may choose to use a handheld calculator only if it adheres to the above requirements. (Note: Some states do not allow examinees to bring their own calculators. Check with your State or Area Administrator for requirements associated with your specific state or area.)

Prior to and after testing, calculators must be inspected and cleared of all memory.

Confidentiality of Examinee Data

Examinee data are completely confidential. This includes all examinee records, answer documents, special testing accommodations applications, and score results. Do not discuss or share this confidential information with anyone at any time. Data leaks of any type must be immediately reported to your State or Area Administrator and CTB/McGraw-Hill for investigation.

It should be noted that approximately two hours after each computer-based test administration, unofficial score results (for computer-based tests only) become available in the reporting system. These do not include essay scores. Depending on your State's regulations/requirements, the Test Coordinator may be permitted to provide an examinee with these unofficial results if the examinee requests the results in person and shows proper identification (current, valid government-issued photo ID) so that the examinee's identity can be verified. Check with your State or Area Administrator for regulations guiding your state or area.

Official test scores for paper-based and computer-based tests, including essay scores, will be available in the reporting system 10 days after CTB/McGraw-Hill receives the answer booklets for scoring.

Part 4 – TASC Testing Materials

Test Materials for the Paper-based Test (PBT)

Test materials to be distributed to each examinee for each paper-based test (PBT) subject-test administration include:

- Reusable test booklet (available in English and Spanish in standard, large print, audio CD, and Braille editions) for the subject-area test
- Answer booklet
- Colored scratch paper (with lines for the Writing test)
- Two sharpened No. 2 pencils with erasers

For Math and Science tests, each examinee should additionally receive:

- Reference sheet (for Math Part 1 and Part 2)
- Scientific calculator (for the Math—Part 2 only—and Science tests)

Note: online calculators are provided for the computer-based tests but examinees must bring their own calculators for the paper-based tests unless special provisions have been made in your state or area to provide calculators to examinees. See the preceding section for more information regarding calculator usage in conjunction with TASC.

In addition to the test materials for examinees, the Examiner reading directions to the examinees should have a blank copy of the test booklet and answer booklet available for Examiner use during the session. Sufficient administrative forms and supplies, including sufficient copies of the Examiner’s Manual and Test Coordinator’s Manual, should be on hand as well, as described in subsequent sections of this manual.

Test Booklets

There are separate reusable TASC test booklets for each subject-area test. Math Part 1 and Part 2 are in the same test booklet. CTB ships the test booklets in shrink-wrapped packages containing five test booklets each. Each package contains one complete battery (e.g., one test booklet each for math, writing, reading, science and social studies).

Test booklets are serial numbered for security purposes. Each shrink-wrapped package contains a package insert that identifies the serial numbers of the test booklets in the package. When administering a test, the Examiner must record the serial number of each issued booklet on the Test Material Distribution Log and must log each booklet back in at the conclusion of testing.

After testing, the test booklets must be reviewed to verify that they contain no stray marks, loose, torn or missing sheets, extraneous sheets of scratch paper, or other foreign material. Test booklets must be stored in the locked secure area prior to reuse in subsequent testing sessions. Only test booklets that are free of defects and are otherwise in good working order should be distributed to examinees. Frayed or overly worn test booklets should be stored in the secure area until it is time at the end of the annual testing cycle to ship used test material back to CTB/McGraw-Hill for secure destruction.

Instructions regarding the handling of test booklets are provided throughout this manual.

Answer Booklets

CTB provides generic answer documents that can be used for one or more TASC subtests of the same form (A, B, or C). An examinee who takes multiple subtests on a single day, or over two consecutive days, can be issued the same answer booklet for all tests taken on that/those day(s) **provided the subtests are all of the same form**. Examinees who take the various subject tests on separate testing days that are not consecutive require a **new** answer booklet for **each** day of testing. For each new answer booklet, the examinee ID information must be completed. Instructions for the return of answer documents to CTB/McGraw-Hill for scoring are provided in Part 10 of this Test Coordinator’s Manual. Instructions for filling out the answer document are provided in the Examiner’s Manual. Test Coordinators and Examiners should check with their State or Area Administrators for instructions on the use of answer booklet special codes fields.

Figure 1: Cover of TASC Answer Booklet

The form is titled "TEST ASSESSING SECONDARY COMPLETION" and features the TASC logo. It includes the following sections:

- 1 Testing Site Name:** A text field for the testing location.
- Educational Center/TASC Prep Program Name:** A text field for the program name.
- 2 Examinee Name:** A large grid for entering the last name, first name, and middle initial (MI).
- 3 Date Of Birth:** A grid for entering the month, day, and year.
- 4 Gender:** Radio buttons for Female and Male.
- 5 Ethnicity:** Radio buttons for Hispanic / Latino and Not Hispanic / Latino.
- 6 Race:** Radio buttons for American Indian / Alaskan Native, Asian, Black / African American, Native Hawaiian / Other Pacific Islander, and White.
- 7 Examinee ID:** A grid for entering the examinee ID number.
- 8 Examinee Telephone Number:** A grid for entering the telephone number.
- 9 Date Test Taken:** A grid for entering the month, day, and year of the test.

At the bottom, it includes the text "Printed in U.S.A." and a barcode area with the number 2705220.

Reference Sheets

A reference sheet is necessary and provided for use in conjunction with both parts (Part 1 and Part 2) of the math test. Reference sheets are reusable and should be collected at the conclusion of testing. Reference sheets that contain stray marks or that are worn or frayed should not be issued to examinees.

Manuals

The Examiner's Manual contains general instructions, instructions specific to Examiners, and specific test administration instructions, including oral directions to be read to examinees. Examiner's Manuals are provided in shrink-wrapped packages with three manuals in each package.

The Test Coordinator's Manual contains general instructions and instructions specifically for Test Coordinators, including instructions related to the ordering, receipt, inventory, distribution, collection, and return of secure scorable and non-scorable materials as well as information related to the requirements for running a testing center, scheduling tests, scheduling examinees, and processing special testing accommodations applications.

New manuals will be provided each year. Used manuals should be returned to CTB/McGraw-Hill at the end of the annual testing cycle along with the used test booklets.

Test Materials for the Computer-based Test (CBT)

Paper-based tests require several printed materials not needed for computer-based test (CBT) administrations. Aside from the facilities needed at the testing centers for the computer-based testing and administrative forms and supplies needed by Examiners, the primary materials needed to administer a subject-area test during a computer-based testing session include:

- Test Tickets (one Summary Ticket for the Examiner, one Individual Ticket for each examinee)
- Colored scratch paper (with lines for the Writing test)
- No. 2 pencils with erasers
- Examiner's Manual
- Test Coordinator's Manual
- Examiners administrative forms and supplies

The Test Coordinator prints the test session tickets that contain each examinee's secure login information, including the test access code for the subtest, and provides the tickets to the Examiner.

The online test administration system provides the remaining material, including online calculators. Examinees may also use the scratch paper and pencils provided by the testing center.

The same Examiner's and Test Coordinator's manuals that are used in conjunction with the paper-based tests are used with the computer-based test. Appendixes E and F include sample Test Tickets and basic information regarding how to log on and maneuver through the computer-based test. Hardware/software requirements for Test Coordinators and/or system technical support staff are in Appendix G. Additional instructions for Test Coordinators on the operation of the online system to enter and schedule examinees and test sessions, invalidate tests, etc. are provided on the TASC website at www.TASCtest.com.

Alternate Formats of the TASC Assessments

Test materials are available in the following alternate formats. In most cases, examinees are required to provide the testing center with prior notification of the need for an alternate format so that the testing center can be sure to have the necessary materials on hand for the testing.

Spanish Language Editions

The English language versions of both the paper-based and computer-based TASC tests in all five subjects are also available in Spanish editions. As with the English versions, three new forms are provided annually. A Spanish version of the answer booklet is provided to accompany the test. The testing times for English and Spanish versions differ slightly. The same Examiner's and Test Coordinator's manuals used with the English version of the test are used for the Spanish version.

Large Print, Braille, and Audio CD Editions

Large print editions of each of the three English and Spanish paper-based test forms are produced each year. Two English and two Spanish paper-based forms are additionally produced in Braille each year. Examinees with visual impairments who take the TASC computer-based tests also have accessibility tools available to them, including choices of large font, screen background and font colors, and magnification.

The English and Spanish forms are also reproduced in audio CD format for examinees that require this as an approved special testing accommodation. The CD is to be accompanied by printed test materials.

DVD of Signed Instructions

CTB recommends that a sign language interpreter be on hand for the administration of TASC subtests to examinees with hearing impairment that need signing of test instructions. However, a DVD of American Sign Language (ASL) signed test instructions is also available to testing centers on request.

Part 5 – Allowable Resources and Special Testing Accommodations

CTB/McGraw-Hill supports the intent of the ADA Amendments Act of 2008 and is committed to supporting access to the TASC for individuals with disabilities. To this end, the TASC design includes accessible formats and allowable resources that are available to all examinees. In addition, examinees with a documented need may apply for special testing accommodations.

Examinees have access to three types of support during TASC testing:

- **Allowable Resources:** Allowable resources are tools, procedures, and materials that an examinee may use to support test taking. Allowable resources include items such as earplugs, magnifying glasses, or seat cushions. No formal approval is required for the use of allowable resources. In some cases a notification form must be filled out and provided to the testing center prior to testing so that the testing center can prepare to support the request.

A summary of allowable resources and the Prior Notification Form are available to examinees for download on the TASC website at www.TASCtest.com. Copies of these are included in the Appendix for reference. Test Coordinators and Examiners should be thoroughly familiar with these documents.

- **Alternate Formats:** TASC is available in English and Spanish in alternate formats including Braille and large print editions. To receive alternate formats, the examinee must provide prior notification to the testing center.

A Prior Notification Form is available for download on the TASC website at www.TASCtest.com and in Appendix N.

- **Special Testing Accommodations:** Special testing accommodations, such as extra time, are intended to account for the effects of a person's disability. Special accommodations are only approved for examinees with appropriate documentation diagnosing their disability or disorder and supporting the need for specified accommodations.

Special testing accommodations must be approved by CTB/McGraw-Hill. The examinee must submit a completed TASC Special Testing Accommodations Request Form to CTB/McGraw-Hill in advance of the scheduled test date; CTB will process and send decision letters within 30 working days of the receipt of request forms.

The TASC Special Testing Accommodations Request Form and supporting documentation are available at www.TASCtest.com. The following pdf documents are available:

- *TASC Allowable Resources*
- *TASC Prior Notification Form*
- *TASC Special Testing Accommodations Descriptions*
- *TASC Special Testing Accommodations Request Form*
- *Examinee Guidelines for Requesting TASC Special Testing Accommodations*
- *Evaluator Guidelines for Requesting TASC Special Testing Accommodations*
- *TASC Special Testing Accommodations Approval Criteria*

Test Coordinators should print and become thoroughly familiar with these documents and the Test Coordinator's role in the Special Testing Accommodations process. During the process, Test Coordinators are expected to:

- Provide examinees and evaluators with guidance on the Special Testing Accommodations request process.
- Review each applying examinee's Special Testing Accommodations Request form to verify that the form is complete and ready for submission to the CTB/McGraw-Hill Accommodations Administrator for approval.
- Complete Section 3 of each applying examinee's Special Testing Accommodations Request form.
- Assist the examinee with faxing or scanning and emailing or mailing the Special Testing Accommodations Request form to the CTB/McGraw-Hill Accommodations Administrator for review. (Note: In some areas the examinee forwards the request to CTB/McGraw-Hill while in others the Test Coordinator forwards the request. Check with your State or Area Administrator on the process in your area.)
- Maintain records on each examinee's request by keeping a photocopy of the request form with Section 3 completed and by adding to the file the examinee's application results. (A copy of the decision made by the CTB/McGraw-Hill Accommodations Administrator will be sent to both the examinee and the testing center).
- Once the examinee receives approval and schedules the testing, work with Examiners to administer ONLY the approved accommodations.
- Ensure Examiners are given thorough and accurate instructions on the administration of the approved accommodations.
- Ensure that Examiners correctly complete the section of the examinee's answer document that tracks accommodations actually administered. If an examinee decides to waive the right to use their approved accommodations, the Examiner should ensure that the examinee denotes this in the designated space provided on the answer document.

Part 6 – Maintaining the Testing Center

Physical Requirements of Testing Center Facilities

Test Coordinators are responsible for overseeing the on-site testing center activities. Each testing center site must have a dedicated testing space that meets the following requirements:

- The location must comply with all applicable building code requirements.
- The location must be neat, clean, and professional in appearance.
- The environment must be free from visual or auditory distractions and odors.
- The testing room(s) should be separate from those where staff are working.
- The testing room(s) must have adequate lighting.
- Pencil sharpener(s) and a wall clock with the correct time must be in each testing room and visible to all examinees.
- A chalk board, white board, or flip chart must be available on which the Examiners can write the test session times, computer access codes, or other important notations.
- The environment must be comfortable, with adequate heating and ventilation and comfortable seating similar to the seating utilized in most businesses or adult classroom environments.
- The facility must provide access to restrooms and drinking water.
- The testing area must be secure and lockable, while providing emergency exits.
- Facilities must be easily accessible, ensuring access for people with disabilities. The access must be in compliance with all applicable laws and regulations.
- The facility must have regular, posted hours.
- The facility must contain a secure location in which to lock any possessions examinees may bring to the testing room which are disallowed (cell phones, non-conforming calculators, other electronics).
- The facility must provide for line-of-sight monitoring by the Examiner.
- Adequate office machines, including phones, faxes, printers, copiers, desk-top scanners, and paper shredders, must be available.

- Adequate office supplies are required, such as paper and pencils. These supplies must be maintained at a sufficient level so an out of stock situation does not arise during testing. They must also be in good working condition; for example, pencil erasures must not be worn down and calculators (if provided by the testing center) must have batteries and be in good working order.
- Adequate computers for testing are required, including space for examinees to take the test without easily viewing another examinee’s responses. Computer carrels with partitions or privacy screens are strongly preferred.
- For computer-based testing, the site must have hardware and software that meets the minimum requirements outlined in Appendix G. Test Coordinators must have access to technical support when needed.
- A lockable closet with shelves is required for the storage of all test materials (test booklets, answer booklets, etc.) The closet should have enough space to lock any boxes of tests awaiting shipment to CTB/McGraw-Hill for scoring.
- Any onsite computer servers must be locked in a secure storage location designed for server equipment. Examinee computer workstations can remain in the testing area as long as it is lockable and the computers are securely locked down with a cable attachment.

Other Requirements

Emergency/Evacuation Plan

In addition to the physical maintenance of the testing center facility, the Test Coordinator must prepare and annually update an emergency/evacuation plan for the site. This plan must be posted in a visible location and reviewed with testing center staff and the State or Area Administrator at least annually at the start of each annual testing cycle.

Supplies

Supplies that need to be on hand prior to administrations include:

- Pencils with erasers;
- Pencil sharpeners;
- Colored paper for use as scratch paper during testing (paper for the writing test must be lined);
- Portable storage containers with lids, preferably constructed from hard material, that can be used to transport secure material to and from the testing room(s);
- “Do Not Disturb” signs;

- Wall clocks that work and are clearly visible to all examinees;
- Chalk board, white board, or flip chart with writing utensils for each testing room;
- A sufficient number of photocopies of the various administrative forms that Examiners are required to use during testing; and
- Information sheets for Examiners that contain standardized information to be read aloud to examinees or written on the board during the completion of the answer booklets (e.g., official name/ID of test center site, county code, and the names and codes of educational centers and educational prep programs frequently used in your area).

Qualifications of Test Center Staff

Test Coordinators are responsible for assisting with the hiring, training, and supervision of Examiners. All testing center staff should be trained in the administration of secure, standardized tests in general and in the administration of the TASC as outlined in the Test Coordinator’s Manual and Examiner’s Manual in particular. When hiring Examiners, Examiners must have the following qualifications:

- Prior experience proctoring/administering tests highly desirable.
- High School diploma or equivalent required with Bachelor’s degree or equivalent strongly preferred.
- Teaching, counseling, and/or assessment background strongly preferred.
- Strong communication and customer service skills.
- Ability to lift up to 20 lbs. on occasion.
- Examiners must not be involved in any related preparatory course.
- Examiners must not have a conflict of interest (e.g., a friend or relative who is preparing to take the TASC).
- Once hired, all Test Coordinators and Examiners must successfully complete TASC test administration training. Trained Test Coordinators should additionally provide refresher training sessions to Examiners at least annually.

Part 7 – Scheduling TASC Assessments

In some areas, the Test Coordinator is responsible for one or more of the following scheduling-related functions:

- scheduling test sessions,
- verifying examinee eligibility,
- entering examinees into the system,
- scheduling examinees for test sessions,
- ensuring correct examinee test form assignments, or
- preparing seating assignments or overseeing Examiners in their preparation to ensure correct form assignments have been made.

This section of the manual provides guidelines for the completion of these tasks.

Administration Time

The table on the following page shows the required testing times for each subject-area test. The schedule must be carefully planned to ensure that there is sufficient additional time allocated before and after the testing to:

- verify examinee identity,
- store examinee possessions,
- inspect examinee materials,
- distribute answer documents,
- fill in examinee-identifying information on the answer booklets or on the computer,
- read test instructions and complete the sample test question(s),
- conclude the testing,
- collect and account for materials,
- review answer documents to ensure they contain the required information, and
- dismiss examinees.

Aside from Math (Part 1 and Part 2), which must be administered in sequence (Math Part 2 should be administered before Math Part 1 during paper-based administrations so that calculators can be collected prior to the non-calculator session), the order in which the subject-area tests are administered and the amount of time between subtest administrations will vary depending on the testing center’s size, capacity, and scheduling requirements; however, a minimum of 15 or 30 minutes plus time for the administrative activities between tests is recommended.

There is a 15-minute break between Part 2 and Part 1 of the Math test but no other breaks are permitted except between subject-area test sessions. If an examinee leaves the testing room during the middle of a subject-test administration, then he or she will not be permitted to return to the testing room until the next testing session.

TESTING TIMES		
SUBTEST	ENGLISH	SPANISH
Mathematics		
Math–Part 2 (Calculator Session)	50 minutes	55 minutes
15-minute Break		
Math–Part 1 (Non-Calculator Session)	55 minutes	60 minutes
Writing	105 minutes	110 minutes
Reading	75 minutes	80 minutes
Science	85 minutes	90 minutes
Social Studies	75 minutes	80 minutes

In scheduling the tests, the following additional information should be taken into consideration:

- There must be at least one Examiner for each twenty examinees in a testing session. Since the Examiner is not permitted to leave the examinees unattended in a testing room, one or more floating Examiners may also be required to assist with verifying examinee identity, inspecting examinees’ materials, distributing materials, etc.
- Testing for examinees requiring accommodations should be planned according to the accommodations that are specifically approved. Additional time, room(s), and/or staff may be required.

- Once examinees have been provided access to a subject-area test form, they will not be allowed to take it again. Therefore, a subtest should only be started if it can be completed in the allotted testing session.
- If an interruption in testing occurs and examinees must leave the room, unless the interruption was very short (20 minutes or less) AND the Examiner is able to ‘pause’ computer-based tests AND prevent the examinees from discussing and/or accessing material that may help the student answer any test questions during the interruption, then the testing session will need to be rescheduled and each affected examinee will need to be assigned a new form upon re-testing.
- Testing schedules should take adult examinees’ needs into consideration. For example, the schedule might offer administration of Reading and Writing in one half-day session, with a second half-day session for Math, Science, and Social Studies. It is also possible to offer the complete battery in one day if the testing center can accommodate it. Each section can also be administered separately, using the time limits provided.

Scheduling Examinees for Testing

Examinee Eligibility

Individuals are eligible to take the TASC if they are not enrolled in high school and have not already received a high school diploma or equivalency. Other eligibility requirements may vary by state but typically the individual is required to:

- Meet the State’s age eligibility requirements.
- Meet the State’s residency requirements.
- Have valid, current, government-issued ID such as a driver’s license that contains the examinee’s name, address, date of birth, signature, and photo. Other examples of acceptable ID include passports and U.S. Military IDs. At least one such form of ID is required; some states may have additional requirements. Test Coordinators and Examiners should be familiar with their state’s specific rules.
- Pay the required testing fee if applicable.

Foreign exchange examinees are not eligible to test since they are currently enrolled in school. Once they are no longer enrolled, they may be eligible to test. Other non-U.S. residents, such as someone in the United States on a visa, may test as long as they otherwise qualify (i.e., are residing in the state where they will be testing, have proper ID, meet the age requirements, and can pay the fee).

In ALL cases, the Test Coordinator should be familiar with the exact eligibility requirements for the state served by the testing center.

Examinee Registration Process

As part of the TASC program, CTB/McGraw-Hill offers states the opportunity to use a CTB online registration and scheduling website. This service is offered as an option and states may elect to use the service or to use their own system if available. If your state has elected to use this system, documentation on the use of the system will be provided.

Rules for Scheduling Examinees

It is critically important that Test Coordinators and Examiners adhere to the following policies with regard to the assignment of test forms to examinees. **Pre-assigning forms and preparing seating assignments in advance of the testing using the Materials Distribution Log is a means of helping to ensure that Examiners distribute the correct form to examinees during the testing.**

- Each year, three new forms (A, B, and C) of each subject-area test are provided to test centers in English and Spanish in paper-based and computer-based formats. This allows examinees to be able to retest with a different form if they do not pass a subtest on the first attempt.

If an examinee does not pass a subtest, the examinee may retake the subtest with a different form up to two additional times in a calendar year. If the examinee does not obtain the necessary score in that calendar year after three attempts (one for each of the three available test forms), then the examinee must wait to re-test until the next year, when new forms will be available.

(Note: Re-test rules may differ in some states so Test Coordinators and Examiners should be familiar with their state's requirements. State-specific retest rules can be found on the TASC website.)

Given this retest policy, each examinee may only be assigned to take a test form (A, B, or C) that he or she has not taken before.

- An examinee should be assigned to take the same form (A, B, or C) across all subtests to be taken (for example, Math Form A, Reading Form A, Science Form A, etc.).

If an examinee cannot be assigned the same form across all subtests due to his or her retesting circumstances, then the examinee must receive a separate answer booklet for any subtests that are not of the same form. (The answer booklet contains spaces for responding to all five subject-area tests but is designed to score subtests of the same form.)

- In some states, examinees are required to take all tests on the same day or over two consecutive days. Examinees who take multiple subtests on a single day, or over two consecutive days, can be issued the same answer booklet for all tests taken on that/those day(s) provided the subtests are all of the same form (Math Form A, Reading Form A and Science Form A, etc.). Examinees

who take the various subject tests on separate days that are not consecutive require a new answer booklet for each day of testing.

- It is desirable that the examinee population collectively receives an approximately equal distribution of assignments across Forms A, B, and C.
- Any special testing accommodations must have been approved by the CTB/McGraw-Hill TASC Accommodations Administrator prior to scheduling and administration.
- Prior to scheduling examinees, it is critical to verify their eligibility.
- Preparing seating assignments may help ensure that Examiners distribute the correct form to examinees during the testing.

Entering Examinees into the System (for CBT Tests)

Instructions for use of the online system, including instructions for entering examinees into the system and scheduling test sessions, are available on the TASC website at www.TASCtest.com.

Part 8 – Prior to Test Administration

Steps for the Test Coordinator

- Step 1 — Order and receive test materials for paper-based testing as described in this section.
- Step 2 — Inventory secure test materials against the Security Checklist upon receipt as described in this section. Store all secure material in locked, secure storage.
- Step 3 — Review and store the material received in the Test Coordinator’s Kit.
- Step 4 — Schedule testing and post testing dates and times.
- Step 5 — Ensure sufficient materials and equipment will be on hand for the testing. For computer-based testing, ensure computer hardware and software requirements are met.
- Step 6 — Prepare form and seating assignments, ensuring each scheduled examinee is assigned to receive the correct test form. (Note: Test Coordinators may want to partially complete the Test Material Distribution Log so that it includes this information before it is given to Examiners in preparation for testing.)
- Step 7 — Plan for the administration of accommodated versions of the test and for the provision of any applicable allowable materials requested by examinees.
- Step 8 — Create and print Summary and Individual Test Tickets for the computer-based tests.
- Step 9 — Ensure a sufficient number of trained Examiners are scheduled for the testing (a minimum of 1 Examiner for each 20 examinees must be in the testing room at all times with additional floating Examiner(s) to assist as needed).
- Step 10 — Distribute information, test materials, supplies, and administrative forms to Examiners. Copies of administrative forms have been included in the Appendix and on www.TASCtest.com.

For the computer-based test session:

- Summary Test Ticket (for Examiner) and Individual Test Tickets (for each examinee)
- Colored scratch paper (with lines for the Writing test)
- No. 2 pencils with erasers
- Information/forms/supplies for administrative use:
 - Test Coordinator’s Manual and Examiner’s Manual

- Information Sheet containing official testing center site name, county code, and frequently used educational prep program codes (for use during entry of examinee identifying information) and any state-specific information
- Invalidation Report form
- Incident/Irregularity Report forms
- Test Question Comment forms
- Chalk board, white board, or flip chart with writing utensil
- Wall clock
- Pencil sharpener
- Do Not Disturb sign

For the paper-based test session:

- Test booklets
- Reference sheets (for Math Parts 1 & 2)
- Answer booklets
- Calculators (for Math Part 2 and Science only and only in areas where provisions have been made for these to be provided by the testing center)
- Colored scratch paper (with lines for the Writing test)
- No. 2 pencils with erasers
- Information/forms/supplies for administrative use:
 - Test Coordinator’s Manual and Examiner’s Manual
 - Test Material Distribution Log
 - Information Sheet containing official testing center site name, county code, and frequently used educational prep program codes (for use during entry of examinee identifying information) and any state-specific information
 - Blank copy of secure material Transmittal (see Appendix B)
 - Several blank copies of Incident/Irregularity Report forms (see Appendix H)
 - Blank copy of Invalidation Report form (see Appendix I)
 - Several blank copies of Test Question Comment forms (see Appendix J)
 - Pre-coded Group Information Sheet (see Appendix K)

- Chalk board, white board, or flip chart with writing utensil
- Wall clock
- Pencil sharpener
- Do Not Disturb sign

Step 11 — Review testing procedures, materials, and testing schedule with Examiners.

Step 12 — Supervise Examiners conducting their pre-testing tasks. Make sure Examiners know that the Math—Part 2 should be administered prior to Math—Part 1 so that calculators can be collected and stored at the conclusion of the Math—Part 2 test. Examinees may not move to the next part of the Math test or go back to the prior part of the Math test during testing.

Step 13 — Set up record-keeping system for upcoming testing to house Material Distribution Logs and any applicable Incident/Irregularity and/or Test Invalidation reports.

Upon examinee arrival at the testing center:

Step 14 — Verify (or ensure that Examiners verify) examinee identification against a current, valid government-issued photo-identification such as a driver’s license, military ID, or passport.

Step 15 — Check on Examiners to be sure that they prevent examinees from bringing unauthorized material into the testing room, and that authorized material that is brought in is inspected.

Ordering Test Materials

In preparation for each testing year, the Test Coordinator may use material quantity information from the prior year to inform the number of test materials to order for a given year. The ordering process should be conducted in cooperation with your State or Area Administrator.

Test materials ordered are delivered once per year prior to the start of the annual calendar year’s testing cycle.

If during the calendar year, the Test Coordinator finds that additional material is needed, an order or additional material can be placed by contacting CTB/McGraw-Hill. Contact information is noted on the first page of this manual.

Inventorying Test Materials

Once test materials are received, the Test Coordinator is responsible for inventorying the material and confirming receipt within 24 hours of receipt of the shipment. Steps to inventory test materials include:

- Upon delivery, immediately check the number of boxes delivered against the courier’s invoice. If the number of boxes expected does not agree with the number of boxes shipped, note the missing box(es) on the invoice. Alert the State or Area Administrator and CTB of the discrepancy.
- If the test materials will be shipped to and signed by someone other than the Test Coordinator such as personnel in the Shipping Department, alert these offices several days in advance of the expected delivery and provide them with your contact information.
- Box 1 will contain a Packing List that summarizes the contents of the shipment. Check the contents of the boxes against the Packing List and sign the Packing List in the spaces provided. If there are any discrepancies, note these on the Packing List and inform the State or Area Administrator and CTB immediately. This notice can be delivered by email with a scanned copy of the Packing List attached or by a faxed copy of the Packing List.
- Inventory the serial-numbered material against the Security Checklist in Box 1. The Security Checklist lists the serial number of each item in the shipment. The Test Coordinator must date and initial the Security Checklist to confirm that each serial-numbered item is accounted for. The Test Coordinator is required to mail, fax, or scan and email Part 3 (pink copy) of the 3-part completed Security Checklist to CTB/McGraw-Hill within 24 hours of receipt of the shipment. The Security Checklist should be retained as it will be used again for the return of materials to CTB/McGraw-Hill at the end of the annual testing cycle as described in Part 10 – After Test Administration.

Figure 2: Security Checklist

<i>TASC</i> SECURITY CHECKLIST		 	
<small>SITE NAME:</small> _____		<small>PART NUMBER - PART DESCRIPTION</small>	
<small>SITE NUMBER:</small> _____			
<small>Test Coordinators are required to use this form to inventory secure materials upon receipt. Test Coordinators should place their initials and the date in the "Received" column to indicate receipt of each serial-numbered document and return Part 3 of the form (pink sheet) to CTB/McGraw-Hill within 24-hours of receipt of materials. At the end of the annual testing cycle, Test Coordinators should inventory materials and should place their initials and the date alongside each document in the "Returned" column. Part 2 of the form (yellow sheet) should be returned to CTB/McGraw-Hill in Box 1 of the shipment of materials back to CTB/McGraw-Hill.</small>			
<small>Test Coordinator Name</small> _____			
<small>Security #</small>	<small>Received (Initial/Date)</small>	<small>Returned (Initial/Date)</small>	<small>If document is not returned, state reason</small>
2P400591	_____	_____	_____
2P400592	_____	_____	_____
2P400593	_____	_____	_____
2P400594	_____	_____	_____
2P400595	_____	_____	_____

At this time the Test Coordinator should also review material to ensure that none received is defective. If any of the material in the shipment is defective, the Test Coordinator should contact CTB/McGraw-Hill at the telephone number, fax number, or email address noted on the first page of this manual.

Test Coordinator's Kit

The Test Coordinator will also receive prior to the start of each year's testing a Test Coordinator's Kit. This kit will contain a copy of the Test Coordinator's Manual as well as pre-coded Group Information Sheets, Test Site Lists, and labels for the return of scorable and non-scorable materials to CTB/McGraw-Hill. These materials should be provided in quantities sufficient for the calendar year's testing. If additional materials are needed at any time during the year, the Test Coordinator may contact CTB/McGraw-Hill by telephone, fax, or email and at the contact locations listed on the first page of this manual.

The Group Information Sheet (GIS) is used by Examiners for each group of answer documents as described in the Examiner's Manual. The Test Site List is used by the Test Coordinator and should be inserted into Box 1 of each shipment of answer documents to CTB for scoring as described in Part 10 – After Test Administration. Copies of the GIS and Test Site List have been included in this manual.

Figure 3: Group Information Sheet (GIS)

Group Information Sheet

Organization Name: _____

County/Region Name: _____

Testing Site Name: _____

State: _____ SO#: _____



SPECIAL CODES																									
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5
6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1
2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	
7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	
3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6		
8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1		
4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7		
9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2		
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8		
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3		
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4		
2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5		
3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6		
4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7		
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8		
6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9		
7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0		
8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1		
9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2		
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3		
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4		
2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5		
3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6		
4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7		
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8		
6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9		
7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0		
8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1		
9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2		
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3		
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4		
2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5		
3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6		
4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7		
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8		
6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9		
7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0		
8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1		
9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2		
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3		
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4		
2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5		
3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6		
4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7		
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8		
6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9		
7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0		
8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1		
9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2		
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3		
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4		
2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5		
3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6		
4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7		
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8		
6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9		
7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0		
8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1		
9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2		
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3		
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4		
2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5		
3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6		
4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7		
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8		
6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9		
7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0		
8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1		
9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2		
0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3		
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4		
2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5		
3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6		
4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7		
5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8		
6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9		
7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0		
8	9	0	1	2	3	4	5	6	7	8</															

Part 9 – During Test Administration

Steps for the Test Coordinator

- Step 1 — Ensure Examiners are administering the tests and reading test directions exactly as prescribed.
- Step 2 — Ensure Examiners are distributing test materials and recording material distributed in the Test Material Distribution Log.
- Step 3 — Ensure Examiners are administering approved accommodated versions of the test as directed.
- Step 4 — Ensure Examiners remain in the testing room with examinees at all times and that they monitor the testing to ensure there is no sharing of answers or removal of secure material from the testing room.
- Step 5 — Provide assistance to Examiners as required, including guidance with any computer issues or testing irregularities that might arise.

Interruptions in Testing

Unless it is during a formally scheduled break, if an examinee leaves the testing room during the middle of a subject-area test session, then the examinee will not be permitted to return to the room during that session. The examinee's answer booklet should be sent for scoring even if the subtest has not been completed. If the examinee does not pass the subtest, then the examinee will be required to take a different form of the subtest on retesting. (Note: though the examinee will not be permitted re-entry into the testing room during the session from which he/she departed, the examinee is permitted to return to the testing for any subsequent subject-area test sessions for which he/she may be scheduled.)

If an interruption in testing due to severe weather or any other natural or man-made occurrence takes place during testing, the Examiner should immediately note on an Incident/Irregularity Report the circumstances and the time that the interruption occurred. Both the Test Coordinator and State or Area Administrator may need to be contacted as soon as it is safe to do so to provide the Examiner with guidance as to how to handle the specific situation.

If the interruption is short (under 20 minutes) AND the Examiner has time to set the computer workstations to 'Pause' AND the Examiner is able to supervise the examinees to the extent that he or she ensures that there has not been discussion about the test or sharing of answers, then the test administration may be able to resume. In this event, the Examiner must be sure to document on an Incident/Irregularity Report the time of the interruption and the time that testing resumes. Examinees should be allowed the full amount of time remaining when the interruption occurred. If doing so would

delay the start of the next subject-test administration, the following testing session may need to be rescheduled with the examinees. It should be noted that if examinees leave the testing room and/or the disruption is such that strict secure testing conditions cannot be maintained during the interruption or upon resumption of testing, then the examinee answer documents from the interrupted test should still be sent for scoring. Examinees not passing the subtest will be required to be rescheduled with a different form of the test.

Invalidation of Tests

In certain circumstances it may be necessary to invalidate an examinee's test. When an examinee's test is invalidated, the test will not be scored. Examples of times when an examinee's test should be invalidated include the following:

- The examinee has a defective answer document or needs to transfer his or her responses to a new document due to miscoding. In this case, the defective or extraneous answer document should be invalidated while the new document should be scored. (Note that all data, including examinee identification data, needs to be accurately transferred to the new answer document in order to ensure accurate scoring and reporting.)
- The examinee is found to have previously taken the same form.
- The examinee has been found to be ineligible to take the TASC.
- The examinee has been caught cheating.
- There has been a security breach and the test form has been compromised.
- The exam was administered inappropriately (for example, if the examinee has been given extra time or materials that are not authorized as part of the standard testing conditions and the examinee does not have formal written approval from CTB/McGraw-Hill for these accommodations).

A situation may occur in which an examinee has an invalidated test in one content area, but valid tests in the other content areas.

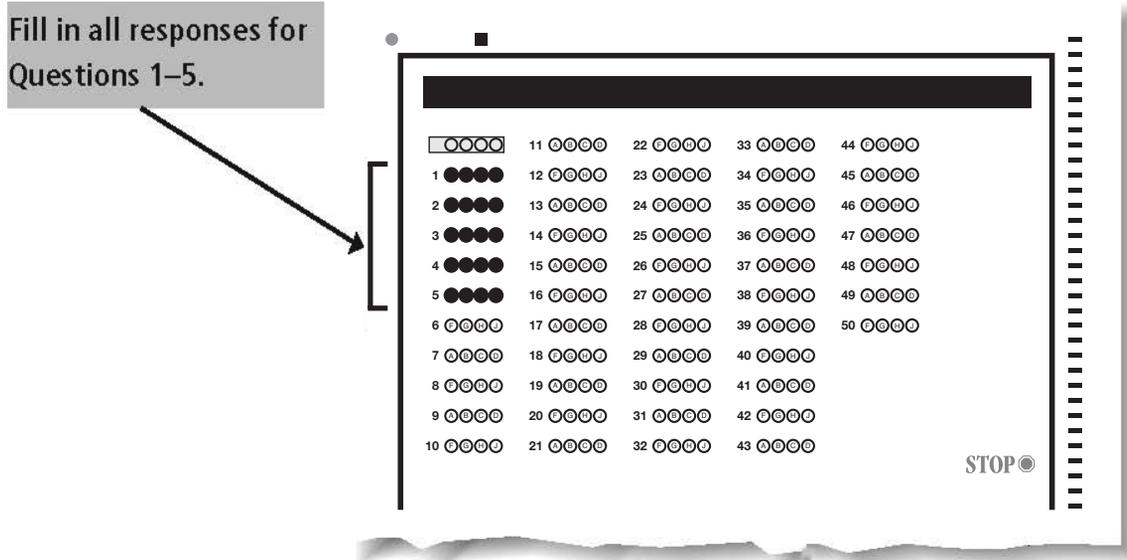
If a subtest is invalidated and the examinee is eligible to re-take the subtest, then a different form of the test must be used.

Examiners should report all test invalidations to the Test Coordinator using the Test Invalidation Report (see Appendix I). After the testing session, the Examiner will mark the invalidations for paper-based and computer-based tests as follows:

- Computer-based tests – the Examiner will mark the invalidation on the examinee test ticket and on the Test Invalidation Report and turn these in to the Test Coordinator for entry into the system.

- Paper-based tests –the Examiner will mark the invalidation on the examinee answer booklet by filling in **all** of the circles for Questions 1 through 5 of the subtest to be invalidated. Answer booklets containing invalidated tests must be included in the shipment to CTB/McGraw-Hill for scoring, even if all subtests have been invalidated.

Figure 4—Invalidation of Test



Test Irregularities

Interruptions in testing, the need for test invalidations, and security breaches or suspected breaches, are examples of test irregularities that are described in this section. These irregularities should be recorded on the Incident/Irregularity Report (see Appendix H) and handled as prescribed in this manual.

In addition, it is important that any irregularity that occurs with the test administration process itself that could conceivably result in non-standardized testing or compromised scores be recorded on an Incident/Irregularity Report. Examples might include test booklets that have been assembled incorrectly or have missing pages; tests that have not been administered using the correct administration times; tests in which unauthorized materials were permitted, etc. Such incidents should be reported to the State or Area Administrator and CTB/McGraw-Hill if they involve a group of examinees.

Another irregularity that may occur is when an examinee questions whether one of the test questions actually has a correct response. In such cases, the examinee should be told to select the best answer. If the examinee continues to challenge a question, however, the Test Coordinator or Examiner may submit a completed copy of the Test Question Comment Form (see Appendix J) to CTB/McGraw-Hill on the examinee's behalf. CTB/McGraw-Hill will investigate the concern and provide a written response.

Security Breaches

If a breach or potential breach in security is suspected, the Examiner should immediately inform the Test Coordinator. The Test Coordinator should investigate the situation and if a breach is still suspected, the State or Area Administrator and CTB/McGraw-Hill should be notified immediately about the situation. Contact CTB/McGraw-Hill using the contact information on the first page of this manual. Security breach escalation procedures in place at CTB/McGraw-Hill will ensure that the information is reported to appropriate TASC management personnel who can work with the State or Area Administrator to provide situation-specific instructions. If necessary, examinees involved in the compromise will need to have their tests invalidated. Depending on the nature of the breach, operations at the testing center may be suspended until the breach has been investigated. Security breaches or suspected security breaches should always be documented on an Incident/Irregularity Report.

Part 10 – After Test Administration

Steps for the Test Coordinator

On the day of testing:

- Step 1 — Ensure Examiners are checking and collecting materials as prescribed.
- Step 2 — Check in test materials, including examinee answer booklets, and ensure Examiners destroy used scratch paper by shredding or equivalent method of secure disposal/destruction.
- Step 3 — Invalidate computer-based tests where required and verify that Examiners have appropriately invalidated any applicable paper-based tests.
- Step 4 — Receive and file test administration materials, such as Test Material Distribution Logs and any Invalidation or Incident/Irregularities reports from Examiners.
- Step 5 — Receive and check in Summary and Individual Test Tickets from the computer-based testing.

Within 1 week after testing:

- Step 6 — Prepare answer booklets for shipment to CTB/McGraw-Hill scoring as described in this section.

At the end of the annual testing cycle:

- Step 7 — Return secure test materials to CTB/McGraw-Hill annually at the end of the testing year as described in this section.

Returning Answer Documents for Scoring

The following materials will be needed to package and ship answer documents back to CTB/McGraw-Hill for scoring. With the exception of the answer booklets themselves, these materials will have been shipped to you as part of the Test Coordinator's Kit.

- Pre-coded Test Site List
- Answer booklets bundled together with a corresponding pre-coded Group Information Sheet (GIS)

(Examiners typically complete the GIS upon conclusion of testing. Instructions for completing the GIS are provided in the Examiner's Manual. A copy of the GIS is included in Appendix K.)
- Pre-printed CTB/McGraw-Hill mailing labels for scorable material

The Test Site List

The Test Site List is CTB/McGraw-Hill's way of verifying that all groups of answer documents shipped for scoring have been received. A Test Site List must accompany each shipment of answer documents sent to CTB/McGraw-Hill for scoring. This form serves as a shipping manifest for each shipment. The Test Site information at the top of the form will have been pre-printed by CTB/McGraw-Hill. Follow these steps to complete the Test Site List:

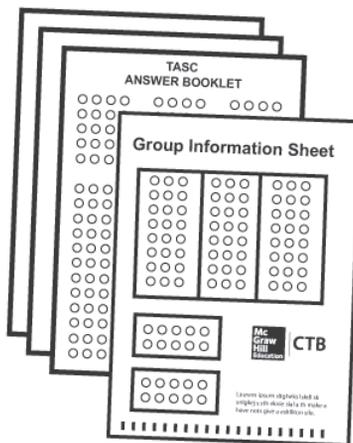
- Step 1 — Provide a contact person in the space provided, preferably the Test Coordinator, as well as the contact person's telephone number.
- Step 2 — List each group of answer documents by the name shown on the accompanying GIS – typically the Examiner's name. Spell out the Examiner's name exactly as coded on the GIS. Every GIS in the shipment must have a corresponding entry on the Test Site List.
- Step 3 — For each group, write the number of examinees assessed, which should match what is filled in on the corresponding GIS.

Packing the Answer Documents for Scoring

These steps should be used in packaging the answer booklets for shipment to CTB. Carefully following these directions will help to ensure that the test results will be accurate and will be released on time.

- Step 1 — Ensure that each group of answer booklets is arranged alphabetically by the examinees' last names, beginning with "A" on top. Ensure that the GIS corresponding to the group of answer booklets is placed on top of the group.

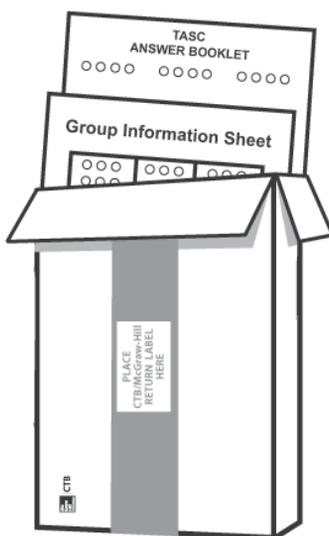
Figure 6: GIS with Answer Sheets



- Step 2 — Place the group of answer booklets with the corresponding GISs in an answer booklet carton provided by CTB/McGraw-Hill.

- Step 3 — Place the completed Test Site List on top of Box 1.

Figure 7: Packing of Carton



Step 4 — Fill out a shipping label for each box.

Figure 8: Label for Shipping of Answer Documents

S	TASC Current Year Scorable Test Material	CA
FROM:		
DIST: SAMPLE DISTRICT		DIST #: 12
SITE: SAMPLE SITE ONE		SITE #: 120001
<hr/>		
TO: CTB/McGraw-Hill - Indy Park 100 5020 W. 81st Street Indianapolis, IN 46268		Ph: (800) 878-4671
<hr/>		
BOX _____ OF _____		
CTB USE ONLY - DO NOT COVER THIS LABEL		
		
31S-M014055001-030000012-000203		

Step 5 — Seal all boxes securely and affix the labels. On the outside of each box, write the number of boxes used (e.g., “1 of 3”, “2 of 3”, “3 of 3”). Remember that the Test Site List should be in Box 1.

Returning Non-Scorable Test Material Annually

Each year following receipt of new test materials to be used for the coming year, the Test Coordinator should ship the prior year’s used test materials back to CTB/McGraw-Hill for secure destruction. The cartons that were used for the shipment of new materials to the testing center can be used for this shipment. Manuals should be returned in this shipment as well.

Step 1 — Prior to shipping the material, inventory all secure materials using the Security Checklist that had been received with the initial delivery. The inclusion in the shipment of each serial-numbered item should be confirmed by the Test Coordinator’s initials and the date in the spaces provided.

- Step 2 — Pack all secure test material including Test Coordinator’s Manuals and Examiner’s Manuals in the cartons. Part 2 (yellow copy) of the completed Security Checklist should be placed in Box 1 of the shipment. Part 1 of this form (white copy) should be retained for the testing center’s records.
- Step 3 — Seal all boxes securely and affix the labels provided by CTB/McGraw-Hill for the return of non-scorable material to CTB/McGraw-Hill. Number the boxes (e.g., “1 of 3”, “2 of 3”, “3 of 3”).
- Step 4 — Notify CTB/McGraw-Hill of the upcoming shipment by email, fax, or telephone using the contact information on the first page of this manual.

Appendix A – TASC Security Checklist

This form should be used by Test Coordinators to inventory test materials upon arrival. Test Coordinators should complete the inventory and send the form to CTB/McGraw-Hill within 24 hours of receipt. Test Coordinators should complete the form again and return it to CTB/McGraw-Hill at the end of the annual testing cycle along with the used test materials being returned for secure destruction.



**TASC
SECURITY CHECKLIST**

SITE NAME: _____

SITE NUMBER: _____

PART NUMBER - PART DESCRIPTION

Test Coordinators are required to use this form to inventory secure materials upon receipt. Test Coordinators should place their initials and the date in the "Received" column to indicate receipt of each serial-numbered document and return Part 3 of the form (pink sheet) to CTB/McGraw-Hill within 24-hours of receipt of materials. At the end of the annual testing cycle, Test Coordinators should inventory materials and should place their initials and the date alongside each document in the "Returned" column. Part 2 of the form (yellow sheet) should be returned to CTB/McGraw-Hill in Box 1 of the shipment of materials back to CTB/McGraw-Hill.

Test Coordinator Name _____

Security #	Received (Initial/Date)	Returned (Initial/Date)	If document is not returned, state reason
ZP400591	_____	_____	_____
ZP400592	_____	_____	_____
ZP400593	_____	_____	_____
ZP400594	_____	_____	_____
ZP400595	_____	_____	_____
ZP400596	_____	_____	_____
ZP400597	_____	_____	_____
ZP400598	_____	_____	_____
ZP400599	_____	_____	_____
ZP400600	_____	_____	_____
ZP400601	_____	_____	_____
ZP400602	_____	_____	_____
ZP400603	_____	_____	_____
ZP400604	_____	_____	_____
ZP400605	_____	_____	_____
ZP400606	_____	_____	_____
ZP400607	_____	_____	_____
ZP400608	_____	_____	_____
ZP400609	_____	_____	_____
ZP400610	_____	_____	_____
ZP400611	_____	_____	_____

Appendix B – TASC Secure Material Transmittal Form

This form may be used when material is being removed from the secure, locked storage area or when it is transferred from one person to the next. In the latter case, both the person transferring the material and the person receiving the material should sign the form to confirm the transfer.

TASC Secure Material Transmittal Form

Date: _____

Material Distributed to: _____ Title: _____ Signature: _____

Material Distributed from: _____ Title: _____ Signature: _____

Test Coordinator Name: _____ Test Coordinator Signature: _____

Enter the serial numbers of material transferred. Enter the time when material has been received (in) and returned (out).

Reading	In	Out	Writing	In	Out	Math	In	Out	Writing	In	Out	Science	In	Out	Social Studies	In	Out

Appendix C – Sample Test Material Distribution Log

A sample Secure Test Material Distribution Log follows. Testing centers may wish to create a similar log tailored to the center’s particular needs. The log can be online or paper based.

Appendix D – TASC Answer Booklet

Following are copies of the first several pages of the TASC Answer Booklet.

13 How did you prepare for TASC?
(Mark all that apply)

County/parish program
 School district program
 Military program
 Religious program
 Purchased my own study books
 Subscription to an online study program
 Homeschool
 Tutor
 Self-taught

14 Did you take the official TASC Readiness Assessment?

Y N

15 Educational Center Code/TASC Prep Program Code

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

16 TASC Subjects History
(Mark all that apply)

	Which TASC subjects have you already taken and passed?	How many times have you taken the TASC subject?	Which of today's TASC subjects are retakes?
Reading	<input type="radio"/>	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4+	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4+	<input type="radio"/>
Math	<input type="radio"/>	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4+	<input type="radio"/>
Science	<input type="radio"/>	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4+	<input type="radio"/>
Social Studies	<input type="radio"/>	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4+	<input type="radio"/>
None	<input type="radio"/>		<input type="radio"/>

17 Recent Adult Education Studies

	Have you taken classes for any of these subjects within the past three months?	For how many months have you studied these subjects in your adult education studies?					If you were to give yourself a grade in each of these subjects, what would your current grade be?
		0-3	4-6	7-9	10-12	13+	
Reading	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F
Writing	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F
Math	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F
Science	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
Social Studies	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> F

18 What was the highest level of K-12 education that you successfully completed?

<input type="radio"/> K	<input type="radio"/> 5	<input type="radio"/> 10
<input type="radio"/> 1	<input type="radio"/> 6	<input type="radio"/> 11
<input type="radio"/> 2	<input type="radio"/> 7	<input type="radio"/> 12
<input type="radio"/> 3	<input type="radio"/> 8	
<input type="radio"/> 4	<input type="radio"/> 9	

19 Home Language

<input type="radio"/> English	<input type="radio"/> Polish
<input type="radio"/> Spanish	<input type="radio"/> Bengali
<input type="radio"/> French	<input type="radio"/> Arabic
<input type="radio"/> Chinese: Cantonese/Mandarin	<input type="radio"/> Urdu
<input type="radio"/> Haitian Creole	<input type="radio"/> Amharic
<input type="radio"/> Vietnamese	<input type="radio"/> Somali
<input type="radio"/> Korean	<input type="radio"/> Hmong
<input type="radio"/> Russian	<input type="radio"/> Other
<input type="radio"/> Portuguese	

20 Accommodations
(For official use only – to be completed by the Examiner at the time of testing)

Accommodation (The following accommodations are ONLY to be used with formal approval)	Accommodation Provided for					
	Math Part 1	Math Part 2	Reading	Writing	Science	Social Studies
Audio/Alternate Presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Breaks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calculator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Duration: 1.25 times	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.5 times	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 times	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scribe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology Device	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Separate Room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Small Group Setting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21 Test Formats
(For official use only – to be completed by the Examiner at the time of testing)

Braille	<input type="radio"/>
Large Print	<input type="radio"/>
Audio CD (Note: Record audio format by marking the appropriate bubble next to "Audio/Alternate Presentation" in grid 20 – Accommodations)	<input type="radio"/>

23 Examinee Waiver of Accommodations

I waive the right to any accommodations for which I was approved.	I Agree <input type="radio"/>
---	-------------------------------

24 Form

A B C

25 Examinee Acknowledgement

I certify that the information I provided is accurate and complete to the best of my knowledge. I understand that intentionally giving false information could result in the invalidation of my test results.	I Agree <input type="radio"/>
---	-------------------------------

26 We may wish to track TASC examinees' progress over time, especially for those who decide to further their education into college or trade school. Do you plan to attend a college or trade school after completing your high school equivalency? Y N

If you are planning to attend college or trade school, may we contact you with additional questions for our research team? Y N

22 Local Use Field

State question #1	<input type="radio"/>								
State question #2	<input type="radio"/>								
State question #3	<input type="radio"/>								
State question #4	<input type="radio"/>								
State question #5	<input type="radio"/>								
State question #6	<input type="radio"/>								
State question #7	<input type="radio"/>								
State question #8	<input type="radio"/>								
State question #9	<input type="radio"/>								
State question #10	<input type="radio"/>								
State question #11	<input type="radio"/>								
State question #12	<input type="radio"/>								
State question #13	<input type="radio"/>								
State question #14	<input type="radio"/>								
State question #15	<input type="radio"/>								
State question #16	<input type="radio"/>								
State question #17	<input type="radio"/>								
State question #18	<input type="radio"/>								
State question #19	<input type="radio"/>								
State question #20	<input type="radio"/>								

27 _____
Examinee signature

28 _____
Examiner's signature

Appendix E – Example of Test Tickets for Online Test Administration

In preparation for each computer-based test administration, the Test Coordinator creates and prints Individual and Summary Test Tickets and provides these to the Examiner. At the time of the testing, the Examiner distributes the Individual Test Ticket to each examinee taking the test. It contains the examinee's login ID and password for the computer-based test session.

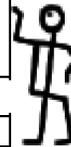
Individual Test Ticket

Student Name: Smith, Jane
State Student ID: 456985

Test Name: Readiness Study — English

Your login information

Login ID:	JANE-SMITH-0507
Password:	YEAST3
Test Access Code:	



Wait for the teacher or test proctor to give you the Test Access Code.

Keyboard Shortcuts

To move through the test, use the buttons on each screen, or you may use these keyboard shortcuts.

If two keys are used together, a + sign is shown between them. You don't need to press the + key.

For example, to Go Back, press the Ctrl key and hold it down as you press the J key.

Description	Keyboard Shortcut
Enter an answer:	A B C D E
Go Back:	Ctrl + J
Go On:	Ctrl + K
Mark/Unmark for review:	Ctrl + L
Show/Hide time:	Ctrl + O
Stop:	Ctrl + S
Finish Test	Ctrl + F
Pause:	Ctrl + U

The **Summary Test Ticket** provides the access code for each subject-test session. The Examiner will write the access code on the chalk board or announce it as examinees are about to log in.

For breaks between the Math (Part 1) and Math (Part 2) sessions or during accommodated versions of the test, there will be a unique access code for each session. On the back of the Summary Test Ticket is a list of examinees with their unique login and password, as well as any online testing accommodations they are allowed.

Summary Test Ticket: OAS Demonstration Test

Test Name: Readiness Study – English
 For customer support, please call 866-282-2250
 Grade: 12

Start Date:	10-01-2013	Time Limit:	Untimed
End Date:	10-01-2013	Location:	
Login Window:	08:00 AM - 05:00 PM		
Time Zone:	(GMT-05:00) Eastern Time (US and Canada)		

Test Access Codes

Test access codes prevent early logins. Distribute test access codes just before starting each test.

Test Name	Duration	Test Access Code
OAS Demonstration Test	Untimed	EXPOSE0780

Total Students: 2

Total Students with Accommodations: 2

Calculator:	0	Screen Reader:	0	Color/Font:	0
Pause:	2	Untimed:	2	Highlighter:	2
Blocking Ruler:	0	Masking Tool:	0	Magnifying Glass:	0
Music Player:	0	Extended Time:	0		

Summary Test Ticket: OAS Demonstration Test

Test Name: Readiness Study – English
 For customer support, please call 866-282-2250
 Grade: 12

Start Date:	10-01-2013	Time Limit:	Untimed
End Date:	10-01-2013	Location:	
Login Window:	08:00 AM - 05:00 PM		
Time Zone:	(GMT-05:00) Eastern Time (US and Canada)		

Student	Student ID	Login ID	Password	Form	Status	Accommodation
Jackson, Nya	963669	NYA-JACKSON-0704	BOG439	1	Scheduled	Pause Untimed Highlighter
Student6, Demo	0000000006	DEMO-STUDENT6-0101	ARMY19	1	Scheduled	Pause Untimed Highlighter

Appendix F – Online System Basics

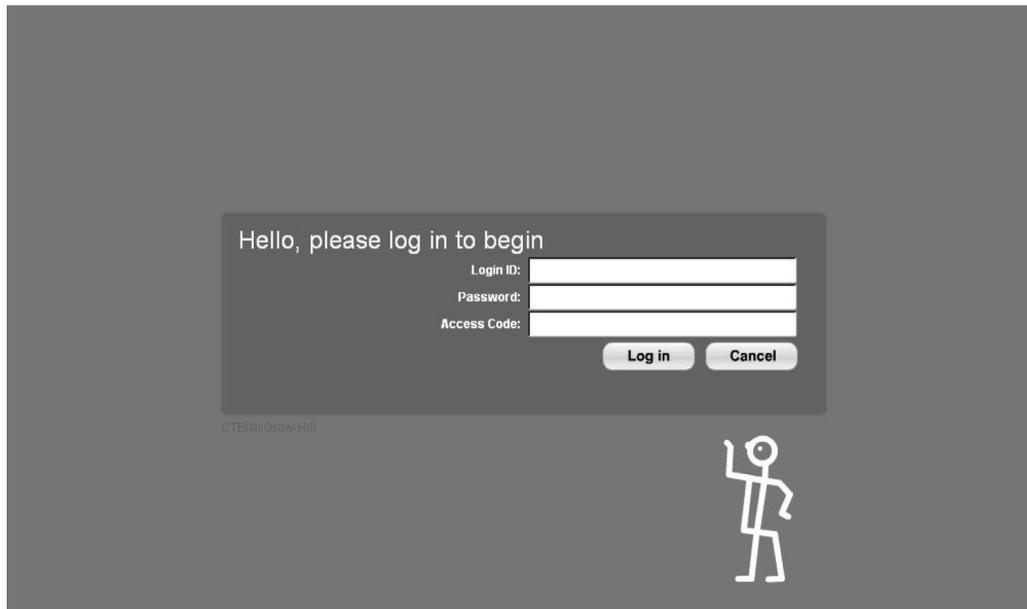
Examiner Preparation

Examiners can perform a simple test before examinees arrive to ensure that the testing software is properly installed and ready for testing.

Double-click the Online Assessment on each computer desktop.



The Login screen opens.



At this point, the desktop is locked down and cannot be used for other applications. Click **Cancel** to close the testing software until it is needed for testing.

If you do not see the login screen, contact your Test Coordinator or System Administrator for technical support.

Examinee Instructions

Logging In

When the examinee is seated and ready to begin the computer-based test, the examinee should follow the instructions below to log in and take the test.

Double-click the Online Assessment on the computer desktop.



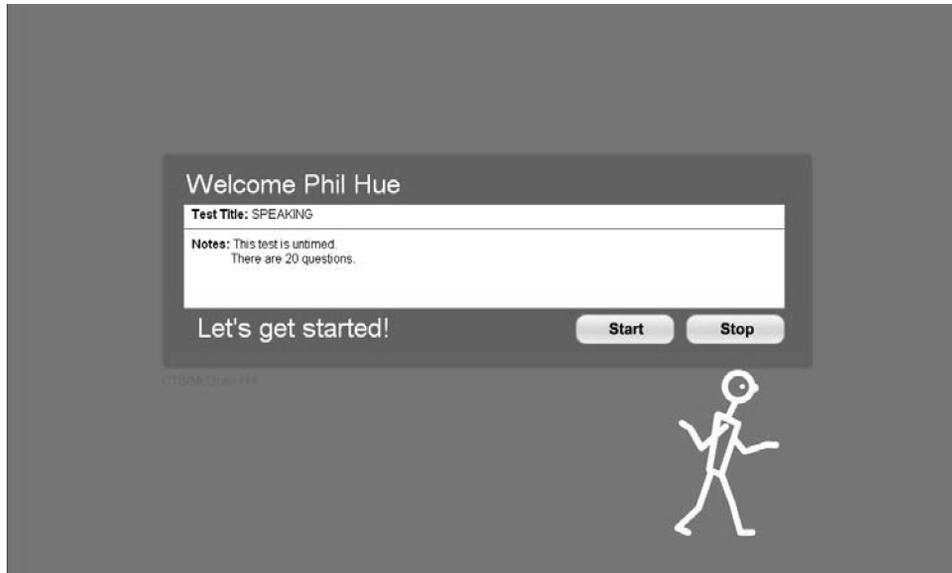
The Login screen opens.



Enter your **Login ID** and **Password** as provided on your Individual Test Ticket. The Login ID and Password are case-insensitive (upper case and lower case are both acceptable).

Enter the **Test Access Code** for the subject/test you are taking. (*The Examiner has a Summary Test Ticket that contains the Test Access Code. The Examiner will read it aloud or write it on the board.*)

Click **Log in**.



Click **Start**.

Entering Biographical Data

Prior to the actual testing, the examinee will be prompted to enter biographical data such as might be entered on the answer document in the paper-based test administration. The computer will lead the examinee through the series of questions. If conditions at the testing center are such that examinees need the directions for these to be read aloud by the Examiner, the Examiner can access oral versions of the directions from the TASC website at www.TASCtest.com.

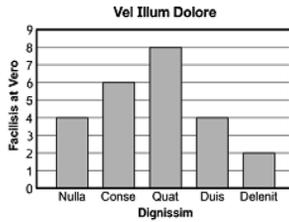
Sample Test Question

After entering the biographical data, one or two sample test question(s) will be presented to acquaint the examinee with the test-taking experience.

Navigating the Test

When examinees click **Start**, the countdown begins for timed tests, and the test starts.

Lorem ipsum's dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Lorem ipsum dolor sit amet.



Ut irillam, coreet ad molorperci tat, vulluptatum dolestrud min exerit at. Loreet adiat vel eum eliquisi blaore vent prat ad tat lum num zzriure tat?

- (A) dolore
- (B) feugait
- (C) nulla
- (D) facillisi

Examinees go through the test one item at a time, clicking the answer they believe is correct, then clicking **Go On** to move to the next item.

Examinees can also:

- click **Go Back** to return to a previous item
- click an item number in the blue bar at the bottom of the screen to move forward or backward in the test
- use the forward/reverse arrows at the bottom to skip to any item in the test
- click **Mark for Later Review** to mark an item to return to later if time permits

As examinees progress, each item answered displays a blue dot above it in the item number bar. The current item is indicated by a change in color and the phrase “You are here.” If examinees finish with time remaining, they can go back to review their work and make desired changes.

When finished, examinees click **Yes, I have finished** to end the test session.



If testing time expires before the examinee completes the test, the test automatically closes, and scoring begins.

Pausing vs. Stopping

A **Pause Test** button appears if rest breaks are allowed during testing. It allows the examinee to pause the test briefly and then log back in to begin testing where the examinee left off. For TASC, breaks are only allowed for examinees who have received formal approval to take breaks as special testing accommodations.



A **Stop Test** button appears for all examinees. **Examiners should caution examinees not to click the Stop Test button.** It allows them to end their test, regardless of whether they have responded to all items. Once an examinee clicks **Stop Test**, the test closes and scoring begins.

Examinee can hide the timer if desired by clicking the **Hide Timer** button. In that case, the label changes to **Show Timer**, so examinee can check on the remaining time as examinee works.



Some examinees may have an accommodation removing time limits from timed tests. In that case, there is no **Hide/Show Timer** button. When only 3 minutes remain, the time countdown automatically displays as a warning to examinees, even if **Hide Timer** was selected.

Appendix G – Minimum Hardware/Software Requirements

Requirements for examinee computer workstations are as follows:

HARDWARE/SOFTWARE – PC		
1	Hardware & Memory	1.3 GHz processor 2 GB of memory 1 GB disk space available
2	Operating System	Windows XP SP3, Vista SP1, Windows 7
3	Additional Software	Adobe® AIR® Java Runtime Environment™ 7, 32- or 64-bit to match OS
HARDWARE/SOFTWARE – LINUX		
1	Hardware & Memory	1.3 GHz processor 2 GB of memory minimum 1 GB disk space available
2	Operating System	Linux Fedora Release 17, OpenSUSE 12.2, or Ubuntu 12.1
3	Additional Software	Adobe® AIR® Adobe® Flash® Player 11 Java Runtime Environment™ 7, 32- or 64-bit to match OS
HARDWARE/SOFTWARE – MAC		
1	Hardware & Memory	Minimum: 1.8 GHz Intel processor 2 GB of memory 1 GB disk space available
2	Operating System	OS 10.6, 10.7, 10.8 Intel
3	Additional Software	Flash® Player 11 Java Runtime Environment™ 7, 32- or 64-bit to match OS Adobe® AIR®
4	Web Browser	Safari® 2.0
HARDWARE/SOFTWARE – Common to all Machines and Operating Systems		
5	Display Monitor	Set to minimum of 1024 x 768 pixels Minimum color display: 256 colors (8-bit)
6	Internet Access	High-speed internet connection (see below)

7	Peripherals	Keyboard (should not have shortcut hot keys enabled) Mouse is required for manipulatives Sound card, headphones for Screen Reader accommodation Sound card, headphones or speakers, microphone for audio recording capability *If audio is enabled, verify that the sound is not muted and the sound card is configured to use the headset and microphone in computer control panel
NETWORK CONNECTIVITY		
8	Bandwidth	Minimum 1.5 Mbps upload and download – T1, high-speed cable or high-speed DSL required for every 50-100 concurrent users
9	Firewalls	Port 80 and 443 must be open
10	Proxy Servers	Dynamic pages are not to be cached Allow both HTTP and HTTPS traffic for *.ctb.com Allow traffic from app.readspeaker.com (for screen reader accommodation) Exclude *.ctb.com addresses from filters— <i>highly recommended</i>
SECURITY AND OTHERS		
11	Instant Messaging	Instant messaging and e-mail notification disabled
12	Screensavers	Screen savers and power savers disabled
13	System Scans	Anti-virus system scans and/or auto-updates set to run when testing will not be taking place
14	System Restore	System restore utilities, e.g. Deep Freeze, disabled during setup and testing, so that new data remains in place after system reboot
15	Remote Desktop	Remote desktop access disabled
16	Web Content Filtering	Exclude *.ctb.com from web filtering
17	Others	Other automatic software that needs to be disabled

Note:

The software listed above has been tested for correct operation with the online system. Later versions of these applications may work but they have not been tested and are not supported by CTB.

Software applications that would interfere with secure, locked-down browser application must be disabled/turned off (not uninstalled); they must be set to run outside the testing window for security.

Appendix H – Incident/Irregularity Report

Incident/Irregularity Report

Date of Incident: _____ Time of Incident: _____

Examiner Name: _____ Examiner Signature: _____

Test Coordinator Name: _____ Test Coordinator Signature: _____

Description of the Involved Test Material if applicable:

Subtest: Math Writing Science Reading Social Studies

Edition: English Spanish Test Form: A B C

Test Format: Standard Large Print Braille Audio CD

Test Serial Number(s) (In Serial-number order): _____

Description of Incident: _____

Reported to Administrator? Yes _____ No _____ Date & Time Reported: _____

Instructions Provided: _____

Reported to CTB? Yes _____ No _____ Date & Time Reported: _____

Action(s) Taken: _____

Was Incident Resolved? Yes _____ No _____ Date & Time Resolved: _____

How was the Incident Resolved? _____

Future Action(s) Planned: _____

Appendix I – Test Invalidation Report

A sample Test Invalidation Report follows.

Test Invalidation Report

Test Session Date: _____ Examiner: _____ Test Coordinator: _____

Subtest: Math Writing Science Reading Social Studies

#	Examinee Name	Examinee #	Format ¹	Seat #	Form	Serial #	CBT or PBT	Examiner or TC Invalidated on Answer		Reason for Invalidation
								Book or Computer	Time Initials	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

¹ Test Format Codes – English: 1 = Standard, 2 = Large Print, 3 = Braille, 4 = Audio CD; Spanish: 5 = Standard, 6 = Large Print, 7 = Braille, 8 = Audio CD

Appendix J – Test Question Comment Form

Test Question Comment

Examinee name _____ questioned whether item number _____
in the _____ subject-test (Form _____) had a correct answer.

Examinee name: _____

Examinee mailing address: _____

Examinee email address: _____

Examiner name: _____

Examiner email address: _____

Test Center name: _____

Test Center ID: _____

Date: _____

Test Coordinator Name: _____

Test Coordinator email address: _____

Appendix K – Group Information Sheet

Group Information Sheet



TEST
ASSESSING
SECONDARY
COMPLETION™

Organization Name: _____

County/Region Name: _____

Testing Site Name: _____

State: _____ SO#: _____

SPECIAL CODES																										
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
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5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	
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H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	

GRADE	<input type="radio"/> AD	Number Examinees Testing
ORG-TP (CTB USE)		
M	0	0
N	1	1
O	2	2
P	3	3
Q	4	4
R	5	5
S	6	6
T	7	7
U	8	8
V	9	9

EXAMINER NAME																										
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
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G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
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O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	

Appendix L – TASC Special Testing Accommodations Descriptions

CTB/McGraw-Hill supports the intent of the ADA Amendments Act of 2008 and is committed to supporting access to the TASC for individuals with disabilities. To this end, the TASC design includes accessible formats and allowable resources that are available to all examinees. In addition, examinees with a documented need may apply for special testing accommodations. The document *Overview of TASC Accommodations* describes the distinction between special testing accommodations, alternate test formats, and allowable resources.

This document describes TASC special testing accommodations that may be requested by examinees via the *TASC Special Testing Accommodations Request Form*.

TASC Special Testing Accommodations Descriptions

The TASC can be taken as a paper-based test (PBT) or a computer-based test (CBT) in English or Spanish. The paper-based English and Spanish tests are also available in alternate formats including large print and Braille. These alternate formats are available to any TASC examinee without formal approval from CTB/McGraw-Hill—they are not considered special testing accommodations. In addition, a list of additional allowable resources, such as a magnifying device, that are not considered special testing accommodations, and do not require formal approval, is included on the TASC website at www.TASCtest.com.

Special testing accommodations require formal approval by CTB/McGraw-Hill based on evidence of an examinee’s documented need. An examinee is only permitted the use of special testing accommodations if he or she has submitted a TASC Special Testing Accommodations Request Form and received formal approval by CTB/McGraw-Hill. Test Coordinators and examinees are notified of approved special accommodations in a decision letter from CTB/McGraw-Hill. Following is a list of special testing accommodations that may be authorized.

Accommodation Category	Accommodation Details	PBT	CBT	Description
Alternate Presentation	Audio CDs of Subject-area Tests	YES		An audio CD presentation of TASC Math, Science, Social Studies, Reading and Writing is available in English and Spanish. A CD player is required.
Alternate Presentation	DVD of Signed Version of Test Instructions	YES		A DVD of signed instructions in American Sign Language is available to examinees. A DVD player and appropriate viewing device is required.
Alternate Presentation	Screen Reader (CBT)		YES	The TASC CBT has screen reader functionality. The examinee activates the reader by positioning the cursor on the text and clicking.
Breaks	Supervised Breaks	YES	YES	Both the PBT and the CBT can be administered with supervised breaks. The CBT can be paused for up to 20 minutes to accommodate a break.
Breaks	Multiple Sessions	YES		The TASC PBT can be administered over multiple sessions. The coordinator will store the assessment in a locked cabinet between sessions. The examinee must be supervised during breaks.
Calculator	Calculator Memory Function	YES		The memory function of a calculator can be used to support working memory. In these cases, it is expected that the examinee knows how to use this feature and has experience with this accommodation.
Calculator	Talking Calculator	YES		An examinee with visual impairments or print disability may receive approval to use a talking calculator during testing.
Duration	1.25 Times Standard Testing Time	YES		Extended testing time is an accommodation that is provided at 1.25 (1 ¼) times the standard administration time. This duration is available only for the PBT.

Accommodation Category	Accommodation Details	PBT	CBT	Description
Duration	1.50 Times Standard Testing Time	YES	YES	Extended testing time is an accommodation that is provided at 1.5 (1 ½) times the standard administration time. This duration is available for both the PBT and the CBT.
Duration	Twice the Standard Testing Time	YES		Extended testing time is an accommodation that is provided at 2.0 (2) times the standard administration time. This duration is available only for the PBT.
Physical Support	Preferential Seating Location	YES	YES	Preferential seating refers to seating in a location that supports the examinee's testing experience. Preferential seating may be free from distractions, have special lighting conditions, have extra desk space for large materials, (large-print or Braille materials), etc.
Physical Support	Adaptive Equipment	YES		Assistive technology, pencil grips, etc.
Physical Support	Adaptive Furniture	YES	YES	Adjustable height desks, cushioned furniture, wheel chair friendly desk, chairs with armrests, etc.
Physical Support	Other			Other physical support accommodations may be approved based on the examinee's particular needs.
Scribe	Point or Dictate Answers	YES		A scribe may be provided for the PBT. The scribe must be qualified, have appropriate training, and follow specified guidelines.
Scribe	For the Writing Test	YES		
Technology Device	Technology-assisted Writing	YES		Technology-assisted writing is an accommodation when the following features are disengaged: formatting, spell check, and grammar check.
Technology Device	Assistive Technology Device	YES		Examinees may use personal assistive technology devices. However, all assessment content must be deleted from the device following testing.
Separate Room	Separate Room	YES	YES	An examinee may be tested in a separate location with a qualified Examiner present.
Small Group Setting	Small Group Setting	YES	YES	An examinee may be tested in a small group setting with a qualified Examiner present.
Other	To be Described in the Application	YES		Accommodations not otherwise listed may be approved based on the Evaluator's recommendation and the Examinee's particular needs. Special arrangements may be required to support such accommodations and not all testing centers may be able to provide all approved accommodations.

Appendix M – TASC Allowable Resources

In addition to special testing accommodations, there are a number of allowable resources in the form of test administration procedures and materials that an examinee may use if needed. Some of these resources are items (such as earplugs, magnifying glasses, or seat cushions) that the examinee may bring into the testing room. Allowable resources also include alternate formats of the TASC (such as Braille or large-print editions), that the testing center makes available to the examinee if the examinee has provided prior notification of the need.

A list of allowable resources is provided in the following table.

There is an important distinction between allowable resources and special testing accommodations. Allowable resources do not require formal approval for use—they may be provided to examinees upon request, although prior notice may be necessary for the testing center to prepare. Special testing accommodations, on the other hand, must be formally approved by CTB/McGraw-Hill. Examinees may request special accommodations by submitting a *TASC Special Testing Accommodations Request Form* that can be downloaded from www.TASCtest.com.

It should also be noted that allowable resources that the examinee brings into the testing center must be inspected by the Examiner. Examiners will ensure that such items do not contain inappropriate information that might be used during testing or materials that provide examinees with the means to record, copy, or otherwise disseminate information about test content after the testing.

Allowable Resources **Tools and Materials Considered Allowable Under Standard Administration Conditions**

Following is a list of allowable tools, procedures, and materials that individual examinees may be accustomed to using to support test taking to maintain focus, facilitate reading of test materials, support physical comfort, etc. All allowable resources that the examinee brings to the testing center are subject to inspection by the Examiner. Although some allowable resources call for prior notification so that the testing center can, if possible, support the request during the scheduled testing session, allowable resources do not require formal approval for use. The list of allowable resources and a Prior Notification Form are available for download from the TASC website at www.TASCTest.com. TASC Examinees should submit the Prior Notification Form to the Test Coordinator at their testing center well in advance of the scheduled test date.

Some allowable resources are provided as tools within the computer administered version of TASC. The Test Coordinator may need to change system settings to provide examinees with access to these tools. The examinee should provide prior notification to the testing center for those computer-based features to be available.

Tool/Material	Paper-Based Test (PBT)	Computer-Based Test (CBT)
Blank Place Markers	An examinee may use scratch paper, which is provided by the Testing Center as part of the standard TASC administration, as a blank place marker on the test and answer document. Prior notification is not required.	Mark for Later Review is a navigation feature that is part of the standard CBT administration. Prior notification is not required.
Cushion	The TASC examinee may bring a seat cushion. Prior notification is not required. The examinee is required to bring the cushion.	The TASC examinee may bring a seat cushion. Prior notification is not required. The examinee is required to bring the cushion.

Tool/Material	Paper-Based Test (PBT)	Computer-Based Test (CBT)
Highlighter	Highlighters are not permitted on the PBT. No markings may be made on the PBT because the same test booklets are used for multiple examinees.	A highlighter tool is available as part of standard CBT administration. Prior notification is not required.
Scratch Paper	Scratch paper is provided during testing by the testing center as part of standard test administration. All scratch paper is collected and destroyed at the conclusion of testing. Examinees may request lined paper or graph paper. Prior notification is not required.	Scratch paper is provided during testing by the testing center as part of standard test administration. All scratch paper is collected and destroyed at the conclusion of testing. Examinees may request lined paper or graph paper. Prior notification is not required.
Eraser	Each TASC examinee will be provided with sharpened number 2 pencils and erasers as part of standard test administration. Prior notification is not required.	A digital eraser is available as part of standard CBT administration. Prior notification is not required.
Option Eliminator	An examinee may use scratch paper, which is provided by the testing center as part of the standard TASC administration, as an option eliminator on the PBT. Prior notification is not required.	An option eliminator is available as part of standard CBT administration. Prior notification is not required.
Blocking Ruler	Scratch paper is provided during testing by the testing center as part of standard test administration. The scratch paper may be used in lieu of a blocking ruler on the PBT. Prior notification is not required.	In the TASC CBT, a blocking ruler is available as part of standard administration. Prior notification is not required.

Tool/Material	Paper-Based Test (PBT)	Computer-Based Test (CBT)
Formula Sheet	<p>TASC examinees will be provided access to a formula sheet as part of standard test administration where applicable.</p> <p>Prior notification is not required.</p>	<p>A formula sheet is available as part of standard CBT administration conditions where applicable.</p> <p>Prior notification is not required.</p>
Colored Overlays	<p>An examinee may use tinted clear plastic overlays over pages in the test booklet.</p> <p>Prior notification is not required. The examinee is required to bring the overlays.</p>	<p>The CBT has configurable settings for background color, font color and font size.</p> <p>Prior notification is required. The administrator must change system settings to support the examinee's request.</p>
Noise Reduction	<p>The examinee may use earplugs to reduce background noise. The examinee will need to provide his or her own such device and make it available to the Examiner for inspection prior to testing.</p> <p>Prior notification is not required. The examinee is required to bring the device and earplugs.</p>	<p>In the CBT, an auditory calming tool is available. Earphones must be requested from the test center in advance.</p> <p>Prior notification is required. The administrator must change system settings to support the examinee's request.</p>
Magnifying Device	<p>An examinee may use handheld magnifiers, eyeglass-mounted magnifiers, freestanding magnifiers, or magnifying overlays, to enlarge text and graphics.</p> <p>Prior notification is not required. The examinee is required to bring the device.</p>	<p>A digital magnifying glass is available in the CBT.</p> <p>Prior notification is required. The administrator must change system settings to support the examinee's request.</p>

Tool/Material	Paper-Based Test (PBT)	Computer-Based Test (CBT)
Straightedge	<p>The TASC examinee may use scratch paper provided by the test center to aid in spatial orientation and reading.</p> <p>Prior notification is not required. The examinee is required to bring the tool.</p>	<p>A masking ruler tool is available in the CBT.</p> <p>Prior notification is required. The administrator must change system settings to support the examinee's request.</p>
Magnification	<p>A large-print edition (PBT) is available upon request.</p> <p>Prior notification is required.</p>	<p>Large font is available on the CBT.</p> <p>Prior notification is required. The administrator must change system settings to support the examinee's request.</p>
Special Lighting	<p>Special lighting is allowed for an examinee to enhance examinee vision and comfort. For example, some examinees may need to be seated near the window for natural lighting or may bring a small desk lamp.</p> <p>Prior notification is required. The examinee must bring a small desk lamp, if required. The examinee's seating location may need special consideration if an electric outlet is necessary.</p> <p>(Note: Depending on availability of outlets, some testing centers may not be able to provide for special lighting.)</p>	<p>Special lighting is allowed for an examinee to enhance examinee vision and comfort. For example, some examinees may need to be seated near the window for natural lighting or may bring a small desk lamp.</p> <p>Prior notification is required. The examinee must bring a small desk lamp, if required. The examinee's seating location may need special consideration if an electric outlet is necessary.</p> <p>(Note: Depending on availability of outlets, some testing centers may not be able to provide for special lighting.)</p>

Appendix N – Allowable Resources Prior-Notification Form

Examinee Prior Notification of Allowable Resource

First Name:	Last Name:	
Examinee ID Number:	Date of Birth:	Age
Mailing Address:		
City:	State	Zip:
Phone:	Email:	
Examinee's Signature:	Date	
Parent/Guardian's Name (if under 18):		
Parent/Guardian's Signature:	Date:	

Allowable Resources: (Please indicate what procedures and/or materials you request to have available during the testing. Please provide a detailed explanation as to why you must have these items during testing.) _____

For TASC Test Coordinator Use:

Please review the prior notification form and ensure that all required information and supporting documentation is included.

TASC Test Coordinator Name:	Test Center ID:
Test Center Name:	
Phone Number:	Fax Number:
Email:	

I have reviewed this request form. The request form is complete and documentation of the necessity of the allowable resource is included.

TASC Test Coordinator Signature:	Date:
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Test Coordinator's Manual

Test Assessing Secondary Completion™—TASC™



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