



Examiner's Manual

READING

WRITING

MATHEMATICS

SCIENCE

SOCIAL STUDIES



2705817

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Introduction

Overview of TASC

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/career readiness.

TASC comprises five subject areas: Reading, Writing, Mathematics, Science, and Social Studies. Three new forms of each of the five subject-area tests are made available annually in English and Spanish in paper-based and computer-based versions. Forms are available in alternate formats as well, including large print, Braille, and audio CD format.

Purpose of the Manual

This manual provides the information and instructions necessary for examiners to prepare for and carry out TASC test administrations and to complete post-test administration activities. All examiners who administer TASC must be thoroughly familiar with the contents of this manual.

To ensure that test results are valid, reliable, and equitable, TASC tests must be administered using the standardized testing procedures outlined in this manual. To ensure comparable, fair testing conditions across all test centers, it is very important that these procedures, directions, and time limits be followed exactly. Test directions should be read to examinees exactly as written.

For Assistance

It is the responsibility of the Test Coordinator at your testing center to answer any questions you may have and to provide you with the guidance you need to carry out your duties as a TASC Examiner. Additional information regarding TASC is available in the Test Coordinator's Manual and on the TASC website at www.TASCtest.com. Test Coordinators and Examiners are encouraged to become familiar with this website 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 – 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 TASC 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 in the 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. Breaks are not permitted except between subtests except where specified and/or if the examinee has formally approved testing accommodations that permit them.
- 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 areas may 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 2 – 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 all 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, reference sheets (for math), 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. Contact information for CTB/McGraw-Hill is on the first page of this manual.

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 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 3 – 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 both 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 days that are not consecutive should receive a new answer booklet for each day of testing. Instructions for the return of answer documents to CTB/McGraw-Hill for scoring are provided in the Test Coordinator’s Manual. Instructions for filling out the answer document are provided in this 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. Appendix D contains a copy of several pages of the answer document.

Figure 1: Cover of TASC Answer Booklet

The image shows the cover of a TASC Answer Booklet. At the top, it reads "TEST ASSESSING SECONDARY COMPLETION". Below this, there are several sections for data entry:

- Testing Site Name:** A text field with "Educational Center/TASC Prep Program Name:" below it.
- Examinee Name:** A large grid of circles for marking, with "Last Name" and "First Name" labels above it.
- Date of Birth:** A grid of circles for marking, with "Month", "Day", and "Year" labels above it.
- Gender:** Radio buttons for "Female" and "Male".
- Ethnicity:** Radio buttons for "Hispanic / Latino" and "Not Hispanic / Latino".
- Race:** Radio buttons for "American Indian / Alaskan Native", "Asian", "Black / African American", "Native Hawaiian / Other Pacific Islander", and "White".
- Examinee ID:** A grid of circles for marking.
- Examinee Telephone Number:** A grid of circles for marking.
- Date Test Taken:** A grid of circles for marking, with "Month", "Day", and "Year" labels above it.

At the bottom left, it says "Printed in U.S.A." and "1 2 3 4 5 6 7 8 9 PPI 16 15 14 13". At the bottom right, there is a barcode and 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 administration 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

For each test session, the Test Coordinator prints the Individual Tickets (which contain each examinee's secure login information) and a Summary Ticket (which contains the secure test access code for the subtest) and provides the tickets to the Examiner.

The online test administration system provides the remaining material, including online reference sheets and 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 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 as shown in Part 5 of this manual. 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 4 – 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 Spanish versions and/or 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:

- *Overview of TASC Accommodations*
- *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*

Part 5 – Scheduling TASC Assessments

Administration Time

The table on the following page shows the required testing times for each subtest. Test Coordinators and Examiners should ensure that the schedule is carefully planned to allow sufficient additional time before and after the testing to:

- check in examinees and verify examinee identity,
- store examinee possessions,
- inspect examinee materials,
- work with examinees receiving special testing accommodations,
- 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.

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

Aside from the Math–Part 1 and Math–Part 2 sessions, which must be administered in sequence (Important Note: Unlike the computer-based test where calculators are in the online system, Math–Part 2 is to be administered before Math–Part 1 during paper-based administrations so that calculators can be collected prior to the non-calculator Math–Part 1 session), the order in which the subject-area tests are administered and the amount of time between subtest administrations can vary depending on the testing center’s size, capacity, and scheduling requirements. A minimum of 15 or 30 minutes plus time for the aforementioned administrative activities between subtests is recommended.

Table 1: 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 testing, the following additional information should be taken into consideration:

- Math–Part 1 should be administered before Math–Part 2 for computer-based tests.
- 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 examinee 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.

Form Assignments

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 Test Material 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 versions. 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. Examinee identification information on the first several pages of the answer booklet must be re-entered with each new answer booklet.
- It is desirable that the examinee population collectively receives an approximately equal distribution of assignments across Forms A, B, and C.

Part 6 – Before Testing

Preparing for Testing

Step 1— Read and be thoroughly familiar with the Examiner’s Manual and testing requirements.

Step 2— Bookmark pages of the Examiner’s Manual to be used for reading oral directions to examinees.

Step 3— Obtain instructions and materials from your Test Coordinator.

Step 4— Assemble non-secure materials needed for the testing. Materials needed for the paper-based test (PBT) and computer-based test (CBT) are summarized in the table on the following page.

Administrative supplies needed by the Examiner include the following. Reproducible versions of forms in the Appendixes may also be found on the TASC website.

- Blank copy of secure material Transmittal (for PBT only)(see Appendix B)
- Test Material Distribution Log (for PBT only) partially completed with examinee identification and form assignment information (see Appendix C)
- Several blank copies of the Incident/Irregularity Report (see Appendix H)
- Blank copy of Invalidation Report (see Appendix I)
- Several blank copies of the Test Question Comment Form (see Appendix J)
- Pre-coded scannable Group Information Sheet (for PBT only) (see Appendix K)
- 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

Step 5— Confirm that there are sufficient copies of secure test materials that are in good working order for distribution to the examinees. No worn or frayed material should be issued to examinees.

Step 6— If the Test Coordinator has not already done so, then partially fill out the Test Material Distribution Log in advance of the testing. Ensure that examinee identification, test format and assigned test form at a minimum are completed.

Step 7— Prepare the testing room and materials for the testing:

- Ensure that the room is clean and orderly and contains sufficient desks for the testing.
- Plan seating arrangements. Allow enough space between examinees to prevent sharing of answers and wherever possible try to arrange examinees sitting adjacent to each other to have different forms of the test (A, B, or C) in order to minimize cheating.

- For computer-based tests, ensure that there are enough computers available. There should be sufficient space between examinees to prevent the sharing of answers. Computer screens should be free of dust. Verify that computers are plugged in, working, and ready for the testing by following the instructions in Appendix F.
- Arrange to eliminate distractions, such as bells or telephones.
- Ensure that the wall clock is working and contains the correct time.
- Place a “Do Not Disturb” sign on the door of the testing room.
- Remove or cover all visual aids (wall posters, charts, maps, etc.) that contain concepts or information that may provide the answers to test questions.
- On the board, write the official testing center name, county code, and frequently used educational prep program names and codes.
- Take note of the location of drinking fountains, restrooms, and emergency exits.
- Plan for accommodations to be provided as specified for individual examinees. Never call attention to examinees that require accommodations. If special equipment is to be provided, ensure that it is ready for use.
- Sharpen pencils and, if the testing center is providing calculators, ensure that the memory is cleared from all calculators and that they are in good working order.

| | Paper-based Test | Computer-based Test |
|--------------------|--|---|
| FOR THE EXAMINER | <ul style="list-style-type: none"> • Examiner’s Manual • Test booklet* • Answer booklet • Administrative forms/supplies | <ul style="list-style-type: none"> • Examiner’s Manual • Summary Test Ticket • Administrative forms/supplies |
| FOR EACH EXAMINEE | <ul style="list-style-type: none"> • Test booklet* • Answer booklet • Reference sheet (for Math Parts 1 & 2 only) • Calculator (for Science & Math–Part 2 only) ** • No. 2 pencils with erasers • Soft erasers • Colored scratch paper (w/lines for Writing test) | <ul style="list-style-type: none"> • Individual Test Ticket • No. 2 pencils with erasers • Colored scratch paper (w/lines for Writing test) |
| ADD’L ITEMS NEEDED | <ul style="list-style-type: none"> • Do Not Disturb sign • Wall clock that is clearly visible to all examinees • Pencil sharpener(s) • Blackboard, white board, or flip chart w/markers | <ul style="list-style-type: none"> • Do Not Disturb sign • Wall clock that is clearly visible to all examinees • Pencil sharpener(s) • Blackboard, white board, or flip chart w/markers |

*One per subject

**In some states examinees bring their own calculators while in others the Testing Center provides them.

When Examinees Arrive

Step 1— Ensure that the Test Center environment is relaxed and positive.

Step 2— 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.

Step 3— 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.)

Step 4— 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 in view but well out of reach of the examinees. Cell phones and other electronic devices must be turned off prior to storing.

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 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 and must be among the items stored. Other personal items that must be stored include purses, backpacks, food or drinks, and loose clothing accessories such as hats, scarves, and jackets.

Step 5— Inspect authorized material, such as calculators, being brought into the testing area to ensure they meet security requirements (e.g., that materials do not provide examinees with access to answers to test questions or the means to copy or remove test content).

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.

Step 6— Ensure calculators meet security requirements and contain no memory.

Step 7— Provide examinees with the location of their assigned seats.

Shortly Before Testing

Step 1— With specific authorization from the Test Coordinator to do so, use the Secure Material Transmittal form (see Appendix B) to 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

Step 1— Read the general directions to examinees.

Step 2— Distribute answer booklets, pencils and erasures.

For computer-based testing, provide examinees with their Individual Test Ticket and the access code as described in this section. Examinee log-in instructions as well as instructions for maneuvering through the computer-based test are included in Appendixes E and F.

Step 3— For paper-based testing, read the oral directions for completing the examinee-identification information on the first several pages of the answer booklet. (Note: The first screens of the computer-based tests lead examinees through a similar set of directions. However, some states may require that Examiners also read aloud the online directions, available at www.TASCtest.com. Not all the information collected on the answer booklet is collected on the corresponding computer-based version of the tests.

For paper-based tests, have an extra blank copy of the answer document available so that you can point to sections of it as you lead the examinees through the process. Make sure examinees have turned to the correct page.

It is very important that examinees correctly and completely fill out the front cover of the answer document as the information entered is linked to examinee score reports. The answer booklet must be completed in pencil (not ink).

The examinee ID information on the first several pages of the answer document must be re-entered with each new answer document used by an examinee.

Some areas use the “Local Use Fields” of the answer booklet. Check with your Test Coordinator to find out whether to lead the examinees through the completion of the Local Use Fields.

Step 4— Monitor examinees to verify that they are correctly entering their biographical data onto answer documents or into the online system.

Step 5— Distribute secure test booklets, entering remaining information on the Test Material Distribution Log and ensuring that examinees receive the correct form.

Step 6— Be sure that examinees have marked the correct form on their answer document. It is of critical importance to the accuracy of scores that the form identified on the third page of the answer document matches that on the cover of the examinee’s test booklet.)

Step 7— Read to the examinees the oral directions for the applicable version of the test (paper-based or computer-based) for the subtest you are administering. Paper-based and computer-based test directions are included in subsequent sections of this manual.

Secure Test Tickets for the CBT

The Test Coordinator will provide the Summary Test Ticket to the examiner along with an Individual Test Ticket for each examinee. These are considered secure materials and should be handled as such. Keep them locked up in a secure area until just prior to the test administration. Distribute the examinee's Individual Test Ticket just before you are ready to have examinees log in to begin testing. Write the test access code for the subtest being administered, which is printed on the Summary Test Ticket, on the blackboard. You may read the test access code aloud if you wish.

Part 7 – During Test Administrations

Steps for the Examiner

Step 1— Be sure examinees understand the directions and how to mark answers. Assist them with test-taking mechanics, but be careful not to inadvertently aid any examinee with any test question by giving the clue to an answer, hint that helps eliminate an answer choice, suggestion that the examinee check their work, etc.

Step 2— Administer accommodated versions of the tests, if applicable. Examinees receiving special testing accommodations must have formal, written approval from CTB/McGraw-Hill to do so. ONLY the specifically approved accommodations should be provided.

Step 3— Monitor the testing room vigilantly to ensure test security. Unobtrusively circulate around the room if needed to ensure that there is no sharing or copying of questions or answers and no talking, note passing, or other form of communication among examinees. Only allowable materials should be used.

Never leave examinees alone with test materials.

Any breach or suspected breach in security must be immediately reported to your Test Coordinator, State or Area Administrator, and CTB/McGraw-Hill.

Step 4— Handle interruptions in testing and other irregularities as directed in this section.

Step 5— Provide for accurate and complete administration record keeping.

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).

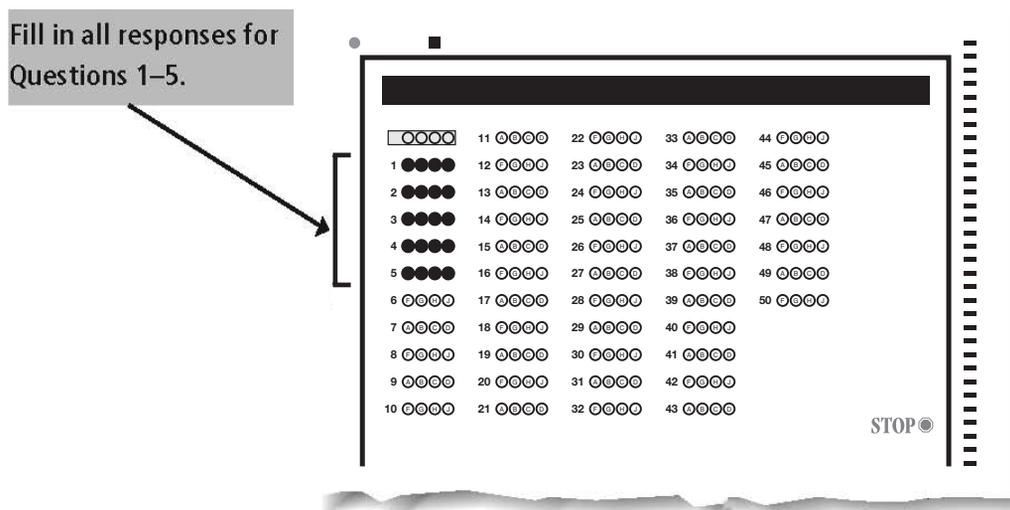
A situation may occur in which an examinee has an invalidated test in one content area, but valid tests in the other content areas.

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 upon retesting.

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 2—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 8 – After Testing

Concluding the Test Session

Immediately upon conclusion of the test session and before dismissing examinees:

Step 1—For the computer-based test, collect Individual Test Tickets.

Step 2—For the paper-based test, collect the test booklets, being sure to record on the Test Material Distribution Log the return of each serial-numbered booklet from the corresponding examinee.

Step 2—Collect the scratch paper.

Step 3—Collect calculators (if they have been provided by the testing center).

Step 4—Collect reference sheets (if applicable).

Step 5— For paper-based tests, check answer documents to ensure that they adhere to the following:

- Examinee-identifying information should be complete with circles that examinees intended to mark filled in completely.
- Stray pencil marks should be completely erased.
- Take care to ensure that the following key fields on the answer booklet are complete:
 - Name
 - Birthdate
 - Examinee ID
 - Test Date
 - Test Form
 - Address

Step 6— Collect pencils and erasures.

Step 7—Dismiss examinees only after these tasks have been completed.

Step 8—See that examinees are able to retrieve any possessions that they had stored prior to testing.

After Testing

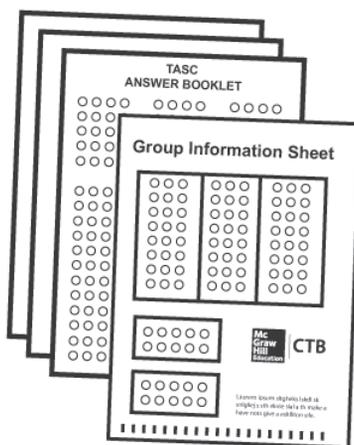
Step 1— Complete Questions 20 and 21 (for official use only) on the answer booklet for any examinees who had special testing accommodations or alternate formats. Special testing accommodations, described further in Appendix L, require formal approval for use. Question 20 is used to record which testing accommodations an examinee **actually used** for each subject test. Similarly, while alternate formats of the test do not require formal approval for use, Question 21 is used to record which alternate formats an examinee **actually used** for each subject test. (Note: while Audio CD is technically an alternate format, for TASC it requires formal approval via the special testing accommodations process and, as such, it is a listed option in Question 20 rather than in Question 21.)

Step 2— Use the process described in the preceding section to invalidate tests where applicable.

Step 3— Sign the answer booklets in the space provided.

Step 4— Follow these steps to prepare answer booklets for return to CTB/McGraw-Hill for scoring:

- Keep in mind that once an examinee has entered information on an answer document, the answer document is considered confidential. Never destroy, photocopy, or tamper with answer documents.
- Alphabetize the examinees' answer booklets by the examinees' last names.
- Fill out the Group Information Sheet (GIS) using the instructions provided in this section.
- Place a completed GIS on top of the answer booklets.
- Bundle the GIS and answer booklets for return to your Test Coordinator or to the secure storage area.



Step 5— Inspect test booklets to ensure that they contain no stray marks, loose, torn, or missing sheets, extra pieces of paper, or other foreign material. Test booklets will be reused for future testing sessions. Re-sequence test booklets so that they are ready for return to secure storage. Separate and label with “DO NOT USE” any test books found to be worn, frayed, torn or otherwise inappropriate for future use.

Step 6— Assemble for return to the Test Coordinator all administrative forms and records used during the testing. This includes Summary and Individual Test Tickets, the Material Distribution Log, Test Invalidation Report, Incident/Irregularity Reports, and Test Question Comment forms.

Step 7— Bundle scratch paper together in preparation for secure destruction.

Step 8— Return secure and confidential materials to your Test Coordinator or to their proper locations:

- Return test booklets, reference sheets if applicable, answer booklets bundled together with the GIS, and manuals to your Test Coordinator or the secure storage area. Use the Secure Material Transmittal Form upon return of test booklets.
- File or (return to your Test Coordinator for filing) the test session administrative forms.
- Destroy used scratch paper via shredding or equivalent means of secure destruction. (Note: never throw scratch paper in the waste basket or recycling bin.)

Step 9— Return non-secure materials to your Test Coordinator or to their proper locations. This includes blank answer booklets, “Do Not Disturb” signs, pencils, erasures, unused administrative forms, unused scratch paper, etc.

Group Information Sheet

A Group Information Sheet (GIS) needs to be completed for each test session administered. A copy of a GIS is included in Appendix K. Complete the various sections of the GIS as indicated below:

- **Organization Name:** This section will be pre-printed.
- **County/Region Name:** This section will be pre-printed.
- **Testing Site Name:** This section will be pre-printed.
- **State:** This section will be pre-printed.
- **SO#:** This section will be pre-printed.
- **Special Codes:** This section will be pre-printed.
- **Grade:** All TASC examinees are adults. Fill in the circle corresponding to AD.

Part 9 – General Directions for Paper-Based and Computer-Based Tests

Following are general directions for administering the paper-based and computer-based tests. The directions in this section should be followed prior to those for the specific paper-based or computer-based tests to be administered. Directions for the paper-based tests are located in Part 10 of this manual. Directions for the computer-based tests are located in Part 11.

The following elements are used throughout the directions:

Information that is only for you and is not to be read aloud is printed in this type style.

 The directions you are to read aloud to the examinees are preceded by  and are printed in bold type.

 This symbol accompanies anything concerning the timing of the test.

 For the PBT only, this symbol indicates places where you may want to use the test booklet to show sample questions or to make sure examinees have turned to the correct page.

 This symbol indicates sections where calculators may not be used.

The Examiner should read these directions to the examinees prior to each TASC testing session.

Before testing, the Examiner should be sure the following tasks have been completed:

- *Check the testing area to be sure that charts, posters, flyers, etc. that may give away answers are not in view.*
- *Verify each examinee's identity.*

- *Have examinees store their personal possessions. All belongings, including electronic communication and imaging devices (cell phones, pagers, digital cameras, handheld scanners, etc.) must be turned off and stored in a secure location away from examinees during the testing.*
- *Inspect calculators (if examinees bring their own) to be sure they meet security requirements and ensure they are stored except during the paper-based Math (Part 2) and Science tests.*
- *Ensure that any examinee with special testing accommodations is properly situated.*

SAY Good _____ (morning or afternoon) and welcome. Today you will take the Test Assessing Secondary Completion – TASC. Testing will begin shortly.

Before we begin, please make sure you have stored your personal belongings. Purses, backpacks, electronic devices, food, drinks, books, supplies, coats, hats and other such items must be stored away during testing. Use of unauthorized materials during testing may result in the invalidation of your test scores. If you have not already done so, please turn off all electronic devices (cell phones, pagers, music players, cameras, and the like) and store these along with your other personal items in the designated storage area now.

Allow examinees who still have items at their desks time to store them.

SAY Breaks have been scheduled between subject-area tests but breaks are *not* permitted during the middle of a test session. If you leave the room during the middle of a test session, you will not be permitted to return and your incomplete test will be scored. You *may* return for the *next* test that you are scheduled to take.

SAY During the testing, take care not to cause disruptions that may disturb other examinees. Talking or sharing of answers in any way is not permitted during testing. If you disrupt other examinees or are found to be copying or sharing information with other examinees during the testing, you may be asked to leave the testing area and/or your test scores may be invalidated.

SAY During the testing, you may use colored scratch paper to solve problems or to aid you in marking your place. I will distribute colored scratch paper and pencils to you prior to each test.

After reading these directions, Examiners should proceed to the directions in Part 10 of this manual for paper-based tests or to those in Part 11 of this manual for computer-based tests.

Part 10 – Directions for Administering Paper-Based Tests

Directions for Completing the Examinee ID Information

Before proceeding to the specific directions for each paper-based subtest administration, read the directions below to guide the examinees through the process of completing the examinee identification information on the first several pages of the answer booklet. Unless an examinee's tests take place over the course of one or two consecutive days, the examinee must receive a new answer document for tests taken over the course of multiple days. The examinee identification information must be re-entered on each answer booklet.

Before doing so, distribute the answer booklets, sharpened No. 2 pencils, and soft erasers to the examinees. (Examinees must use soft erasers to avoid tearing and smudging).

As you read the directions, hold up a blank answer booklet to show examinees the location of the areas to be completed. Watch the examinees to be sure they understand the directions and are completing their answer booklets correctly. Where noted, write the necessary information on the board.

SAY This is the TASC answer booklet. You will use this booklet to enter your identification information and to record your answers to the questions on the TASC test.

We will complete the identification information on the first four pages of the answer booklet together. Please wait for my instructions before making any marks. At the top of the first page by the circled number 1, print the name of this testing site. The name of this testing site is: _____.

Write the official name of the test site on the board if you have not already done so.

SAY Some of you were recently enrolled in an educational preparation program. Print the name of the educational preparation program you attended on the line below the testing site. I have written on the board the names of some frequently attended education prep programs in the area. If you were not enrolled in an educational preparation program, print N/A on the line.



Demonstrate. Check to be sure that all examinees are in the correct places in their answer booklets.

SAY Look at the circled number 2 labeled Examinee Name. Print your last name, first name, and middle initial in the boxes provided. If your name is too long to fit in the number of boxes, print as many letters as will fit. Do not skip spaces between the letters of your name. In each circle below the letter of your name, fill in the circle that matches the letter you printed in the box. Be careful to fill in only one circle in each column. Fill in the empty circle at the top of each column for all unused columns.

SAY The area by number 3 is labeled Birth Date. Fill in the circle that corresponds to your birth month and then fill in the circles that correspond to your day of birth. If your day of birth is one digit, fill in the zero circle in the first column under “Day”. Under the “Year”, only include the last two digits of your birth year.

SAY Go to number 4 labeled Gender. Fill in the circle for either Female or Male.

SAY Look at number 5 labeled Ethnicity. Fill in the circle for either Hispanic/Latino or Not Hispanic/Latino.

SAY Number 6 is just below number 5 and is labeled Race. Fill in ALL of the circles that apply to you.

SAY Number 7 is over to the left of the page and is labeled Examinee ID. Your examinee ID number was provided to you at the time of registration. Print the numbers of your examinee ID in the boxes provided and then fill in the corresponding circle below each number. Be sure to fill in only one number in each column.

SAY Now we’ll go to number 8. Print your phone number in the columns provided. Begin with your area code. Fill in the corresponding circle below each number. If you do not have a phone number, leave this blank.

SAY The final section on this page is the Date Test Taken by number 9. Today’s date is _____. Fill in the circles for the month, day, and year.

Write the date on the board if you have not already done so.

SAY Has everyone completed this page? We will now turn the page and complete the second page.



Demonstrate. Check to be sure that all examinees have turned the page and are ready to complete the second page.

SAY We will begin this page with number 10. Print your street address, post office box, or military address (APO). Make sure to include your apartment number if you live in an apartment. If you are not currently living at your home address but are living at a government facility, use the address for the facility and not your home address. Then, print the name of the city or town, and your state in the boxes provided. Fill in the corresponding circle in each column.

SAY Print the first five digits of your zip code in the circled area number 11. If you know the final four digits, print them in the boxes provided. If you don't know the final four digits, leave these boxes blank. Fill in the corresponding circle in each column.

SAY The final section on this page is number 12. The county code for this testing site is _____. If you reside in this county, print this code in the section titled Parish/County Code and fill in the corresponding circles.

Write the county code on the board if you have not already done so.

SAY Does anyone live in another county?

The Examiner should provide the county codes to examinees residing in other counties.

SAY Has everyone completed this page? We will now complete the third page.



Demonstrate. Check to be sure that all examinees are ready to complete the third page.

SAY We will not work together on this page. I will give you a few minutes to respond to the questions for numbers 13 through 19. When you finish number 13, continue to number 14, until you have completed all the areas on this page only. There may be some questions you will not be able to answer or choose not to answer. You can leave those questions blank. Be sure to completely fill in the circles.

SAY Question number 15, asks for your Educational Center Code/TASC Prep Program Code. I have written frequently used program codes in our area on the board. Select the program code that applies to you. Print the numbers of your program code in the boxes provided and then fill in the corresponding circle below each number. If you do not see your Education Center Code/TASC Prep Program Code, raise your hand and I will look it up for you when we are finished.

SAY Wait until it appears everyone has finished. Has everyone completed page 3? Check that everyone has finished. We will now complete the fourth page.



Demonstrate. Check to be sure that all examinees are ready to complete the fourth page of the biographical data portion of the answer booklet.

SAY We will skip the areas numbered 20, 21, and 22 for now as those are to be completed by the Examiner.

SAY For number 23, if you have received formal approval for accommodations, you should be sure that you receive them or that you waive your right to them by filling in the circle labeled 'I agree'. If you have not received formal, written approval for accommodations, leave number 23 blank.

SAY Before we complete number 24, I will distribute the test booklets. Do not open your test booklet until I instruct you to do so.

Distribute the test booklets carefully ensuring that each examinee receives the pre-assigned form noted on the Test Material Distribution Log. Each examinee should sign the log to indicate that they have received the test booklet.

SAY On the front cover of your test booklet, you will see a Form identifier. The identifier is either an A, a B, or a C. Fill in the circle in area number 24 that corresponds to your test booklet form identifier. Be sure that you completely darken the correct circle or your answer sheet.

Wait until it appears that everyone has finished.

SAY Please read and complete the areas numbered 25, 26, and 27. I will sign the space in area 28 when I collect your answer sheet.

SAY When you have completed numbers 25, 26, and 27, I will pass out remaining materials needed for the test. Do not open your test booklets until you are told to do so.

After the examinee identification information on the answer booklet has been filled out, Examiners should proceed to the directions for the specific paper-based test to be administered. Directions for each paper-based subtest administration are located on subsequent pages of this section of the manual.

Directions for Administering the Paper-Based Mathematics Test

Examinees should already have filled in the examinee-identifying information on the first several pages of the answer booklet.

Test directions should be read exactly as written. It may be helpful while reading directions to hold up a folded test booklet so that examinees can be sure they are on the correct page.

Check to be sure that each examinee has a test booklet, his or her own answer booklet, No. 2 pencil, and soft eraser. (Examinees must use soft erasers to avoid tearing and smudging.)

Distribute colored scratch paper and mathematics reference sheets.

NOTE: You will begin with the Math–Part 2 session, which is the section of the math test where calculators are allowed. Distribute the calculators to the examinees (if calculators are provided by the test center) or have examinees collect their calculators if they have been stored. Examinees may use calculators to solve the problems in Part 2 of the Math test ONLY. It is very important that Examiners ensure that examinees are in the right section (calculator versus non-calculator) of their test booklets and answer documents while completing the paper-based math test.

SAY Open your test booklets to the first page of Part 1 (the non-calculator portion) of the Mathematics test.

Now open your answer booklets and find the Mathematics (Non-calculator Session) of your answer booklet.



Demonstrate. Check to be sure that all examinees are in the correct places in their test books and on their answer booklets.

SAY In this test, you will mark your answers in your answer booklets. For both sessions, fill in only the circle that goes with the answer you choose. Be sure to fill in the circle completely and to make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark.

You may use the scratch paper to work the mathematics problems, but **DO NOT** mark in your test booklet. Remember to fill in the circle that goes with the answer you choose since scratch paper will be destroyed and not sent with your answer sheet to be scored.

We will begin by doing some sample questions.

Samples A and B

SAY Do Samples A and B.



Demonstrate. Check to be sure that all examinees are in the correct places in their answer booklets.

SAY Stop when you have finished the samples.

Give examinees time to answer Samples A and B. Do not read the samples out loud.

Discuss Samples A and B with the examinees after they have had time to complete them. The correct answer for Sample A is choice A and the correct answer for Sample B is 3

SAY Now turn to the page of your test booklet and answer booklet labeled “Mathematics (Non-Calculator Session)”.



Demonstrate. Confirm that all examinees are in the correct place in their test book and answer book before proceeding.

SAY You will take Part 2 (the calculator session) of the Mathematics test, take a break, and then take Part 1 (the non-calculator session).

Remember to read all of the directions and information in this part of the test book. When you come to the “STOP” sign at the bottom of the page, you have finished the test section.

You may go back over this section of the Mathematics test and check your answers, but do not go on to the next section. When you have finished, sit quietly until everyone else has finished.

Are there any questions?

When you are sure that all examinees understand the directions, continue.

SAY You have ___ minutes (50 minutes for English, 55 minutes for Spanish) for this section of the test. I will give you a warning when there are 10 minutes remaining in the test. Make sure that you are on the correct page in your test books and the correct number on your answer booklets and that you stop at the end of the section.

You may begin.

Write the starting and stopping times for the section on the board. Write the time when a 10-minute warning will be given.



Check to be sure that examinees are in the right place on their answer booklets and are filling in circles correctly. When ten minutes remain in the test section,

SAY You have ten minutes remaining to complete this section of the test.

At the stopping time,

SAY Stop. We will take a break now. Make sure that you have marked all of your answers clearly and that you have completely erased any marks you do not want. Put your answer booklets inside your test books and close your books.

Collect the calculators (if the testing center has provided them) or have the examinees put their calculators in the designated storage area. When this is complete, give the examinees a 15-minute break. Resume testing at the end of the 15-minute break.

When you begin this testing session, make sure that each examinee has only his or her own test book, answer booklet, No. 2 pencil, eraser, and scratch paper on the desk. If additional scratch paper is needed, collect the used paper and provide replacement paper.



SAY Open your books to Part 1, the non-calculator portion, of the Mathematics test. Make sure you are on the correct page in your test books and the correct number on your answer booklets.



Demonstrate. Check to be sure that examinees are in the correct places in their test books and on their answer booklets.

SAY Remember to read all of the directions and information in this part of the test book. When you come to the “STOP” sign at the bottom of the page, you have finished this session. You may go over the section and check your answers, but do not go back to the first session. When you have finished, sit quietly until everyone else has finished. Are there any questions?

When you are sure that all examinees understand the directions, continue.

SAY You have ___ minutes (55 minutes for English, 60 minutes for Spanish). Make sure you are on the correct page in your test book. You may use the scratch paper provided but DO NOT mark in your test book and be sure your answers are marked in the correct space in your answer booklet since scratch paper will be destroyed and not sent with your answer sheet to be scored. You may begin.



Write the starting and stopping times for the section on the board. Write the time when a 10-minute warning will be given.



Check to be sure that examinees are in the right place on their answer booklets and are filling in circles correctly. When ten minutes remain in the test section,

SAY You have ten minutes remaining to complete this section of the test.

At the stopping time,

SAY Stop. Make sure that you have marked all of your answers clearly and that you have completely erased any marks you do not want. Please close your books.

Do not put your extra paper or answer booklets in your test books.

Collect all test materials according to the instructions in Part 8 – After Testing.

Directions for Administering the Paper-Based Writing Test

Examinees should already have filled in the examinee-identifying information on the first several pages of the answer booklet.

Test directions should be read exactly as written. It may be helpful while reading directions to hold up a folded test booklet so that examinees can be sure they are on the correct page.

Check to be sure that each examinee has a test booklet, his or her own answer booklet, No. 2 pencil, and soft eraser. (Examinees must use soft erasers to avoid tearing and smudging.)

Distribute colored scratch paper. For the writing test, scratch paper should contain lines.

SAY Open your test books to the first page of the Writing test.

Now open your answer booklets and find the Writing section.



Demonstrate. Check to be sure that all examinees are in the correct places in their test books and on their answer booklets.

SAY We will begin by doing a sample question. You will mark your answer to the sample question in the shaded box on the answer booklet.

For the sample, fill in only the circle that goes with the answer you choose. You may use the scratch paper provided but **DO NOT** mark in the test book and be sure to fill in the circle completely and make your mark heavy and dark. If you want to change your answer, completely erase the mark you made before making a new mark.

Sample A

SAY Find Sample A in your test books. Then read the directions and do Sample A. Stop when you have finished Sample A.

Give examinees time to answer Sample A. Do not read the sample out loud.

Discuss Sample A with the examinees after they have had time to complete it. The correct answer for Sample A is choice A.

SAY Now you will complete the test.

Remember to read **all** of the directions and information in this part of the test book. When you come to the “STOP” sign at the bottom of the page, you have finished the test.

You may go back over the test and check your answers. When you have finished, sit quietly until everyone else has finished.

Are there any questions?

When you are sure that all examinees understand the directions, continue.

SAY You have ___ minutes (105 minutes for English, 110 minutes for Spanish) for the test. I will give you two warnings prior to the end of the test. When there are 45 minutes remaining, I will warn you that it is time for you to begin the essay portion of the test. I will then announce when there are 10 minutes remaining in the session. Make sure that you are on the correct page in your test books and the correct number on your answer booklets and that you stop at the end of the section.

You may begin.



Write the starting and stopping times for the section on the board. Write the times when a 45-minute and a 10-minute warning will be given.



Check to be sure that examinees are in the right place on their answer booklets and are filling in circles correctly. When 45 minutes remain in the test section,

SAY You have 45 minutes remaining to complete this section of the test. You should begin the essay portion of the test at this time. You may use your scratch paper to draft your essay but be sure to allow enough time to copy your essay onto your answer booklet since scratch paper will be destroyed and will not be sent with your answer sheet for scoring.

When there are ten minutes remaining,

SAY You have ten minutes remaining to complete this section of the test.

At the stopping time,

SAY Stop. Make sure that you have marked all of your answers clearly and that you have completely erased any marks you do not want. Please close your books.

Do not put your scratch paper or answer booklets in your test books.

Collect all test materials according to the instructions in Part 8 – After Testing.

Directions for Administering the Paper-Based Reading Test

Examinees should already have filled in the examinee-identifying information on the first several pages of the answer booklet.

Test directions should be read exactly as written. It may be helpful while reading directions to hold up a folded test booklet so that examinees can be sure they are on the correct page.

Check to be sure that each examinee has a test booklet, his or her own answer booklet, No. 2 pencil, and soft eraser. (Examinees must use soft erasers to avoid tearing and smudging.)

Distribute colored scratch paper.

SAY Open your test books to the first page of the Reading test.

Now open your answer booklets and find the Reading section.



Demonstrate. Check to be sure that all examinees are in the correct places in their test books and on their answer booklets.

SAY We will begin by doing a sample question. You will mark your answer to the sample question in the shaded box on the answer booklet.

For the sample, fill in only the circle that goes with the answer you choose. You may use the scratch paper provided but **DO NOT** mark in the test book and be sure to fill in the circle completely and make your mark heavy and dark. If you want to change your answer, completely erase the mark you made before making a new mark.

Sample A

SAY Find Sample A in your test books. Then read the directions and do Sample A. Stop when you have finished Sample A.

Give examinees time to answer Sample A. Do not read the sample out loud.

Discuss Sample A with the examinees after they have had time to complete it. The correct answer for Sample A is choice C.

SAY Now you will complete the test.

Remember to read all of the directions and information in this part of the test book. When you come to the “STOP” sign at the bottom of the page, you have finished the test.

You may go back over the test and check your answers. When you have finished, sit quietly until everyone else has finished.

Are there any questions?

When you are sure that all examinees understand the directions, continue.

SAY You have ___ minutes (75 minutes for English, 80 minutes for Spanish) for the test. I will give you a warning when there are 10 minutes remaining. Make sure that you are on the correct page in your test books and the correct number on your answer booklets and that you stop at the end of the section.

You may begin.



Write the starting and stopping times for the section on the board. Write the time when a 10-minute warning will be given.



Check to be sure that examinees are in the right place on their answer booklets and are filling in circles correctly. When ten minutes remain in the test section,

SAY You have ten minutes remaining to complete this section of the test.

At the stopping time,

SAY Stop. Make sure that you have marked all of your answers clearly and that you have completely erased any marks you do not want. Please close your books.

Do not put your extra paper or answer booklets in your test books.

Collect all test materials according to the instructions in Part 8 – After Testing.

Directions for Administering the Paper-Based Science Test

Examinees should already have filled in the examinee-identifying information on the first several pages of the answer booklet.

Test directions should be read exactly as written. It may be helpful while reading directions to hold up a folded test booklet so that examinees can be sure they are on the correct page.

Check to be sure that each examinee has a test booklet, his or her own answer booklet, No. 2 pencil, and soft eraser. (Examinees must use soft erasers to avoid tearing and smudging.)

Distribute colored scratch paper.

Calculators are used for the Science test. Distribute calculators (if the testing center is providing them) or have examinees collect their calculators from the designated storage area if they have not done so already.

SAY Open your test books to the first page of the Science test.

Now open your answer booklets and find the Science section.



Demonstrate. Check to be sure that all examinees are in the correct places in their test books and on their answer booklets.

SAY In this test, you will mark your answers on your answer booklets. Fill in only the circle that goes with the answer you choose. You may use the scratch paper provided but **DO NOT** mark in the test book and be sure to fill in the circle completely in your answer book and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark.

We will begin by doing a sample question.

Sample A

SAY Do Sample A. Stop when you have finished Sample A.

Give examinees time to answer Sample A. Do not read the sample out loud.

Discuss Sample A with the examinees after they have had time to complete it. The correct answer for Sample A is choice A.

SAY Remember to read all of the directions and information in this part of the test book. When you come to the “STOP” sign at the bottom of the page, you have finished the test.

You may go back over the test and check your answers. When you have finished, sit quietly until everyone else has finished.

Are there any questions?

When you are sure that all examinees understand the directions, continue.

SAY You have ___ minutes (85 minutes for English, 90 minutes for Spanish) for this test. Make sure you are on the correct page in your test books and the correct number on your answer booklets.

You may begin.



Write the starting and stopping times for the section on the board. Write the time when a 10-minute warning will be given.



Check to be sure that examinees are in the right place on their answer booklets and are filling in circles correctly. When ten minutes remain in the test section,

SAY You have ten minutes remaining to complete this section of the test.

At the stopping time,

SAY Stop. Make sure that you have marked all of your answers clearly and that you have completely erased any marks you do not want. Please close your books.

Do not put your extra paper or answer booklets in your test books.

Collect all test materials according to the instructions in Part 8 – After Testing.

Directions for Administering the Paper-Based Social Studies Test

Examinees should already have filled in the examinee-identifying information on the first several pages of the answer booklet.

Test directions should be read exactly as written. It may be helpful while reading directions to hold up a folded test booklet so that examinees can be sure they are on the correct page.

Check to be sure that each examinee has a test booklet, his or her own answer booklet, No. 2 pencil, and soft eraser. (Examinees must use soft erasers to avoid tearing and smudging.)

Distribute colored scratch paper.

SAY Open your test books to the first page of the Social Studies test.

Now open your answer booklets and find the Social Studies section.



Demonstrate. Check to be sure that all examinees are in the correct places in their test books and on their answer booklets.

SAY We will begin by doing a sample question. You will mark your answer to the sample question in the shaded box on the answer booklet.

For the sample, fill in only the circle that goes with the answer you choose. You may use the scratch paper provided but **DO NOT** mark in the test book and be sure to fill in the circle completely and make your mark heavy and dark. If you want to change your answer, completely erase the mark you made before making a new mark.

Sample A

SAY Find Sample A in your test books. Then read the directions and do Sample A. Stop when you have finished Sample A.

Give examinees time to answer Sample A. Do not read the sample out loud.

Discuss Sample A with the examinees after they have had time to complete it. The correct answer for Sample A is choice B.

SAY Now you will complete the test.

Remember to read all of the directions and information in this part of the test book. When you come to the “STOP” sign at the bottom of the page, you have finished the Social Studies test.

You may go back over the test and check your answers. When you have finished, sit quietly until everyone else has finished.

Are there any questions?

When you are sure that all examinees understand the directions, continue.

SAY You have ___ minutes (*75 minutes for English, 80 minutes for Spanish*) for the test. I will give you a warning when there are 10 minutes remaining. Make sure that you are on the correct page in your test books and the correct number on your answer booklets and that you stop at the end of the section.

You may begin.



Write the starting and stopping times for the section on the board. Write the time when a 10-minute warning will be given.



Check to be sure that examinees are in the right place on their answer booklets and are filling in circles correctly. When ten minutes remain in the test section,

SAY *You have ten minutes remaining to complete this section of the test.*

At the stopping time,

SAY Stop. Make sure that you have marked all of your answers clearly and that you have completely erased any marks you do not want. Please close your books.

Do not put your extra paper or answer booklets in your test books.

Collect all test materials according to the instructions in Part 8 – After Testing.

Part 11 – Directions for Administering Computer-Based Tests

Before proceeding to the specific directions for each computer-based subtest administration, read the directions below to guide the examinees through the process logging on to the computer.

Before doing so, distribute colored scratch paper (with lines for Writing) and pencils and the Examinee’s Individual Test Ticket. Computer workstations should already have been checked for readiness according to the information in Appendix F prior to the session.

Logging in to Begin the Test

When examinees taking a particular subtest are ready to begin, announce or write the access code on the board.

Be very careful to check that examinees do not skip or overlook any of the test questions. Remind examinees to look for and answer every question in the test.

Tell the examinees that whenever they see the words “Finish Test” at the bottom of the screen, they should stop and wait quietly until they are told what to do next.

Have examinees type their ID, password, and the test access code on the examinee Login page and click Log in to start the test.



Following the instructions exactly ensures similar testing conditions in all testing sites. Test directions should be read as written.

Directions for Administering the Computer-Based Mathematics Test

Calculators are built into the online system so examinees do not need hand-held calculators for the computer-based mathematics test. NOTE: WHILE MATH PART 2 IS ADMINISTERED BEFORE MATH PART 1 IN THE PAPER-BASED TEST, MATH PART 1 IS ADMINISTERED PRIOR TO THE MATH PART 2 IN THE COMPUTER-BASED TEST.

SAY You will first see a sample multiple-choice question.

Choose only the circle that goes with the answer you want. If you want to change an answer, click on the circle for the answer you want.

Read Sample A and respond. Stop when you have finished Sample A.

Give examinees time to answer Sample A.

Do not read the sample out loud.

The correct answer for Sample A is choice A.

SAY Next you will see a sample gridded-response question.

To answer a gridded-response question, you may either type your answer in the boxes or you may click the circle for the number you want in each box.

Read Sample B and respond. Stop when you have finished Sample B.

Give examinees time to answer Sample B.

Do not read the sample out loud.

The correct answer for Sample B is choice 3.

SAY You have ___ (55 minutes for English, 60 minutes for Spanish) minutes for Part 1, followed by a break, then ___ minutes (50 minutes for English, 55 minutes for Spanish) for Part 2. The timer on the computer screen will show the number of minutes remaining.

Be very careful to check that examinees do not skip or overlook any of the test questions. Remind examinees to look for and answer every question in the test.

At the conclusion of testing, follow the instructions in Part 8 – After Testing.

Directions for Administering the Computer-Based Writing Test

SAY We will begin by doing a sample question.

Choose only the circle that goes with the answer you want. If you want to change an answer, click on the circle for the answer you want.

Read the Directions. Then do Sample A. Stop when you have finished Sample A.

Give examinees time to answer Sample A.

Do not read the sample out loud.

The correct answer for Sample A is choice A.

You have ___ minutes (105 minutes for English, 110 minutes for Spanish) for this test. The timer on the computer screen will show the number of minutes remaining.

At the conclusion of the testing, follow the instructions for computer-based testing in Part 8—After Testing.

Directions for Administering the Computer-Based Reading Test

Electronic communication and imaging devices (e.g., cell phones, pagers, digital cameras, handheld scanners, etc.) are not allowed in the room during the testing session.

SAY We will begin by doing a sample question.

Choose only the circle that goes with the answer you want. If you want to change an answer, click on the circle for the answer you want.

Read the Directions. Then do Sample A. Stop when you have finished Sample A.

Give examinees time to answer Sample A.

Do not read the sample out loud.

The correct answer for Sample A is choice C.

SAY You have ___ minutes (75 minutes for English, 80 minutes for Spanish) for this test. The timer on the computer screen will show the number of minutes remaining.

At the conclusion of the testing, follow the instructions for computer-based testing in Part 8—After Testing.

Directions for Administering the Computer-Based Science Test

Electronic communication and imaging devices (e.g., cell phones, pagers, digital cameras, handheld scanners, etc.) are not allowed in the room during the testing session.

SAY We will begin by doing a sample question.

Choose only the circle that goes with the answer you want. If you want to change an answer, click on the circle for the answer you want.

Read the Directions. Then do Sample A. Stop when you have finished Sample A.

Give examinees time to answer Sample A.

Do not read the sample out loud.

The correct answer for Sample A is choice A.

SAY You have ___ minutes (85 minutes for English, 90 minutes for Spanish) for this test. The timer on the computer screen will show the number of minutes remaining.

At the conclusion of the testing, follow the instructions for computer-based testing in Part 8—After Testing.

Directions for Administering the Computer-Based Social Studies Test

Electronic communication and imaging devices (e.g., cell phones, pagers, digital cameras, handheld scanners, etc.) are not allowed in the room during the testing session.

SAY We will begin by doing a sample question.

Choose only the circle that goes with the answer you want. If you want to change an answer, click on the circle for the answer you want.

Read the Directions. Then do Sample A. Stop when you have finished Sample A.

Give examinees time to answer Sample A.

Do not read the sample out loud.

The correct answer for Sample A is choice B.

SAY You have ___ minutes (75 minutes for English, 80minutes for Spanish) for this test. The timer on the computer screen will show the number of minutes remaining.

At the conclusion of the testing, follow the instructions for computer-based testing in Part 8—After Testing.

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.

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.

Test Material Distribution Log

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

| # | Examinee Name | Examinee # | Format ¹ | Seat # | Form | Math | | Writing | | Reading | | Science | | Soc. St. | |
|----|---------------|------------|---------------------|--------|------|--------|----|---------|----|---------|----|---------|----|----------|--------|
| | | | | | | Ser. # | In | Out | In | Out | In | Out | In | Out | Ser. # |
| 1 | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | |

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 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"/> F |
| 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

| | | |
|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 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 – 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 | EXPOSE9780 |

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 | 000000006 | 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

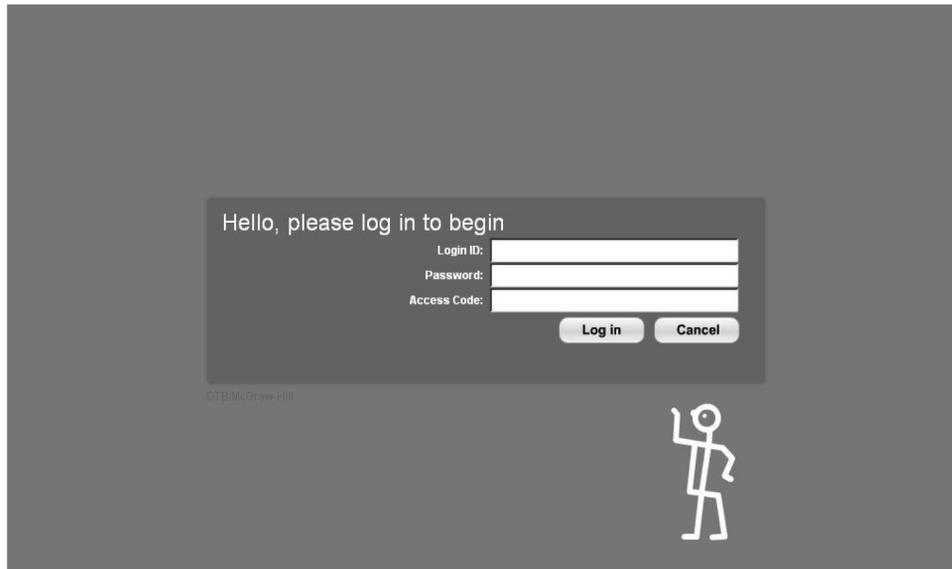
Logging In

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.

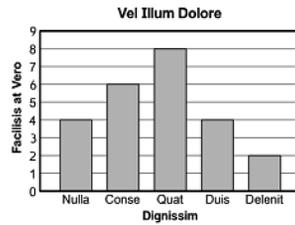
Sample Test Question

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—highly recommended |
| 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 Book or Computer | | Reason for Invalidation |
|----|---------------|------------|---------------------|--------|------|----------|------------------|---|----------|----------------------------|
| | | | | | | | | Time | Initials | |
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |

¹Test 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 | | | | | | |
| 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 | 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 | 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 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 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 | 5 | 5 |
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| Q | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
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| S | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| T | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| U | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
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| 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 | 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 | D | D | D |
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| 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 | F | F | F |
| 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 | G | G | G |
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| 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 | 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 | 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 | M | M | M |
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| 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 | 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 | R | R | R |
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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.

| Category | 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 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. |

| Category | 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 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 or extra desk space for large materials, (large-print or Braille materials), etc. |
| Physical Support | Adaptive Equipment | YES | YES | Assistive technology (PBT only), 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 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 – 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: |
|----------------------------------|-------|



Examiner's Manual

READING
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MATHEMATICS
SCIENCE
SOCIAL STUDIES



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