



TASC Examinee Registration Platform Training



Copyright © 2013 by CTB/McGraw-Hill LLC. This publication or portions thereof may not be reproduced and distributed. The TASC logo and Test Assessing Secondary Completion are trademarks of McGraw-Hill Education. All other brands and product names found in this publication are the property of their respective owners and are not associated with the publisher of this publication.

Agenda

- Overview
- Examinee View
- Registration Platform Login for Test Sites
- Register Examinee
- Schedule Exam
- Review Scheduled Exams
- Manifests
- Test Center Profile
- User Profile
- Search Results
- Final Thoughts

Registration Portal Overview



- Based on market needs, CTB has developed a TASC registration system for use with paper and computer-based tests
- The registration system:
 - Enforces retake rules
 - Provides flexibility and insight into examinee history across the state
 - Allows examinees the flexibility to choose a test center according to their situation
 - Captures an examinee's eligibility requirements
 - Provides a printed confirmation for the examinee which provides important test information (for example: test site location, hours, etc.)
- Phased-in approach

Pre-registration for PBT and CBT



- The registration system will be used to register and schedule students to take the paper or computer-based test
- CTB will email the initial login username and password for the registration system to the point of contact at each test center
 - You may change the password after you log in the first time

Additional Pre-registration Step for CBT



- Currently, examinees registering for the computer-based test must also be registered in OAS (the platform used for TASC Online)
- This is a 2-step process:
 - Register examinee in the registration system
 - Register examinee in OAS



Examinee View

Examinee Portal



Indiana Examinee Portal

Find Your Test Center
 Test center fees will vary but will not exceed \$90. Please contact the test center at which you wish to test in order to determine what your testing costs will be, as well as the modes of payment they will accept.

Street Address

City Zip Code

[Find Test Center](#)

These Test Centers are Near You

Filter By: **All** Computer Only Test Paper and Pencil Test

<p>9.5</p> <p>Test Center Name 1608 Racine St. Bellingham, WA (509) 324-4334</p> <p>Monday - Wednesday 9 AM - 5 PM Thursday - Friday 9 AM - 12:15 PM</p> <p> Test Method: Computer and paper and pencil</p> <p> This Center also provides classes</p>	<p>17</p> <p>Test Center Name 1423 Evergreen Ln. Burlington, WA (509) 324-4334</p> <p>Monday 9 AM - 5 PM Tuesday 9AM - 5:30 PM Wednesday 12:15 PM - 5 PM Thursday 9AM - 5:30 PM Friday 9 AM - 9 PM Saturday - Sunday: 9AM - 5:30 PM</p> <p> Test Method: Computer only</p>	<p>37.3</p>
---	--	--------------------

[List More](#)

CTB
 Copyright 2013. Privacy Text Here

Indiana Examinee Portal

Find Your Test Center
 Test center fees will vary but will not exceed \$90. Please contact the test center at which you wish to test in order to determine what your testing costs will be, as well as the modes of payment they will accept.

Street Address

City Zip Code

[Find Test Center](#)

These Test Centers are Near You

Filter By: **All** Computer Only Test Paper and Pencil Test

1

2

3

Examinee Portal (continued)



Indiana Examinee Portal

Find Your Test Center
 Test center fees will vary but will not exceed \$50. Please contact the test center at which you wish to test in order to determine what your testing costs will be, as well as the modes of payment they will accept.

Street Address:
 City: Zip Code:

[Find Test Center](#)

These Test Centers are Near You



Filer By: [All](#) [Computer Only Test](#) [Paper and Pencil Test](#)

9.5 **Test Center Name**
 1608 Racine St,
 Bellingham WA
 (555) 324-4334

Monday - Wednesday
 9 AM - 5PM
 Thursday - Friday
 9 AM - 12:15PM

Test Method: Computer and paper and pencil

This Center also provides classes

[List More](#)

17 **Test Center Name**
 14123 Evergreen Ln,
 Burlington, WA
 (555) 324-4334

Monday 9 AM - 5 PM
 Tuesday 9AM - 5:30 PM
 Wednesday 12:15 PM - 5 PM
 Thursday 9AM - 5:30 PM
 Friday 9 AM - 9 PM
 Saturday - Sunday:
 9AM - 5:30 PM

Test Method: Computer only

CTB
 Copyright 2013. Privacy Text Here

4

9.5

17

37.3

5

6

Test Method: Computer and paper and pencil

This Center also provides classes

7

List More

8

CTB
 Copyright 2013. Privacy Text Here



Registration Platform Login for Test Sites

Login





TEST
ASSESSING
SECONDARY
COMPLETION

INDIANA TEST CENTER PORTAL

Login

Welcome to the TASC Test Center Portal

Please enter your login information to enter your Test Center Console.

Your E-mail Password

Terms & Conditions

Check this box to accept the terms and conditions for logging in to this site. [View Terms & Conditions..](#)

Login

Forgot your password? Enter your information below to retrieve.

Your E-mail Last Name

Retrieve

Need Help?

For support please e-mail
support@domainname.com

1

2

3

4

Forgotten Password





INDIANA TEST CENTER PORTAL

Login

1 Your password has been sent

Your password has been sent to [user e-mail address]. Please login again.

Your E-mail Password

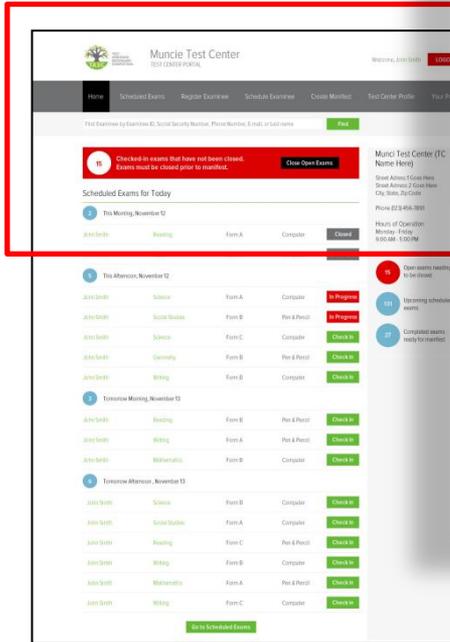
Terms & Conditions
 Check this box to accept the terms and conditions for logging in to this site. [View Terms & Conditions..](#)

Login

Need Help?

For support please e-mail
support@domainname.com

Home



1 Muncie Test Center TEST CENTER PORTAL

Welcome, John Smith **2** LOGOUT

Home Scheduled Exams Register Examinee Schedule Examinee Create Manifest Test Center Profile Your Profile

Find Examinee by Examinee ID, Social Security Number, Phone Number, E-mail, or Last Name **3** Find

4 15 Checked-in exams that have not been closed. Exams must be closed prior to manifest. **5** Close Open Exams

6 Muncie Test Center (TC Name Here)

Street Address 1 Goes Here
Street Address 2 Goes Here
City, State, Zip Code

Phone (123) 456-7891

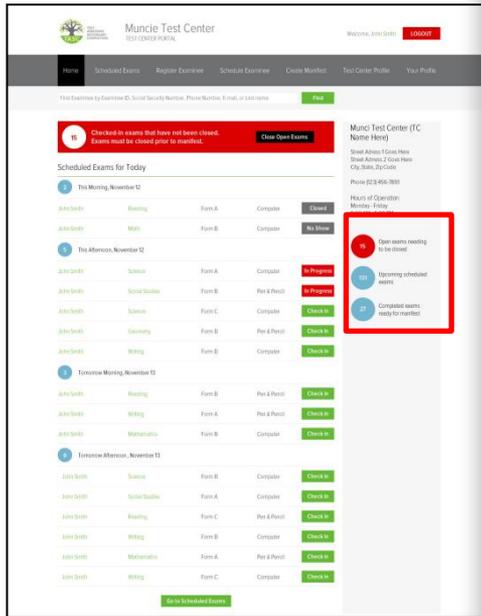
Hours of Operation
Monday - Friday
9:00 AM - 5:00 PM

7 Scheduled Exams for Today

2 This Morning, November 12

John Smith	Reading	Form A	Computer	Closed
John Smith	Math	Form B	Computer	No Show

Home (continued)



15	Open exams needing to be closed	8
131	Upcoming scheduled exams	9
27	Completed exams ready for manifest	10

11

Home (continued)



Muncie Test Center
TEST CENTER ADMIN

Home | Scheduled Exams | Register Examinee | Schedule Examinee | Create Materials | Test Center Profile | My Profile

15 Checked in exams that have not been closed. Exams must be closed prior to reprints. [Close Open Exams](#)

Scheduled Exams for Today

Date	Time	Examinee	Form	Mode	Status
This Morning, November 12	8:00 AM	John Smith	Form A	Computer	Closed
	10:00 AM	John Smith	Form B	Computer	No Show
	12:00 PM	John Smith	Form A	Computer	In Progress
This Afternoon, November 12	2:00 PM	John Smith	Form B	Pen & Pencil	In Progress
	4:00 PM	John Smith	Form C	Computer	Check in
	6:00 PM	John Smith	Form B	Pen & Pencil	Check in

14 Tomorrow Morning, November 13

Date	Time	Examinee	Form	Mode	Status
Tomorrow Morning, November 13	8:00 AM	John Smith	Form B	Pen & Pencil	Check in
	10:00 AM	John Smith	Form A	Pen & Pencil	Check in
	12:00 PM	John Smith	Form B	Computer	Check in
Tomorrow Afternoon, November 13	2:00 PM	John Smith	Form B	Computer	Check in
	4:00 PM	John Smith	Form A	Computer	Check in
	6:00 PM	John Smith	Form C	Pen & Pencil	Check in

13

14

15

[Go to Scheduled Exams](#)

3 Tomorrow Morning, November 13

John Smith	Reading	Form B	Pen & Pencil	Check in
John Smith	Writing	Form A	Pen & Pencil	Check in
John Smith	Mathematics	Form B	Computer	Check in

6 Tomorrow Afternoon, November 13

John Smith	Science	Form B	Computer	Check in
John Smith	Social Studies	Form A	Computer	Check in
John Smith	Reading	Form C	Pen & Pencil	Check in
John Smith	Writing	Form B	Computer	Check in
John Smith	Mathematics	Form A	Pen & Pencil	Check in
John Smith	Writing	Form C	Computer	Check in

15 [Go to Scheduled Exams](#)



Register Examinee

Register Examinee



The screenshot shows the 'Register Examinee' page of the Muncie Test Center portal. The page includes a header with the TASC logo, the text 'Muncie Test Center TEST CENTER PORTAL', and a user greeting 'Welcome, John Smith' with a 'LOGOUT' button. A navigation bar contains links for Home, Scheduled Exams, Register Examinee (highlighted), Schedule Examinee, Create Manifest, Test Center Profile, and Your Profile. Below the navigation is a search bar with the text 'Find Examinee by Examinee ID, Social Security Number, Phone Number, E-mail, or Last name' and a 'Find' button. The main content area is titled 'Register Examinee' and contains instructions: 'Before an examinee may schedule a test they must register and confirm eligibility requirements.' and '* Indicates required field'. A section titled 'Confirm you Eligibility *' lists three eligibility questions with checkboxes. Below this are several input fields: 'Social Security Number *' (with a placeholder 'XXX-XX-XXXX'), 'or Government ID *' (with a placeholder 'Enter government ID'), 'Describe Government ID Used *', 'First Name *', 'Last Name *', 'Birthday *' (with a placeholder 'Enter month, day, year: 01/21/1985'), 'E-mail Address', 'Confirm E-mail Address', 'Alternate E-mail Address', 'Landline Number *', 'or Cell Phone Number *', 'Alternate Number', 'Mailing Address or PO Box *', 'Mailing Address, 2nd line', 'City *', and 'Zip Code *'. At the bottom are 'Register' and 'Cancel' buttons. A sidebar on the right is titled 'Bulk Register' and contains instructions, a 'BULK UPLOAD TEMPLATE' link, and a 'Go to Bulk Upload' button. Large red numbers 1 through 7 are overlaid on the form to highlight specific areas: 1 points to the eligibility questions, 2 points to the Bulk Register sidebar, 3 points to the Social Security Number field, 4 points to the Government ID fields, 5 points to the E-mail Address fields, 6 points to the City field, and 7 points to the Register button.

Confirm Registration



Muncie Test Center
TEST CENTER PORTAL

Welcome, John Smith **LOGOUT**

Home Scheduled Exams **Register Examinee** Schedule Examinee Create Manifest Test Center Profile Your Profile

Find Examinees by Examinee ID, Social Security Number, Phone Number, E-mail, or Last name **Find**

Confirm Registration

Confirm the following new registration.

Confirm your Eligibility
Examinees must confirm all three eligibility questions in order to proceed with registration.

- Is this examinee eligible to take the TASC and not enrolled in high school and have not already received a high school diploma or other high school equivalency credential?
- Is the examinee at least 18 years of age or at least 16 years of age with an exit letter from any superintendent?
- Is examinee an Indiana state resident. If a candidate provides an out of state or foreign ID, the candidate may provide proof of Indiana residency for the past 30 days.

Social Security Number * XXX-XX-XXXX	or Government ID * ABC2345	or Indiana Government ID Number Indiana Drivers License
First Name * John	Last Name * Smith	Birthday * 09/29/1988
E-mail Address john@domain.com	Confirm E-mail Address john@domain.com	Alternate E-mail Address john2@domain.com
Landline Number * 123-123-1234	or Cell Phone Number * 123-123-1234	Alternate Number 123-123-1234
Mailing Address or PO Box * 123 Main Street	Mailing Address, 2nd line Apt 123	
City * Westville	Zip Code * 46391	

Register **Edit** **Cancel**

Landline Number * or Cell Phone Number * Alternate Number
123-123-1234 123-123-1234 123-123-1234

Mailing Address or PO Box * Mailing Address, 2nd line
123 Main Street Apt 123

City * Zip Code *
Westville 46391

Register **Edit** **Cancel**

1 **2**

Examinee Profile



John Smith #12345678
 Registered on November 12, 2013 at 9:30 AM by Sally Jones at Muncie Test Center (219) 123-4567

Upcoming Test
 Geometry
 December 13, 2013, Morning
 Receipt Number 1234567

Reading: FAILED, PASSED
 Writing: FAILED, PASSED
 Mathematics: FAILED, PASSED
 Science: FAILED, PASSED
 Social Studies: PASSED, FAILED, PASSED

Muncie Test Center
 TEST ASSESSING
 SECONDARY
 COMPLETION

Welcome, John Smith **LOGOUT**

Home Scheduled Exams **Register Examinee** Schedule Examinee Create Manifest Test Center Profile Your Profile

Find Examinee by Social Security Number, Phone Number, E-mail, or Last Name **Find**

John Smith #12345678
 Registered on November 12, 2013 at 9:30 AM by Sally Jones at Muncie Test Center (219) 123-4567

Social Security Number: XXX-XX-1234 Birthday: [Red 1]

E-mail Address: email@domain.com Alternate E-mail Address: email@domain2.com

Phone: (219) 123-4568 Cell Phone: (219) 123-4568 Alternate Phone: (219) 123-4568

Mailing Address: 12345 Main St Mailing Address, 2nd line: Apartment 123
 City: Muncie Zip Code: 46988

Testing Profile for Battery 1 - EXPIRED **Expand** [Red 5]
 Testing Profile for Battery 2 | 33 days remaining **Collapse**

Examinee Profile (continued)



Muncie Test Center
1000 WOODWAY

John Smith #12345678

Registered on November 02, 2013 at 10:00 AM (UTC-5) at Test Center 12345678

Upcoming Test
Scheduled: 12/13/13, Morning
Manifest Number: 123456

Testing Profile for Battery 1 - EXPIRED
Testing Profile for Battery 2 | 33 days remaining

Content Areas	Form A	Form B	Form C	Schedule Test
Reading	FAILED, 59% English (P) Tested 11/12/13 at Test Center Name Manifest 123414 Scored 11/18/13			Retest Available May, 18, 2014
Writing	FAILED, 59% English, Braille, (C) Tested 11/12/13 at Test Center Name Manifest 123414 Scored 11/18/13	FAILED, 59% Spanish, Large, (P) Tested 11/12/13 at Test Center Name Manifest 123414 Scored 11/18/13	PASSED, 99% Spanish (C) Tested 12/12/14 at Test Center Name Manifest 123414 Scored 12/18/14	Retest Available May, 18, 2014
Mathematics			FAILED, 59% Standard English Tested 5/18/13 at Test Center Name Manifest 123414 Scored 5/25/13	Retest Available May, 18, 2014
Science				Scheduled 12/13/13
Social Studies	PASSED, 99% Spanish (C) Tested 12/12/14 at Test Center Name Manifest 123414 Scored 12/18/14	FAILED, 59% Standard English Tested 5/18/13 at Test Center Name Manifest 123414 Scored 5/25/13	PASSED, 99% Spanish (C) Tested 12/12/14 at Test Center Name Manifest 123414 Scored 12/18/14	Retest Available Schedule Now

Started September, 1, 2013. Test profile update on November 15, 2013, 2:27 AM. Legend: (P) = Pen & Paper, (C) = Computer, (A) = Audio, (B) = Braille, (L) Large Print

Content Areas	Form A	Form B	Form C	Schedule Test
Reading		FAILED, 59% English (P) Tested 11/12/13 at Test Center Name Manifest 123414 Scored 11/18/13	7	Retest Available May, 18, 2014
Writing	FAILED, 59% English, Braille, (C) Tested 11/12/13 at Test Center Name Manifest 123414 Scored 11/18/13	FAILED, 59% Spanish, Large, (P) Tested 11/12/13 at Test Center Name Manifest 123414 Scored 11/18/13	PASSED, 99% Spanish (C) Tested 12/12/14 at Test Center Name Manifest 123414 Scored 12/18/14	Retest Available May, 18, 2014
Mathematics			FAILED, 59% Standard English Tested 5/18/13 at Test Center Name Manifest 123414 Scored 5/25/13	Retest Available May, 18, 2014
Science				Scheduled 12/13/13
Social Studies	PASSED, 99% Spanish (C) Tested 12/12/14 at Test Center Name Manifest 123414 Scored 12/18/14	FAILED, 59% Standard English Tested 5/18/13 at Test Center Name Manifest 123414 Scored 5/25/13	PASSED, 99% Spanish (C) Tested 12/12/14 at Test Center Name Manifest 123414 Scored 12/18/14	Retest Available Schedule Now
	PASSED, 99% Spanish (C) Tested 12/12/14 at Test Center Name Manifest 123414 Scored 12/18/14	PASSED, 99% Spanish (C) Tested 12/12/14 at Test Center Name Manifest 123414 Scored 12/18/14	PASSED, 99% Spanish (C) Tested 12/12/14 at Test Center Name Manifest 123414 Scored 12/18/14	

8

6

9

Bulk Upload



 **Muncie Test Center**
TEST CENTER PORTAL

Welcome, John Smith **LOGOUT**

Home Scheduled Exams **Register Examinee** Schedule Examinee Create Manifest Test Center Profile Your Profile

Find Examinee by Examinee ID, Social Security Number, Phone Number, E-mail, or Last name **Find**

Bulk Register Examinees

Follow the following directions to register examinees in bulk.

1. Download the spreadsheet template here. The format is in CSV.
2. Fill out the field according to the column headings in the spreadsheet. Do not delete the first row.
3. Save your file as a new file name.
4. Browse below and find the file to upload.
 Browse
5. Press upload below when you are ready. You will receive an e-mail when the upload has been completed.
2 **Upload** **Cancel** **3**



Schedule Exam

Step 1 : Find Examinee



The screenshot displays the Muncie Test Center Test Center Portal. At the top left is the TASC logo (TEST ASSESSING SECONDARY COMPLETION). The page title is 'Muncie Test Center TEST CENTER PORTAL'. A user is logged in as 'John Smith' with a 'LOGOUT' button. A navigation bar includes links for Home, Scheduled Exams, Register Examinee, Schedule Examinee (highlighted), Create Manifest, Test Center Profile, and Your Profile. The main content area is titled 'Find Examinee (Step 1)'. Below the title, a green horizontal line separates the header from the instructions: 'Find a registered examinee to start the exam scheduling process with. If the examinee is not registered then go to [Register Examinee](#).' A search input field is labeled 'Find Examinee by Examinee ID, Social Security Number, Phone Number, E-mail, or Last name' and is followed by a green 'Find' button. Large red numbers '1' and '2' are overlaid on the page to indicate the sequence of steps.

Step 2 : Select Examinee





Muncie Test Center
TEST CENTER PORTAL

Welcome, John Smith [LOGOUT](#)

Home Scheduled Exams Register Examinee **Schedule Examinee** Create Manifest Test Center Profile Your Profile

Select Examinee (Step 2)

Select examinee to schedule an exam for.

John Smith	xxx-xx-1234	11/13/1970	(219) 123-4568	email@address.com	Select
Mary Jones	xxx-xx-1234	03/07/65	(219) 123-4568	email@address.com	Select
Mary Jones	xxx-xx-1234	03/07/65	(219) 123-4568	email@address.com	Select
Mary Jones	xxx-xx-1234	03/07/65	(219) 123-4568	email@address.com	Select
Mary Jones	xxx-xx-1234	03/07/65	(219) 123-4568	email@address.com	Select
Mary Jones	xxx-xx-1234	03/07/65	(219) 123-4568	email@address.com	Select
Mary Jones	xxx-xx-1234	03/07/65	(219) 123-4568	email@address.com	Select

[Back](#) [Cancel](#)

1

2 [Back](#) [Cancel](#) 3

Step 3 : Select Exam



Exams Available for **John Smith** (Step 3)

Select exam to schedule.

Reading	Select
Writing	Select
Mathematics	Select
Science	Select
Social Studies	Select

Back Cancel

Step 4 : Select Time



 **Muncie Test Center**
TEST CENTER PORTAL

Welcome, John Smith **LOGOUT**

Home Scheduled Exams Register Examinee **Schedule Examinee** Create Manifest Test Center Profile Your Profile

Schedule Math Exam for **John Smith** (Step 4) **3**

Select test profile, date, and time.

1 Test Types ★

- Computer Based Test
- Paper Based Test

2 Form Types ★

- English
- Spanish
- English, Braille
- Spanish, Braille
- English, Large Print
- Spanish, Large Print
- English, Audio
- Spanish, Audio

Select Date

« **NOVEMBER** »

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Select Time of Day **4**

- Morning [Test Center Time Range]
- Afternoon [Test Center Time Range]
- Evening [Test Center Time Range]

5 **Back** **Schedule** **Cancel** **7**

6

Step 5 : Confirm Exam



Confirm Math Exam for **John Smith** (Step 5)

John Smith, ID #12345664 is confirmed for the following exam. Please confirm this information is accurate.

Exam Scheduled	Test Type	Form Type
Math	Computer	English, Large Print
Date	Time Frame	
November 22, 2013	Afternoon, 12:00 PM - 4:30 PM	
Test Center Address	Phone	
123 Main St. Suite 123 Munsi, IN 12345	(219) 123-4568	

2 **4**

Scheduled Exam Confirmation





Muncie Test Center
TEST CENTER PORTAL

Welcome, John Smith [LOGOUT](#)

Home Scheduled Exams Register Examinee **Schedule Examinee** Create Manifest Test Center Profile Your Profile

Scheduled Exam Confirmation #12321312323 **1**

John Smith, ID #12345664 is confirmed for the following exam.
Examinee must bring this receipt with them on the date of the scheduled exam.

Exam Scheduled	Test Type	Form Type
Math	Computer	English, Large Print
Date	Time Frame	
November 22, 2013	Afternoon, 12:00 PM - 4:30 PM	
Test Center Address	Phone	
123 Main St. Suite 123 Muncie, IN 12345	(219) 123-4568	

2

4 [Print](#)

Bring Proof of Eligibility

Remember to bring proof of your eligibility.

Examinee is eligible to take the TASC if they are not enrolled in high school and have not already received a high school diploma or other high school equivalency credential.

Examinee is at least 18 years of age OR at least 16 years of age with an exit letter from any superintendent.

Be an Indiana state resident; if a candidate provides an out of state or foreign ID, the candidate must provide proof of Indiana residency for the past 30 days

3



Review Scheduled Exams

Scheduled Exams



1 Scheduled Exams for November 12, 2014 **2**

Time	Examinee	Subject	Form	Mode	Status
This Morning	John Smith	Reading	Form A	Computer	Closed
	John Smith	Math	Form B	Computer	No Show
This Afternoon	John Smith	Science	Form A	Computer	In Progress
	John Smith	Social Studies	Form B	Pen & pencil	In Progress
	John Smith	Science	Form C	Computer	Check in
	John Smith	Geometry	Form B	Pen & Pencil	Check in

3 View Exams by Date

4 NOVEMBER

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

5 15 Open exams needing to be closed

6 131 Upcoming scheduled exams

7 Completed exams

Scheduled Exam Check-in





TEST
ASSESSING
SECONDARY
COMPLETION

Muncie Test Center
TEST CENTER PORTAL

Welcome, John Smith [LOGOUT](#)

Home **Scheduled Exams** Register Examinee Schedule Examinee Create Manifest Test Center Profile Your Profile

Check in **John Smith** for Reading Exam, Confirmation #12321312323

Verify examinee credentials to complete check-in for this exam.

Date	Time Frame	
November 22, 2013	Afternoon, 12:00 PM - 4:30 PM	
Full Name	Examinee ID	Examinee SSN or Government ID
John Smith	#12345664	xxx-xx-1234
Exam Scheduled	Test Type	Form Type
Reading	Computer	English, Large Print
Form	Do Not Use Form	
A	B, C	

Examinee must confirm the following eligibility requirements:

- Is the examinee eligible to take the TASC and not enrolled in high school and have not already received a high school diploma or other high school equivalency credential?
- Is the examinee at least 18 years of age or at least 16 years of age with an exit letter from any superintendent?
- Is examinee an Indiana state resident; if a candidate provides an out of state or foreign ID, the candidate must provide proof of Indiana residency for the past 30 days

If examinee does not meet these three requirements please mark the exam check-in with "Not Eligible"

[Confirm Check-in](#) [Not Eligible](#) [Cancel](#)

2

1

3 4 5

Close Exams



TEST ASSESSING SECONDARY COMPLETION

Muncie Test Center
TEST CENTER PORTAL

Welcome, John Smith **LOGOUT**

Home Scheduled Exams Register Examinee Schedule Examinee Create Manifest Test Center Profile Your Profile

Close Open Exams

Select open exams to close. Exams must be closed in order to enter into manifest.

<input type="checkbox"/>	Test Name	Exam	Test Date	Checked In By
<input type="checkbox"/>	John Smith	Social Studies, Form B, English, Audio	November 19, 2013	Susan Jones
<input type="checkbox"/>	John Smith	Math, Form B, Spanish	November 19, 2013	Susan Jones
<input type="checkbox"/>	John Smith	Science, Form C, English, Large	November 19, 2013	Susan Jones
<input type="checkbox"/>	John Smith	Writing, Form A, English	November 19, 2013	Susan Jones
<input type="checkbox"/>	John Smith	Reading, Form A, English	November 19, 2013	Susan Jones
<input type="checkbox"/>	John Smith	Reading, Form A, Spanish, Braille	November 19, 2013	Susan Jones
<input type="checkbox"/>	John Smith	Science, Form A, English	November 19, 2013	Susan Jones
<input type="checkbox"/>	John Smith	Social Studies, Form C, English	November 19, 2013	Susan Jones
<input type="checkbox"/>	John Smith	Social Studies, Form A, English,	November 19, 2013	Susan Jones

2 **Completed** **Not Returned** **Cancel** **4**

3

Confirm Exam Closure



John Smith	Reading, Form A, English	November 19, 2013	Completed
John Smith	Reading, Form A, Spanish, Braille	November 19, 2013	Completed
John Smith	Science, Form A, English	November 19, 2013	Completed

1 Confirm Back Cancel **3**

2



Manifests

Create Manifest





Muncie Test Center
TEST CENTER PORTAL

Welcome, John Smith [LOGOUT](#)

[Home](#) [Scheduled Exams](#) [Register Examinee](#) [Schedule Examinee](#) [Create Manifest](#) [Test Center Profile](#) [Your Profile](#)

Create Manifest

Create a manifest for test to be returned to CTB. Select test to include in this manifest.

<input type="checkbox"/>	John Smith	Social Studies, Form B, English, Audio	November 19, 2013	Completed
<input type="checkbox"/>	John Smith	Social Studies, Form B, English, Audio	November 19, 2013	Completed
<input type="checkbox"/>	John Smith	Math, Form B, Spanish	November 19, 2013	Completed
<input type="checkbox"/>	John Smith	Science, Form C, English, Large	November 19, 2013	Not Returned
<input type="checkbox"/>	John Smith	Writing, Form A, English	November 19, 2013	Not Returned
<input type="checkbox"/>	John Smith	Reading, Form A, English	November 19, 2013	Completed
<input type="checkbox"/>	John Smith	Reading, Form A, Spanish, Braille	November 19, 2013	Completed
<input type="checkbox"/>	John Smith	Science, Form A, English	November 19, 2013	Completed

1 **2** [Create](#) [Cancel](#) **3**

Confirm Manifest





Muncie Test Center
TEST CENTER PORTAL

Welcome, John Smith [LOGOUT](#)

[Home](#) [Scheduled Exams](#) [Register Examinee](#) [Schedule Examinee](#) [Create Manifest](#) [Test Center Profile](#) [Your Profile](#)

Confirm Manifest Creation

Confirm you want to include these exams in a manifest.

John Smith	Social Studies, Form B, English, Audio	November 19, 2013	Completed
John Smith	Social Studies, Form B, English, Audio	November 19, 2013	Completed
John Smith	Math, Form B, Spanish	November 19, 2013	Completed
John Smith	Science, Form C, English, Large	November 19, 2013	Not Returned
John Smith	Writing, Form A, English	November 19, 2013	Not Returned
John Smith	Reading, Form A, English	November 19, 2013	Completed
John Smith	Reading, Form A, Spanish, Braille	November 19, 2013	Completed
John Smith	Science, Form A, English	November 19, 2013	Completed

[2 Confirm](#) [Back](#) [Cancel](#) [4](#)

1

2

3

4

Manifest Receipt





Muncie Test Center

TEST CENTER PORTAL

Welcome, John Smith [LOGOUT](#)

- Home
- Scheduled Exams
- Register Examinee
- Schedule Examinee
- Create Manifest
- Test Center Profile
- Your Profile

1 Manifest #1234567

10 exams are included in this manifest. This manifest was created on November 20, 2013 at 5:15 by John Smith. **2**

John Smith	Social Studies, Form B, English, Audio	November 19, 2013	Completed
John Smith	Social Studies, Form B, English, Audio	November 19, 2013	Completed
John Smith	Math, Form B, Spanish	November 19, 2013	Completed
John Smith	Science, Form C, English, Large	November 19, 2013	Not Returned
John Smith	Writing, Form A, English	November 19, 2013	Not Returned
John Smith	Reading, Form A, English	November 19, 2013	Completed
John Smith	Reading, Form A, Spanish, Braille	November 19, 2013	Completed
John Smith	Science, Form A, English	November 19, 2013	Completed

3 [Print](#)



Test Center Profile

Test Center Profile



Muncie Test Center
Site Number #12345678

Test Center Users
John Smith (Administrator)
Mary Jones
Susan Matthews
Add User

Muncie Test Center
TEST ASSESSING
SECONDARY
COMPLETION

Muncie Test Center
TEST CENTER PORTAL

Welcome, John Smith LOGOUT

Home Scheduled Exams Register Examinee Schedule Examinee Create Manifest Test Center Profile Your Profile

Find Examinee by Social Security Number, Phone Number, E-mail, or Last Name Find

Muncie Test Center Site Number #12345678

Account created on November 17, 2013

1 Test Center Name Muncie Test Center Phone *

E-mail Address * Confirm E-mail Address * Web Site

Location Address 123 Main St Location Address, 2nd line Ste 123

City Muncie Zip Code * 84213

Test Center Description

2 3 4 5

Test Center Profile (continued)



Muncie Test Center
Site Number: #22319103

Hours of Operation & Holidays

Last Updated on November 17, 2013

Monday *
Closed

Tuesday *
Closed

Wednesday *
Closed

Thursday *
Closed

Friday *
Closed

Saturday *
Closed

Sunday *
Closed

Service Offerings

Test Types *
 Computer Based Testing
 Paper Based Testing

Form Types *
 English
 Spanish
 English, Braille
 Spanish, Braille
 English, Large Print
 Spanish, Large Print
 English, Audio
 Spanish, Audio

Other Services
 Classes

Update

Hours of Operation & Holidays

Last Updated on November 17, 2013

Sunday *
 Closed

Monday *
 Closed

Tuesday *
 Closed

Wednesday *
 Closed

Thursday *
 Closed

Friday *
 Closed

Saturday *
 Closed

Sunday *
 Closed

Mornings
7:00 AM to 11:30 AM

Afternoons
12:00 PM to 4:30 PM

Evenings
5:00 PM to 9:00 PM

Upcoming Closure Dates
Add on date per line. Use month, day, year format (mm/dd/yyyy). Please note that any days added after an exam is scheduled will not cancel the scheduled exam. It is the responsibility of the Test Center to notify Scheduled Examinees of closure dates. Past dates will be automatically deleted.

12/23/2013
12/24/2013
12/31/2013
01/01/2014

Service Offerings

Last Updated on November 17, 2013

Test Types *
 Computer Based Testing
 Paper Based Testing

Form Types *
 English
 Spanish
 English, Braille
 Spanish, Braille
 English, Large Print
 Spanish, Large Print
 English, Audio
 Spanish, Audio

Other Services
 Classes

Update

7

6

8

9

10

Confirm Profile Update



Create New User



 **Muncie Test Center**
TEST CENTER PORTAL

Welcome, John Smith [LOGOUT](#)

Home | Scheduled Exams | Register Examinee | Schedule Examinee | Create Manifest | **Test Center Profile** | Your Profile

Create New Test Center Administrator

* Indicates required field

1

First Name * Last Name * User Name *

E-mail Address * Confirm E-mail Address *

Password * Confirm Password *

2 **3**

Confirm User Creation



Muncie Test Center
TEST CENTER PORTAL

Welcome, John Smith **LOGOUT**

Home Scheduled Exams Register Examinee Schedule Examinee Create Manifest **Test Center Profile** Your Profile

Confirm New Test Center Administrator

Last update November 18, 2013 at 5:50 PM by John Smith.

* Indicates required field

First Name *	Last Name *	User Name *
John	Smith	Smith
E-mail Address *	Confirm E-mail Address *	
jsmith@gmail.com	jsmith@gmail.com	
Password *	Confirm Password *	Passwords must contain one uppercase letter, one number, one symbol, and be 8 characters long.
*****	*****	

2 **Confirm** **Back** **Cancel** **4**

3



User Profile

Your Profile





Muncie Test Center

TEST CENTER PORTAL

Welcome, John Smith [LOGOUT](#)

Home | Scheduled Exams | Register Examinee | Schedule Examinee | Create Manifest | Test Center Profile | **Your Profile**

Your Profile

Last update November 18, 2013 at 5:50 PM by John Smith.

* Indicates required field

1

First Name *	Last Name *	User Name *
<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="Smith"/>
E-mail Address *	Confirm E-mail Address *	
<input type="text" value="jsmith@gmail.com"/>	<input type="text" value="jsmith@gmail.com"/>	
Password *	Confirm Password *	Passwords must contain one uppercase letter, one number, one symbol, and be 8 characters long.
<input type="password" value="*****"/>	<input type="password" value="*****"/>	

2 **3**

Confirm Profile Update



TASC TEST ASSESSING SECONDARY COMPLETION

Muncie Test Center
TEST CENTER PORTAL

Welcome, John Smith **LOGOUT**

Home Scheduled Exams Register Examinee Schedule Examinee Create Manifest Test Center Profile **Your Profile**

Your Profile

Last update November 18, 2013 at 5:50 PM by John Smith.

* Indicates required field

First Name *	Last Name *	User Name *
John	Smith	Smith
E-mail Address *	Confirm E-mail Address *	
jsmith@gmail.com	jsmith@gmail.com	
Password *	Confirm Password *	Passwords must contain one uppercase letter, one number, one symbol, and be 8 characters long.
*****	*****	

1

2 **3** **4**

Confirm **Back** **Cancel**



Search Results

Search Results





Muncie Test Center
TEST CENTER ADMINISTRATOR

Welcome, John Smith [LOGOUT](#)

Home | Scheduled Exams | Register Examinee | Schedule Examinee | Create Manifest | Test Center Profile | Your Profile

Find Examinee by Social Security Number, Phone Number, E-mail, or Last Name [Find](#)

Search Results

Your search resulted in the following records [or] your search did not find any results.

John Smith	xxx-xx-1234	(219) 123-4568	email@address.com
John Smith	xxx-xx-1234	(219) 123-4568	email@address.com
John Smith	xxx-xx-1234	(219) 123-4568	email@address.com
John Smith	xxx-xx-1234	(219) 123-4568	email@address.com
John Smith	xxx-xx-1234	(219) 123-4568	email@address.com
John Smith	xxx-xx-1234	(219) 123-4568	email@address.com
John Smith	xxx-xx-1234	(219) 123-4568	email@address.com
John Smith	xxx-xx-1234	(219) 123-4568	email@address.com
John Smith	xxx-xx-1234	(219) 123-4568	email@address.com
John Smith	xxx-xx-1234	(219) 123-4568	email@address.com

« 1 2 3 »

1

2

Communication



- TASC Website
 - www.tasctest.com
- Social Media
 - [Facebook.com/TheTASCTest](https://www.facebook.com/TheTASCTest)
 - [Twitter.com/TheTASCTest](https://twitter.com/TheTASCTest)
 - TheTASCTest.Wordpress.com/

Customer Support



- TASC Technical Support
 - TASC_HelpDesk@ctb.com
 - Toll Free: (888) 282-0589
 - Hours: 7:30am – 8pm EST
 - Monday - Friday



Final thoughts...