

Working Together Towards a Better Testing Experience

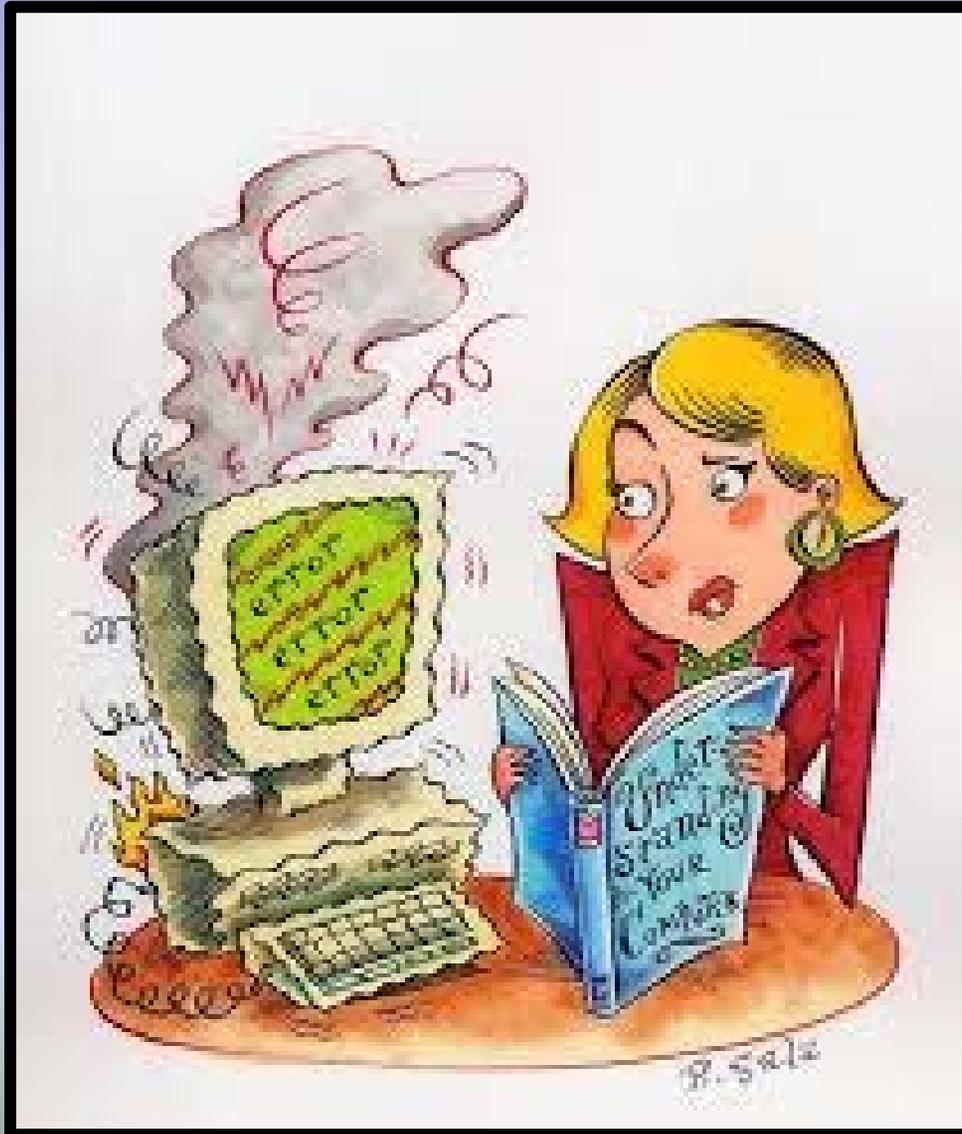
Summer Institute

July 20-22, 2015

Presenter: Angela Reffo

TASC Coordinator for SBCSC

Do you sometimes feel like.....



We want you to feel like.....



TASC Test Registration

- Mondays @ 1:45pm for 1st time examinees
- Tuesdays @ 1:45pm for Retakes/Reschedules
- Examinees do the following:
 - Pay test fee(money order only)
 - Present government-issued photo ID and Social Security Card
 - Fill out paperwork
 - 1 hour TASC preview session
 - Choose their test dates

South Bend Community School Corporation
 Application and Agreement
 High School Equivalency Assessment/TASC™

Have you ever taken a TASC test in another state? Yes No If Yes, Where/When: _____

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

Initial below:

____ I certify that I am not currently enrolled in high school and have not already received a high school diploma or other high school equivalency credential.

____ I have shown proof that I am at least 18 years of age or at least 16 years of age with an exit letter from a superintendent.

____ I have been a resident of the state of Indiana (IN) for at least 30 days prior to testing.

FOR OFFICE USE ONLY	
Test Form: _____	Test Date: _____
Retest Test Form: _____	Retest Areas: _____
Retest Date: _____	

Social Security Number ____ - ____ - ____	or Government ID # _____	Birthday ____ / ____ / ____	Age ____	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
First Name (Legal Name) _____	MI ____	Last Name (Legal Name) _____	Suffix ____	Maiden Name _____

Ethnicity (Check all that apply) <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino	Home Language <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> _____	Reason(s) for taking test <input type="checkbox"/> Further education <input type="checkbox"/> Employment <input type="checkbox"/> Military <input type="checkbox"/> Other _____	Last High School Attended: _____ City/State: _____ Last Grade Completed: _____ Withdrawal Year: _____
Email Address _____	Alternate Email Address _____		

Land Line Number () _____	Cell Phone Number () _____	Alternate Number () _____
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Mailing Address or PO Box _____	City _____
County _____	State _____
	Zip Code _____

Have you ever taken the TASC Test in Indiana before? <input type="checkbox"/> Yes <input type="checkbox"/> No. If Yes, Where/When: _____	Have you ever taken Adult Education Classes before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Where/When: _____
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I certify that the information I have 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.

Signature: _____ Date: _____

Please Note: If you have a disability which may entitle you to special testing accommodations, please notify or contact the HSEA-TASC Coordinator at 574-283-7505. Revised: 3/18/15

FOR OFFICE USE ONLY			
Government ID Used:		Additional Identification (if required):	
Date fee paid:		Payment type and number:	
Invoice sent date:		Payment Amount:	

We use the information from this form to verify all of the information the examinee's input into the Examinee Portal section of the Registration System.

SOUTH BEND COMMUNITY SCHOOL CORPORATION
Department of Adult Education

Test Date: _____	Time: _____

**** Indiana High School Equivalency Assessment-TASC™ ****
Examinee Verification of Registration, Payment & Testing Policy Requirements

The undersigned examinee for the HSEA-TASC™ affirms that he/she understands and agrees to the following testing, registration, and payment policies:

- **VALID IDENTIFICATION:** The required personal identification items that I have submitted are accurate and valid. I will bring my pre-approved government-issued picture identification (Driver's License, Identification Card, Passport etc.) to the testing sessions for which I am scheduled. I understand that any misrepresentation of information related to HSEA-TASC™ will result in invalidation of any test results and potential prosecution. I understand that identification will be checked at registration and on each test day. If I do not bring my pre-approved picture identification with me on each day, I will not be able to test that day.
- **TEST PAYMENT AND RESCHEDULE POLICY:** All fees are non-refundable. I understand that if I want to reschedule a test date, I must attend a registration session and pay a reschedule fee of \$10.00. The test must be started within 60 days of the original registration date (the date of the registration session). If I do not start the test within 60 days, I will have to pay an additional \$90.00 (or partial retest fee of \$18.00 per subtest) in order to reschedule and test.
- Once I have started the test, I understand that it must be completed within 60 days from the date that I started the test. An "incomplete test" means that I did not finish the complete test battery within the 60 day limit and I must retake the entire test battery.
- If I arrive after the scheduled test start time, I understand that I will not be allowed to test. If I am late returning from break, I understand I will not be allowed to finish testing for that day. It is strongly recommended that I should arrive at least 30 minutes before my scheduled test start time.
- **SCORE POLICY:** To earn a passing score on the Indiana HSEA-TASC™ a student must receive a scale score of 500 on each of the five (5) subtests.
- **RETEST POLICY:** Examinees may not retest in any subject until the full test battery has been completed and scored. The Indiana HSE test offers 3 test forms (Form A, Form B and Form C) each calendar year. Retests must be administered on an alternate test form and six months must pass between testing on the same form. Examinees may not test on any form more than twice in one calendar year. Thus, examinees may not retest more than six (6) times per calendar year (January 1 – December 31). A person need only retest in those subjects on which scores need to be raised. One or all 5 retests may be taken within the 60 day period.

I have read, understood and hereby agree to all the above policies and requirements.

Print Name _____ Signature _____ Date _____

This form is a carbon copy so after we write the students test dates and times at the top, we give them the bottom carbon copy as a reminder.

South Bend Community School Corporation
BENDIX BUILDING and HSEA-TASC™ POLICIES

Please read carefully, initial each item and sign below:

Adult Education welcomes all of our adult students and examinees to the Bendix Building. The security, maintenance and success of this facility require that all of our students understand and follow the policies below. Your cooperation is appreciated. Violations will result in dismissal from the building and/or program.

Initial each line below:

_____ **TESTING:** According to SBCSC and Indiana HSEA-TASC™ regulations, candidates are not permitted to have food/drinks, purses, backpacks, books, notebooks, jackets, coats, hats, scarves, cell phones, pagers, digital cameras, handheld scanners, games or any other personal electronic device in their possession during testing. **Any disruption of the testing environment by a cell phone or other device may result in immediate termination from testing and confiscation of the offending device.** Any such items brought into the testing session will be stored in a drawer by the TASC Examiner – at the owner's risk. A student phone is available at the reception area on this floor.

_____ **BUILDING GROUNDS & ACCESS:** All students and examinees must enter at the front of the building. The back door is secured for safety. The back door may be used for exit at any time. Please do not congregate around building doors or around cars in parking lot. No loud noise stereos permitted on SBCSC property.

_____ **PARKING:** Use either of the two parking lots located in back on the south side of the building. Access to the second lot (next to the busses) is from Bendix Drive. Parking in the front lot is restricted to handicapped and delivery/drop off only. No parking in the drive or adjoining business lots.

_____ **NO SMOKING:** Smoking in the Bendix Building or outside on SBCSC grounds, parking lots or in cars is against SBCSC School Board policy. This policy applies to all students, testers and other visitors, regardless of age. A violation of this policy can result in termination from Adult Education services.

_____ **CONDUCT/APPEARANCE:** Students are expected to dress and conduct themselves in a manner appropriate to the SBCSC Adult Education Program. Hats/hoods/scarves are not to be worn in the building; disruptive behavior, offensive language and suggestive or too casual attire are not permitted. If you are extremely ill on your test date (coughing, wheezing, etc.) and it will disrupt or interfere with your ability or any other student's ability to test, we have the right to reschedule you for a new test session.

_____ **ALCOHOL/DRUGS/WEAPONS** in any form are absolutely prohibited in this and all SBCSC facilities.

My initials above and signature below indicate that I have read, understood and agree to comply with all of the above policies. Any violations may result in my dismissal from testing.

Signature _____

Date _____

Release of Information/Permission to Publish

I give permission for the South Bend Community School Corporation Adult Education Program to publish my name as a High School Equivalency Diploma recipient after successfully completing the test.

I DO NOT give permission for the South Bend Community School Corporation Adult Education Program to publish my name as a High School Equivalency Diploma recipient after successfully completing the test.

Signature _____

Printed Name _____

Date _____

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Revised 2/14

This form has 2 purposes:

1. The top section states all testing and building policies
2. The bottom section is permission to publish their name as an HSE graduate in our program we pass out at our graduation ceremony held in the spring.

Sign-In Sheet

WEDNESDAY, MARCH 11, 2015			
9:30AM			
#	NAME	SIGNATURE	NOTES
1	AL AMMAREI, N.		D1-SS ONLY
2	CANUL E.		
3	MILLIMAN, A.		
4	WILLIAMS, B		
5	YOHO, J		D1-SS ONLY
THURSDAY, MARCH 12, 2015			
9:30AM			
#	NAME	SIGNATURE	NOTES
1	CANUL, E		
2	DAVIS, T		D2-ALL
3	DEROSA, D		D2-M ONLY
4	FAIR, L		D2-M ONLY
5	MILLIMAN, A		
6	WALDEN, T		D2-M ONLY
7	WILLIAMS, B		

We make 3 copies of our sign-in sheet:

- 1) For our security desk
- 2) For our examinees to sign when they enter the testing room
- 3) For TASC Coordinator to communicate information to our examiner.
 - lists test form
 - what subtest the examinees are scheduled to take
 - add students to the OAS system to print test tickets.

TASC Registration System

- Search for examinee to ensure no duplication is made.
- Enter examinees information from application form into the registration system
- Schedule examinee for test session
- Write down test form and UUID on application form
- Create sign-in sheet for security desk and testing room

TASC Online Assessment System(OAS)

- Login
- Click on Groups, Manage Students, Student List
- Next, under the “Group Selector” filter, click the arrow so that it points down.
 - If you have more than one testing site, you will see both sites listed. Click on the site where you will be administering the test.

TASC Online Assessment System(OAS) Continued

- You will only add names of students who have never taken the CBT at your location before.
- Alphabetized by last name so easy to check to make sure you do not duplicate a name.
- To add a new examinee, click the + sign at the bottom of your screen.
- Use application sheet to enter all information in required(*) filters.
- Note: Enter 9 digit UUID# in Examinee ID Filter

TASC Online Assessment System(OAS) Continued

- After all information is entered, click the down arrow in the group selector box
- Click on the testing center where examinee will be taking their TASC test and click Save.
- After you have entered all new examinees, at the top left corner of the screen, click on Assessments, then Manage Sessions
- Next, click on schedule session highlighted in blue or the + sign at the bottom of the page

TASC Online Assessment System(OAS) Continued

- At the top of the screen you will see the words test group. It is set to English, but if you click the down arrow, you can set it to Spanish.
- Use your student sign-in sheet to see which students are testing on each form.
- You must now set up a test session for Form D, Form E, and Form F if you have students assigned to each of these forms.

TASC Online Assessment System(OAS) Continued

- Accommodations Testing Overview: For accommodations testing, you can only test an examinee on computer if they were approved for time and a half. If a student was approved for double time, they will have to use the paper based version of the test since this feature is not yet offered for computer based testing. You also must check the 1.5 extended time on two different screens for it to work correctly.

TASC Online Assessment System(OAS) Continued

- Best Practice #1: If you have a student that is taking the CBT full battery on Form D and another student taking or retaking one subtest on Form D on the same test date, you do not need to make 2 different test sessions for Form D; simply schedule both students for Form D and when you print the access codes for Form D, only give the student taking one subtest their access code for that subtest and give the other student all 5 of their access codes. We use sticky notes with each access code so students raise their hand when they complete a subtest and then we hand them their next access code.

TASC Online Assessment System(OAS) Continued

- Best Practice #2: Put all of your paper-based test booklets in a folder with a front sleeve and label the folder with the Form Identifier and the serial numbers and place in locked filing cabinet. This is an easy way to keep each test battery together and organized.
- Best Practice #3: Use post-it notes for writing down the access codes for each subtest for CBT.

TASC Online Assessment System(OAS) Continued

- Best Practice #4: When entering barcodes on the registration system:
 - 1. Click on Scheduled Exams
 - 2. Click the day on the calendar for the exams you want to view
 - 3. Click view session roster
 - 4. Click enter barcode next to the student's name that you wish to enter the barcode for.
 - 5. The barcode will automatically transfer to all subtests that you have scheduled for that particular student so you only have to enter it one time! 😊

TASC Online Assessment System(OAS) Continued

- Best Practice #5: Do not check in students or enter barcodes until the student enters the testing room. This way, if they do not show up for the test, you will not have to call the TASC help desk to clear that person's barcode or checked-in status.
- Best Practice #6: We found it best to offer 2 day testing for students. On the first day, we offer Science, Social Studies and Reading. The next day, we offer Math and Writing. There is only a 25 minute difference in the length of testing times each day.
- Best Practice #7: Instead of calling UPS for a pickup for returning answer documents, I keep a copy of my mailing label and take my answer document package to the nearest UPS drop box after work.