

## Indiana HSE Testing Center Application Form

Return Completed Form to Megan Hibbard, HSE Test Coordinator | [mhibbard@dwd.in.gov](mailto:mhibbard@dwd.in.gov)

The State of Indiana has contracted with HiSET® and GED® as HSE test vendors. Indiana HiSET® and GED® have established criteria to determine whether a facility constitutes a testing center.

Indiana’s testing policy states that a *“testing center (is a) site that holds a testing center agreement with ETS/PSI and or GED.”*

Indiana’s testing policy also states that an *“addendum site (is a) site at which testing shall occur, but the sites do not have a separate testing center agreement with ETS/PSI and or GED®. Addendum sites must fall under the responsibility of a testing center.”*

The state HSE coordinator must have on file the names of individuals who participate in testing. Indiana’s testing policy states –

*“Chief Examiner or Test Coordinator – Individual responsible for the administration of a secure and legally defensible HSE testing center including the building, testing room, testing conditions, and qualified staff. Test Coordinators may also serve as examiners.”*

*“Test Administrator Examiner – Individual responsible for proctoring the HSE test in a secure and legally defensible manner. Examiners must have a high school diploma or equivalent; must be unbiased (cannot be involved directly with student preparation for HSE); and must be trained as an HSE test examiner. A testing program may have several examiners.”*

### All testing centers must follow Indiana’s testing policy.

List of **all** individuals involved in HSE testing:

Testing roles of these individuals:

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What qualifications do these individuals hold? List degrees earned.

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Where will paper-based tests be stored? If doing computer-based tests where will laptops be stored?

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If a site will be utilizing computer-based testing, will the site be using laptops (yes or no) or desktops (yes or no)? (Circle One)

Is the area and all materials including paper, desktops, and laptops, locked and secured? (Circle One) Yes  
No

Who has access to paper-based and computer-based tests?

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Are there individuals not involved in testing who have access to these tests? (Circle One) Yes No

If yes, who are the individual(s) with access to these tests?

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What is/are their role(s) at this facility?

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Will paper-based and/or laptops tests be locked in a file cabinet?

(Circle One) Yes No

If tests are stored in a file cabinet, where is the location of the cabinet?

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Is the filing cabinet always locked? (Circle One) Yes No

Is there anyone else, not affiliated with testing, who has access to the file cabinet?

(Circle One) Yes No

If so, who are the individual(s) and what is their role?

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Teachers may help students register for the test, but they may not have access to the HiSET® portal. They may not look up grades or have a username or password. Only testing personal may access grades and student information. List individuals who would have access to the HiSET® portal their roles.

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If requesting to be a GED® testing center, GED does allow teachers to have access to the Student Services on GED Manager if a student allows. List individuals who will need access to GED® Manager and their role.

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Accommodations: Does your facility have the capability to provide testing accommodations?  
 (Circle One) Yes      No

Who is helping student(s) with testing accommodations and what is his/her role at the facility?

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What other information would you like the state of Indiana to know when considering this facility as a testing center?

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Attached are qualifications for a HiSET® or GED® test center. This checklist can be found in the HiSET® Manual and was adapted below. Indiana uses this checklist to determine whether a facility can become a testing center.

SECURITY	Yes/No	Who has access?	Role Description (who is responsible for this activity)	Comments:
Passwords are secured and/or locked up and not posted in testing areas, reception area, or offices.				
The testing room is locked and secured when testing is not occurring.				
Access to the testing room key is limited to authorized staff only.				
<b>Test center staff use secure check-in procedures.</b> Before examinees test, staff <u>must</u> check their identification and obtain their signatures on a sign-in sheet/roster.				
<b>Scratch paper or whiteboards are distributed to every test taker.</b> Staff must verify that the scratch paper is returned in				

its entirety upon completion of testing and disposed of after use.				
A safe area is provided in which test takers can store personal belongings. This includes purses, books, backpacks, and electronic devices. All cell phones must be turned off. The only calculators allowed are 4-function and scientific calculators				
Provide a secure, locked storage area for testing materials. Only individual(s) who administer the test should have access to these materials. Individuals involved with instruction cannot have access to these materials.				
Recommendation: Test center has a test center staffing succession plan.				
Recommendation: Test administrators regularly change their individual software passwords (recommend every 30 days).				
Recommendation: Criminal background checks are part of hiring practices for test center staff.				
HiSET® and/or GED® administrations are always monitored by a test administrator or proctor.				
A test center staff member is always present in the testing room during testing sessions. Testing staff walk through the testing room at 10-minute intervals.				
Each workstation is completely visible to a test center staff member and within hearing distance of the test center staff. Testing staff can access the workstations within 10 seconds of an issue.				
The testing room is located within a locked, enclosed room and supervised when unlocked.				
Provide a secure and safe testing area.				

Provide comfortable seating and room temperature for test takers during testing.				
The door to the testing room is closed to provide a quiet testing environment.				
The testing room is entered directly from an administration/reception area.				
Desks/tables are arranged where testers cannot see each other, and test takers cannot view any screen other than their own.				
For computer-based testing, dividers cannot be used. There must be a 5 feet distance between test takers. For paper-based administration, the separation distance should be measured from the center of the test.				
Test center personnel have access to a telephone available to facilitate contacting GED® Technical Support or the GED® Office of Testing Integrity. Contact PSI via Zendesk.				
An area next to the testing room used for test taker registration and for monitoring testing center activity is provided.				
Test center provides reasonable privacy for test taker identification verification and prevents exposure of information to other test takers.				
Recommendation: A sign is posted outside the test center indicating "Testing is in progress. Please be quiet."				
Staff treats all test takers in a professional and courteous manner.				
Staff must read and be familiar with the HiSET® and/or GED® Program Manual.				
Staff must be assigned unique user accounts to access HiSET® and/or GED® software.				

Staff must notify PSI and/or GED® when personnel changes occur and provide complete contact information, including email addresses and telephone numbers.				
Chief examiners and test administrators have completed the online HiSET® and or GED® eLearning training.				

**Approved (Circle One) Yes**

**No**

**Megan Hibbard, HSE Test Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_