



To: Indiana's Workforce System
From: Indiana Department of Workforce Development
Date: July 26, 2019
Subject: DWD Policy 2019-01
High School Equivalency Testing

Purpose

This policy provides guidelines for High School Equivalency (HSE) testing using the Test Assessing Secondary Completion (TASC) in Indiana.

Rescissions

DWD Policy 2014-02

References

Indiana Code § 22-4.1-18

Indiana Bureau of Motor Vehicles, Proving Indiana Residency, <https://www.in.gov/bmv/2436.htm>

Content

The Department of Workforce Development (DWD), Adult Education has the authority to grant the Indiana High School Equivalency (HSE) Diploma according to IC 22-4.1-18 and to determine the assessment used to measure High School Equivalency. DWD has determined that the DRC (Data Recognition Corporation) Test Assessing Secondary Completion (TASC) is the sole assessment that shall be used to determine candidate's achievement of High School Equivalency and thus eligibility to receive the Indiana HSE Diploma.

HSE Testing Program Definitions

Testing Center – Site that holds a testing center agreement with DRC and DWD.

Addendum Site – Site at which testing shall occur, but the site does not have a separate testing center agreement with DRC. Addendum sites must fall under the responsibility of a testing center.

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.

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.

Candidates – Individuals who are eligible to sit for the HSE test.

Registration and Scheduling

Testing candidates must register for the HSE test through an approved testing center or through DRC (when available). Each testing center is responsible for setting up the HSE test registration process that best suits its needs but must follow these guidelines:

- Testing centers must register each candidate in the DRC registration system. Testing centers must use this system to manage candidate information, verify identity, and manage a candidate's testing needs such as retests and accommodations. A candidate is not registered for the HSE test until entered into the registration system.
- If a testing center chooses to use a paper form to collect candidate information initially, the test center must use a DWD-approved intake form.

Testing centers are responsible for setting their own testing schedules and ensuring that the schedule is kept up to date in the registration system. Testing centers should strive to schedule candidates to test at the time and location most convenient for the candidate whenever possible.

Accommodations

All accommodation requests must be made to DRC and must be made using the DRC-approved form. The accommodations request form as well as a list of acceptable accommodations can be found on www.TASCtest.com.

Testing Fees

The maximum fee for testing services in Indiana is established by DWD.

Indiana HSE Candidate Eligibility

The Indiana HSE test may be administered only to candidates who meet the following minimum guidelines. An eligible candidate:

- Does not hold a diploma (or its equivalent) from an accredited high school;
- Is a resident of the state of Indiana for a minimum of thirty (30) days immediately preceding the day of testing;
- Is at least sixteen (16) years of age on the date of testing;
- And either:
 - Has officially exited high school following the Indiana Department of Education (DOE) attendance requirements, using the official DOE exit form (<http://www.doe.in.gov/student-services/attendance/memos-and-forms>), **and** has obtained a Superintendent's signature using the DOE Exit Interview Form (Exit Interview Form); **OR**
 - Is at least eighteen (18) years of age on the date of testing.

Proof of Identity

Testing center staff are responsible for verifying that each Indiana HSE candidate tested is eligible to sit for the HSE test by verifying proof of identity documentation. A candidate's eligibility documentation must be kept on file at the testing center for three (3) years. Each of the following are acceptable forms of candidate eligibility documentation:

- An unexpired driver's license;
- An unexpired state identification card issued by the Indiana Bureau of Motor Vehicles;
- An unexpired passport;
- A military ID; **OR**
- Other forms of government-issued (including state or federal governments in the United States or of a foreign government) identification that show the candidate's name, address, date of birth, signature, and photograph.

If religious practice or belief prohibits having one's photograph taken, then the candidate must supply both an official birth certificate with a state seal and a Social Security Card as candidate eligibility documentation. Eligibility for a candidate that is a foreign national and cannot supply one of the forms of documentation listed above due to religious practice or belief that prohibits having one's photograph taken shall be determined on a case by case basis.

If the candidate's eligibility documentation does not establish Indiana residency, then a second form of documentation establishing Indiana residency must be provided. The Indiana residency documentation must prove that the person has resided in Indiana for a minimum of thirty (30) days prior to the date the HSE test is administered. The following are the most common forms of acceptable Indiana residency documentation:

- Computer-generated bill issued by a utility company, credit card company, doctor, or hospital showing your name and address of residence. Bill must be dated within 60 days of the date of application;
- Bank statement or bank transaction receipt showing your name and address of residence, and the bank's name and mailing address. Statement or receipt must be dated within 60 days of the date of application;
- Pre-printed pay stub showing your name and address of residence, and your employer's name and address. Pay stub must be dated within 60 days of application;
- A complete list of documents proving Indiana residency can be found at <https://www.in.gov/bmv/2436.htm>

Candidate residency documentation must also be kept on file at the testing center for three (3) years.

Candidate eligibility, including both identification and Indiana residency, must be established prior to a candidate sitting for any part of the HSE test, including when sitting for the full battery or for retesting purposes.

Test Forms

The HSE full battery test covers five (5) academic areas: Reading, Writing, Mathematics, Social Studies, and Science, which are referred to as subtests. The Indiana HSE test offers three full battery test forms each calendar year for both the paper-based and the computer-based testing.

Time Limit

Indiana HSE candidates must complete the full battery of HSE tests within sixty (60) calendar days from the start of the first subtest. It is not necessary for candidates to pass all subtests during this timeframe.

If the full battery of HSE tests remains incomplete on the sixty-first (61st) day, test scores for completed subtests will be invalidated. Candidates whose scores are invalidated must retake the invalidated tests utilizing a different test form. They will then have sixty (60) calendar days to complete the full HSE test battery.

Minimum Passing Score

To earn a passing score on the Indiana HSE test, a candidate must receive a scale score of at least 500 in each of the five (5) subtests. Each subtest must be passed, but the candidate does not need to achieve an overall average score in order to earn a diploma.

Honors Diploma

An Honors HSE Diploma will be granted to candidates who score:

- At least 580 on the Language Arts Reading subtest,
- At least 560 on the Mathematics subtest, and
- At least 560 on the Language Arts Writing subtest, including at least a six (6) out of eight (8) score on the Writing essay.

The minimum score must be met on all three subtests in order to receive honors status.

Retesting

Retesting is subject to the following:

- The full test battery must be completed before a candidate can retest.
- To retest without a waiting period, a different test form must be utilized. For example, if Form A was used for the initial test, the retest must be on Form B or Form C to avoid the wait period.
- Retesting on the same test form requires a six (6) month waiting period between the initial testing date and the retest date.
- In the event that the candidate scores lower on a retest than on a previous test, the highest score will be kept.

Retesting to Achieve a Higher Score

An Indiana HSE candidate who has already earned a passing score on a subtest may only retest in that subject area if a higher score is needed to meet an admission requirement for postsecondary education or training, to meet employment requirements, or to enlist in the armed forces. The candidate must

provide verification of this requirement from the entity requiring a higher score. A candidate is not permitted to retest for the sole purpose of increasing scores to earn the HSE Honors Diploma.

Cancellations

In the event of a cancellation, testing centers may offer a credit and allow the candidate to reschedule for a later date. A refund should only be offered at the discretion of a test coordinator when a student cannot otherwise reschedule such as death, incarceration, or moving away from the testing center. Testing centers are required to have a cancellation policy and must inform candidates of the policy at the time of registration.

Pre-Existing High School Equivalency Testing Scores

DWD will not accept scores from other assessments in place of passing sections of the Indiana HSE test.

Portability and Reciprocity of Diploma

Candidates who successfully pass the HSE test will receive an Indiana High School Equivalency Diploma issued by DWD. The Indiana HSE diploma verifies that a student has demonstrated acquisition of knowledge similar to that of a high school graduate.

Effective Date

January 1, 2019

Ending Date

Upon rescission

Contact for Questions

policy@dwd.in.gov

Action

Indiana's adult education and High School Equivalency testing systems will follow the guidance contained in this policy, in addition to DRC testing policies and guidelines.