

To: Indiana's Workforce System

From: Indiana Department of Workforce Development (DWD)

Date: October 15, 2024

Subject: DWD Policy 2019-01, Change 6
High School Equivalency Testing

Purpose

This policy provides guidelines for High School Equivalency (HSE) testing using the HiSET® or the GED® exam in Indiana.

Change 6 Summary

Effective July 1, 2024, individuals who may recommend HSE testing for eligible candidates at least sixteen (16) but less than eighteen (18) years of age on the date of testing include the following:

- The student's parent if the student attends a nonaccredited nonpublic school that has less than one (1) employee;
- The superintendent, the principal, or head of the school the student attends, or the appropriate designee, if the student attends a school that employs more than one (1) employee; or
- A judge.

Rescission

DWD Policy 2019-01, Change 5 *High School Equivalency Testing*

References

- IC 20-18-2-21, 22-4.1-18, and 31-9-2-68
- Indiana Bureau of Motor Vehicles, *Real ID Overview*
- Indiana Department of Education, *State Attendance Officer*
- HiSET®, *HiSET ADA Accommodations Policy and Process*
- GED® Testing Service, *Accommodations*
- PSI¹

Definitions

Testing Center. Site that has a testing center agreement.

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

¹ PSI is the HiSET® vendor, <https://www.psiexams.com/>.

Chief Examiner or Test Coordinator. The 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. The 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.

Content

The Department of Workforce Development (DWD) and Indiana 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 HiSET® and GED® are the sole assessments that shall be used to determine a candidate's achievement of High School Equivalency and thus are eligible to receive the Indiana HSE Diploma.

Test Registration and Scheduling

HiSET® testing candidates must register for the HSE test through an approved testing center or through PSI via their "My HiSET Account." 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 appropriate testing program's 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 in the registration system.

Testing centers are responsible for setting testing schedules and ensuring that the schedule is 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.

GED® testing candidates must register for the HSE test through an approved testing center or through the GED® website. Each testing center is responsible for the HSE test registration process that best suits its needs but must follow these guidelines:

- Testing centers must register each candidate in the appropriate testing program's 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 in the registration system.
- The testing center must order the paper-based test from GED®. Allow two weeks to receive the paper-based tests.

Testing centers are responsible for setting exam schedules and ensuring that the schedule is up to date in the registration system. Testing centers may not schedule candidates for the GED® exam. HSE candidates must go to the GED® website and schedule a test.

Accommodations

All **HiSET**® accommodation requests must be made to PSI using the Disability Services-approved form. The accommodation request form as well as a list of acceptable accommodations can be found on the HiSET® Accommodations for Test Takers with Disabilities or Health-Related Needs webpage.²

All **GED**® accommodation requests must be made to GED® using the GED® Disability Services-approved form. The accommodation request form as well as a list of acceptable accommodations can be found on the GED® Accommodations webpage.³

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; **and**
- Has proof of identity; **and**
- Is a resident of the state of Indiana for a minimum of thirty (30) days immediately preceding the day of testing; **and**
 - Is at least sixteen (16) years of age on the date of testing; **and**
 - Has officially exited high school following the Indiana Department of Education (DOE) attendance requirements, using the official DOE exit form;⁴ **and**
 - Has obtained a recommendation using the DOE Exit Interview Form from:
 1. The student’s parent if the student attends a nonaccredited nonpublic school that has less than one (1) employee;
 2. The superintendent (as defined in IC 20-18-2-21), the principal, or head of the school the student attends, or the appropriate designee, if the student attends a school that employs more than one (1) employee; or
 3. A judge (as defined in IC 31-9-2-68); **and**
 - 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

² <https://hiset.org/test-takers-accommodations/>.

³ https://ged.com/about_test/accommodations.

⁴ <https://www.in.gov/doe/students/school-safety-and-wellness/state-attendance-officer/>.

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 who 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:⁵

- Computer-generated bill issued by a utility company, credit card company, doctor, or hospital showing name and address of residence. Bill must be dated within 60 days of the date of application; **or**
- Bank statement or bank transaction receipt showing 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; **or**
- Pre-printed pay stub showing name and address of residence, and employer's name and address. Pay stub must be dated within 60 days of application.

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

HiSET® Forms

The HSE full battery test for HiSET® covers five (5) academic areas: Reading, Writing, Mathematics, Social Studies, and Science, which are referred to as subsets. This Indiana HSE test offers three (3) full battery test forms each calendar year for both the paper-based and the computer-based testing. Examinees may take any test subject in either English and/or Spanish to earn an HSE.

⁵ A complete list of documents proving Indiana residency can be found at <https://www.in.gov/bmv/licenses-permits-ids/real-id-overview/>.

GED® Forms

The HSE full battery test for GED® covers four (4) academic areas: Language Arts (reading and writing combined), Mathematics, Social Studies, and Science, which are referred to as subtests. This Indiana HSE test offers three (3) full battery test forms each calendar year for both the paper-based and the computer-based testing. Examinees may take any test subject in either English and/or Spanish to earn an HSE.

Minimum Passing Score**HiSET®**

To earn a passing score on the HiSET® HSE test, a candidate must receive a total scale score on all five HiSET® subtests of at least 45 out of 100. Candidates must score:

- At least 8 out of 20 on each of the five subtests.
- At least 2 out of 6 on the essay.

GED®

To earn a passing score on the GED® HSE test, a candidate must receive a score of 145 on each GED® subtest.

NOTE: To schedule with an online proctor outside of a testing center, a candidate must take a GED® Ready practice test and score “green” within the last 60 days for each subject.

Minimum College and Career Readiness Score

Candidates who score at the college and career readiness level have shown a level of performance similar to the minimum level required to succeed in college-level, credit-bearing courses. Candidates must meet the following individual exam scores to demonstrate college and career readiness:

HiSET® candidates must score:

- At least 15 out of 20 on each of the subtests.
- For the Language Arts-Writing test:
 - The total must be at least 15; and
 - A score of at least a 4 on the essay.

GED® candidates must score:

- 165-174 on any subtest.

NOTE: Effective July 1, 2023, TotalTranscript™ combines candidate test scores from previous tests, TASC®, HiSET®, and GED® (results beginning January 1, 2014 to the present), to achieve a credential.

Retesting Requirements

HiSET® retesting is subject to the following:

- Each subtest may be taken up to three times in a calendar year.

GED® retesting is subject to the following:

- After a candidate's initial testing attempt, a candidate may re-test up to two times on the content area with no wait time between re-tests.
- After the third testing attempt, each re-test attempt must be preceded by a 60-day waiting period.
- There is no limit how many times a candidate can take the GED® test in a calendar year.

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.

Cancellations

In the event of a cancellation, testing centers may offer 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 an Indiana HSE test.

Portability and Reciprocity of Diploma

Candidates who successfully pass an 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.

Action

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

Effective Date

July 1, 2024.

Ending Date

Upon rescission.

Additional Information

Questions regarding the content of this publication should be directed to policy@dwd.in.gov.