



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Adult Education Consortia Partners
FROM: Scott Sanders, DWD Commissioner 
DATE: March 24, 2014
SUBJECT: DWD Policy 2014-02
High School Equivalency Testing

Purpose

This policy provides guidelines for high school equivalency (HSE) testing using the Test Assessing Secondary Completion (TASC) in Indiana.

Rescission

DWD Policy 2011-09

Content

The Department of Workforce Development (DWD), Division of Adult Education has the authority to grant the Indiana High School Equivalency (HSE) Diploma according to IC22-4.1-18 and to determine the assessment used to measure High School Equivalency. DWD has determined that CTB/McGraw-Hill's Test Assessing Secondary Completion (TASC) is the sole assessment that shall be used to determine a testing candidate's achievement of high school equivalency and thus eligibility to receive the Indiana HSE Diploma.

Testing centers administering Indiana HSE Test must follow all aspects of this policy in addition to CTB/McGraw-Hill testing policies and guidelines. The HSE Test consists of five subtests in the following subjects: Reading, Writing, Mathematics, Science, Social Studies. The full battery of the HSE test includes all five subtests.

HSE Testing Program Definitions

Testing Center – Testing site that holds a testing center agreement with CTB/McGraw-Hill and DWD.

Addendum Site – Site at which testing can occur, but the site does not have a separate testing center agreement with CTB/McGraw-Hill. Addendum sites must fall under the responsibility of a testing center.

Test Coordinator – Individual responsible for conducting a secure and legally defensible HSE testing program. Test coordinators 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 coordinator and an HSE examiner. Test centers may have alternate test coordinators in addition to the test coordinator on file with DWD. Alternate test coordinators must meet the same requirements as test coordinators.

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 CTB/McGraw-Hill (when available). Each test center is responsible for setting up the HSE test registration process that best suits its needs but must follow these guidelines:

- Test centers must register each student in the CTB/McGraw-Hill registration system. Test 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 test center chooses to use a paper form to collect candidate information initially, the test center must use a DWD-approved intake form.

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

Accommodations

All accommodation requests go through CTB/McGraw-Hill and must be done using the CTB/McGraw-Hill-approved form. The accommodations form as well as a list of acceptable accommodations can be found on www.TASCtest.com.

Testing Fees

Testing centers may not charge more than \$18 per subject for any test, nor more than \$90 for the administration of a complete battery of tests. Testing centers are responsible for collecting all fees from candidates prior to the day of testing.

Testing Centers must remit payments to CTB/McGraw-Hill as invoiced. CTB/McGraw-Hill will invoice sites based on answer sheets submitted for scoring or computer-based subtests completed during that billing period. CTB/McGraw-Hill will charge \$10.40 per subject for a candidate's initial test, third retest, and each subsequent retest. Testing centers will not be charged by CTB/McGraw-Hill for the first two retests in every subject.

Indiana HSE Candidate Eligibility

The Indiana HSE test may be administered only to individuals who meet the following minimum guidelines:

- Does not hold a diploma from an accredited high school or its equivalent; and
- Is a resident of the state of Indiana for a minimum of thirty (30) days immediately preceding the day of testing; and

- Either
 - Has officially exited high school following the Indiana Department of Education (DOE) attendance requirements, using the official DOE exit form (attached), and obtaining a Superintendent's signature using either the DOE exit form or the official DWD form (attached); or
 - Is at least eighteen (18) years of age;
- No individual under the age of 16 may sit for the high school equivalency test.

Proof of Identity

Testing center coordinators or their designee are responsible for verifying that each Indiana HSE candidate tested is eligible to sit for the HSE test by verifying proof of identity. Valid driver's licenses, valid passports, military IDs, or other forms of government-issued (national or foreign) identification that show name, address, date of birth, signature, and photograph are all acceptable forms of identification for this purpose. A candidate's eligibility documentation must be kept on file at the testing center for up to three years.

If a candidate cannot supply a photo ID due to religious issues with having one's photograph taken, then the candidate must supply both an official birth certificate with state seal and a Social Security Card to prove identity.

If the form of identification used does not establish Indiana residency, then a second form of identity establishing Indiana residency for a minimum of thirty (30) days must be shown. This second form may be a utility bill, rental agreement, or other similar form.

Candidate eligibility 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.

Minimum Passing Score

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

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 (61) day, test scores for completed subtests will be invalidated. Candidates whose scores are invalidated must retake the invalidated tests and will have sixty (60) calendar days to complete the HSE test battery.

Retesting

Applicants may not retest in any subject until the full test battery has been completed. Because there are three forms for the HSE test, candidates will be eligible to immediately re-test twice in a calendar year. If a candidate wants to test a fourth time in any subject in a calendar year, then the candidate must wait six months from the initial test before the fourth test can be

administered. In the event that the candidate scores lower on a retest than on a previous test, the highest score will be kept.

Alternate Test Forms

The Indiana HSE test offers three test forms (Form A, Form B, Form C) each calendar year for both paper-based and computer-based testing. Retests must be administered using an alternate test form, and six months must pass between testing on the same form. Candidates may not test on any form of HSE test more than twice in one calendar year (January 1 to December 31). Candidates may not retest more than six total times in a calendar year. An example table of when HSE testing forms may be administered is in Table 1 below.

Table 1: Example Indiana HSE Test Form Schedule

HSE Test Form	Originally Administered (60 days between each)	Eligible to Administer on Same Form (6 months between each)
Form A	January 1	July 1
Form B	January 30	July 30
Form C	March 15	September 15

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 it.

Cancellations

In the event of a cancellation, testing centers may offer a credit and allow the testing candidate to schedule for a later date. A refund should only be offered at the discretion of a test center coordinator and in rare instances 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. Indiana will recognize valid high school equivalency credentials from other states regardless of the assessment used.

Effective Date

January 1, 2014

Ending Date

Upon rescission

Ownership

Division of Adult Education

Indiana Department of Workforce Development

10 North Senate Avenue

Indianapolis, IN 46204

Action

Indiana's adult education and high school equivalency testing systems will follow the guidance contained in this policy.

Attachments

- Memorandum to Superintendents/Principals
- Superintendent Recommendation Form



**Indiana
Department of Education**
Glenda Ritz, Superintendent of Public Instruction

MEMORANDUM

TO: Superintendents and Principals
FROM: Catherine Danyluk, Assistant Director, Chief State Attendance Officer
Office of Student Services

Marie Mackintosh, Director of Adult Education,
Department of Workforce Development

DATE: January 17, 2014
SUBJECT: Indiana High School Equivalency Testing Requirements (IC 22-4.1-18)
Update

The Indiana Department of Education (IDOE) and the Department of Workforce Development (DWD) have developed the following updates regarding students less than eighteen (18) years of age who are exiting to take the new Indiana High School Equivalency Test (which will be administered using a new assessment from CTB McGraw-Hill beginning on January 2, 2014).

In accordance with IC 22-4.1-18, eligibility requirements associated with those less than 18 years of age taking the high school equivalency assessment have been repealed. Recent legislation allows test administration to include those: **“Less than eighteen (18) years of age, if a superintendent (as defined in IC 20-12-2-21) recommends that the individual participate in the testing program.”** While this legislation no longer explicitly excludes students who are less than 16, please note that according to DWD policy, which follows IC 20-33-2-9, **absolutely no one under the age of 16 may take the Indiana High School Equivalency Test.**

Please note that under IC 20-18-21 the definition of “Superintendent is:

Sec. 21. “Superintendent means:

- (1) The chief administrative officer of a school corporation; or
- (2) In the case of a township school, the county superintendent of schools.

The Exit Interview form can be found [here](#).

Additional Guidance for Schools/Superintendents:

- 1) Please keep in mind that you may be getting requests from accredited and non-accredited private schools. This includes students who are being homeschooled.
- 2) An individual who is less than 18 and meets the requirements in IC 20-33-2-9 (b) may obtain a recommendation from any superintendent (as defined in IC 20-18-21) and does not need to have legal settlement in the superintendent's school district. **Note that to exit school prior to age 18, the parent and principal's signature is required.*
- 3) A superintendent is not obligated to provide a recommendation for a student less than 18 to take the Indiana High School Equivalency Test if the student doesn't meet the requirements for exit in IC 20-33-2-9 (c), or it is determined that it is not the best option for the student.
- 4) Individuals who are less than 18 and obtain Court Orders to take the Indiana High School Equivalency Test must obtain a superintendent's recommendation. Please consider working with your Juvenile Courts on assisting these students.

For additional information please contact, Catherine Danyluk, Chief State Attendance Officer, 317/232-9150, cdanyluk@doe.in.gov or Marie Mackintosh, Director of Adult Education, Department of Workforce Development, 317/233-6792, mmackintosh@dwd.in.gov.



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SUPERINTENDENT RECOMMENDATION
MEMORANDUM OF RECORD

Pursuant to IC 22-4.1-18, I am providing recommendation for the below named individual to sit for the Indiana High School Equivalency Test:

Test Taker's Name

Test Taker's Date of Birth

Pursuant to IC 22-4.1-18, I am a superintendent as defined by IC 20-18-2-21. I understand that the individual named above is less than eighteen (18) years old but over the age of sixteen (16) years old. To the best of my knowledge, s/he has been counseled regarding the benefits of earning a high school diploma, is not currently enrolled in high school, and has met the requirements of an exit interview (IC 20-33-2-9).

Superintendent Signature

Superintendent Printed Name

Michael R. Pence, *Governor*
Scott B. Sanders, *Commissioner*

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