



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

FORMAL COMMUNICATION

TO: Indiana's Adult Education Consortium Partners;
Indiana's High School Equivalency Testing Centers

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**TECHNICAL ASSISTANCE BULLETIN
TAB 2014-01**

Guidelines for Establishing a New High School Equivalency Testing Center

Purpose

To provide guidelines for the establishment of a new high school equivalency testing center.

Content

The Indiana Department of Workforce Development (DWD) is responsible for the administration of the HSE testing program and may authorize the establishment of HSE testing centers in eligible local agencies and institutions within Indiana. DWD will decide to establish testing centers on the basis of the need for service in the area and on the ability and willingness of the eligible agency or institution to follow DWD and testing publisher policies and requirements for establishing and operating a HSE testing center.

DWD must provide formal approval for the opening of all new HSE testing centers, which is indicated by a signed three way agreement between the test publisher, DWD, and the HSE testing center. HSE testing centers are facilities that provide standard secure testing administration to eligible candidates who wish to earn their high school equivalency credential. HSE tests may be administered only at HSE testing centers or at addendum sites approved by DWD.

Guidelines for Establishing New Test Centers

Eligibility to become an HSE Testing Center

DWD may approve the establishment of HSE testing centers at the following locations:

- Not-for-Profit Entities that fall under the Department of Workforce Development and/or the Adult Education Program
- Local Education Agencies (LEAs) such as schools or other appropriate facilities

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- Public postsecondary education institutions that are accredited by the State of Indiana
- Indiana Department of Correction

DWD may consider additional locations on where testing centers may be established, if a need is clearly demonstrated and all other test center criteria are met. The testing center must be open to the public, unless it is housed in an institutional, residential program such a correctional facility.

Requirements for Opening HSE Testing Centers

Testing center staff must agree to follow all DWD and CTB/McGraw-Hill testing program policies and regulations including:

- High School Equivalency testing policy
http://www.in.gov/dwd/files/Policy_2014-02_HSE_FINAL.pdf
- The TASC test Coordinator manual
<http://www.in.gov/dwd/abe/files/CoordinatorManual.pdf>

In addition, as part of the HSE testing program, testing centers are expected to:

- Provide suitable physical facilities, according to the requirements outlined in the TASC Test Coordinator manual
- Provide unbiased testing program staff to administer and oversee the testing program
- Provide full testing support services, which include:
 - Convenient testing schedules based on community needs.
 - Emergency plan for handling testing interruptions and irregularities.
 - Information to help candidates make informed decisions about testing, remediation, and transitioning to post-secondary.
 - Accessibility and availability of information on test accommodations for HSE candidates who qualify.
- Agree to full cooperation with CTB/McGraw-Hill's guidelines and requirements, including signing the three-way agreement between CTB/McGraw-Hill, DWD, and the test center
- Assure test security by:
 - Complying with all policies and procedures listed in the TASC Examiner's Manual and the TASC Test Coordinator's Manual.
 - Immediately notifying DWD and CTB/McGraw-Hill when a test compromise is identified.
 - Promptly returning of all restricted testing materials at the end of the contract year.
 - Conducting all required inventories.

Process to Establish a New HSE Testing Center

DWD will establish new HSE testing centers once a quarter at a minimum. Organizations that wish to establish a new HSE Testing Center must contact Melinda McKinney at mmckinney@dwd.in.gov to begin the process. Once a quarter, DWD will contact interested organizations to initiate the process and provide the items and information outlined below.

1. Schedule a site visit by DWD staff prior to beginning testing to determine the appropriateness of security and test taking area.

- During the site visit the Test Coordinator (and Examiners as applicable) will attend a brief training to ensure testing protocols are known and enforced.
- DWD will indicate site approval within 24 hours of the site visit.
- 2. View the Test Coordinator; Test Examiner; and Online Administrative System recordings
- 3. The organization must sign and return a 3-way agreement.
 - Sites interested in offering Computer Based Testing (CBT) must also complete CTB/MH's Readiness Technology Survey (RTS).
- 4. Order materials through CTB/MH after receiving official DWD approval.
- 5. Follow up site visits by DWD staff will occur in 6-12 months after a site becomes operational.

Guidelines for Adding Addendum Testing Sites

When establishing a new HSE test center is not an option, the local Test Coordinator may request approval from DWD for a transportation addendum to the 3-way agreement. This addendum would allow Examiners to transport testing materials to conduct testing at an approved site, called an addendum testing site. The main testing site would be responsible for the location and all HSE testing occurring at the addendum site.

Eligible Addendum Site Locations

Examples of acceptable addendum sites include, but are not limited to:

- Public libraries
- Local jails and hospitals
- Workplaces that provide instruction
- Non-profit and other community organizations
- Educational institutions where a low overall testing volume does not justify establishing a HSE testing center, but the testing volume is high enough periodically to justify sending a HSE Examiner to the site to test.
- Certain other locations, where an HSE testing center cannot be established.

Staff members at any addendum site are not eligible to serve as HSE examiners and therefore may not administer the HSE test.

Requirements for Establishment of an Addendum Site

The Test Coordinator must provide justification in writing of the need to test at the proposed site and assurance that the addendum site is a suitable facility for HSE testing. The Test Coordinator must also ensure that only approved HSE Examiners will transport secure testing materials, and that appropriate inventory procedures will be followed for any testing materials transported to an addendum site.

When establishing an addendum site, test coordinators are expected to ensure that:

- Secure materials are always transported in a locked container.
- Proper inventories of testing materials occur at the following intervals: before leaving the main testing center; upon arrival at the addendum site; immediately before and after administering the tests; upon returning to the main testing site.
- Secure materials are never stored at an addendum site.

A test compromise at an addendum site, may close the addendum site, as well as have an impact on the main testing site and any other addendum sites associated with it.

Process to Establish an Addendum Testing Site

DWD will establish new HSE testing centers once a quarter at a minimum. Testing Centers that wish to establish an addendum site must contact Melinda McKinney at mmckinney@dwd.in.gov to begin the process. Once a quarter, DWD will contact interested organizations to initiate the process and provide the items and information outlined below.

1. If the addendum site will be administering CBT, then the site must complete CTB/McGraw-Hill's RTS.
2. If a new test center is also establishing addendum sites, the test coordinator must Schedule a site visit by DWD staff prior to beginning testing to determine the appropriateness of security and test taking area.
 - o Existing test centers that wish to establish new addendum sites do not need to schedule a site visit.
3. After the main testing site has received official DWD approval, additional materials may be ordered if necessary.

Any questions regarding the content of this Technical Assistance Bulletin should be directed to:

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