



WYOMING
COMMUNITY COLLEGES

High School Equivalency Certification Program



Policy Manual

2015 Edition

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WY STATE POLICY AND PROCEDURES SUPPLEMENT TO:

2014 GED Program

Policy Manual

December 2013

(For Computer Based Testing of 2014 Series HSE Tests)

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2016 HiSET® Program Manual

September 2015 V.1

(For Paper-based and Computer-based Administrations)

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2015 TASC Program Test Administration Manual

2015

(For Paper and Computer based Administrations)

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Preface

Overview

Anyone involved in administering, managing or controlling the state approved High School Equivalency Certification (HSEC) assessments or any portion of those tests is required to comply with and carry out the policies and procedures set forth in this manual and the manuals of the various vendors approved for HSEC use in the State of Wyoming.

Questions, comments, or suggestions concerning this Wyoming HSEC Program Policies and Procedures Manual should be directed to the HSEC Program Manager, Wyoming Community College Commission, 2300 Capitol Avenue, 5th floor, Ste. B, Cheyenne, WY 82002.

Introduction

Each year in Wyoming, approximately 1,700 candidates take one of the various commercially available, state approved High School Equivalency (HSE) tests and nearly 1,400 candidates receive their Wyoming High School Equivalency Certificate. The issuance of the credential is an opportunity for each candidate to document the attainment of high school-level skills in the areas of Social Studies, Science, Math, and the Language Arts; Reading and Writing.




The state policies listed in this manual are intended to be in addition to, or as an allowable adjustment for the various vendors HSE assessment manuals. There may be times that the state office makes addendums to the state policy manual. Each Examiner has a responsibility to include these addendums into the policy manual and the running of the HSEC testing site. The Wyoming State HSEC Office reserves the right to modify the policies within this manual at any time. Not all items included in the various vendors Policies and Procedures publications are represented in this manual.

Statement of Purpose

The HSEC program is intended to provide an opportunity for adults who have not graduated from an accredited American high school with a diploma to earn Wyoming's equivalent educational certificate by measuring the major academic skills and knowledge associated with a high school program of study. In Wyoming candidates earn the Wyoming High School Equivalency Certificate.

Thank you to the HSEC Staff across the State of Wyoming for your hard work and continuing support for both the HSEC Program and each Wyoming candidate.

Using this Manual

I C O N K E Y	
 Valuable Information	POLICY: Anywhere in this manual where the word “Policy” appears it is to indicate a vendor mandated requirement.
 Critical Program Information	JURISDICTION: Anywhere in this manual where the word “Jurisdiction”: appears it is to indicate a Wyoming State HSE Program policy, procedure or state mandated requirement.
 Call the Administrator	



The “Valuable Information” icon Shown to the left, will indicate information that will save you time or prevent unnecessary work if the procedure is followed as shown in the manual. This can also be a best practice item which has been proven to improve the operation of another testing center somewhere in the state or another state.



The “Critical Program Information” icon Shown to the left, indicates a policy, procedure, or requirement for which your testing center may be temporarily or permanently closed if the exact requirements in this manual are not followed. These items will normally result in the loss, damage, or compromise of secure testing materials, or in possible personal injury or violation of law.

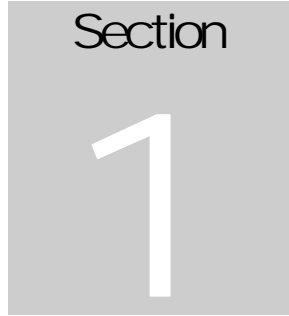


The “Call the Administrator” icon Shown to the left, indicates a decision may be needed at a higher level of authority than the local testing center, or the Administrator must be notified of the situation, outcome or event. Use of this icon is not all inclusive and testing staff are encouraged to call the Administrator any time there is a question.

Specific Vendor Manuals

How vendor manuals are incorporated in this Policy:

Each of the various HSE vendor’s Policy & Procedure or Administration manuals will be attached in whole, unedited, directly as supplied by the vendor as Addendum sections to this manual. They will be sub-located and labeled with the correct “page” from this manual for identification purposes.



General HSEC Program Policies

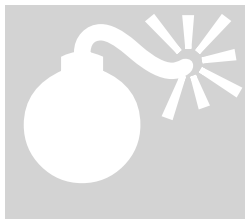
The following policies broadly define the expectations for the HSEC testing program and all HSEC testing program personnel.

This Policies and Procedures Manual covers test use, staff qualifications and responsibilities, testing center operations, proper test administration, candidate eligibility, accommodations for candidates with disabilities, and test security. Additional information with which all involved with the testing program must adhere is covered in this section.

State administrators, Chief Examiners, Examiners, Proctors and Test Coordinators / Administrators must comply with all guidelines.

Broad Expectations of Local Testing Programs

POLICY: HSE testing programs shall be conducted in accordance with (1) all policies and procedures as developed by and published in the various vendor HSE manuals attached to or referenced in this manual as Addendum A, B, C, etc. and (2) the policies and procedures established by the state HSEC Program Manager. Jurisdictional policies and procedures provide additional clarification or allowances to best serve WY students. The various HSE assessment vendors have the authority to suspend testing program operations in a jurisdiction, disestablish the jurisdictional HSE testing program, or close local testing centers temporarily or permanently if violations of policy are not readily resolved.



Terminating test center operations:

JURISDICTION: The Wyoming HSEC Program will not approve policy or procedure changes which conflict with those policies and procedures developed by the various HSE vendors or with the Statutes of the State of Wyoming.

The Wyoming State HSEC Program expressly reserves the right to suspend or terminate HSE testing at any location in the state for any reason and to act on behalf of the various HSE vendors in the matter.

Policy on privacy:

HSE vendors recognize the privacy interests of examinees. Except as set forth below, the personally identifiable information an examinee provides when registering for the various HSE tests is not made available to third parties without the examinee's permission. An examinee's personally identifiable information includes his or her name, address, identification number, date of birth, test dates, and test scores.

The various HSE test vendors each have established safeguards to help prevent unauthorized access to or misuse of the examinees' personal information maintained within their unique systems, but cannot guarantee that examinees' personally identifiable information will never be disclosed in a manner inconsistent with this data privacy policy (for example, as a result of unauthorized acts by parties that violate applicable law or relevant web policies).

JURISDICTION: Proper security procedures are essential in preventing the unauthorized release of personally identifiable information or protected health information of candidates who are registered for HSEC assessments at local test centers. Any breach of established procedures which violates candidate privacy may result in the termination of testing at offending test centers or removal of access from negligent staff members.

Policy concerning Individuals Legally Prohibited from Entering HSEC Testing Centers: When an individual is legally prohibited from entering an existing HSEC Testing Center or facility, but that individual requests to take one of the state-approved assessments, the local Executive Officer, Chief Examiner, or Test Coordinator/Administrator shall first verify the provisions of the order establishing prohibited entry or that the individual is registered as a sex offender as reflected in the database maintained by the Wyoming Department of Criminal Investigation. If another public facility suitable for use as a testing facility is available, the local staff shall contact the State HSEC Program Manager and request approval of its use as an allowable and legally compliant Addendum Test Center. Once that approval is obtained, local staff shall then contact the test vendor and obtain final approval for the alternate location. The local program shall comply with all vendor requirements to ensure test security and validity. Only essential local, state and vendor staff should be involved in the coordination process.

HSEC Testing Program Staff

The following policies generally define the Qualifications, Selection or Replacement, Training, and Responsibilities of all HSE testing program personnel.

Staff required for an Official HSE Testing Center

The selection of staff members to operate an official HSE Testing Center is essential to the integrity of the State testing program. Access to HSE tests is limited exclusively to Chief Examiners, Examiners, Test Administrators, Test Coordinators and Proctors under the direct supervision of the previously listed staff only. Any teacher involved in HSE preparation classes shall not be a Chief Examiner, Examiner, Test Coordinator / Administrator, or Proctor.

Chief Examiner, Examiner, Proctor and Test Coordinator / Administrator responsibilities

POLICY: Persons instructing potential candidates for the various HSE tests, particularly teachers in Adult Basic Education (ABE), Adult Literacy, secondary education programs, adult secondary education programs, alternative high school education programs, and developmental education staff cannot be appointed as Chief Examiners, Examiners, Proctors, Test Coordinators / Administrators or otherwise have any access to any secure HSE testing materials. Any exception to this policy must be approved by the State HSEC Program Manager and the test vendors.

JURISDICTION: No Chief Examiner, Examiner, Proctor, or Test Coordinator / Administrator may participate in the administration or scoring of any Test of Adult Basic Education (TABE) or the various vendors HSE Readiness / Official Practice Test (OPT) required for an ABE program student. Any exception to this policy must be approved by the State HSEC Program Manager and the State of Wyoming Adult Education Director.



Examiner and Proctor qualification questions

If after reading the HSEC Policy and Procedures manual there are any questions regarding the qualifications for hiring new Chief Examiners, Examiners, Proctors, Test Coordinators / Administrators, please contact the State HSEC Program Manager for clarification or guidance on this matter.

Required Proctor letters

Proctors shall always be under the direct and constant supervision of a Chief Examiners, Examiner or Test Coordinator / Administrator and may only assist in test administration.

JURISDICTION: The Chief Examiner must forward a letter to the State HSEC Program Manager indicating who the Proctors are at the Official Testing Center. The Chief Examiner must provide all training regarding: Security of the HSE exams, completing of the security documents, seating charts, emergency procedures and proper conduct within the testing room.

Staffing Policy requirements

POLICY: At a minimum, one Chief Examiner, Examiner, or Test Coordinator / Administrator must be present at each administration of the various HSE tests when given to 20 or fewer candidates. For each additional group of up to 20 candidates, an additional Proctor or Examiner must be present.



JURISDICTION: *Best practice: One Examiner and one Proctor are present at a test administration for 20 or fewer candidates. For each additional 20 candidates, an additional staff person (Examiner or Proctor) should assist with the test administration.*

Need for additional personnel at specific testing sessions

If any of the various HSE tests are being administered to a candidate who has a disability, the testing center staffing plan shall include having an appropriate number of people available to assist. For testing sessions conducted in correctional facilities, prison guards may be present if they meet the eligibility requirements as Proctors and have been trained. For candidates with medical needs or disabilities, appropriate professionals may be assigned and remain present as necessary.

JURISDICTION: Proctors shall be appointed as needed at each test center. Chief Examiner or Test Center Supervisors will determine the number of Proctors needed. However, centers must comply with the Proctor Letter and training requirement above. The HSEC Program Manager approves the appointment of Proctors recommended by the Chief Examiner. No paperwork for Proctors is forwarded to the various HSE vendors. HSE Proctors approved by the State HSEC Program Manager may not assist with test administration until they have completed training.

Procedures for Opening an Official HSEC Testing Center

The State HSEC Program Manager will decide to establish a Testing Center 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 the various vendor's policies and requirements for establishing and operating an HSEC Testing Center.

Establishing an Official HSEC Testing Center

Vendors approve requests to open all new official HSEC Testing Centers. Official HSEC Testing Centers are facilities that provide standard secure testing administration to eligible candidates who wish to earn the Wyoming HSE credential.

Where an Official HSEC Testing Center may be established

POLICY: Upon authorization by the State HSEC Program Manager, the various vendors may approve the establishment of an official HSEC Testing Center at the following locations:

- A) Public schools or other appropriate facilities of a local education agency (LEA).
- B) Public postsecondary educational institutions accredited by the jurisdictional department of education or other jurisdictional agency responsible for administering the HSEC testing program.
- C) Military installations overseas or in the United States.
- D) Veterans Administration (VA) hospitals and medical centers, and federal correctional and health installations.
- E) State correctional facilities that have established an HSEC testing program.

F) Other nonprofit institutions and agencies only by special authorization of the State HSEC Program Manager and the various HSE vendors.

The state may establish additional limitations on where official HSEC Testing Centers may be established.

JURISDICTION: The State HSEC Program Manager will review all requests to establish new testing centers within the jurisdiction. Establishment of new locations will be based on need, availability of other programs to service the area and other considerations as deemed appropriate to each request. Local ability to comply with the various vendor's policies and procedures is not the only factor in approval of new testing locations.

Institutional requirements

POLICY: For an institution to be eligible and remain eligible to administer the various vendor's tests, the testing program must provide the following assurances:

A) The testing program staff shall comply with all applicable state, federal, provincial, and local laws and regulations.

B) The testing fee, if any, shall be reasonable and reflect locally prevailing charges. All local test center fees must be communicated to the state for posting on the HSEC website. Changes, adjustments or termination of testing at an approved HSEC testing center must be provided to the State Program Manager within 10 days of becoming official.

C) Provision of suitable physical facilities:

1. Secure area in which HSE Testing Center staff can work.
2. Dedicated secure storage for all HSE testing materials.
3. Quiet, clean, comfortable, well-lit testing rooms.
4. Adequate seating space to discourage copying or collaborating.
5. Chairs, seating, desks, and writing surfaces suitable for adults.
6. Space accessible and conducive to candidates with disabilities.
7. A testing environment free of distractions/interruptions.

D) Provision of full testing support services:

1. Commitment to the values and traditions of the HSE testing program.
2. Convenient testing schedules based on community needs.
3. Written emergency plan for handling testing interruptions and irregularities.

4. Information to help candidates make informed decisions about HSE testing. (Multiple Pathway to HSE form?)
5. Detailed and accurate recordkeeping.
6. Accessibility and availability of information on test accommodations for HSE candidates who have disabilities.
7. Conduct outreach and marketing activities.

E) Cooperation with the various HSE vendors:

1. Data provided as requested for research.
2. Prompt payment of all invoices (within 30 days).

F) Assurance of test security:

1. Full compliance with all policies and procedures listed in this and the applicable various vendor's Policies and Procedures Manuals.
2. Immediate notification to State HSEC Program Manager and the specific HSE Test vendor when test compromise is identified.
3. Prompt return of secure testing materials at the end of the contract year or when directed by communication from the various vendor's.
4. Commitment to conduct all required inventories.
5. Training for all HSE Testing Center staff on the center's customized written emergency plan and plan for receiving secure materials.

JURISDICTION: Local test centers are responsible to set the fees charged for HSE tests administered at all locations related to their programs and notify the State HSEC Program Manager of all charges related to the administration of the HSE testing program. Anytime the costs to candidates change, a new itemized list must be forwarded to the Program Office within 10 days and must be signed by the Chief Examiner.

JURISDICTION: *Due to the severe implications of security violations, all Irregularities and Test Compromises must be immediately reported to the State HSEC Program Manager; if not available for any reason, notification will be made to the WCCC Executive Staff @ 307-777-7763.*

Policies regarding Addendum sites

POLICY: HSE tests may be administered only at official HSE testing centers or at alternate sites as approved by the jurisdictional State HSEC Program Manager and the various HSE Test vendors and reflected on the center's contract or MOU.

JURISDICTION: Addendum sites must be authorized official testing locations and contracts/MOU's must be signed with the specific test vendor. Because these are legal agreements, the State may review all documents. The addition of Addendum sites must only be made with strict coordination and prior approval. This process will normally be conducted with guidance from the State HSEC Program Manager and the specific vendor of the test being offered.

POLICY: Only Chief Examiners, Examiners and Test Coordinators / Administrators may transport secure materials to an approved addendum test site. Secure materials shall be transported in a secure container and stored in a secure location.



POLICY: *Special permission from the vendor is required if secure materials need to be mailed to addendum sites.*

Secure materials should never be shipped without approval from the publisher. Only use authorized companies and send properly assigned tracking numbers to the State Program Office as required.

Security of testing materials at an Addendum site

Security procedures must be followed when transporting secure HSE testing materials to an addendum site:

A) To ensure that no materials have been misplaced, a complete inventory of all secure testing materials must be conducted

1. Before leaving the official HSE testing center.
2. Upon arrival at the addendum site.
3. Immediately before and after administering the tests.
4. Upon returning to the official site.

B) Secure materials may only be stored overnight with permission from the vendor/publisher and only at approved sites.

JURISDICTION: No Addendum Site in Wyoming has been approved for overnight storage of secure materials. Transportation requirements must be considered prior to beginning test administration at very remote Addendum sites. **NO EXCEPTIONS!**

Policies and Procedures for Operating an Official HSE Testing Center

Official HSE testing centers operate under strict contractual terms. Adherence to the terms of the contract is required for the continued operation of the official HSE testing center.

Operating a Testing Center

An official HSE Testing Center may not be opened or operated until all parties have signed a contract and the contracting institution or agency has met the requirements outlined in the contract for the specific test being offered.

Contract information

POLICY: Official HSE testing centers must have a current contract and have completed all required documentation to function as official testing centers.

JURISDICTION: The State of Wyoming may require an addendum contract with your annual contract from the various HSE vendors. This must be read by you and given to your Chief Operating Officer to sign. This contract is specific to the State of Wyoming and **MUST** be returned to the state office along with the vendor HSE contract.

JURISDICTION: Each Official Testing Center must include a copy of the monthly inventory log sheet, surveillance log sheet, testing inventory sheet, emergency procedures (center and any addendum sites), and center procedure manual, as well as any other official program document, when requested by the State HSEC Program Manager.

Forms and editions

The secure forms of all editions of the HSE tests (U.S. English, Canadian English, Spanish, French, Braille, audiocassette, and large print) are copyrighted by and are the

sole property of the various HSE vendors. Vendors will take strict legal action against individuals and organizations that violate copyright and trademark laws.

Receipt and storage of Secure Testing Materials

The institution sponsoring the HSE Testing Center must provide permanent dedicated secure storage for all secure HSE testing materials. All secure HSE testing materials must be safeguarded in the following manner:

A) The Chief Examiner, Examiner, Test Coordinator / Administrator shall be the only persons to inspect, administer, or have access to the HSE test(s).

B) Secure testing materials shall not be removed from the HSE Testing Center except for

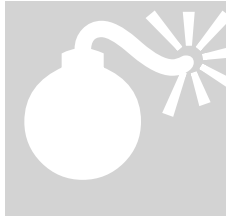
1. Return to specific vendor at the close of the contract year, or
2. As authorized by a valid addendum to the contract.

C) Secure testing materials must be stored in a sturdy, locked storage unit. The center's Chief Examiner, Examiners or Test Coordinator / Administrator must be the only person(s) with access to the keys or the combination to the lock. The storage unit, which must be for the storage of HSE secure materials **only**, must be a dedicated safe, a fireproof file cabinet, or a file cabinet that has an external steel bar lock which, when bolted to the cabinet, slides into place over the cabinet drawers and locks with a heavy-duty padlock or combination lock. Under no circumstances may the secure materials be stored in any location that is accessible to unauthorized staff members.

D) Inventory of testing materials:

1. The Chief Examiner, Examiner or Test Coordinator / Administrator must inventory all HSE testing materials within one business day of receipt.
2. Must inventory all HSE testing materials stocked at the center once a month.
3. Must inventory all HSE testing materials removed from storage at an HSE Testing Center before and immediately after each test administration.
4. All inventories must be in writing and include:
 - a. The date of inventory.
 - b. A list of individual items.
 - c. The signature of the Chief Examiner, Examiner, or Test Coordinator/Administrator conducting the inventory.

JURISDICTION: Should a testing center use keys to unlock the secure storage, a written policy describing the procedures should keys be lost must be included in the center emergency procedure.



JURISDICTION: *Should anyone other than the Chief Examiners, Examiner or Test Coordinator / Administrator at any center be granted access to secure testing materials, such as candidate answer sheets, test booklets, login information to various vendor student database, or any other such secure materials, the testing center will be closed immediately.* **An investigation may be conducted by the State Administrator along with the various vendors.**

Scoring tests and managing testing documents

JURISDICTION: HSE testing centers are not allowed to score paper-based HSE tests until all testing has ended for the day AND all secure testing material has been inventoried and returned to secure storage. Each Chief Examiner, Examiner, or Test Coordinator / Administrator must define “the end of a testing day.” Depending on the specific vendor’s HSE product capabilities, Candidates may be able to view their scores using the vendor’s online system.

JURISDICTION: After completing the HSE exam(s): The Examiner must flip through each booklet vs. fanning the pages.

All paper base tests are returned to the specific vendor for scoring. Shipping instructions are available in each vendors Policy & Procedures manual or Test Administration Manual.

JURISDICTION: Each HSE Testing center must formalize an internal process to notify students and the Admissions / Financial Aid offices regarding the availability of and process to follow, to receive HSE transcripts and post it to their local policy manual. Test Centers must notify the State HSEC Program Manager via e-mail of the predetermined points of contact for each office if internal. Beginning first quarter 2014, WY officially transferred to DiplomaSender.com as the sole vendor for HSE Credentialing and student document replacement.

Emergency plan for each center

As stated in the various vendor's P&P manual, Each HSE Testing Center must have an emergency plan accessible to all Examiners at the test center and all addendum sites. A copy of the emergency plan must also be sent to the State HSEC Program Manager; preferably submitted with any contract update or when requested.

POLICY: For paper-based testing, if an unexpected event requires the Chief Examiner, Examiner or Test Coordinator / Administrator to leave the HSE Testing Center, the one-hour rule may be invoked. A Chief Examiner, Examiner or Test Coordinator / Administrator is permitted to suspend testing after the Chief Examiner, Examiner or Test Coordinator / Administrator secures all testing materials, in order to attend to an emergency. The time the test is stopped is noted. If the situation is handled within an hour or less, testing may be resumed using the same test form and the remaining time. The time allowed is different for each vendor and for computer based testing; make sure to refer to the specific vendor's P&P manual for exact procedures and contact the State Program Manager after all immediate actions are concluded.

Additional personnel for an unexpected event

According to the various vendor's requirements, each Official HSE Testing Center must have additional personnel available for unexpected events. The center emergency plan must identify each of the approved Examiners or Test Coordinator / Administrators and Proctors for the center and the list must be forwarded to the State HSEC Program Manager anytime changes occur.

Checklist for evaluating an emergency plan for an Official HSE Testing Center

A) The emergency plan must list:

1. Names and contact information for HSE Testing Center personnel.
2. Back-up Examiners or Test Coordinators / Administrators, including contact information.
3. Other key school personnel, such as security staff, principal, etc.
4. HSE Testing Center address, including room number.
5. Items in the first aid kit.
6. Other emergency supplies and equipment in the test room.

B) The emergency plan must include:

1. A list showing the Official HSE Testing Center and approved addendum sites.
2. Transportation of tests:

- a. How will the secure test materials be transported?
- b. Who will transport the secure test materials?
- c. If needed, has written approval for overnight storage been received from the specific vendor and the State Program Manager?
- d. Where will the secure test materials be stored?

C) The emergency plan must list detailed plans on how the following emergencies are handled: (Always verify with the specific vendor's P&P manual as well)

1. Violence (upset candidate).
2. Natural disasters (e.g., power outage, earthquake, weather, or fire).
3. Illness (candidate or examiner).
4. Hazardous waste.
5. Bomb threat.
6. Lock Out / Lock Down for Active Intruder / Shooter incidents.

D) The emergency plan must contain detailed plans on how outside assistance will be accessed.

1. Medical assistance.
2. Security assistance.

E) The emergency plan must have a detailed plan for incident documentation:

1. Who writes the report?
2. Details to be included in the report.
3. Whether the plan has been properly approved by the agency responsible for overseeing the HSE testing program.
4. If the one-hour rule will be allowed. (May be a different time for specific vendors or delivery methods, always refer to the vendor's manual)

Confidentiality of HSE Test Scores, Criteria for Credentials

Protecting the confidentiality of the scores received by HSE candidates is critical to the overall management of the HSE testing program.

Confidentiality of Records

Unlike school records to which members of the teaching staff have access, scores earned on the HSE tests by individual HSE candidates are confidential.

Permission required for release of scores

Chief Examiners, Examiners or Test Coordinators / Administrators, departments or ministries of education, or other approved jurisdictional agencies are permitted to report an individual's scores only with the written permission of this candidate or legal guardian as necessary.



The fact that a person has or has not taken HSE tests should also be treated as confidential information, since disclosing participation in the HSE testing program is tantamount to reporting the absence of a traditional high school diploma.

JURISDICTION: HSE testing programs should consider participation in the program, any records generated by their HSE related activities and test scores earned by candidates as confidential education records and protect them as such.

Criteria for issuing a High School Credential based on results of the HSE Tests

Typically, only 60 percent of the graduating high school seniors involved in the norming studies were able to meet the passing standard set by the various vendors and as such, WY will issue a high school credential to eligible persons on the basis of earning a passing score on the various HSE tests.

POLICY: Because each vendor has a different passing score and criteria, HSE Test Centers are required to administer the assessments in strict compliance with the vendor's P&P manual, Test Administration Manual or Examiner's guides as applicable and comply with the policies set forth in this manual. When issuing high school credentials, states are permitted to require higher passing score standards, but not lower than those set by any of the various HSE vendors. Wyoming has NOT selected scores different than those published by the various vendors.

Expiration of incomplete test scores

POLICY: Expiration of Partial Scores within the Test Series: The various vendors allow scores to stand across the total time period that one test series is in use. Jurisdictions may decide to impose time limits that do not extend the full test series. **Wyoming has not modified this policy.**

POLICY: The minimum test score requirements and other qualifications required for candidates who take the English-language editions of the various HSE tests shall also be used for candidates who take the Spanish-language and accommodated editions of the tests.

Minimum passing scores

JURISDICTION: Candidates must earn **the specific vendor's minimum proficiency score for each subtest in the battery** (and have a sufficient average if required by that specific vendor) to **earn the Wyoming High School Equivalency Certificate**. Scores from different language versions may not be combined for a passing total. (English and Spanish only authorized in Wyoming) Only scores from the same HSE series may be combined and will become invalid once a new version or series is released by each of the various HSE vendors.

Time-frame for HSEC completion

JURISDICTION:

1. All candidates are strongly encouraged to complete the HEC battery as quickly as possible. Upon the sole discretion of an official HSE Testing Center, the candidate may be re-charged the full local testing fee if a new contract year is entered after the original 12 month period has expired since a test was first administered.
2. Official HSE Testing Centers may release student records to Adult Education only after receiving the necessary release of information forms with authorizing student/guardian signatures.

Official transcripts of HSE Test results

Scores are official only when released by the State HSEC Program Office, an official HSE Testing Center, another approved jurisdictional agency, the state authorized / certified scoring agency, or DANTES (Defense Activity for Non- Traditional Education Support). Any record release directly from the vendor must be validated by the State Program Manager before it may be considered an Official HSEC record.

POLICY: Reports of scores achieved on the HSE tests are official only when reported by the state department or ministry of education, approved jurisdictional agencies, authorized scoring service if the state so contracts, an official HSE testing center, or the specific HSE vendor only after validation by the State Program Manager. Reports from all of the above shall be accepted by all participating jurisdictions.

Testing Center policy on electronic transcripts

From July 1, 2009 through December 31, 2014, the Wyoming HSEC Program partnered with a GED test scoring site that offered an electronic GED transcript option through www.ged123.org. To access the electronic transcript, the student or the admission/financial aid office could enter a Student Access Code. This code was a unique and secure code specifically associated with the candidate. Documents received through the electronic transcript option *are considered an Official GED Transcript*. **NRSpro has ended support for this option.** All WY HSEC records are now maintained at www.DiplomaSender.com and may be accessed online.

JURISDICTION: Each Official HSE Testing Center in the State of Wyoming will have a written process and procedure in place for notifying the student and the admissions/financial aid offices at their colleges about the electronic HSE Transcripts and providing the DiplomaSender.com website. Each student will receive a free copy of their original Certificate and Transcript so documents can be processed locally.

Documents not available from the WY GED Program Office

Currently there is a \$15 fee for duplicate transcripts or certificates in Wyoming. Due to contact requirements with the authorized credentialing vendor, DiplomaSender.com, the State Program Manager can no longer replace lost or missing student documents. All WY HSEC records are now maintained at www.DiplomaSender.com and may be accessed online.

Acceptable forms of requests

Due to various privacy and education records laws, IF a student is directed to the State Program Manager by the authorized credentialing agency, the following release forms are examples of documents accepted by the Wyoming State HSEC Office:

Typed or hand written letters **signed by the candidate** which containing the following information: Candidate's name at the time of testing, current name, current address, delivery address, social security number, date completed HSE testing, location of HSE testing, and item requested.

A signed HSE Certificate/Transcript Request Form, which can be obtained online at: www.communitycolleges.wy.edu/requireddocuments.aspx

Request forms may be submitted by mail, fax, or hand delivered to the Wyoming HSEC Program Office. The address is:

Wyoming Community College Commission - HSEC Office
2300 Capitol Avenue, 5th Floor
Cheyenne, WY 82002
Phone: (307)-777-5897
Fax: (307)-777-6567

Under no circumstances will candidate information be released without a hand signed request form on record for each specific request. Electronic signatures are not authorized. Scores will not be released by telephone.

Time frame for Certificate and Transcript requests

Due to various issues which may affect availability, record requests are asked to observe the following:

All requests sent to the Wyoming State HSEC Office are processed within 5 working days. Please withhold verification calls until AFTER the 5th day.

We will attempt to process requests for expedited services within one business day, however, no guarantee of service is made or implied.

HSE Candidate Eligibility and Registration to Take the HSE Tests

The integrity and security of the HSE testing program is maintained by proper identification of candidates and determination of their eligibility to take the tests.

Eligibility of Candidates to Take the HSE Tests

POLICY: The HSE tests may be administered to eligible candidates only. The following **minimum** guidelines must be met:

- A) Individuals shall be at least 16 years of age and not currently enrolled in an accredited high school, including those accredited by regional accrediting bodies and also those approved by the jurisdiction's department or ministry of education.
- B) Only persons without a high school diploma from an accredited American high school are eligible to take the HSE tests.
- C) Under no circumstances may the HSE tests be administered to persons less than 16 years of age.
- D) HSE Testing Centers shall administer the HSE tests to any qualified adult in accordance with jurisdictional rules, regulations, and/or code.

The registration process should be designed to clearly establish HSE testing eligibility. The Chief Examiner, Examiners or Test Coordinators / Administrators shall establish that all candidates are eligible to take the HSE tests at the time of testing.

JURISDICTION: Candidates who are not residents of Wyoming are eligible to complete the various HSE exams. They must meet the educational, enrollment and age requirements for the state.

Testing of non-citizens

Jurisdiction: Should a non-citizen wish to take the various HSE tests and they do not have a social security number, the Chief Examiner, Examiner or Test Coordinator / Administrator shall verify specific vendor documentation requirements for testing purposes. If it cannot be determined that adequate documentation is established, the Chief Examiner, Examiner or Test Coordinator / Administrator should contact the State Program Manager for further guidance. If the candidate is in the ABE program, the ABE Director or Instructor must contact the HSE Testing center regarding required student documentation.

Residency Requirement:

Non-residents may test in the State of Wyoming as long as they can present valid identification and meet vendor specific documentation requirements.

Testing of underage candidates



All Age Waiver candidates **MUST** pre-register with the assistance of the ABE staff /HSE Testing Center, **PRIOR** to submitting forms!

Applications of candidates who are not pre-registered may be significantly delayed in processing or may be disapproved.

Age Waiver Requirement:

Minimum age for testing **without** approval from Wyoming State HSEC Office: Eighteen (18) years of age.

Minimum age for testing **with** approval from Wyoming State HSEC Office: Candidate must be no less than sixteen (16) years of age.

Applicant must submit the 16 and 17 Year Old Age Waiver Application for High School Equivalency Certificate (HSEC) Testing. The application can be obtained from any Official WY HSE Testing Center, Adult Basic Education Center or the Wyoming Community College Commission HSEC Program website at: www.communitycolleges.wy.edu/requireddocuments.aspx and contains the following three sections:

1. Demographics: Personal information, a brief statement explaining why you would like to participate in the HSE program, and parent's or legal guardian's signature.
2. School District Withdrawal Verification
3. Pretest Verification: Candidates must meet the criteria listed on the 16 and 17 Year Old Age Waiver Application for High School Equivalency Certificate (HSEC) Testing using the vendor specific Readiness/Practice Test administered at either an ABE Center or a HSE Testing Center by ABE staff.

Each candidate under the age of 18 must have an age waiver approved by the WYHSEC Program before they may begin testing.

Candidates not permitted to participate in the various HSE tests: Candidates under 16 years of age are not permitted to participate in any of the various HSE tests unless they are an emancipated minor.

Exception to Age Waiver Policy: EMANCIPATION

A candidate is conferred certain rights of majority and are considered emancipated when they meet the definition as set by the State of Wyoming according to W.S. 14-1-201 through 14-1-206, and

Is or was married;
Is in the military service of the United States; or
Has received a declaration of emancipation pursuant to
W. S. 14-1-203.

Once the candidate has provided documentation validating their emancipation, an age waiver **DEMOGRAPHIC FORM** is required by the WY HSEC Program to record the demographic information and a description of the emancipation.

Due to the Wyoming minimum age requirement for testing, the various vendors have each implemented proprietary procedures for the State Staff to “unlock” and approved candidates in the various registration software. Once the age waiver **DEMOGRAPHIC FORM** is forwarded to the state office, an email will be forwarded to the instructor and Chief Examiner regarding the approval.

This is a formality only. *The candidate is considered an adult and does not need to meet age waiver criteria; the State HSEC Program Manager simply needs the information to document an exception to policy and ‘unlock’ the specific vendor’s registration software.*

Verification of Identity

Verification of each candidate’s identity for testing is critical to maintaining the security and integrity of the HSE testing program. Identity and age must be verified using acceptable photo ID.

Valid ID

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, unless there is any reason to question their authenticity.

Current ID provided by a postsecondary educational institution is also acceptable if it contains the candidate’s name, address, date of birth, signature, and photograph.

Combinations of ID's

If one form of identification does not meet all requirements, the State HSEC Program Manager may approve an appropriate combination of other documents to satisfy the identity requirements.

Jurisdiction: The Wyoming HSEC Program does not have a residence requirement therefore state and federal identification not bearing addresses are acceptable forms of identification. Each candidate is required to demonstrate identification using one or more of the approved identification requirements.

How residents may obtain a WY ID

Should a candidate who lives in Wyoming not have valid identification, the HSE Examiner may direct the candidate to go to the Wyoming Department of Transportation to obtain an ID card. The process for obtaining the ID changed in 2011 and requires several documents; it is not as simple as showing up at the DOT. Please contact your local driver exam office, or visit:

http://www.dot.state.wy.us/home/driver_license_records/id_cards.default.html

According to DOT, "If you do not have these documents, you must contact the Cheyenne headquarters help desk at (307) 777-4810 for assistance and information concerning other possible acceptable documents that could prove you are a resident of Wyoming."



When an Examiner is unsure of the validity of the documents presented by a testing candidate, or if an expired official ID is presented, staff may ask for a combination of identification materials. For example, the Examiner can combine a Visa and the Immigration documents stating the reason the candidate is in the United States, or a school issued Photo ID, a Social Security card, and a utility bill or rent receipt. The key is to have a photo ID connect the picture, the name on it and the person in front of you with a document that can be verified. All questions on ID combinations must be discussed with the State HSEC Program Manager.

Written Confirmation of Eligibility

When a Chief Examiner, Examiner or Test Coordinator / Administrator has reasonable doubts concerning the validity of a candidate's eligibility, they have authority to question that candidate and to withhold the candidate's admission and testing until such time as any questions have been answered and all doubts are resolved.

JURISDICTION: Testing Centers that do not require a written application for HSE testing that includes a statement concerning the candidate's eligibility from a specific vendor must create one locally. The registration process should be designed to clearly establish HSE testing eligibility. The Chief Examiner, Examiner or Test Coordinator / Administrator shall establish that all candidates are eligible to take the various HSE tests at the time of testing.

Policy for Retesting

POLICY: In order to achieve a passing score, HSE candidates shall be permitted to retest on the entire battery or on certain test(s) in the battery in accordance with each specific vendor's policies and/or the following:

A) Candidates may test only once per form on any individual test in a year (This may be waived by the each vendor according to psychometric and publisher policies).

B) Some special editions are available in only **two forms** in a contract year. If candidates need to repeat a form for a third attempt, they must first take the alternate form. There should be at least a 60-day wait period before re-administering a repeat form.

JURISDICTION: Chief Examiner, Examiner or Test Coordinator / Administrator have a responsibility to advise all HSE candidates on all issues related to re-testing.

Special Retesting Considerations

Some special considerations must be discussed prior to allowing candidates to retest:

1. Whenever it is necessary to administer a repeat form of the special edition tests, examiners are required to wait at least 60 days before re-administering a repeat form. (This may be waived by the each vendor according to psychometric and publisher policies)

2. After passing the various HSE tests, a candidate may only retest for the following additional reasons not already listed in the various vendor's P&P manuals:

1. The candidate is trying to obtain a Hathaway Scholarship or improve their current award level.
2. The candidate is trying to raise their total or an individual subtest score for entrance into the U.S. Armed Forces **ONLY**

JURISDICTION: If a candidate tests twice in a subtest and fails each time, The



HSE Examiner should:

1. Refer the candidate to an Adult Basic Education center for remediation:
2. If remediation is provided: The ABE instructor should provide proof to the Examiner prior to the candidate scheduling to retake the last exam.

Administration of the HSE Tests

For the HSE tests to accurately measure a candidate's knowledge, the tests must be administered under the same standardized conditions as those of the original norming study conducted on high school students.

This standardization process fairly measures the academic knowledge that a high school student possesses at graduation. To ensure an accurate process, those individuals who may give the HSE tests is strictly controlled.

Who May Administer the HSE Test?

HSE Chief Examiner, Examiner or Test Coordinator / Administrator and the State Administrator

Only these staff may administer HSE Tests in strict adherence with this manual and the specific vendors Test Administration or P&P manual.

POLICY: The HSE tests may be administered by an approved HSE Chief Examiner, Examiner or Test Coordinator / Administrator only and they must be administered in accordance with the following:

- One examiner must be present at all times while testing is in progress, and one additional examiner must be available to assume responsibility in the event of an emergency.
- One examiner may test up to 20 candidates.
- Another examiner or a proctor must be present to assist with testing if more than 20 candidates are being tested in the session.
- Chief Examiner, Examiner or Test Coordinator / Administrator and Proctors may not conduct business unrelated to the administration of HSE tests while testing is in progress.
- Chief Examiner, Examiner or Test Coordinator / Administrator and Proctors must maintain constant supervision of HSE candidates while testing is in progress.

How to Administer the HSE Test?

POLICY: Chief Examiner, Examiner or Test Coordinator / Administrator will verify the identity and eligibility of each HSE candidate admitted to any testing session.

JURISDICTION: All test centers must have documentation of a completed registration process for each candidate, available for review and verified by an Examiner, prior to the beginning of every testing session. Each vendor has a unique process, **VERIFY!**



BEST PRACTICE: *A locally developed form which includes any specific ABE program policies/steps, and provides areas to sign off all mandatory forms, verification of Age and Identity, and retesting policies as well as history of individual candidate performance will greatly reduce the possibility of unnecessary re-testing and compromises!*

Registration, test preparation and overall test administration

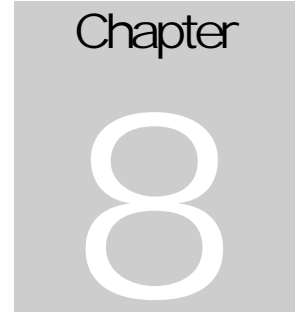
Careful review and compliance with the various vendors HSE Testing P&P Manuals for Registration and Test Preparation, will greatly improve program performance, ensure proper operation of local test programs and prevent needless additional practices and reduce the possibility of inadvertent test compromises and preventable irregularities.

Standard Directions To Be Read Aloud by the HSE Chief Examiner, Examiner or Test Coordinator / Administrator

POLICY: All HSE Chief Examiner, Examiner or Test Coordinator / Administrator shall administer the various HSE tests in strict adherence to the instructions and procedures disseminated by the specific HSE test / vendor being offered.



JURISDICTION: ***NO DEVIATION** from the policies and procedures contained in the various vendors HSE Testing Policies and Procedures Manuals are allowed and any exception to this policy **MUST** be authorized in writing!* All questions concerning this section should be directed to the State HSEC Program Manager prior to the beginning of testing.



Administration of Other Formats of the HSE Tests

The various HSE vendors have developed several alternate formats of the HSE tests to meet the special needs of HSE candidates who are not able to use the standard version of the tests.

Editions in a Language Other than English

Wyoming's official policy for the HSE Testing Program only allows for testing of candidates in the English and Spanish languages. Due to extremely limited use, the state program office no longer maintains a Spanish language paper copy for loan to programs.

JURISDICTION: If the Chief Examiner, Examiner or Test Coordinator / Administrator does not speak the language, it is suggested that a Proctor who is fluent in speaking Spanish be present to assist with directions, questions, and any special instructions.

Combining HSE Test Scores Across Different Language Formats

In Wyoming, candidates are NOT allowed to combine scores across different language format tests so as to complete the official test battery and receive a credential. For questions about transfer or test credit, contact the State HSEC Program Manager.

Braille Edition

Due to the extremely limited availability of Braille Proctors, test centers are encouraged to contact the State HSEC Program Manager for assistance when use of the Braille Edition is requested. Suitable alternative test methods or accommodations may need to be considered.

Accommodated Testing of HSE Candidates with Disabilities

The following guidance is always superseded by the guidelines described in the materials posted on the various vendor's websites; the websites always includes the most up-to-date information and guidelines.

Reasonable accommodations are provided for candidates who have documented disabilities that prevent them from accessing the HSE tests. Accommodations are made for candidates who have diagnosed physical, mental, sensory, or cognitive disabilities and who provide appropriate documentation from a qualified professional of their impairment and its effect on their ability to take the HSE tests under standard conditions.

Tests for HSE Candidates with Disabilities

POLICY: Official HSE testing centers shall provide appropriate accommodations for HSE candidates with documented disabilities in accordance with the Americans with Disabilities Act as Amended (ADAAA)

Requests for Accommodations

HSE candidates may request accommodations at any time. However, it is strongly recommended that they do so at least 60 days in advance of their desired test date to allow sufficient time to review all documentation that has been submitted and for arrangements to be made for the accommodation(s).

The documentation must demonstrate not only that the person meets diagnostic criteria for a particular disorder, but also that the condition is at the level of a disability as defined by the ADAAA.

POLICY: The diagnosing professional who produces the documentation must determine the necessary accommodations for standardized testing, not the Chief Examiner, Examiner or Test Coordinator / Administrator.

POLICY: If a candidate's highest VIQ, PIQ, or FSIQ score is below 80 they will be asked to complete the Intellectual Disabilities Accommodations Request Form, NOT the LCD request form. These requests will always be forwarded to the vendor for consideration.

POLICY: A candidate's request for accommodated testing and supporting documentation shall be held in confidence. No record of accommodated testing is permitted on a report of a candidate's HSE test results or HSE credential.

Accommodations Request process

Upon receipt of an accommodation request, the following process occurs:

- A) The Chief Examiner, Examiner or Test Coordinator / Administrator performs an initial review of the materials for completeness.
- B) If the request is not complete or is on the incorrect form, the Chief Examiner, Examiner or Test Coordinator / Administrator advises the candidate how to correct the error(s).
- C) If the forms are complete and supporting documentation is attached, the Chief Examiner, Examiner or Test Coordinator / Administrator will advise the candidate on the delivery method required by the specific HSE vendor the candidate has selected.
- D) If the HSE vendor denies a candidate's request for accommodations, the candidate may appeal that decision. Each vendor has specific policies and procedures for the appeal and the candidate is advised to work directly with the vendor's accommodation section.

Accommodations for HSE Candidates Who Are Blind or Have Visual Impairments

These include, but are not limited to:

- 1) Use of the Braille HSE test if available from the specific HSE vendor
- 2) Use of the large-print HSE test if available from the specific HSE vendor
- 3) Use of a handheld magnifier if available from the specific HSE vendor
- 4) Use of a scribe for dictating responses if available from the specific HSE vendor

Accommodations for HSE Candidates Who Are Deaf or Hard of Hearing

Because the HSE tests are written (not oral), there are minimal requirements for most candidates who are deaf or hard of hearing. In no situation may the HSE tests be translated or interpreted into any other language, such as ASL, which would fundamentally alter the nature of the test.

Because of limited demand for the signed video of HSE test instructions, *Candidates in Wyoming are hereby automatically approved to read all printed instructions and information that would ordinarily be read aloud by the HSE Chief Examiner, Examiner or Test Coordinator / Administrator and may ask questions in writing about procedures on HSE tests.*

Use of a Scribe to Record Answers on the HSE Tests

This accommodation is appropriate for those candidates who have documented difficulty writing as a result of visual or physical impairments, however, each vendor has specific approval processes and these must be followed precisely to avoid having to retest.

JURISDICTION: A scribe may be approved in situations where a candidate is unable to write (or see to write) on their own, even with extra time. A scribe may in no way edit the essay or discuss the tests or responses with candidates, except in order to clarify the candidate's intended response. This accommodation may not be available from all vendors.

Instructions for the use of a scribe

The scribe should do the following:

- A) Record answers to the multiple-choice questions; and/or
- B) Record the essay portion of the Language Arts, Writing Test.

The scribe's duty is to faithfully record the HSE candidate's responses without correcting them. The scribe must be an accurate and fair secretary, neither diminishing the fluency of the candidate nor helping to improve the writing.

Minor Adaptations That Do Not Require Prior Approval

The Chief Examiner, Examiner or Test Coordinator / Administrator may permit the use of certain adaptations and devices without prior approval from the State HSEC Program Manager or the various HSE vendors.



JURISDICTION: These adaptations and/or devices are described in the various HSE vendors' documentation. All candidates who need to bring a "personal item" into the testing room or request minor modifications should notify the Chief Examiner, Examiner or Test Coordinator / Administrator and receive approval prior to test day. Accommodation questions should be directed to the HSE vendors.

Publicity for Accommodated Administrations

Test Centers are especially encouraged to elicit the cooperation of special education, vocational rehabilitation, and adult education agencies as part of its publicity effort. Chief Examiner, Examiner or Test Coordinator / Administrator are encouraged to direct candidates who may have disabilities to the websites, which include Request Forms, Documentation Guidelines, and other helpful resources.

Chapter
10

Testing Irregularities and Compromises

Testing irregularities and compromises pose a threat to the integrity of the HSE testing program. Test Centers who violate Policy and Procedure requirements will be closed on-the-spot for investigation by the Administrator.

The Chief Examiner, Examiner or Test Coordinator / Administrator are required to take all the necessary precautions to prevent and minimize the possibility of a compromise or irregularity and report immediately if one does occur.

Testing Irregularities

Testing irregularities are any significant occurrence that generally disrupts a candidate's ability to focus on testing. Testing irregularities must be reported to the State HSEC Program Manager as soon as possible.

Test Compromises

A test compromise occurs whenever:

- A whole or partial paper-based test battery is lost or stolen.
- Any unauthorized person has access to the HSE tests.
- A HSE candidate copies from another candidate.
- An individual impersonates a HSE candidate and attempts to take the test.
- Examiners or candidates share information about the HSE tests.
- HSE candidates receive answers to test questions in advance of the scheduled testing date or attempts to use any form of "cheat sheet" during testing.

Every effort must be made to prevent such compromises from occurring.

The Chief Examiner, Examiner or Test Coordinator / Administrator must delay reporting scores to any candidate who is suspected of compromised testing until an investigation has been completed. **This process must be in strict compliance with the specific HSE vendors' requirements!**

IF A TEST COMPROMISE OCCURS: No further testing may be conducted until the State HSEC Program Manager and specific HSE vendor agree to the reopening of the center.

Consequences of Security Breaches at an Official HSE Testing Center

Any loss or compromise may result in (1) the permanent closure of an official HSE testing center, (2) HSE vendor refusal to permit the current Chief Examiner, Examiner or Test Coordinator / Administrator, or other testing center staff members future access to the HSE tests, and/or (3) the imposition of various costs on the applicable institution to compensate for the harm caused by the security breach.

Wyoming State HSEC Program Policy on Fraud

JURISDICTION: No person shall present a forged document, (verification, certificate or transcript whether scanned, reproduced or electronically altered in any manner) as an official state-issued high school equivalency certificate or transcript document. If a person presents such a document, the State HSEC Program Manager will be notified within one business day. The State HSEC Program Manager will investigate all incidents and may expunge the offender's official record, invalidate test scores, bar further testing in Wyoming and /or seek prosecution of the offender in a court of law.

The archive of official violations will be maintained by the State HSEC Program Manager at the Wyoming Community College Commission and access will be limited to only Commission staff, those individuals immediately necessary to legally investigate violations of this policy and various HSE assessment vendors' legal staff and employees.

Addendum A

Addendum B

Addendum C