

Indiana HSE Testing Center Application Form

Return Completed Form to Megan Hibbard, HSE Test Coordinator | mhibbard@dwd.in.gov

The State of Indiana has contracted with HiSET® as an HSE test vender. Indiana and HiSET® have criteria to determine whether a facility constitutes a testing center.

Indiana’s testing policy states that a *“testing center (is a) site that holds a testing center agreement with ETS/PSI.”*

Indiana’s testing policy also states that an *“addendum site (is a) site at which testing shall occur, but the sites do not have a separate testing center agreement with ETS/PSI. Addendum sites must fall under the responsibility of a testing center.”*

The state HSE coordinator must have on file the names of individuals who participate in testing. Indiana’s testing policy states –

“Chief Examiner or Test Coordinator – Individual responsible for the administration of a secure and legally defensible HSE testing center including the building, testing room, testing conditions, and qualified staff. Test Coordinators may also serve as examiners.”

“Test Administrator 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.”

All testing centers must follow Indiana’s testing policy.

List of **all** individuals involved in HSE testing:

Testing roles of these individuals:

What qualifications do these individuals hold? List degrees earned.

Where will paper-based tests be stored?

Is this area locked and secured? (Circle One)

Yes

No

Who has access to paper-based tests?

Are there individuals not involved in testing who have access to these tests? (Circle One) Yes No

If yes, who are the individual(s) who have access to these tests?

What is/are their role(s) at this facility?

Will paper-based tests be locked in a file cabinet?

(Circle One) Yes No

If tests are stored in a file cabinet, where is the location of the cabinet?

Is the file cabinet always locked? (Circle One) Yes No

Is there anyone else, not affiliated with testing, who has access to the file cabinet?

(Circle One) Yes No

If so, who is/are the individual(s) and what do they do?

Teachers may help students register for the test, but they may not have access to the HiSET® portal. They may not look up grades or have a username or password. Only testing personal may access grades and student information. List individuals who would have access to the HiSET® portal their roles.

Accommodations: Does your facility have the capability to provide testing accommodations?

(Circle One) Yes No

Who is helping student(s) with testing accommodations and what is his/her role at the facility?

What other information would you like the State of Indiana to know when considering this facility as a testing center?

Attached are qualifications for a HiSET® test center. This checklist is in the HiSET® Manual. Indiana uses this checklist to determine whether a facility can become a testing center.

SECURITY	Yes/No	Who has access?	Role Description (What does this individual(s) do?)	Comments:
Passwords are secured and/or locked up and not posted in testing area, reception area, or offices.				
Testing room is locked and secured when testing is not occurring.				
Access to the testing room key is limited to authorized staff.				
Test center staff use secure check-in procedures. Before examinees test, staff <u>must</u> check their identification and obtain their signatures on a sign-in sheet/roster.				
HiSET® scratch paper is distributed to every test taker. Staff must verify that the scratch paper is returned in its entirety upon completion of testing.				
A safe area is provided in which test takers can store personal belongings. This includes purses, books, backpacks, and electronic devices. All cell phones must be turned off. The only calculators allowed are 4-function and scientific calculators				
Provide a secured, locked storage area for testing materials. Only individual(s) who administer the test should have access to these materials. Individuals involved with instruction cannot have access to these materials.				
Recommendation: Test center has a test center staffing succession plan.				
Recommendation: Test administrators regularly change their individual software passwords (recommend every 30-days).				
Recommendation: Criminal background checks are part of hiring practices for test center staff.				
HiSET® administrations are always monitored by a test administrator or proctor.				

A test center staff member is always present in the testing room during testing sessions. Testing staff walk through the testing room at 10-minute intervals.				
Each workstation is completely visible to a test center staff member and within hearing distance of the test center staff. Testing staff can access the workstations within 10 seconds of an issue.				
Testing room is located within a locked, enclosed room and supervised when unlocked.				
Provide a secure and safe testing area.				
Provide comfortable seating and room temperature for test takers during testing.				
The door to the testing room is closed to provide a quiet testing environment.				
Testing room is entered directly from an administration/reception area.				
Desks/tables are arranged where testers cannot see each other, and test takers do not have a view of any screen other than their own.				
For computer-based testing, dividers cannot be used. There must be a 5 feet distance between test takers. For paper-based administration, the separation distance should be measured from the center of the test.				
Test center personnel have access to a telephone available to facilitate contacting ETS Technical Support or the ETS Office of Testing Integrity.				
An area next to the testing room used for test taker registration and for monitoring testing center activity is provided.				
Test center accommodates reasonable privacy for test taker identification verification and prevents exposure of information to other test takers.				
Recommendation: A sign is posted outside the test center indicating "Testing is in progress. Please be quiet."				
Staff must treat test takers in a professional and courteous manner.				

Staff must read and be familiar with the HiSET® Program Manual.				
Staff must be assigned unique user accounts to access HiSET® software.				
Staff must notify ETS when personnel changes occur and provide complete contact information, including email addresses and telephone numbers.				
Chief examiners and test administrators have completed the online HiSET® eLearning training.				

Approved (Circle One) Yes No

Megan Hibbard, HSE Test Coordinator _____

Date _____