

Montana HiSET
Montana High School Equivalency Diploma Information
March 27, 2014,

Requirements for Issuance of Diploma/Testing

Minimum test scores

High school equivalency:	8 minimum subtest passing score
College and Career Ready:	15 minimum subtest passing score

School status

Candidates may not be currently enrolled in school or have received an accredited high school diploma or high school equivalency diploma. HiSET Options students will be waived from the requirement to not be enrolled in school.

Age requirement

Candidates 19 years of age and older are eligible to test pursuant to the Administrative Rules of Montana (ARM), Chapter 66.

Candidates 17 and 18 years of age, with prior school enrollment are eligible to test and receive HSE diplomas providing the candidate:

- submits to the HSE testing center prior to testing, an original, official school document that clearly identifies the candidate by name, date of birth, and provides the last school enrollment date and signed by the chief education officer verifying that the candidate has been advised of in-school and alternative educational options; or
- resides in a Montana-based job corps center, correctional facility, state-authorized group home, or treatment center and submits a written referral from the facility director or authorized agent (e.g., probation officer); and
- is no longer enrolled in a regular high school program for credit

Candidates with no previous high school enrollment are required to provide documentation from a chief education officer or the county superintendent of the county in which the candidate currently resides, documenting the candidate has not enrolled in school and has been advised of in-school and alternative education options.

Waiver of Minimum Age Requirement

A 16-year old candidate may receive a waiver of the age requirement if documentation is submitted and approved by the state HSE administrator, as follows:

- a completed, signed and notarized 16-year old waiver application form providing school status and notarized permission from the candidate's parent or legal guardian
- a statement from an OPI adult basic education program, or literacy program, stating the candidate has successfully completed HSE preparation classes or attained pretest scores indicating a likelihood the candidate will pass the HSE test, and
- letter on official letterhead stationery from an employer or continuing education training program indicating acceptance of the candidate is based upon successful completion of the HSE test.

Candidates with no previous high school enrollment are required to provide documentation from a chief education officer or county superintendent of the county in which the candidate resides, documenting the candidate has not enrolled and has been advised of in-school options and alternative education options.

Residency

Applicant must physically reside in Montana and have a Montana mailing address or claim Montana as the state of residence if tested in a military installation or in a federal correctional institution.

Retesting

Retesting must be administered in a form not previously taken by the examinee and in compliance with the testing service requirements.

Candidates who previously attained a high school equivalency credential may re-test if higher scores are required for employment or admission to a post-secondary institution. Re-testing for this purpose requires prior approval from the State HISET Administrator. Candidates shall show proof that re-testing is necessary by presenting a written request on official letterhead stationery signed by the agent requiring higher scores, stating the reasons for higher scores.

Test Registration

Candidates must register and schedule for test online at www.hiset.org.

Transcripts and Diplomas

The Office of Public Instruction (OPI) shall issue an official transcript and diploma when candidate scores meet or exceed the minimum score established by the Board of Public Education.

Duplicate transcripts may be requested by submitting the Request for Transcript form posted on the OPI Web site.

No duplicate diplomas will be issued.

Combined GED and HiSET Scores

Candidates who have completed the full GED battery, but not passed the GED, and have a combined average of over 45 on the HiSET will need to retest in their lowest area on the GED test.

- Candidates who have the same lowest score in two or more areas may select from the lowest scores for retesting.

Candidates not achieving passing scores after retesting must continue to retest in their lowest area.

Scores will not be combined after January 1, 2015.

Candidates will need to inform their test examiner of existing GED scores. Examiners will be responsible for notifying the state.

Fees

The HiSET fee is \$50 and must be paid at the time of registration (credit card, pay pal, debit card, or voucher). Candidates can take two free retakes in one calendar year.

Test center fees may also be assessed. Centers may charge up to, but not exceed, \$15 for the test battery; up to, but not exceed \$2, for individual test batteries. A test center may charge up to a \$6 retake fee for each battery retested.

Test Center Obligations

Staff Appointment and Responsibilities

The steps for approval of chief examiners or supervisors are as follows:

- submit a written request asking for a new testing staff person to the state administrator and include a transcript for verification of academic attainment
- state administrator will determine if the required academic attainment has been met by the prospective staff person and submit the candidate's name to ETS for access to the appropriate E-Learning modules (CBT/PBT or both)
- upon completion of eLearning and observation of test administration the HiSET staff approval form must be submitted to the state administrator
- state administrator will confirm with ETS that the candidate has met all requirements for administering the HiSET and official email confirming approval will be sent by OPI to the approved chief examiner or supervisor

Test administration approval may be revoked by the state for activities that compromise the integrity of the test (i.e. exceeding the number of incorrect test forms, violating test security, etc.)

Chief Examiners must attend annual state meetings.

Staff Education Requirements

Chief Examiner: Must hold a bachelor's degree from an accredited college, or university, with previous testing experience or training in test administration.

Supervisor: Must have completed a minimum of two-years of postsecondary course work at an accredited college, or university, with previous testing experience or training in test administration.

Proctor: Must have at least a high school diploma or high school equivalency diploma.

Test Administration for CBT & PBT

Candidate to examinee ratio are not to exceed:

- One Chief Examiner/Supervisor: No more than 20 candidates
- Two Supervisors or one Chief Examiner/one supervisors: 21-40 candidates
- Three supervisors or one Chief Examiner/two supervisors: 41-60 candidates

Approval and Monitoring

The OPI will approve and monitor all centers at regular intervals. The ETS monitoring tool will be used to confirm test center adherence to administering the HiSET with fidelity and securing all test materials as prescribed.

Centers not in compliance with HiSET and state standards may be closed until the ability to meet requirements can be demonstrated.

Test Center Changes

Submit a request for all test center status changes to state administrator. This includes changes in location, testing room, and public access (open or closed).

Social Security Number

At check in, students who did not fill in their social security number when creating their profile should be asked to do so. This is not a required field, and could be easily omitted. It is an important identifier in Montana.