

# Montana HiSET

## Montana High School Equivalency Diploma Information

### September 2017

#### 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.

- Educational Testing Service requires a government issued photo Id in order to test. Their stipulations are listed in depth at <http://hiset.ets.org/requirements/mt>
- In the event there is a need for identification corrections, a government issued photo ID and any other relevant paperwork must be submitted to the state.

#### Age requirement

Candidates 19 years of age and older are eligible to test pursuant to the Administrative Rules of Montana (ARM), Chapter 66. All candidates under 19 years of age must submit a request to the test center with the documentation required below. With the permission of the testing center in which they plan to test the state approves their testing request.

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.
- The candidate 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.
- After the Chief Examiner or other authorized party (Test Supervisor) has approved the candidate for testing, they will contact the state and the candidate will be allowed to schedule for testing.



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
- a letter on official letterhead stationary 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](http://www.hiset.org)

## 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.

## 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.

A letter requesting an official transcript that includes the date of birth, a clearly written name, accompanying signature and prepaid return postage will also enable an individual to acquire a transcript.

No duplicate diplomas will be issued.

## Fees

The HiSET fee is \$10 per subtest, 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. Test centers may charge an additional fee up to \$5.00 for each test administered. This fee will be collected at the test site.

Test centers may assess the test center fee for candidates who cancel or do not show up on testing day. This is a local policy, and test centers are encouraged to post this information if they are going to assess this fee.



## Staff Appointment and Responsibilities

*Persons instructing potential candidates for the HSE tests, particularly as teachers of Adult Basic Education, Adult Literacy, HSE instruction, or other adult secondary education programs, cannot be appointed as chief examiners, supervisors, or proctors, or otherwise have any access to any secure HSE testing materials.*

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 send staff approval form to the candidate.
- Prospective staff person will complete staff approval form and complete an observation. When complete the form is submitted to the state.
- State Administration submits the candidate's name and email to ETS for access to the appropriate E-Learning modules (CBT/PBT or both)
- State administrator will be notified by ETS that the candidate has met all requirements for administering the HiSET and then notify the chief examiner and 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.)

## Policy for HiSET Test Center Approval

See Appendix A

## Policy for HiSET Test Administrator Approval

See Appendix B

## 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.

Chief Examiners must attend annual state meetings.



## 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

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. If ETS has monitored a site, the state will acknowledge that monitoring and follow-up with monitoring during the next rotation period.

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

## Test Center Status Changes

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



**Appendix A: Montana ETS HiSET Test Center & Staff Approval flow**

<b>Action</b>	<b>Complete</b>	<b>Date</b>
STATE schedules site approval (completes CMF ( <i>Center Master Form</i> ) & examiner transcript/previous testing experience approval)		
STATE sends HiSET Test Center Staff Change form and Testing Staff Appointment form for examiner to schedule observation; examiner completes observations and submits staff approval form		
CHIEF EXAMINER completes site observations and submits staff approval form to STATE		
STATE notifies ETS: examiner has final approval, site is approved, and submits CMF ( <i>Center Master Form</i> ) with request for eLearning modules to be sent to CHIEF EXAMINER and all Test Administrators for the approved test center.		
Site Receives MOU ( <i>Memorandum of Understanding</i> ) from ETS Test Administration Services and/or ETS Client Director, send to Chief Examiner.		
CHIEF EXAMINER reviews and signs MOU ( <i>Memorandum of Understanding</i> ) and send to STATE		
Receive STATE approval on MOU ( <i>Memorandum of Understanding</i> ) STATE Administrator signs and sends to ETS		
Chief Examiner notifies state of completed eLearning and receive HiSET credentials (sent to examiner), State verifies passage with ETS		
CHIEF EXAMINER receives STATE Policy, and HiSET Welcome letter from ETS		
STATE adds examiner to HiSET distribution list and Add Test center # to Montana Data Base. Suggest examiner sign up for HiSET News Blast. Send Welcome Letter including HiSET Policy and HiSET Testing Manual.		

*Appendix B: Test Examiner Approval Flow*

Action	Complete	Date
STATE receives written request for change in staff that includes a transcript/previous testing experience (see MT HiSET Policy)		
STATE determines adequate academic attainment and sends HiSET Test Center Staff Change form and Testing Center Staff Appointment form for examiner to schedule observation.		
CHIEF EXAMINER completes site observations and submits completed staff approval form to STATE.		
STATE notifies ETS: requests eLearning modules (CBT/PBT or both), provides ETS with examiner's email address.		
Applicant notifies the state that the eLearning modules were successfully completed. State verifies with ETS.		
ETS and the STATE welcome the new examiner (welcome letter)		
STATE puts examiner on mailing lists, sends the policy packet and relevant items on security and updates. Suggest that individual signs up for HiSET monthly newsletter		

## Testing Center Staff Appointment

Examiner Information		
Last name		
Frist name		
Applicant wishes to serve as (check one)		
<input type="checkbox"/> Chief Examiner	<input type="checkbox"/> Test site supervisor	
Center Name		
Center ID number		
Address		
City	State	Zip code
E-mail		
Phone Number	Fax	
Reason for the request		
<b>Outline candidate qualifications and attach appropriate transcripts.</b>		
<input type="checkbox"/> Holds a Bachelor's degree		
<input type="checkbox"/> Holds an Associate's degree or Higher		
Has	years' experience in testing teaching or counseling.	
<input type="checkbox"/> Is not involved in the instruction of students preparing for the HiSET		
Observation/Training was completed ___/___/___ at		
mm dd yyyy		
Chief Examiner's name:		
Chief Examiner's signature: _____		
State HiSET Administrator Approval		

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Signature of State Administrator mm dd yyyy

E-Learning unit was completed on \_\_\_/\_\_\_/\_\_\_  
 mm dd yyyy



# Testing Center Staff Change

Fax to: 609-771-7710

**Information**Date:      /      /       
mm dd yyyyHiSET Use Only - Date Received:      /      /       
mm dd yyyyI recommend that  Mrs.  Ms.  Mr.  Dr.

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Be authorized to serve as (check one):  Chief Examiner  Supervisorat the following Testing Center-  
Center ID Number(s): \_\_\_\_\_

Center Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province/Territory: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: (      ) -      FAX Number: (      ) -

**Reason for Request**

- The candidate is replacing: \_\_\_\_\_
- The candidate is an addition to current staff.

The test center hours and/or dates will need to be modified when this staffing change is effective.

- Yes
- No

The candidate meets or exceeds the qualifications necessary to perform the duties and meets jurisdictional requirements.

- Yes
- No

 Training of the new staff member has been completed. Training Date:      /      /       
mm dd yyyy

Name of Trainer: \_\_\_\_\_ Title: \_\_\_\_\_

 Training of the new staff member has been scheduled. Scheduled Training Date:      /      /       
mm dd yyyy

Name of Trainer: \_\_\_\_\_ Title: \_\_\_\_\_

**HiSET Administrator**

This appointment has been approved and he/she has signed the Test Security Memo. The original is held on file in my office.

\_\_\_\_\_  
Signature of HiSET Administrator\_\_\_\_\_  
Jurisdiction