

<b>21.15 High School Equivalency Test (HiSET) Guidelines for HiSET Candidates</b>	
<b>Application:</b> To All Department of Children's Services Employees	
<b>Authority:</b> TCA 37-5-105, 37-5-106	<b>Standards:</b> None
<b>Commissioner:</b>	<b>Date:</b>
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<b>Glossary:</b> <ul style="list-style-type: none"> <li>◆ High School Equivalency Test (HiSET): <ul style="list-style-type: none"> <li>○ The new alternative exam to the GED test that can help achieve the important state-issued high school equivalency credential.</li> </ul> </li> </ul>	

## Policy Statement:

The Department of Children's Services youth development centers are addendum HiSET testing sites under a HiSET testing center and are therefore required to comply with rules, regulations and guidelines set forth in this policy and the Educational Testing Services (ETS).

## Purpose:

To outline procedures for administering HiSET testing in YDC's.

## Procedures:

### A. HiSET Preparation Program Eligibility

HiSET candidates must meet the following eligibility requirements for admission into the Pre-HiSET program:

1. Be 17 years old to enroll in a HiSET preparation program or take the official HiSET.
2. Have less than 15 academic credits earned;
3. Be unable to graduate on time with his/her graduating class; and
4. Have permission from the Child and Family Team.
5. Complete the ***Recommendation to Test form*** (if candidate is less than 18 years of age).

**NOTE:** Please visit the [HiSet Program](#) page for more requirement information.

### B. HiSET Registration Requirements

The HiSET Test Administrator at the YDC forwards the following to the HiSET Chief Examiner in one registration package, per candidate:

1. A copy of the **Facility Face Sheet (CS-0060)**.
2. A **Recommendation to Test form** (needed if candidate is less than 18 years of age).
3. A copy of the candidate's birth certificate;
4. A copy of the candidate's social security card or application for social security card;
5. A copy of the **YDC Principal's Approval** to test agreement;
6. An entire copy of the last Official Practice Test administered that documents at least a score of 10 for Math, 14 for Reading, 17 for Writing, 11 for Science, 13 for Social Studies and 4 for Essay; and
7. A copy of the **Official Practice Test Verification form**.

### **C. Removal from program**

1. Students who have already been placed in the HiSET program, either in a previous placement or in the current placement, may be removed from the HiSET program when:
  - a) It appears that such placement was in error due to student readiness for the HiSET, in terms of either personal maturity or educational skills.
  - b) The student demonstrates a pattern of lack of effort or progress, which impacts his own probable success or that of others.
2. This determination is made by the HiSET teacher in consultation with the Principal/ Designee and the Educational Representative of the student's Treatment Team.
3. If a candidate does not meet the minimum HiSET score requirements to pass, the candidate can only take it three (3) additional times within a calendar year. Refer to [Retake a HiSET Test](#).
  - ◆ Candidates cannot take a subtest (each content area) more than three (3) times in a calendar year. This is true whether they are taken individually, as a battery, or in any other combination.

### **D. Recommendation to Test Denial**

1. The HiSET Chief Examiner approves all candidates prior to testing. If a candidate is recommended for testing and does not meet the eligibility requirements, the candidate is not allowed to test. The YDC Principal is notified immediately, by email, of the denial of admission to test.

2. The YDC Principal may appeal a denial of admission to test by providing adequate justification to the HiSET Chief Examiner, by email, at least 5 days after the denial of admission to test notification is received.

**E. Transferability of HiSET program completion, HiSET forms, and Voucher Codes.**

1. Candidates who transfer between YDC's and meet the HiSET candidate readiness criteria, are immediately scheduled, within thirty (30) days, into the receiving YDC's HiSET preparation program, to ensure continuous delivery of their alternative educational program of studies.
2. In the case of a student being released from the YDC, the Recommendation to Test form should go with them via Case Manager or Education Specialist.
3. In the case of a student being released and they have taken the Official Practice Test, a copy of the Official Practice Test Verification form should also go with the student via Case Manager or Education Specialist.
4. When a candidate is issued a voucher code, the candidate should be scheduled to test within thirty (30) days. However, voucher codes can be used at any other YDC and, if partially used, can be used once a student is released, at another HiSET testing center.

**NOTE:** Special Education students may be placed in HiSET classes by IEP team decision.

**Forms:**

[\*\*CS-0060 Facility Face Sheet\*\*](#)

***LB-1076 Official Practice Test Verification form***

***LB-1113 (3-16) Recommendation to Test form***

***YDC's Principal's Approval to Test Agreement***

**Collateral Documents:**

[\*\*HiSET Requirements\*\*](#)

[\*\*Retake a HiSET Test\*\*](#)