

**NYS Education Department High School Equivalency (HSE) Office**  
**Required Training for NYSED Approved HSE Test Centers**  
**New and Continuing Coordinators and Examiners**  
**February 15, 2022**  
**Questions Submitted to the Chat Box, with Answers**  
[hsetc@nysed.gov](mailto:hsetc@nysed.gov)

1.Q. We received this power point presentation when we registered for the training using the application form posted on the HSE Announcements. How do people who need to take this required training obtain the ppt if they couldn't join today's session?

A. This training is required for new and continuing coordinators and examiners. Please send [hsetc@nysed.gov](mailto:hsetc@nysed.gov) an email if you need to obtain the required training presentation.

2. Q. I work for DOCCS and am curious as to when we will receive tests?

A. Test centers serving incarcerated individuals will use PBT. DOCCS must sign the *Official GED Testing Center Contract for the GED Test on Paper*, as the first step. Test center staff in incarcerated settings must complete GEDTS PBT training, take a short quiz, and sign and submit the *Test Security Memorandum*. Access to GED Manager will be granted when the above requirements have been met. PBT sites will order the paper tests and answer sheets through GED Manager for individual test takers. This process is explained in the GEDTS PBT required training.

3. Q. Will private test centers charge students to take the test?

A. No. The GED continues to be free of charge for all test takers who have resided in New York State for at least 30 days. Currently, existing Pearson VUE Test Centers are allowing test takers to take the GED at their sites, at no charge, until NYSED HSE Test centers are operational.

4. Q. Where can we find the Age Eligibility (AE) form?

A. The Age Eligibility form is now embedded in the GED registration process. When a test taker creates their GED account, they will access the AE form if they are under age 19.

5. Q. If a high school is electronically submitting an Application R on behalf of a student, can they complete the Age Eligibility form at the same time?

A. Please do not submit Age Eligibility forms to the Application R digital submission page. These are separate internal processing streams and will greatly delay processing of the age eligibility form.

6. Q. I thought the signature of the institution official was no longer required on the Age Eligibility (AE) form.

A. The form has been updated to include the signature, to ensure the certifying official is attesting to the criteria being met.

7. Q. Can you clarify when a student is age eligible to take the test.

A. Maximum Compulsory School Attendance Age (MCSAA) must be reached before a student can legally drop out of school and take the GED. MCSAA is reached on or after July 1<sup>st</sup> of the school year immediately following when a student turns 16 or 17 years of age (it depends on the school district) and can officially withdraw from school.

8. Q. When will test centers that applied to offer paper-based testing (PBT) and completed the required questionnaire, be informed of whether they are approved to deliver PBT?

A. Test centers will be notified the first week of March.

9. Q. what are the computer hardware requirements for delivering computer-based (CBT) testing?

A. CBT must be administered on a PC (not a Mac), which uses a windows-based operating system. Please refer to the [Pearson VUE Technical Requirements](#), which are included in the CBT setup process.

Also, computers which are used for GED CBT can be used for other purposes when testing is not being delivered.

10. Q. What is the difference between a Coordinator and a Chief Examiner for an approved test center?

A. The NYSED HSE office requires one main contact for each approved test center, which is the *Test Center Coordinator of Record*. This position was previously called, Chief Examiner (many years ago) by the HSE office. Currently, professional test center staff who assist the Coordinator in administering exams, are called *Examiners*. Please visit the [HSE website for information](#), and/or to apply to be approved for either of these positions.

Also, please note that GED refers to the HSE Coordinator, as the Test Administrator, and HSE Examiners as, Proctors. While the HSE Office uses the position of Proctor to refer to those who assist in testing but are not permitted to be the staff person overseeing the administration of the exam.

11. Q. Is there testing available for CBT while test centers get set up?

A. Yes, there are existing Pearson VUE Test Centers (PVTC) already operating that test takers can use until NYSED approved test centers can become PVTCs. Test takers, can

create their account and schedule their test at the test centers listed (once age eligibility has been confirmed for test takers under 19).

12. Q. Can test centers view test taker scores?

A. Test centers will use the Pearson VUE system to upload available testing dates and time, and to view the data for test takers who scheduled to test, and the subject tests scheduled.

Test Center Coordinators will be given GED Manager access once the test center approval process is complete with GEDTS and Pearson Vue. GED scores are available to see through GED Manager. Most importantly, preparation program staff will be able to view test scores in GED Manager, if a test taker identified the program during the GED account registration. The primary preparation program contact information was provided to GEDTS, for access to be given to the identified staff.

13. Q. How will students know which tests they still need to take, if they don't recall which subject tests they have already passed?

A. Students should contact [hse@nysed.gov](mailto:hse@nysed.gov) to request this information. Please be sure they include their full name, at the time of testing, address at the time of testing (if possible), and their date of birth, to assist staff in locating their testing record.

Students may also request an official transcript of prior testing. The process, and Application H, to request a transcript can be found on the [HSE homepage](#).

Also, it is advisable for students who may have Regent's credit to submit the Application R for a determination of any possible Regent's credit. Information and the application can be found at [Regents HSE exam](#) webpage.

14. Q. What types of identification (ID) constitute an official government issued ID?

A. All ID must be current, not expired, and include a photo. A government issued ID can include a driver's license, passport (from the US or another country), or a government issued benefits card, etc. A school ID is not considered a government issued ID.

15. Q. Does the address on the photo ID need to match the address used to register for the GED account?

A. No, the photo and birth date need to match, but if the test taker has a different address, that is not a problem if they are a current resident of New York State. Their current address must be NYS, as only NYS test takers may take the exam in NYS.

16. Q. Who was the Alternative High School Equivalency Preparation (AHSEP) program material sent to?

A. The NYSED HSE Office obtained an official list of AHSEP Program Coordinators from the NYSED office which oversees AHSEP Programs. All correspondence has been with these individuals. If you need more information as to who the AHSEP official contact is for your program, please contact [hsetc@nysed.gov](mailto:hsetc@nysed.gov).

17. Q. What is a passing score for each of the GED subject tests, and what is the maximum and minimum score a test taker could earn?

A. The passing score for each of the four GED subject tests is 145. A maximum score is 200 for each subject test, and a minimum score is 100. The four subject tests are Reasoning through Language Arts (RLA); Mathematics; Science; and Social Studies. The RLA includes both reading and writing. Information on test scores can be found at [GED test scores](#) webpage.

18. Q. What is the general turn around for a test center to become a CBT provider of the GED (which is becoming a Pearson Vue Test Center)?

A. If a test center meets the technology and facility requirements the process can move quickly. The time frame will largely depend on the ability of the test centers to meet the requirements of the PVTC.

19.Q If a test taker is a few minutes late, can they still be seated for the exam?

A. The test center will turn on the CBT when the test taker arrives and is seated to take the test. This is quite different than previously when all test takers began at the same time. Therefore, it is up to the test center's discretion if they opt to seat a test taker who is a few minutes late.

20.Q. Will the accommodations documents provided to DRC for the TASC, still be available for the GED?

A. No. The vendor providing the HSE exam for the state is responsible for the oversight and administration of testing accommodation, so there is no carryover from DRC to the GED. Documentation supporting a test taker's request for testing accommodations must be provided during the GED registration process.

A GED accommodations presentation was held on March 1, 2022, and a recorded version of the session will be posted on the HSE homepage under, Announcements. Information can be found at [GED Test Accommodations](#) webpage.

21.Q. Where should preparation programs funded under the NYSED Adult Education Programs and Policy (AEPP) Office get needed information on how to use GED Manager, which includes GED Pep Connect?

A. AEPP has produced and recorded monthly trainings for the preparation programs which receive funds under AEPP. The recorded trainings are being delivered by the Regional Adult Education Networks (RAEN) to the AEPP funded programs. GEDTS is also providing training directly to the RAENs. Therefore, AEPP funded preparation programs should contact their respective RAENs for information.

22.Q. If test centers are being reimbursed for administering the GED through NYSED, what has changed from how test centers were reimbursed previously for the TASC?

A. There have been several changes in both the process and the required forms that must be submitted to the HSE office for those test centers which have a contract for reimbursement for the administration of the exams. Please visit the [HSE website](#) that delineates what is required, and how to proceed.

The next RFP for test center reimbursement for administering exams, to begin January 2023, will be available within the next several months. More information will be forthcoming as soon as possible. Please continue to regularly check the HSE Announcements, on the [HSE homepage](#), for all communication updates.