



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

Test Assessing Secondary Completion (TASC Test™)

Test Center Training for PQR Series - 2020

NYSED High School Equivalency (HSE) Office
Webinar for Returning Coordinators and Examiners



Communication with the HSE Office

Test Centers must check the HSE Announcements Page regularly for training updates, form changes, DRC information, and general updates. HSE does not routinely email announcements and messages, but relies on the Announcements Page to convey information.

- [HSE Announcements Page](#)
- Phones: HSE Call Center open business days from 10 AM - 12 PM, except State holidays, at 518-474-5906.
- During non Call Center hours - or in general - Test Center staff should send email to HSETC@nysed.gov.
- HSETC@nysed.gov is a new email address just for Test Center staff. Please include Test Center name, 3 -digit code, and topic, in the subject line. Note if you need a return call.
- Email for examinees and the public: HSE@nysed.gov
- HSE Customer Service Window: Wednesdays and Fridays from 1 - 3 PM, except State holidays.



HSE Training Requirements for Test Center Coordinators and Examiners

Coordinators and Examiners **must**:

- Be approved by HSE before administering exams.
- Attend an initial NYSED sponsored in-person training - usually Albany-based - prior to being approved.
- Participate in annual NYSED informational webinar, held in January, prior to administering new TASC Test™ series.

Information on Albany-based trainings and informational training webinars is listed under Announcements at: [NYSED HSE Homepage](#)



HSE Office Policy Reminders

- The date of record for a test session is the 1st day of the maximum 8-day window, even if an examinee does not test on the first day.
- Test sessions may not be blended. All examinees who begin the 1st day of testing must complete in the same test session and test form.
- Examinees are not permitted to retest on the same test form during the calendar year.
- A minimum of 60 days is required between test sessions. The 1st day of testing is the start date for this 60 day wait period. It is not two months between testing, but 60 days. Reminder, February has less than 30 days.
- Examinees are responsible for knowing which subtests to take, regardless of transcript or pending Regents/HSE Pathway applications.
- Examinees are not required to present a transcript for testing
- It is strongly suggested that all first-time examinees take all 5 TASC Test™ subtests.



HSE Policy Reminders, Continued

- There must be adequate staff available to responsibly supervise testing sessions.
- One Coordinator or Examiner must be present in the testing room at all times. A proctor may assist in monitoring the exam but may not be alone with examinees.
- A maximum ratio of 20:1 (examinees to staff) is required.
- Verify there is a working clock in the room and visible to all examinees.
- Test session paperwork should be prepared and sent to NYSED within 5 days of the completion of the testing session.



NO Cell Phone Policy

All examinees are prohibited from having their cell phones or any other electronic devices* with them when they are taking the TASC Test™.

- All cell phones and electronic devices must either be left at home or turned over to Coordinators, Examiners, or Proctors upon entering the testing room.
- It is the Test Center's responsibility to enforce this policy, which is delineated in the Test Administration Manual published by DRC and agreed to in the legal Three-Way Agreement.
- It is essential that this policy be communicated to all examinees - by the Test Center - prior to testing. Written information should be provided to the examinee when the TASC Test™ is scheduled.
- Test Centers should also post a written notice outside the testing room informing examinees that if a cell phone or electronic device is taken into the testing room - and is discovered, by whatever mean - **all scores will be invalidated and no additional testing may occur for a minimum of six months.**

* Electronic devices include, but are not limited to: cell phones; iPods and MP3 players; iPads, tablets, and other e-Readers; personal laptops, notebooks, or any other computing devices; cameras or other photographic equipment; smart wearable devices, including smart watches and health wearables with a display; headphones, headsets, or in-ear headphones such as earbuds; and any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.



Testing Irregularities: Incident Reports and Invalidating Scores

- Beginning in 2020 - with the PQR forms - HSE will use DRCs process for reporting testing irregularities: [TASC Test Testing Irregularities](#)
- The TASC Test Administration Manual (TAM) - accessed through the DRC TASC Secure Zone at [TASC Test Secure Zone](#) - describes testing irregularities and provides required reporting forms.
- Testing irregularities are described in the TAM: Chapter 10, Part 2 (pages 111-120).
- Two forms for reporting:
 - Appendix H: *Incident/Irregularity Report* (pages 135-136); and
 - Appendix I: *Test Invalidation Report* (pages 137-138).
 - Both the *Incident/Irregularity Report* & *Test Invalidation Report* are available electronically via Word or PDF.
 - Scan and email (or fax) form to the DRC TASC Test Help Desk at TASCTestHelpdesk@DataRecognitioncorp.com. Please also cc: the HSE Office at HSETC@nysed.gov when you submit the report to DRC.
 - The HSE Appendix H Form is no longer required.
- **Paper-Based Testing Only:** Please hold all answer documents that are related to the testing irregularities at the testing location until next steps are provided by DRC.



Maximum Compulsory School Attendance Age (MCSAA)

- In NYS, all TASC Test™ applicants must have reached MCSAA by the first day of testing.
- The MCSAA is dependent on the school district.
 - In most school districts, MCSAA is reached on July 1st of the year the examinee turns 16.
 - In New York City, Buffalo and some other school districts, MCSAA is reached on July 1st of the year the examinee turns 17.
- The newest version of the Attendance Sheet has been posted on our forms page
 - [PQR Attendance Sheet](#)



Conflicts of Interest, Public Schedules and Other Requirements

- Test Center staff may not administer the TASC™ Readiness Assessment or take the TASC Test™.
- Test Center staff may never tamper with subtest answers. In cases where test scores may need to be invalidated, the HSE office will specifically direct Test Centers on how to modify an answer sheet.
- The legal Three-Way Agreement (Test Center, HSE and DRC) and the Test Center Emergency Plan must be on file at HSE.
- Examination schedules – including changes and updates - for public testing centers only are required to be submitted to: hsetc@nysed.gov January of each year.
 - TASC Computer Based Testing Schedule form: [TASC Computer Based Testing Schedule](#)
 - TASC Paper Based Testing Schedule form: [TASC Paper Based Testing Schedule](#)



DRC Training Requirements for Test Center Coordinators and Examiners

Coordinators and Examiners **must also** participate in DRC Webinars prior to launch of new TASC Test™ forms.

All PQR Webinars are now available on [DRC's Secure Zone](#)

- **Registration & Scheduling:** January 8, 2020, 9:30-10:45 AM (Wednesday)
- **Paper-Based Testing:** January 9, 2020, 9:30-10:45 AM (Thursday)
- **Computer-Based Testing:** January 10, 2020, 9:30-10:30 AM (Friday)
- **Accommodations:** January 13, 2020, 9:30-10:30 AM (Monday)
- **Return of Test Materials:** January 14, 2020, 9:30-10:15 AM Eastern (Tuesday)



DRC/NYSED Best Practices

- GIS Forms
 - 1 Original GIS Form per shipment required
 - Complete Number of Testers and Examiner Info Area Only
 - Do Not Alter Document
 - Send Original Form (Copies cannot be used for processing)
- Scoring Exception Email Notifications
 - Emails are sent as a notification of scoring exception that will delay scoring process
 - Form Verification (Forms on answer document are different from what is scheduled in the system)



DRC/NYSED Best Practices

- Items Needed to Complete Scoring (PBT Only)
 - 1 Original GIS Form per shipment required
 - Answer documents to be scored
 - Please do not include any other documentation
 - Do not cover barcodes on the answer document
 - Check-In All Exams
 - Under Scheduled Exams Section for testing date, please make sure exams are checked into the system if the examinee tested or cancel exams as no Show if the examinee did not show for testing
 - CBT please check in all examinees upon arrival or within 24 hours at the latest



DRC/NYSED Best Practices

- Scoring Process and Score Time Window
 - Testing location has 5 business days to send answer documents for scoring
 - 2 Business Days for Shipping
 - 10 Business Days for scoring (if there are no scoring exceptions)
 - DRC Processing clock does not start until documents are received

Total Scoring Process Time is: 17 Business Days



DRC/NYSED Best Practices

- Duplicate Profiles /Exams scheduled on incorrect profile
 - Testing location must verify if an UUID already exists for examinee
 - Confirm date of birth for the examinee before scheduling exams
 - Examinee Profiles corrections should be sent to the TASC Helpdesk
 - 1 UUID per examinee
- Forms scheduled/Forms administered
 - Testing location must only administer form scheduled via the portal
 - There are exceptions on a case by case basis
 - Testing location should review testing history of the examinee before scheduling exams
 - Exams passed by the examinee should not be retaken



DRC Self-Registration Process


- Examinees taking the TASC Test™ for the first time should “self-register” by [creating an account with DRC](#)
- In creating an account, examinees will automatically be issued a Universally Unique ID (UUID) and an online profile will be created for the examinee through DRCs web-based portal.
- Self-Registration also reduces data entry errors and expedites processing time.
- Once an online profile exists, Test Centers can log into the DRC portal to locate examinee accounts (just as they would if an examinee were a returning tester and already entered into the system).
- Please ensure that duplicate accounts are not created. If you find a duplicate account, please contact DRC.



Delivery of PQR Forms and Other Important Dates

This information was previously sent to Test Centers by DRC and is also posted on the HSE Announcements Page: [NYSED HSE Homepage](#).

- January 15-17, 2020: Paper-based versions of PQR - in English - delivered
- January 17, 2020: LAST day to use MNO testing forms. Please return all lock boxes ASAP!
- No TASC™ testing January 18th – 20th due to DRC converting to PQR - English version
- January 21, 2020: TASC Test PQR - in English - available.
- Spanish testing NOT available January 18 - February 17, 2020
- February 12-14, 2020: Paper-based versions of PQR - in Spanish - delivered
- No TASC™ testing February 15th – 17th due to DRC will be converting to PQR -Spanish version
- February 18, 2020: PQR - in Spanish - available



Updates on PQR Forms

- No changes in item types or test duration
- No change to the math booklet
- No change in the language answer sheet – one for English; one for Spanish
 - Use caution and ensure accuracy. Use of the incorrect language answer sheet will result in an invalid test session.
- The initial number of PQR test forms, and materials, sent to Test Centers by DRC is calculated based on prior usage. If you need additional materials - after your first shipment is received - please contact DRC immediately.



Examinee Signature Forms

- Signature cards are now available on the HSE website: [Signature and Demographic Form](#)
 - Signature cards will no longer be mailed, but HSE will still accept “old” signature cards if you want to use the rest of your supply.
 - The new signature form is fillable. The top section can be electronically completed by the Test Center and examinees should fill out the second half of the form.
 - Having examinees fill out the bottom of the form ensures accuracy.
 - Document will be sent to the address on the signature form. For incarcerated examinee’s the document will be mailed to the testing location’s education supervisor.
- There is a new section on the Signature Form for the Regents/HSE pathway.
 - While Test Centers are not expected to explain the Regents/HSE pathway, you may want to have Application R* (*Regents) forms on hand for examinees who may qualify.
 - Always use forms currently posted on the website, as they may have been revised.
 - All questions regarding the Regents/HSE pathway should be directed to: HSETC@nysed.gov



What to send to HSE vs. DRC

All documents sent to HSE should be mailed to the HSE office directly:

**The University of the State of New York
THE STATE EDUCATION DEPARTMENT
High School Equivalency (HSE) Office
89 Washington Avenue, EBA 460, Albany, New York 12234
(518) 474-5906**

Send the following to HSE within 5 business days of the last day of testing:

- Signature Forms – alphabetized
- Attendance Sheet
- T-TAF Forms – if applicable
- Incident/Irregularity Form – if applicable

Return the following to DRC:

- Answer Sheets for PBT, bundled together with a corresponding Group Information Sheet (GIS)



Ordering Non-secure HSE Supplies, Including Talking Calculator

- To request non-secure supplies for TASC Test™ administration, complete and return the HSE supply order form at least 2 weeks before supplies are needed.
- Email completed form to HSE@nysed.gov and note - "Testing Supply Order Form" in the email subject line. The completed form may also be faxed to HSE Office: [Testing Supply Order Form](#)
- The Talking Calculator - available to borrow from HSE - is no longer requested on with the non-secure supplies. Please submit a separate Talking Calculator request form which can be accessed at: [Talking Calculator Request Form](#)



Best Practices For Expedited Processing

Write legibly or preferably type using fillable forms

- Send the following forms to HSE in alphabetical order:
 - Signature Forms
 - Attendance Sheets
 - T-TAF Forms (as applicable). Be sure to include the appropriate T-TAF 5 digit code on the attendance sheet
- The information on the attendance sheet should confirm any information found on the examinee signature card.
- Ensure Age Eligibility Codes (EC) are included - and accurate - for any examinees under the age of 19
- Only ASHEP programs should be given 3 as an Eligibility Code
- Include correct name, UUID, EC, T-TAF, Exam Form and subtests taken

PBT testing materials sent to DRC

- Make sure that form given matches allocated for in registration / scheduling system
- Always check-in each subtest given
- It is very important that the test center ensures that the UUID and form correctly bubbled in



Test Center Record Keeping

Test Centers must retain copies of the following forms for one year:

- [Application A](#) – Application to take the TASC Test™
- Seating Charts (Test Center must create for each exam)
- [Sign in Sheet for Examinees](#)
- [T-TAF](#) Forms
- [Age Eligibility Forms](#)
- Any relevant paperwork related to testing irregularities
- It is also suggested to scan and maintain copies of Signature Forms



TASC Test™ Accommodations

- TASC Test™ accommodations are available for approved examinees with disabilities.
- The HSE website provides an overview and links to DRC, which administers the [accommodation process](#) and issues approvals
- Examinees seeking accommodations should self-register for a TASC Test™ account and use their UUID to access their online profile.
- Accommodation approval letters from DRC are filed in the examinee's online profile.
 - Accommodation approval letters are no longer mailed to the examinee.
 - Test Centers must use Adobe reader to view these files.
 - Approvals issued before 7/1/2019 can be added to an examinees' profile on a case-by-case basis by contacting DRC.
- Test Centers will need to order their accommodations formats. The order form for accommodations will be available the week after Test Centers receive their initial shipment of testing materials.



Regents/HSE Pathway

- Examinees who passed Regents exams in high school can apply through *Application R* to combine their Regents scores with TASC Test™ subtests to qualify for an HSE diploma.
- Application for the Regents/HSE Pathway: [R Application](#).
- All applicants must take at least 1 TASC Test™ subtest, even if they had passing Regents exam scores for all equivalent subtests.
- Test Center Coordinators and Examiners are not expected to interpret high school transcripts. Application R forms should be sent to the high school where the applicant took Regents exams.
- This program will increase the number of partial testers. It is the examinee's responsibility to select needed subtests and work with NYSED to understand testing requirements.
- All first-time examinees – and those seeking Regents credit – are encouraged to take all five TASC Test™ subtests.



Regents/HSE Pathway Important Information

- Examinees may submit an R Application at any time and register to take TASC Test™ subtests regardless of the Application R status.
- Applicants should provide a UUID with their application.
- Test Centers may not require transcripts for testing - and if presented - are not expected to interpret scores.
- Examinees are responsible to know which subtests they need to take
- Low pass Regents scores are reviewed and vetted by the HSE Office. Test Centers are not expected to interpret Low Pass Regents scores.



CBT - Preparing with Online Tools Training

- The Online Tools Training (OTT) was created by the DRC and is available for free.
- The OTT is for people planning to take the exam using the computer-based TASC Test™.
- The OTT provides an opportunity to practice the various features of the computer-based TASC Test™.
- Please suggest examinees utilize the OTT prior to the CBT test.



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