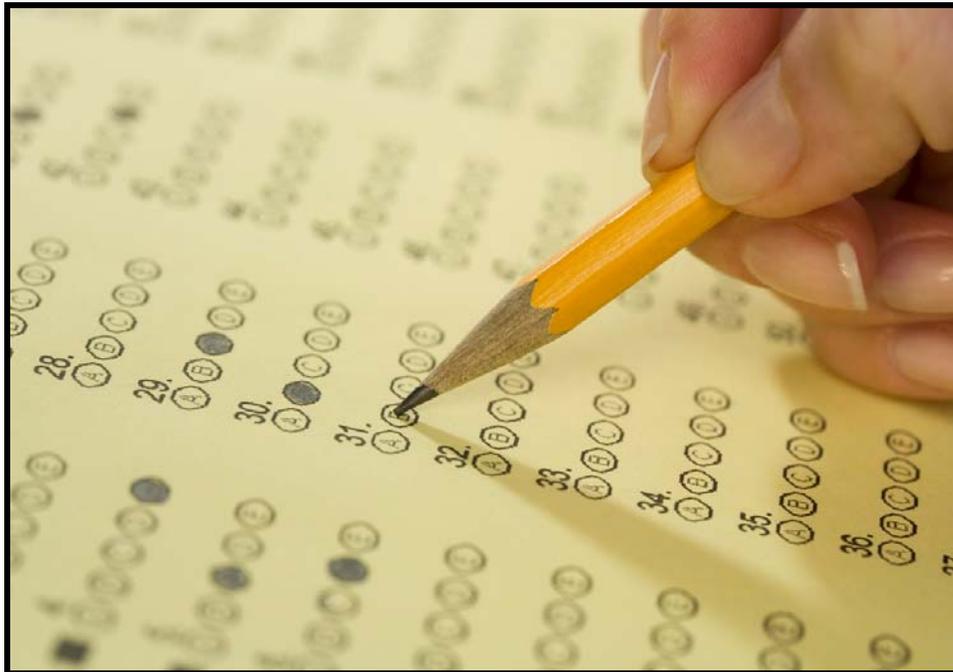




UNIVERSITY OF THE STATE OF NEW YORK
STATE EDUCATION DEPARTMENT



TASC™ TEST **JKL**
ADMINISTRATION
GUIDE FOR NEW YORK STATE
2018



The New York State Education Department
High School Equivalency (HSE) Office
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I. Overview of the TASC™ Test Program

A. Transitioning to the TASC™

In October 2011, the ACCES Committee of the New York State Board of Regents was informed of developments to the GED® (2002-2013) Test which raised concerns regarding the State's reliance on the test as the primary pathway to a New York State High School Equivalency (HSE) Diploma. In February 2012, the Committee discussed alternative pathways to a HSE Diploma. In September 2012, the ACCES Committee agreed that the New York State Education Department (NYSED) would issue a Request for Proposal (RFP) for a new HSE test, provide multiple assessments leading to a HSE diploma, and transition the Adult Education system to Common Core State Standards (CCSS) for Career and College readiness.

A new High School Equivalency exam called the Test Assessing Secondary Completion (TASC™), developed by CTB/McGraw-Hill, a division of McGraw-Hill Education (MHE) replaced the GED® (2002-2013) Test in New York State in 2014 as the primary pathway to earning a New York State High School Equivalency Diploma. Then, in August 2015, CTB McGraw-Hill transferred the TASC™ test development and administration to the Data Recognition Corporation (DRC/CTB). The correct name of the vendor is DRC/CTB.

The Test Assessing Secondary Completion (TASC™) is a secure, reliable and valid instrument that is used to verify that examinees have knowledge in core content areas equivalent to that of graduating high school seniors. Content areas of the TASC™ test include: Writing (including an essay), Social Studies, Science, Reading and Mathematics.

The TASC™ test is offered at official private and public testing centers throughout New York State and can be taken in English or Spanish. The TASC™ test is also available in the following English and Spanish modified forms: Large Print, Braille and Audio CD.

The TASC™ Test, unlike the GED® Test is available in two (2) modes: 1. Paper-based testing (PBT) and 2. Computer-based testing (CBT). Future plans of the New York State Education Department include a continued expansion of Computer-Based testing (CBT).

To ensure the integrity of the test and that test results are valid, reliable and equitable, it is very important that TASC™ Test security be maintained at all times, that standardized testing procedures be followed during each test administration, and that any deviation from standard testing protocols be well documented.

All pertinent staff must follow the procedures, directions and protocols found in the following documents and subsequent addendums produced by:

NYSED	DRC/CTB
TASC™ Test Administration Guide for New York State (2018)	Test Administration Manual (2018)
High School Equivalency Test Forms (2018)	
TASC™ Test Administration Handbook (2018)	
TASC™ Technical Reference Guide (2018)	

B. Overview of the New York State TASC™ Testing Policy

Summary of TASC™ Testing Policies
❖ Examinees must be New York State residents for at least thirty (30) days to take the TASC™ Test.
❖ Examinees can take the TASC™ Test a maximum of three (3) times per calendar year. (January 1 – December 31).
❖ Examinees must wait a minimum of sixty (60) calendar days from the first day of testing to retest.
❖ Examinees sixteen (16) or seventeen (17) years of age must meet “maximum compulsory school attendance age” by the first day of testing.
❖ In addition to meeting “maximum compulsory school attendance age,” examinees who are sixteen (16) or seventeen (17) years of age by the first day of testing must meet additional age eligibility criteria.
❖ Although examinees who are eighteen (18) years of age have already reached “maximum compulsory school attendance age,” they still need to meet age eligibility criteria.
❖ All TASC™ testers will be assigned one (1) test form (J, K, or L) through the DRC/CTB Registration System.
❖ Examinees are not permitted to retest on the same test form during a calendar year. (January 1 – December 31).
❖ Regardless of whether an examinee takes his or her first scheduled subtest on Day One (1) or Day Two (2) of a testing session or any subsequent days, it is recorded as the first date of testing. (Must use mm/dd/yyyy format)
❖ Although not required, it is strongly suggested that all first-time TASC™ testers take the full battery (all 5 subtests).
❖ An examinee must pass all five (5) subtests to earn a New York State High School Equivalency diploma (Writing, Social Studies, Science, Reading and Mathematics).
❖ The minimum passing score for each TASC™ subtest is 500.
<p>Unlike the GED® Test which required a total score of 2250 for passing, there is no total test score requirement for the TASC™.</p>

Summary of TASC™ Testing Policies (continued)

- ❖ Passing GED® (2002-2013) English subtest scores (410 or higher) can be used towards earning a New York State High School Equivalency Diploma. These scores do not expire.
- ❖ Passing Spanish and French GED® (2004-2013) test scores of 410 or higher can be used towards earning a New York State High School Equivalency Diploma. These scores do not expire.
- ❖ Previous Spanish and French GED® testers must pass TASC™ Reading and Writing subtests in English to receive a New York State High School Equivalency Diploma without a French or Spanish designation.
- ❖ All subtests during each testing session must be administered within EIGHT (8) calendar days from the first day of testing.

For example, if the Math and Science were administered February 15, 2018, Reading, Writing and Social Studies must be administered on or before February 22, 2018.



C. TASC™ Testing Basics

Overview of the TASC™ Test

- DRC/CTB reviews and approves all testing accommodation requests.
- The TASC™ Test can be taken in either English or Spanish.
- The TASC™ Test can be taken via Computer-Based Test (CBT) or Paper-Based Test (PBT) mode.
- The five (5) TASC™ subtests are: Mathematics, Reading, Science, Social Studies and Writing (including an essay).
- Each subtest administered is timed.
- In addition to English and Spanish Print TASC™ test formats include the following modified forms in English and Spanish: Large Print, Braille and Audio CD.
- The TASC™ Test includes Common Core Standards.
- The TASC™ Test is only offered at official private and public testing centers throughout New York State;

Public Test Sites: School Districts, BOCES, libraries, community colleges, community-based organizations, churches, Educational Opportunity Centers (EOC's), etc.

Private Test Sites: New York State Department of Corrections and Community Supervision (NYS DOCCS), New York State Office of Children and Family Services (NYS OCFS), New York City Department of Corrections (Riker's Island), residential facilities hospitals, county jails, Job Corps programs and psychiatric centers, etc.

II. Responsibilities of TASC™ Testing Partners

A. Participants Required for TASC™ Test Administration

There are several participants who collaborate in the successful implementation of the TASC™ Test program for each contract year.

These include:	
1.	DRC/CTB - the test developer, publisher and test services provider; and
2.	The New York State Education Department staff: a. Adult Education Program and Policy (AEPP), and b. High School Equivalency (HSE) Office staff; and
3.	The New York State High School Equivalency Administrator; and
4.	The official testing center staff made up of TASC™ Coordinators, Examiners, proctors and clerks.

B. Responsibilities of DRC/CTB

DRC/CTB is the publisher of the TASC™ and provides test materials, scoring and related services. DRC/CTB is responsible for:

1.	Development of test content; and
2.	Ensuring tests are reliable and valid; and
3.	Printing, serial numbering, packaging, and shipping of secure materials; and
4.	Secure delivery of computer-based test materials; and
5.	Development of the TASC™ Test Administration Manual and TASC™ Examiner Manual that contain instructions for the receipt, inventory, handling, storage, administration and return of test materials; and
6.	Scoring tests, setting test standards and reporting test results to NYSED; and
7.	Conducting training and professional development workshops; and
8.	Setting guidelines for approving special testing accommodations, and processing special testing accommodations applications; and
9.	Reading, agreeing, and signing to the terms outlined in the Three-Way Agreement (Contract).

C. Responsibilities of the New York State Education Department and the New York State High School Equivalency Administrator

The New York State Education Department (NYSED):

1.	Serves as the liaison between DRC/CTB and official TASC™ testing centers; and
2.	Determines eligibility for all examinees; and
3.	Prints diplomas, failing transcripts, and ineligibility notices; and
4.	Processes requests for duplicate transcripts and diplomas; and
5.	Provides annual TASC™ Coordinator and Examiner Training; and
6.	Maintains the online GED® and TASC™ Test Status Report; and
7.	Staffs the High School Equivalency Office Walk-Up Window; and
8.	Generates and distributes quarterly reports to all test centers and TASC™ Test Preparation Programs; and
9.	Maintains the HSE Hotline (518) 474-5906; and
10.	Maintains NYSED’s HSE website ; and
11.	Monitors HSE@nysed.gov email address; and
12.	Makes revisions to test records as needed; and
13.	Develops and updates state TASC™ Test administrative and training materials; and
14.	Prepares, reads, agrees, and signs to the terms outlined in the Three-Way Agreement (Contract).

D. Institutional Responsibilities of TASC™ Test Centers Operating in New York State

TASC™ testing centers are responsible for the management and oversight of high-quality testing programs that ensure access to all qualified examinees and maintain the integrity of the TASC™ testing process and its secure administration. Testing centers are responsible for submitting an annual Three-Way Agreement (Contract) indicating their willingness and ability to comply with all DRC/CTB and NYSED policies. In addition, DRC/CTB requires specific assurances that TASC™ testing centers are complying with the Americans with Disabilities Act of 1990. To meet these demands, the testing centers must provide suitable physical facilities and full testing support services to all examinees, financial management and contract agreement services, and test security. In so doing, test centers must provide the following:

1. Suitable Physical Facilities

a.	Secure, limited access storage for testing materials;
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b.	Quiet, clean, comfortable, well-lit testing rooms;
c.	Convenient, close, clean restrooms with working plumbing. (e.g. water fountains, toilets, and sinks);
d.	Rooms will have desks and chairs that are suitable for adults; and the room will be set up to allow for staggered seating to preclude copying or collaborating;
e.	Offering accessibility opportunities for examinees with disabilities;
f.	An environment free of distractions and interruptions (i.e. electronic devices, external noises); and
g.	The center will not schedule disruptive activities such as concerts, ballgames, or other activities in, or close to the room where the test is being given. The corridors should not be busy with people walking by the testing room.

2. Full Testing Support Services

a.	Provide service to all examinees;
b.	Commit to the value of the TASC™ testing program;
c.	Establish convenient testing schedules that are frequent enough to meet community needs;
d.	Provide counseling for TASC™ examinees (e.g. eligibility, residency, overview of the TASC™);
e.	Prepare detailed records and frequent inventories;
f.	Prepare information, guidance and service on accommodations for those with disabilities; and
g.	Provide outreach to local employers and postsecondary institutions.

3. Financial Management and Contract Agreement

a.	Order sufficient materials so that there is enough inventory on-hand to meet demand;
b.	Return all secure materials promptly at the end of the contract year; and
c.	Read, agree, and sign to the terms outlined in the Three-Way Agreement (Contract).

4. Test Security

a.	Full compliance with all policies in this guide, the Test Administration Manual (2018), and in those found in any other written policy statements;
b.	Secure, limited access storage area for all test-related materials, supplies, and record keeping; and
c.	Full cooperation with DRC/CTB and NYSED in any instance of test compromise.

E. Three-Way Agreements (Contract)

The New York State Education Department requires adherence to the policies of DRC/CTB and NYSED as outlined in the annual Three-Way Agreement: supervision of TASC™ testing centers, compilation of reports on credentials issued, training of Coordinators and Examiners, and adherence to test security procedures. Refer to the appropriate sections of this guide for additional information about these obligations.

1. Steps in the Annual Three-Way Agreement (Contract) Process

Step One	NYSED mails Three-Way Agreement (Contract) with procedures to all active test centers;
Step Two	TASC™ testing centers must also submit an annual testing schedule and emergency plan together with their initialed and signed Three-Way Agreement; and
Step Three	Each TASC™ testing center sends initialed and signed Three-Way Agreements (Contracts) to the New York State Education Department for processing.

2. Important Notes Regarding the Three-Way Agreement (Contract)

Clear delineation of statutory or administrative affiliation of the school or institution at the local level that operates the testing center with the state agency represented by the TASC™ Coordinator is necessary to ensure the integrity of the TASC™ testing program.

By signing the contract, the school or institution and its representatives formally agree to abide by all state regulations and policies pertaining to the operation of testing centers. Key points of these policies are reiterated in the Three-Way Agreement. The signed documents serve as evidence to DRC/CTB and NYSED that all testing center staff members know their contractual obligations.

It is advisable that each testing center retain a copy of the completed test center Three-Way Agreement (Contract) packet for their records.

III. Other Pathways to Earn a High School Equivalency Diploma in New York State:

A. College Credit

The New York State High School Equivalency Diploma Based on Earned College Credit may be awarded to candidates who have completed twenty-four (24) college credits (or its equivalent) as a recognized candidate enrolled in a degree or a certificate program at an approved post-secondary institution. Applicants seeking [College Credit](#) diplomas must complete [Attachment J](#) and mail the request to the New York State Education Department for processing.

B. Out-of-State-Testing

The New York State High School Equivalency diploma may also be awarded to those candidates who meet all New York State requirements and submit an official report of results from a GED® Test taken outside New York State prior to 2014. Candidates will receive a diploma and an official transcript certifying that they were awarded the New York State High School Equivalency diploma based on GED® testing outside of New York State. Applicants seeking [Out-of-State Testing](#) diplomas must complete [Attachment I](#) and mail the request to the New York State Education Department for processing.

C. National External Diploma Program (NEDP)

The New York State High School Equivalency Diploma based on the National External Diploma Program (NEDP) requirements may be awarded to applicants who have completed seventy (70) competency content areas and one (1) individualized competency at an approved educational agency. Applicants seeking a New York State High School Equivalency Diploma via the National External Diploma Program (NEDP) must complete Attachment N, and mail the request to the New York State Education Department. The implementation of the NEDP as a pathway to a New York State High School Equivalency diploma took effect on September 1, 2016.

IV. Summary of Test Center Staffing Requirements

A. Conflict of Interest (Applies to all TASC™ testing personnel)

Persons who are involved in the instruction of potential examinees for the TASC™ are **not** eligible for appointment as Coordinators, Examiners or proctors. Persons instructing potential examinees for the TASC™ particularly as teachers in adult literacy, TASC™ Test instruction, secondary education programs, adult secondary education programs, adult secondary education programs and alternative high school education staff cannot be appointed as TASC™ Coordinators, Examiners, or proctors or otherwise have any access to any secure TASC™ testing materials.

H. Eligibility for Testing

Any individual who holds a high school diploma or high school equivalency diploma recognized in New York State, or holds any higher degree may never, under any circumstances, take the TASC™ test. All applicants must sign the affirmation on the last page of [Attachment A](#) (*Application for TASC™ Testing*); they confirm that they are eligible to take the TASC™ test and do not hold any of the credentials listed above.

C Fraud

TASC™ Coordinators, Examiners, or proctors may not provide any unauthorized aid to an examinee during a test session, nor tamper in any way with an examinee's subtest answers during or after a test session. Fraud constitutes the use of unfair means in taking a State examination, such as giving aid to or obtaining aid from another person during a test. Section 225 of the NYS Education Law makes fraud in New York State testing a misdemeanor.

D. Selection or Replacement of Coordinators

All official TASC™ testing centers must have a TASC™ Coordinator as well as an Examiner available to administer the test in case the TASC™ Coordinator is ill, not available, or resigns. The Examiner may also help to provide oversight of modified test sessions for individuals with disabilities or monitor the testing area reserved for partial testers.

E. Qualifications of TASC™ Test Coordinators and Examiners

TASC™ Coordinators and Examiners must have a bachelor's degree from a nationally accredited college or university and experience in teaching, training, counseling or testing; at least an associate degree from a nationally accredited college or university and three (3) years of experience in teaching, training, counseling, or testing; or college-level coursework and experience as a testing proctor at the discretion of the New York State HSE Administrator.

The New York State Education Department approves the appointments of all coordinators and examiners. The test center submits a TASC™ Staff Appointment Form as well as a resume of the person approved as Coordinator or Examiner. The documents should be sent to the High School Equivalency Office via regular mail. Once the person has been approved by the NYS HSE Administrator, the paper work is then filed in the HSE Office and information shared with DRC/CTB.

Individuals who administer the TASC™ Readiness Assessment may not serve as TASC™ Coordinators, Examiners, proctors or clerks. Any exception to this rule must be approved by DRC/CTB and NYSED. No staff members of any Job Corps centers are eligible to be TASC™ Coordinators, Examiners, proctors, or clerks.

F. TASC™ Coordinator and Examiner Responsibilities

1. Overview

TASC™ Coordinators are responsible for administering the TASC™ at authorized testing centers throughout the State. This includes the arrangements for testing accommodations according to the procedures outlined in this manual in accordance with all laws, regulations, and policies of the New York State Education Department and the Test Administration Manual published by the DRC/CTB. Adherence to these procedures is required for equitable treatment of all applicants throughout the State and to maintain the integrity of the TASC™ Test.

No TASC™ Test may be administered until the TASC™ Coordinator or Examiner has been approved and has received Coordinator or Examiner training from NYSED staff. No turnkey training is permitted for Coordinators or Examiners.

The TASC™ Coordinator provides the critical link between the New York State Education Department, DRC/CTB, and the test applicant. The Coordinators, Examiners and proctors are often the sole source of human contact and information. The image projected by TASC™ testing personnel and the integrity of the testing procedures are critical ingredients in the quality of an examinee’s testing experience and may play a significant role in the testing outcome (success or failure) for each applicant.

The Coordinator's major responsibility is to maintain the secure integrity of the TASC™ by carefully organizing and overseeing the secure test administration process. The Coordinator or Examiner’s careful attention to preparing the test proctors and controlling the procedures for test book distribution and collection are essential to maintaining the secure nature of each test form.

The Coordinator or Examiner is also responsible for verifying the identity of the examinee and assuring that the person taking the test meets all eligibility requirements.

The procedures presented in this guide are described in order to facilitate a standard organized approach to test administration. Every TASC™ Coordinator and Examiner is expected to follow procedures and to maintain secure testing conditions each and every time the TASC™ Test is given. They are also expected to follow the procedures for returning completed test materials and answer booklets so that test results can be processed quickly and accurately.

The Coordinators and Examiners are responsible for supporting the New York State HSE Administrator in the conducting of secure and legally defensible TASC™ administrations. In addition to being accountable for the work of the test center examiner, the Test Coordinator manages the test center facilities, staff, materials, equipment, as well as test scheduling, record keeping and test site security.

2. Adherence to Testing Standards	
a.	Administer the test at the scheduled time according to procedures outlined in the TASC™ Test Administration Manual published by DRC/CTB;
b.	Schedule and publicize testing administrations in the local community;
c.	Request approval for any changes (date, time, etc.) in the test schedule from staff at the NYSED HSE Office in Albany. No changes can ever be made to the test schedule without approval from the HSE Office;
d.	Accept testing applications from the field and process them according to procedures established by the New York State Education Department and DRC/CTB;

e.	Assist in the accommodations request process;
f.	Inventory and check the condition of all secure testing materials when received from DRC/CTB. Prepare a written inventory of restricted materials at the beginning and end of each testing administration and on a monthly basis when the tests are not in use;
g.	Appoint proctors, with the approval of the New York State HSE Administrator, to assist the Coordinator or Examiner;
h.	Select, train and monitor Examiners, Proctors, and Clerks as needed;
i.	Attend all annual face-to-face training for returning Coordinators and Examiners sponsored by the New York State Education Department;
j.	Maintain testing records for a period of at least one (1) year; and
k.	Participate in all DRC/CTB webinars and trainings.
l.	Administer a complete battery of TASC™ Tests no fewer than four (4) times each year, unless the official testing center administers the test fewer than four (4) times per year
m.	Attend required face-to-face NYSED training for all new TASC™ Coordinators and Examiners prior to the first administration of the TASC™. Returning TASC™ Coordinators and Examiners must also participate in required annual SED training.

3 Testing Schedule

Each year, Coordinators are required to submit a proposed schedule of test dates for their center covering a calendar year. They are asked to "clear" their proposed schedule with their building/institution principal, superintendent, or director to avoid conflicts with holidays or vacations. This test schedule must be submitted to the HSE Office as part of the Three-Way Agreement package. It is critical that the testing information from the public testing centers be submitted in a timely manner so that it may be put on the HSE Office website.

Although test dates from private sites are not posted on the NYSED website, the HSE Office needs to know when all test sites intend to offer testing.

Dates may be added or changed during the year based on need. However, the HSE Office must be notified with any new test date information from public sites.

Summary of TASC™ Coordinator and/or Examiner Responsibilities

1.	Be a liaison with NYSED;	18.	Provide information on how to inquire about test results
2.	Sign the TASC™ Three-Way Agreement and obtain the signature of the Chief Administrative Officer;	19.	Maintain accessible test locations; furniture appropriate to adult sizes
3.	Sign the Policies and Procedures document contained in the Three-Way Agreement package, and obtain the signature(s) of all TASC™ Examiners, proctors and addendum site personnel (if applicable);	20.	Create a quiet, comfortable, well-lighted testing environment with a wall clock visible to all examinees
4.	Place an accurate order of all testing materials;	21.	Maintain the security of the testing room and test materials at all times
5.	Receive, inventory and place into secure storage all test materials (batteries and supplies) immediately upon receipt from DRC/CTB;	22.	Prepare a written inventory of all secure testing materials used during each test administration and order supplies (signature cards, mailing envelopes, UPS mailers, and lined colored scratch paper, and graph paper) from NYSED as needed.
6.	Keep an accurate inventory of TASC™ Test books;	23.	Clearly read instructions and conduct standardized testing
7.	Establish a tentative schedule for testing at the test center and submit that schedule to the HSE Office of the New York State Education Department as part of the annual agreement package;	24.	Provide approved testing accommodations to examinees;
8.	Develop and submit an emergency plan to NYSED	25.	Provide uninterrupted attention to testing details during test administration.
9.	Attend all annual TASC™ training conducted by NYSED and participate in all mandatory DRC/CTB trainings;	26.	Report testing irregularities to the NYSED HSE Office.
10.	Make all arrangements for use of the test center facility;	27.	Maintain privacy and confidentiality of examinee test data and testing materials
11.	Disseminate to <u>all</u> other test administration staff any information received from the NYSED HSE Office pertaining to TASC™ Test administration;	28.	Maintain examinee records at testing site and conduct testing in accordance with all policies, procedures and manuals created by DRC/CTB and the New York State Education Department
12.	Create and implement a written receiving plan for secure testing materials and train all official testing center staff members to follow the plan. The plan must include how to receive and store secure materials if the TASC™ Coordinator or Examiner is not present when the secure materials arrive;	29.	Maintain and review the TASC™ Materials Surveillance Log and Seating designations, seating charts, testing administration reports, testing irregularity reports, and all other documentation.
13.	Implement the online delivery system for online versions of the TASC™;	30.	Return testing materials to DRC/CTB in a timely manner
14.	Assist in obtaining and completing all required application forms for examinees;	31.	Ensure there are sufficient supplies on hand to administer the TASC™ Test
15.	Review and verify the identity, residency and eligibility documentation of all examinees	32.	Recruit, appoint, train and supervise TASC™ Test proctors and clerks and resolve testing issues that have been referred.
16.	Provide information on how the test is scored and what the scores mean	33.	Clearly read test instructions verbatim aloud to examinees.

17.	Provide information on retesting	34.	Submit an annual testing schedule to the HSE Office.
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G. Requirements for Test Proctors

Proctors shall have a high school diploma or high school equivalency diploma or certificate. Proctors are selected by the TASC™ Coordinator and must be approved by the New York State Administrator. They may hold a high school diploma or high school equivalency diploma issued outside the United States, but must have excellent proficiency in listening, speaking, reading and writing the English language. Proctors are not permitted to conduct a testing session under **any** circumstances, nor may they substitute for a Coordinator or Examiner. Proctors shall always work under the direct constant supervision of a Coordinator or Examiner. TASC™ proctors must assume the same responsibilities they did when administering the GED® (2002-2013) Test.

H. Requirements for Clerical Staff

Clerical staff at the test center must have a high school diploma or high school equivalency diploma or certificate and are selected by the TASC™ Coordinator. Clerical staff may hold a high school diploma and certificate issued outside the United States, but must have excellent proficiency in listening, speaking, reading and writing the English language. Clerical staff should also have experience with communicating with others appropriately over the telephone and in writing, and have adequate computer skills to perform duties that are assigned by the supervising Coordinator or Examiner.

V. Test Administration Protocols for Coordinators and Examiners

A. At the Start of the New Testing Cycle

Before the beginning the new testing cycle, DRC/CTB will notify all Coordinators when secure test materials will be delivered to their test centers.

It is important that a testing center notify the New York State Education Department whenever there is a test center address change or there is a change of Coordinator or Examiner to ensure proper delivery of secure materials. Test Centers must submit an Official TASC™ Testing Center Staff Appointment Form whenever there is a new Coordinator or Examiner appointed. Test Centers must also submit a Test Center Contact List verification in November of each year to report their most current address and their current TASC™ coordinator and examiners, and whenever there is a change of address or examiners during a calendar year.

After official notification to the test centers, DRC/CTB will ship the following materials:

English Answer Booklets;

Spanish Answer Booklets;

TASC™ Administration Manual (2018);

Coordinators and Examiners must become familiar with this document as well as any NYSED training guides. If there are any discrepancies between the information contained in the DRC/CTB Administration Manual (2018) and the rules prescribed in the NYSED documents, the policies and procedures stipulated in the NYSED documents must be followed.

TI-30XS calculators must be used for the Mathematics Test (Part 1 only) and the entire Science test. These calculators are provided to all testing centers by DRC/CTB. Examinees may not bring in any other calculator to use on the day of testing;

Mathematics Reference Sheets;

Group Information Sheet (GIS);

Calculator Reference Sheets;

Test Books in the following formats:

English Language	Forms	Spanish Language	Forms
English Standard Print	J, K or L	Spanish Standard Print	J, K or L
English Large Print	J, K or L	Spanish Large Print	J, K or L
English Audio (CD)	J, K or L	Spanish Audio (CD)	J, K or L
English Braille	J, K	Spanish Braille	J, K

All test books must be stored under lock and key with limited access at the

testing center. Unlike the English GED® Test (2002-2013) and Spanish and French GED® test (2004-2013) where each test battery (5 subtests) had the same serial number, each TASC™ subtest book has a unique serial number. There are five (5) different serial numbers which will be used for each examinee, instead of just one (1).

Immediately upon receipt of materials from DRC/CTB, the Coordinator must verify the code numbers assigned to the materials against the enclosed shipping notice. Please refer to the TASC™ Security Checklist (Appendix A). As part of this inventory process, all test books must be inspected for completeness, including counting individual test book pages.

Any discrepancies in the inventory should be reported immediately to:

**DRC/CTB TASC™ Customer Support
7:30 am-8:00 pm Eastern Standard Time;
toll-free telephone (888) 282-0589
toll-free fax (877) 800-9389
e-mail: tascsthelpdesk@datarecognitioncorp.com.**

Access to the forms of the TASC™ is limited to the TASC™ Coordinator or Examiner and the content of the tests is strictly confidential. Only the test examinees (during the actual administration of the test) are permitted access to the content of the test.

The subtest books must be securely stored in numerical order by test form and be kept in a school vault or other locked storage unit. The Coordinator and/or the Chief Administrative Officer (CAO) of the agency that provides oversight are the only ones to have a key or combination to the test storage unit. TASC™ Coordinators are advised that locks on commercial file cabinets are not considered secure, since the manufacturers use only a limited number of different locks for them.

Under no circumstances should anyone be permitted access to the TASC™ test books, including educators, prep program staff, program directors or administrators. No copies of the questions may be made for any reason.

B. The Coordinator or Examiner is responsible for carrying out the following duties before the first day of testing:

1. Establishing a schedule of testing dates that gets forwarded to the HSE Office;
2. Processing of Attachment A's (*Application for TASC™ Testing- Revised 2018*);
3. Review of documentation and determination of examinee eligibility;
4. Applicants will continue to mail in their applications (*Attachment A – Application for TASC™ Testing*), to the local testing center. The Coordinator or Examiner must then search the DRC/CTB Registration System for an existing record containing a previously issued Universal Unique Identifier (UUID), or register the first time applicant using the DRC/CTB Registration System.

The Coordinator, Examiner, or designee must accurately enter all information including the fields noted below from Attachment A (2018) (*Application for TASC™ Testing*) into the DRC/CTB Registration System:

Official Legal First Name
Middle Initial
Official Legal Last Name
Social Security Number or Government ID
Type of ID
Race
Ethnicity
E-Mail Address
Telephone Number (Land Line, Cell Phone, Alternate Number)
Mailing Address or PO Box
City
County
State
Zip
Examinee Certification
If the examinee had ever take the TASC™ Test in another state
Proof of New York Residency
Age eligibility criteria for 17 and 18 year olds
Age eligibility criteria for 16 year olds

All inquiries regarding the DRC/CTB Registration System must be directed to DRC/CTB TASC™ Customer Support 7:30am -8:00pm EST; toll-free telephone (888) 282-0589, toll-free fax (877) 800-9389, e-mail: tascstesthelpdesk@datarecognitioncorp.com.

5.	<p>The Coordinator, Examiner or designee must schedule every individual subtest that will be administered to the applicant into the DRC/CTB Scheduling System.</p> <p>The Coordinator, Examiner or designee must enter the following information in the DRC Scheduling System:</p> <table border="1" data-bbox="310 218 1541 659"> <tr><td>Test type (CBT or PBT)</td></tr> <tr><td>Form type (J, K or L)</td></tr> <tr><td>Test Date from a drop down calendar</td></tr> <tr><td>Time(s) of Day of Test</td></tr> <tr><td>Subtest(s) to be scheduled</td></tr> <tr><td>Examinee Terms of Use</td></tr> <tr><td>Waiver of Accommodations</td></tr> <tr><td>Educational Center Code (5-digit Preparation Program Code)</td></tr> </table> <div data-bbox="310 701 1541 1142" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>All inquiries regarding the DRC Scheduling System must be directed to:</p> <p>DRC TASC™ Customer Support; toll-free telephone (888) 282-0589, 7:30AM-8:00 PM Eastern Standard Time Toll-free fax (877) 800-9389, e-mail: tascstesthelpdesk@datarecognitioncorp.com.</p> </div>	Test type (CBT or PBT)	Form type (J, K or L)	Test Date from a drop down calendar	Time(s) of Day of Test	Subtest(s) to be scheduled	Examinee Terms of Use	Waiver of Accommodations	Educational Center Code (5-digit Preparation Program Code)
Test type (CBT or PBT)									
Form type (J, K or L)									
Test Date from a drop down calendar									
Time(s) of Day of Test									
Subtest(s) to be scheduled									
Examinee Terms of Use									
Waiver of Accommodations									
Educational Center Code (5-digit Preparation Program Code)									
6.	<p>Ensure the bar code located on the first page of the answer booklet is associated with all subtests scheduled to be taken by an examinee by test form (e.g. Writing and Reading Test Form J). This bar code association process may be done in two ways:</p> <p>A. Typing the bar code number found on the front page of the answer booklet into the appropriate subtest area in the DRC Scheduling System,</p> <p>or:</p> <p>B. Using the scanning wand which reads the bar code number and assigns the number electronically in the space provided.</p> <p>For information on bar coding, refer to the information contained in the DRC TASC Barcode webinar.</p>								

7. Prepare admission notices for (Paper-based testing) and testing tickets (Computer-based testing), which must contain the following information for examinees:

- a. Arrival time for each day of testing;
- b. Mode of Test: Paper-Based Testing (PBT) or Computer-Based-Testing (CBT);
- c. It is recommended that re-testers bring a copy of their failing transcript;
- d. Examinees need to bring two (2) acceptable forms of identification (one of which must contain a current photograph that resembles the examinee);

Acceptable Forms of Identification include:

A <u>current</u> driver's license;

A current passport, from the United States or any nation (with a recent photograph that resembles the examinee);
--

Military identification;

Non-driver's ID card issued through any NYS Department of Motor Vehicles Office; or

Government issued identification card that includes name, address, date of birth, signature, and photograph (e.g. INS documentation, public assistance cards, etc.).
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New York City Municipal ID

Second Proof of Identification can be:
--

Library card;

Birth Certificate;

Social Security Card; or

Credit Card

- e. Proof of New York State residency;
- f. Notification that electronic devices are not allowed to be brought to the testing center on the day of testing;
- g. Notification that pens are not permitted for any part of the test; and
- h. Notification that no food or drink is ever allowed at the examinee's desk during the test.

8. Staff Selection Scheduling

Generally, the TASC™ Test examinees are tested either in a series of small rooms, or in one large room. It is always desirable to have one area designated for retesting examinees so that only one TASC™ Coordinator or Examiner has to distribute a variety of test forms.

DRC/CTB has established a twenty (20) to one (1) Examinee-to-Staff ratio for each test administration. For each additional twenty (20) examinees or fraction thereof, an additional TASC™ Examiner must be present.” In addition, DRC/CTB recommends “at least two TASC™ examiners be present at each test administration.”

A test session with sixty (60) examinees would be able to use at a minimum, two (2) examiners, two (2) proctors and (1) one clerk. If more than one room is needed for testing, one examiner would need to be present in each room and an additional examiner should be used as a “floater”.

Examiners may never leave examinees alone in a room with a proctor. There must always be a Coordinator or Examiner present in the testing room. **The Coordinator or Examiner may never leave test books unattended. No one may make copies of any secure test material under any circumstances.**

9. A TASC™ Test Material Distribution Surveillance Log must be maintained for each test session. The log must include: names of the examinees, the test form and serial numbers of the subtest books assigned to each examinee, as well as a space for checking that the complete test books were returned, the time the materials were issued and collected, and other information such as seating assignments, as needed. This log must be retained for one year after the end of the contract year, because it may later be useful in determining the disposition of a particular test book or shed light on a suspected testing irregularity.

During the testing session, coordinators, examiners, or proctors may not read or do any other work that is unrelated to the test. They should notify their colleagues that they cannot accept telephone calls or be interrupted for any reason. TASC™ Coordinators must not leave the testing room except for an emergency. In the event of an emergency, a Coordinator or Examiner must always remain in the room, circulate among examinees frequently, and constantly observe testing in order to deter any cheating. If cheating is detected, the Examiner must immediately report the matter and circumstances to the TASC™ Coordinator, but must never leave a room unattended.

	Before administering the test, the Coordinator or Examiner should thoroughly review testing instructions with the examinees. Each examinee receives only one clean and unmarked subtest book at a time.
10.	Preparing Attendance Sheet based upon information contained in the processed applications.
11.	Preparing Test Materials Surveillance Distribution Log (Appendix C).
12.	Preparing Examinee Sign-In Sheet(s) if used at the testing center. This is not required by NYSED.
13.	The Coordinator and Examiners must become familiar with the answer booklet to be able to answer questions about the mechanics of correctly completing it. They must make every effort to send in complete and accurate documentation. Assign the task of prescreening all testing materials for accuracy and completeness to a clerk so that test materials can be processed quickly and results can be sent out in a timely manner.
<p>NYSED recommends seating examinees around designated tables that have assigned seat numbers and test forms (J, K or L). The test forms should be staggered so that examinees with the same test form are not sitting close to each other.</p>	

C. The TASC™ Coordinator or Examiner is responsible for carrying out the following duties before seating examinees on each day of testing:

1.	<p>Preparation of test room(s);</p> <p>The test center name and the tentative schedule (including breaks between sections) must be posted in each test room prior to the test. The area designated for re-testers should also be clearly designated. Each room used for the test must be arranged so that examinee cannot leave the room without turning in all testing materials. A check-in area should be set up near the exit. If there are multiple exits, they should be easily accessible (keeping in mind appropriate fire and safety regulations), and signs posted to direct examinees to the one checkout point. Clocks should be available in each testing room and easily visible by all examinees.</p>
2.	<p>The Coordinator or Examiner should remove from the secure storage area <u>only</u> the exact number of test books needed for the test session. If the Writing Test will be administered during the test session, the examiner should remove from storage one additional test book in the event that an examinee cannot write on the assigned topic contained in a booklet of a certain form (J, K or L). Any secure materials not needed for the test should remain under locked storage. The TASC™ Coordinator and/or Examiner should carefully record the serial numbers of the materials to be used in the testing session in the TASC™ Test Materials Distribution Surveillance Log (Appendix C). Make sure to check and count all test books and pages.</p>

3.	In addition to removing the number of test books from secure storage, the Coordinator or Examiner must remove the appropriate number of Texas Instrument Model TI-30-XS calculators supplied by DRC, with cleared memory, for use in Part 1 of the Mathematics subtest and the entire Science subtest.
4.	Test books not distributed to examinees should be placed in a location where they are not accessible to examinees or to any other unauthorized individuals. A secure, portable locking drawer, box, or file cabinet must be used as interim storage for the test materials used during a test administration.
5.	<p>The Coordinator or Examiner must review all testing protocols with the Proctors prior to the start of the test. Special emphasis should be given to the method of distributing and collecting the subtest books, completing the demographic information of the TASC™ Answer Booklet, collecting answer booklets, calculators, signature cards, graph paper (where appropriate) and lined colored scratch paper.</p> <p>It is also the responsibility of the Coordinator or Examiner to prepare proctors for testing and control the procedures for test book distribution and collection in a secure manner. Each Coordinator or Examiner is expected to follow procedures to maintain secure testing conditions for every TASC™ Test given as well as follow the procedures for returning completed test materials.</p>
6.	Direct examinees to the sign-in area and log their arrival.
7.	Direct examinees to present identification.
8.	<p>Check examinees into the testing session:</p> <ul style="list-style-type: none"> a. Collect and check Admission notices (PBT) and/or Test tickets (CBT); b. Review proof of identity and residency status; c. Collect TASC™ Test Authorization Forms (T-TAF's) from examinees referred from HSE Preparation Programs, d. Collect Accommodations Approval Letters if examinees have been approved for and are scheduled to receive testing accommodations; e. Collect any appropriate documents to prove age eligibility.

D. The Coordinator or Examiner is responsible for carrying out the following

duties once examinees are seated on each day of testing:

1. Seat examinees in accordance with previously determined table and seating arrangements;

2. Announce that coats, bags, and other personal items must be stored, under the seat, desk or in a closet;

1. Items Not Allowed at Testing Seats

Examinees are not permitted to bring any of the following items to their seats in the testing room:

Calculators	Notebooks
Textbooks	*Electronic Devices
Overcoats	Sunglasses may not be worn during the test
Rulers	**Hats - head and face coverings

*Electronic devices include laptop computers, cell telephones, radios, I-pads, I-pods, tablets, tape/CD players or hand-held video games. Examinees must demonstrate that **ALL** electronic devices are switched off or placed in silent mode before handing in such items for safekeeping. It is recommended that examinees leave all electronic devices at home. If it is not practical to store electronic devices in a secure location, examinees should be told to turn off and put away their communications devices. If any device is seen or heard by HSE testing staff, examinees may be asked to leave and their test may be invalidated.

** An examinee may not wear a head covering like a hat, cap, or doo rag. Religious head coverings (*yarmulke* [Jewish skull cap], *kufi* [Islamic skullcap], *Tasialot – Kob* [Rastfarian prayer cap] will be allowed to be worn, but the TASC™ Coordinator must first check to make sure that nothing is stored under the head covering (like an answer “cheat sheet”). Head coverings may be used for medical reasons but must also be searched. Some women may wear *burkas* (face veils) but in order to verify their identity, a female examiner or proctor must accompany them to an area where the veil may be lifted and the identity confirmed.

3. Announce location of rest rooms and water fountains;

4. Explain all rules and protocols for examinee conduct during the entire test.

5. Distribution of test books, calculators (where appropriate), lined colored scratch paper, graph paper (if requested) and answer booklets by staff.

If an examinee finds that there are missing pages, stray marks, or other discrepancies in any subtest book, the examinee must tell the Coordinator or Examiner immediately and be issued a new test book. The Coordinator must then immediately report this testing irregularity to the New York State Administrator.

6. Indicate start and end times on board or smart board;

7.	The Coordinator or Examiner reads the directions for completing the answer booklet from the New York State Test Administration Handbook (2018) and ensures that the demographic information (Items 1-6) are reported accurately on the first page of the answer booklet;										
8.	Ensure that examinees do not leave the testing room at any time without surrendering the test books. If examinees must leave the room temporarily, they should be accompanied or observed by a proctor at all times to prevent any communication about the test while testing is still in progress.										
9.	Check each test examinee's answer booklet during every subtest to be sure it has been marked properly. No pens are allowed for any portion of the test.										
10.	All TASC™ testing personnel must circulate throughout the testing location during each test session, and ensure that each answer booklet contains the necessary demographic information of each examinee, and that each examinee is properly recording the answers in their answer booklet. "I'm sorry, but you must use your own best judgment" should be the reply to any examinee asking help in understanding the meaning of questions on the TASC™. Coordinators and Examiners should answer only those questions pertaining to the mechanics and administration of the test, not to the content of the test.										
11.	Coordinators or Examiners maintain supervision over proctors and clerks.										
12.	<table border="1"> <tr> <td colspan="2">The Coordinator or Examiner will, for each examinee, record in the TASC™ Test Distribution Materials Surveillance Log (Appendix C):</td> </tr> <tr> <td>1.</td> <td>All subtests;</td> </tr> <tr> <td>2.</td> <td>Test serial numbers for all five (5) subtests;</td> </tr> <tr> <td>3.</td> <td>Time each test book was given to the examinee;</td> </tr> <tr> <td>4.</td> <td>Time each test book was returned by the examinee.</td> </tr> </table>	The Coordinator or Examiner will, for each examinee, record in the TASC™ Test Distribution Materials Surveillance Log (Appendix C):		1.	All subtests;	2.	Test serial numbers for all five (5) subtests;	3.	Time each test book was given to the examinee;	4.	Time each test book was returned by the examinee.
The Coordinator or Examiner will, for each examinee, record in the TASC™ Test Distribution Materials Surveillance Log (Appendix C):											
1.	All subtests;										
2.	Test serial numbers for all five (5) subtests;										
3.	Time each test book was given to the examinee;										
4.	Time each test book was returned by the examinee.										
13.	When tests are administered, make sure examinees DO NOT write or mark in their test books or make stray marks in their answer booklets. To prevent this from happening, ensure that Coordinators, Examiners, and Proctors are walking around the testing room carefully watching the examinees as they test.										
14.	If there are pencil marks in any test book, erase them as carefully as possible before returning them to secure storage; and if the test book has a lot of stray marks, make a notation on the booklet so that it can be removed from circulation.										

E. The Coordinator or Examiner is responsible for carrying out the following duties once examinees have completed each subtest on each day of testing and before an examinee leaves the test center for the day:

1. Staff collects subtest books as examinees finish each subtest.
 - a. Ensure test books are complete (e.g. no tears, missing pages, stray marks) and count all pages;
 - b. Make sure that the number of test books collected, match the number of test books assigned for each subtest.
 - c. Staff collects calculators (where appropriate), lined colored scratch paper and graph paper (where appropriate).
 - d. Test booklet security must be maintained at all test times. The Coordinator or Examiner must check serial numbers from test each test book and verifying that the correct serial number for each subtest is listed on the back of the signature card.
 - e. Staff must always count all pages in each test book and each answer booklet.
2. Staff collects answer booklets at the conclusion of each day of testing.
3. Staff match up names on attendance sheet(s) with applications and remove the names of no-show applicants; and make sure there are the same numbers of signature cards as are examinees listed on the attendance sheet and that all names match (Last Name, First Name, Middle Initial, suffix, hyphenated names, etc.).

F. The Coordinator or Examiner is responsible for carrying out the following duties when the entire test session has been completed:

1.	Promptly inform the New York State HSE Administrator, Ms. Susan Lyons (hse@nysed.gov) and DRC in writing of all unusual events taking place during the test administration;
2.	Adhere to DRC and NYSED policies when submitting completed test materials to DRC and NYSED.
3.	Examinee signs the front of the signature card on the first day of testing in the presence of the Coordinator or Examiner and again on the back of the signature card on the last day of testing (which may be one or more days) in the presence of the Coordinator or Examiner;
4.	The Coordinator or Examiner verifies that the signatures on both sides of the signature card are the same and that all items on both sides of the signature card are complete and accurate and matches the number on the attendance sheet;
5.	The Coordinator, Examiner or designee alphabetizes the signature cards by last name of examinee and counts the cards to make sure the number is correct;
6.	The Coordinator or Examiner collects the test book, the answer booklet, lined colored scratch paper, graph paper (where appropriate) and completed and signed signature card from each examinee. Examinees are not permitted to leave their assigned seats or be dismissed from the testing room until all their materials are collected and test books are reviewed for any missing pages or pencil marks;
7.	An immediate count of all materials (e.g. test book pages, lined colored scratch paper, graph paper, calculator, answer booklet, etc.) is made to verify that each examinee has turned in the appropriate material(s) at the end of each test session before he or she leaves the testing site;
8.	If the counts agree, the test books are placed in numerical order and returned to secure storage; and
9.	All of the answer booklets should be alphabetized by last name of examinee and placed in a secure location until mailed to DRC for scoring.

G. The Coordinator or Examiner is responsible for carrying out the following duties at the end of the testing cycle:

1.	Inventory all secure testing materials (test books, answer booklets, manuals, etc.) and return them to DRC in Minnesota.
2.	Use that contract year's inventory sheet plan to validate all secure materials being returned and send (mail, fax or email) one copy to DRC in Monterey California and another to DRC in New Jersey.

VI. TASC™ Test Administration Protocols for Proctors Before, During and After Test Administration

A. Before test administration (proctors):	
1.	Taking direction from the Coordinator or Examiner;
2.	Assist in the testing of up to twenty (20) examinees;
3.	Proctors should place a signature card, an answer booklet, and one (1) piece of lined colored scratch paper (two for the writing skills test) for each examinee. Additional lined colored scratch paper should be available from the proctor. Graph paper must also be provided if requested by the examinee. It is advisable that the lined colored scratch paper be of a certain color so that there is no confusion when lined colored scratch paper is collected (e.g. some examinees may bring “cheat sheets” from home);
4.	Post “Test in Progress” signs at the entrance to the testing room prior to examinee arrival;
5.	As test examinees are admitted to the testing room, the proctor checks their admission notices. Examinees without admission notices should be directed to the TASC™ Coordinator or Examiner. Examinees who are re-testers (identifiable by test forms already taken on the failing transcript) are directed to the appropriate section or room at the testing site.
The reporting time for proctors should be early enough to allow them to become familiar with the facility, the setup of the room(s), the testing materials, and to allow for review of their duties.	

B. During test administration (proctors):	
1.	Verify that the information bubbled in on the answer booklet by examinees is accurate and consistent with the information found in the examinee’s application;
2.	Maintain test security in the assigned section;
3.	Collect and check test books and answer booklets prior to examinees departure from the testing room;
4.	Observe examinees carefully to ensure that they are working on the right section of the test book or answer booklet;
5.	Observe examinees carefully for evidence of collusion, cheating, and other improprieties or irregularities;
6.	Distribute and collect answer booklets, lined colored scratch paper, and graph paper (where appropriate);
7.	Maintain the TASC™ Test Distribution Material Surveillance Log and/or seating chart;
8.	Assist with accommodations as required by the Coordinator or Examiner;
9.	Never be in the testing room alone with examinees or test materials during a test administration; and

10.	Proctors should remind examinees not to fill out any forms until they are directed to do so by the Coordinator or Examiner.
11.	Ensure that examinees do not leave the testing room at any time without surrendering their test books. If examinees must leave the room temporarily, they should be accompanied or observed by a proctor at all times to prevent any communication about the test while testing is still in progress. If the examinees leave during a subtest, they are not allowed to complete the subtest they were working on when they left the room.

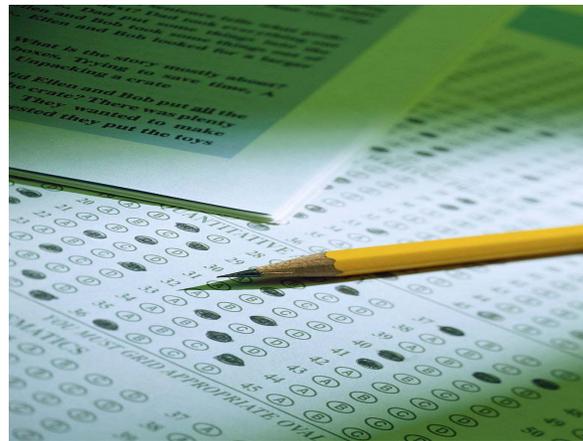
C.	After Test Administration (proctors)
1.	Check that the test examinee information in the answer booklets is complete and make sure the number of test books and answer booklets matches the number of examinees in the test session;
2.	Check each answer booklet for completeness (Examinee first and last name, test form, etc.) and for bubbling errors. Do not perforate the answer booklet. It is to remain intact when mailed to DRC/CTB; and
3.	Take direction from the Coordinator or Examiner.

VII. TASC™ Test Administration Protocols for Clerks Before, During and After Test Administration

A.	Before Test Administration (clerks)
1.	Take telephone phone inquiries regarding applications and procedures;
2.	Open mail and sort applications/attachments by language and examinee age (younger than 19 or older than 19);
3.	Ensure that the test site has the supplies needed for testing (lined colored scratch paper, graph paper, No. 2 pencils, answer booklets, signature cards, accommodation waiver forms, etc.). Please keep in mind, that unlike the GED® Test where the examinee had to write their essays in ink, for the TASC™ Test, no pens are allowed for any part of the test;
4.	Where applicable, enter appropriate information into database for each examinee. Print labels with applicants' names and addresses as well as labels for the date and time of the TASC™ test;
5.	Put the labels on the admissions cards and mail to examinees; and
6.	Alphabetize the applications, put the list on top of the pack, and store it for use on the day of the test;
7.	Take direction from the Coordinator or Examiner.

B.	During Test Administration, clerks (if at testing center during test administration)
1.	Move lined colored scratch paper to testing room and distribute to examinees.
2.	Move colored lined scratch paper to examinee testing room for use during the essay portion of the Writing test and assist proctor in distributing it to examinees.
3.	Move No. 2 pencils to examinee testing room and assist proctor in distributing them to examinees.
4.	Move calculators to testing room for use during the Science Test and Part 1 of the Mathematics Test and assist proctor in distributing them to examinees.
5.	Circulate around the testing room to ensure test security is maintained and immediately report any suspected issues to the Coordinator or Examiner.
6.	Never be in the testing room alone with an examinee or test materials during a test administration; and
7.	Ensure that examinees do not leave the testing room at any time without surrendering their test books. If examinees must leave the room temporarily, they should be accompanied or observed by a proctor at all times to prevent any communication about the test while it is in progress.
8.	Take direction from the Coordinator or Examiner.

C.	After Test Administration (clerks)
1.	Check the test examinee information in the answer booklets for completeness, making sure the number of test books matches the number of examinees;
2.	Check each answer booklet for completeness (name, test form, etc.) and for bubbling errors. Make sure the number of answer booklet matches the number of examinees. Do not perforate the answer booklet. It is to remain intact when mailed to DRC. The clerical staff must alphabetize all answer booklets by last name of examinee; and
3.	Take directions from the Coordinator or Examiner.



VIII. Rules and Regulations and NYSED Policies

A. Residency and Identification

All individuals who apply to take the TASC™ Test must be residents of New York State for at least thirty (30) days prior to taking the test. Residency in this context does not refer to immigration status; rather it means that the person has physically resided in New York State for at least thirty (30) days.

Immigration status does not impact TASC™ testing requirements. Naturalized citizens, permanent residents, political asylees, foreign exchange students, undocumented individuals nineteen (19) years of age or older are all eligible to take the TASC™ Test as long as they can prove their identity and that they have lived in New York State for at least thirty (30) days.

Positive proof of identity with a New York State address is needed for documentation of residency. For those whose two main forms of identification do not demonstrate NYS residency, additional documentation must be provided (e.g. a utility bill or lease in the examinee's name with a NYS address).

Applicants preparing to take the TASC™ Test should be made aware of the need to have proper identification on the day(s) of the test. They should not wait until the last minute to secure an acceptable photo ID. HSE preparation programs should require students to obtain a non-driver's ID card or other applicable ID as part of the requirements for testing.

B. Examinee Eligibility and Registration to Take the TASC™

It is the responsibility of the TASC™ Coordinator or Examiner to review the required eligibility documentation submitted to the testing center for all examinees. In addition, all examinees under the age of nineteen (19) must submit proof that they meet age eligibility criteria. The eligibility criteria must be verified before the examinee is registered and scheduled to take the test.

The Coordinator or Examiner must also provide the eligibility criteria (EC) for every examinee under age nineteen (< 19 years old) on the Attendance Sheet (0-9). This examinee eligibility documentation must be kept on file at the testing center for at least one (1) year.

A TASC™ Test Authorization Form (T-TAF) must be completed for every individual who is referred to the test from an approved Alternative High School Equivalency Preparation (AHSEP) program, an Adult Preparation Program or any other NYSED-coded preparation program.

The TASC™ can be administered to any person in New York State who:

1.	Has lived in New York State for at least thirty (30) days by the first date of testing; AND
2.	Is nineteen (19) years of age or over on the day of testing; AND
3.	Has not graduated from an accredited high school in the United States or its territories, AND
4.	Has not received a high school diploma or certificate or a high school equivalency diploma or certificate in the United States or its territories AND
5.	Is not currently enrolled in a regular high school or a program leading to a high school diploma AND
6.	Has not previously earned scores on the GED® Test or TASC™ sufficient to qualify for a high school equivalency diploma or certificate.

The TASC™ Test may also be administered to any person who:

1.	Has lived in New York State for at least thirty (30) days prior to the test date; and
2.	Is seventeen (17) or eighteen (18) years old by the first day of testing, and
3.	Has reached maximum compulsory school attendance age and one (1) year has passed since he or she was last enrolled in a program leading to a high school diploma; or
4.	Was a member of a high school class that has already graduated; or
5.	Is enrolled in an approved Alternative High School Equivalency Preparation (ASHEP) Program;** or
6.	Has applied to the U.S. Armed Forces, college, university or an accredited post-secondary institution; or
7.	Is enrolled in a Job Corps program; or
8.	Is a resident confined to a narcotics addiction control center, New York State Office of Children and Family Services (NYSOCFS) facility, county jail or New York State Department of Correctional and Community Supervision (NYSDOCCS) facility, or is a patient in a hospital in the State of New York;*** or
9.	Is an adjudicated youth or is under the direction of a prison, jail, detention center, parole or probation officer; or
10.	Has been home schooled; or
11.	Is foreign born and has never attended K-12 schools in the United States.

*A student has reached maximum compulsory school attendance age when the school year in which he or she turned 16 (or such older maximum age as the board of education of the school district may designate for required school attendance pursuant to section 3205 (3) of the Education Law) has ended (June 30). In New York City, a student has reached maximum compulsory school attendance age when the school year in which he or she turned 17 has ended (June 30).

An **Approved Alternative High School Equivalency Preparation (ASHEP) Program is a program for students under age 19 which is operated only by a public school district or the local board of education, BOCES or the New York State Office of Children and Family Services (NYSOCFS) in accordance with Part 100.7 of the Commissioner's Regulations and approved on an annual basis by the New York State Education Department.

*** For this criterion to apply for underage examinees, TASC™ testing must take place at the center of confinement, a prison or hospital authorized as a TASC™ testing site.

Employees of any institution, out-patients, and other persons not confined to the institution, no matter what their age, are never allowed to take the TASC™ Test at the institution (e.g. hospital, rehabilitation center, prison, county jail, etc.) unless the institution is a NYSED authorized HSE test center

Eligibility Criteria	Required Proof
Verification of identity, residency and age (19 years or over by the first day of testing) Attachment A for all examinees	Driver's license, passport, military, or other forms of government (national or foreign) identification which show name, address, date of birth, signature and photograph are all acceptable
Verification of identity, residency and age (17 or 18 years old by the first day of testing) Verification of identity, residency and age (16 years old by the first day of testing)	Driver's license, passport, military, or other forms of government (national or foreign) identification which show name, address, date of birth, signature and photograph are all acceptable
Applicant is 16*, 17 or 18 years of age by the first day of testing and has been home schooled. *Effective December 2, 2015)	Verification Form – to be completed by an official of the collaborating school district. (Attachment B)
The applicant must reach maximum compulsory school attendance age and one (1) year has passed since the applicant was last enrolled in a program leading to a high school diploma	Verification Form – to be completed by an official of the school district last attended by the applicant (Attachment B)
Applicant was a member of a high school class that has already graduated. (17 or 18 years old by the first day of testing)	Verification Form - to be completed by an official of the school district last attended by the applicant (Attachment B)
Applicant has applied to the U.S. Armed Forces, college, university or an accredited postsecondary institution. (17 or 18 years old by the first day of testing)	Verification Form - to be completed by a recruiting officer or college/university admissions official (Attachment D)
Applicant has applied to the U.S. Armed Forces, a college, university or an accredited post-secondary institution (16, 17 or 18 years old by the first day of testing and has reached maximum compulsory school attendance age.	Verification Form - to be completed by a recruiting officer or college/university/post-secondary institution admissions official (Attachment D)
Applicant is currently enrolled in a Job Corps program (17 or 18 years old by the first day of testing)	Verification Form - to be completed by a Job Corps official (Attachment D)
Is a resident confined to a narcotics addiction control center, New York State Office of Children and Family Services (NYSOCFS) facility, county jail or New York State Department of Correctional and Community Supervision Services (NYSDOCCS) facility, or is a patient in a hospital in the State of New York (17 or 18 years old by the first day of testing)	Verification Form – to be completed by an official of the facility/institution certifying that the applicant is confined to the facility or institution and the HSE diploma is an essential part of the rehabilitation process (Attachment E)
Applicant is an adjudicated youth or under the direction of a prison, jail, detention center, parole or probation office (17 or 18 years old by the first day of testing)	Verification Form – to be completed by an official from the institution or facility certifying that the applicant is under the direction of the facility or institution and the HSE diploma is an essential part of the rehabilitation process (Attachment E)
Applicant is in an approved Alternative High School Equivalency Preparation (AHSEP) program(16, 17 or 18 years old by the first day of testing)	Referral Form - to be completed by an official from an approved AHSEP, adult or non SED funded program (T-TAF Form)
Applicant is foreign born and has never attended K-12 schools in the United States (17 or 18 years old by the first day of testing)	Verification form to be completed by a parent, guardian, sponsor, or spouse and must be notarized. (Attachment F) . A copy of a passport or visa must accompany Attachment F.

Foreign-born examinees must complete Attachment F, have it signed by a parent, guardian, sponsor or spouse certifying that the applicant has never attended regular K-12 schools in the United States. In addition to Attachment F, they must submit documentation (copy of visa or passport) of their initial arrival in the United States. Attachment F must also be signed and stamped by a notary public. If the examinee's arrival date is one (1) year or less prior to the testing date, he or she is allowed to test.

The TASC™ may also be administered to any person who:

1.	Has lived in New York State for at least thirty (30) days by the first day of testing; and
2.	Is sixteen (16) years old and has reached maximum compulsory school attendance age*; and
3.	Is enrolled in an approved Alternative High School Equivalency Preparation (ASHEP) Program; or
4.	Has applied to the U.S. Armed Forces, college, university or an accredited postsecondary institution, or
5.	Has been home-schooled (Effective December 2, 2015).

*A student has reached maximum compulsory school attendance age when the school year in which he or she turned sixteen (16) (or such older maximum age as the board of education of the school district may designate for required school attendance pursuant to section 3205 (3) of the Education Law) has ended (June 30).

Any individual testing prior to June 30 of the school year in which he or she turned 16 (or older in certain areas) will be considered ineligible and the test will not be scored.

All 16, 17 and 18-year-old examinees must establish age eligibility **each** time they wish to test.

Eligibility for TASC™ testing will be determined based on the information provided on *Attachment A: Application for TASC™ Testing* and on any other required form submitted with the application. If any of this information is incorrect or incomplete and it is determined that the eligibility requirements were not met on the date that the test session began, the test will not be scored.

C. TASC™ Test Authorization Form (T-TAF) for HSE Preparation Program Students

The New York State High School Equivalency Office requires the use of the document entitled “**New York State High School Equivalency Preparation Program TASC™ Testing Authorization Form**” (T-TAF). This form, which must have the seal or stamp from the HSE Preparation Program, is required for ALL students who are referred to take the TASC™ test by an HSE preparation program. This includes all Alternative High School Equivalency Preparation (AHSEP) Programs, Adult Preparation Programs, and any other NYSED coded program.

In the past there had been a large number of problems with the use of preparation program codes. On one hand, some preparation program students who were not referred for testing by the program and were “unprepared” to test bubbled in the five (5) digit prep program code on their answer sheets. When these examinees failed the test, the pass rates for the prep programs were negatively impacted.

On the other hand, when “prepared, referred and test ready” examinees took the test and earned a passing score, but neglected to write in the appropriate preparation program codes, the prep programs did not receive results of these test takers, nor “credit” for the earned high school equivalency diplomas. The omission of the prep program code also had a negative impact on the prep programs’ pass rates.

In a continuous effort to resolve the issue, the HSE Office requires that all applicants in any preparation program referred to take the TASC™ Test submit a TASC™ Test Authorization Form (T-TAF) before the day of testing. This form verifies that the applicant is enrolled in an AHSEP, adult preparation program or a NYSED coded program and is being officially referred to take the TASC™ Test. This T-TAF is required in order for a Coordinator, Examiner or designee to appropriately schedule the applicant in the DRC/CTB scheduling System, since prep program information is required.

If the examinees do not have TASC™ Test Authorization Forms (T-TAF’s) with them on the day of testing, or the forms have not been submitted to the testing center before the first day of testing, examinees’ subsequent test results will not contain a preparation code and the preparation program will not receive results for these examinees.

The TASC Coordinator or Examiner must send all TASC™ Test Authorization Forms (T-TAF’s) to the High School Equivalency Office in Albany after the test session has been completed. **The T-TAF Forms should only be sent to the HSE Office if the examinee actually tested.** Although a T-TAF form may have been submitted for a student from a preparation program and is in the possession of the TASC™ Coordinator

or Examiner, it should **not** be sent to the HSE Office unless the examinee showed up and took the test. Although the completed answer booklets and other test materials will be mailed to DRC in Brooklyn Park, Minnesota for scoring, the T-TAF's must be sent to the HSE Office in Albany.

The [T-TAF Form](#) can be found in the High School Equivalency Test Forms Booklet on the website.

It is important that the proper five (5) digit HSE preparation program code is on the T-TAF Form. Note: For AHSEP programs the second digit of the preparation program code must be a 4 or above.

VIII. Tips

A. General Tips	
1.	Coordinators and Examiners should not be confused by the use of the term “booklet” used here. Booklet refers to the answer booklet, whereas book refers to the test book.
2.	There is a test book for each subtest of the TASC™: a. Science; b. Mathematics Test Part 1 (Calculator session) and Part 2 (Non-calculator session); c. Reading; d. Writing Test: Part 1 Multiple Choice and Part 2 (Essay); e. Social Studies.
3.	Although there is no required order in which the subtests are given, for test integrity purposes, it is recommended that the Writing Test be given as the last subtest in the test session. Since the answer booklet is not perforated, it would be possible for an examinee on the second day of testing to make revisions to his or her essay written on the first day of testing. However, subtests may be given in any sequence; that is the decision of the Coordinator, Examiner and staff at the testing center.
4.	It is also recommended that the Science and Mathematics Tests be given on the same day in consecutive order. Since it is now required that the Coordinator, Examiner or designee delete all data from the calculator after a test session in which the Science and/or the Mathematics test is administered, it makes sense that the Science and Math (Part I) tests be given consecutively, so that the testing staff has to delete the data in the calculator one time.
5.	Distribute sharpened No. 2 pencils with attached soft erasers to examinees. No pens are allowed for any part of the test.
6.	Although, answer booklets are scanned and scored by DRC in Brooklyn Park, Minnesota and not at the HSE Office in Albany, NYSED remains responsible for determining examinee eligibility, and issuing diplomas, failure notices, and ineligibility notices to examinees. Documents for examinees at institutional test sites are mailed directly to the institution; documents for examinee testing at public testing centers are mailed directly to the examinee’s home address. Answer sheets with errors must be edited (this includes problems with the names, etc.) and can result in lengthy delays.
7.	Examinees may not use rulers, computational or reference aids. Examinees with documented disabilities may be authorized to use an abacus, calculator, or talking calculator in lieu of lined colored scratch paper. Refer to the DRC Test Administration Manual (2018) for a list of Allowable Resources and

Accommodations.

B. Tips for Coordinators or Examiners	
1.	The High School Equivalency Office strongly recommends the use of a seating chart for every administration of the TASC™;
2.	Before distributing the test books and answer booklets, the Coordinator or Examiner will make general announcements pertinent to the test administration not included in the protocols found in this guide.
3.	The Coordinator, Examiner or proctors will hand out the answer booklets and ensure that everyone has the correct supplies.
4.	The Coordinator or Examiner will read the preliminary instructions from the TASC™ Test Administration Handbook about completing examinee information in the answer booklet, and will monitor to ensure that examinees are completing the form correctly; and
5.	The Coordinator or Examiner will then distribute test books to seated examinees making sure that the test forms are staggered so that examinees do not have the same test forms as those seated adjacent to them.
6.	There must always be a Coordinator or Examiner present in the testing room.
7.	The Coordinator or Examiner may never leave test books unattended.
8.	For each test administration a Coordinator or Examiner must:
a.	Never allow examinees to approach a desk or table where test books are stored. Examinees may never leave their seats while the test is in session unless permission is granted by the Coordinator and/or Examiner;
b.	Read aloud instructions verbatim from the TASC™ Test Administration Handbook at every testing session to all persons taking the TASC™. Use of these instructions will help ensure that all examinees have the same information before beginning the tests and that all examinees are treated fairly;
c.	<p>Complete the Attendance Sheet for every test administration. This revised fill-in Attendance Sheet is considered the official record of each test session. An electronic version of the form may be downloaded by clicking on the link above.</p> <p>This attendance sheet has been modified from the 2016 Test Attendance Sheet(s) in that there is only one form regardless of examinee age. The new form includes:</p> <ol style="list-style-type: none"> 1. Appendix H (Yes/No) 2. T-TAF (Yes/No) 3. Spaces to indicate the subtest form for each subtest taken by each examinee.
d.	The mailing address of the examinee is no longer required on the Attendance Sheet since that information is obtained from the DRC/CTB Registration System

	during the scoring process and sent to NYSED.
e.	All AHSEP, Adult and other NYSED-coded preparation programs students must submit the New York State High School Equivalency Preparation Program TASC™ Testing Authorization Form (T-TAF), which must include the 5-digit prep code.
f.	Check and count all test books and pages prior to the distribution to examinees and upon return from examinees;

C. TIPS on how to handle fraud and cheating

While giving initial test instructions, the Coordinator or Examiner must inform examinees that cheating will not be tolerated and may be considered fraud. Fraud constitutes the use of unfair means in taking a State administered examination, such as giving aid to or obtaining aid from another person during a test. Section 225 of the NYS Education Law makes fraud in State testing a misdemeanor. This fraud refers to testing personnel as well as examinees.

Note: Those who already hold a high school diploma or high school equivalency diploma recognized in New York State are ineligible to take the TASC™ test.

1. If an examinee is observed using unauthorized reference materials or other aids, the procedures listed below must be followed:	
a.	The Coordinator or Examiner must determine if the immediate confiscation of the unauthorized materials is warranted, while keeping in mind the overall integrity and safety of the other examinees;
b.	The Coordinator or Examiner must decide if the examinee(s) in question should be allowed to complete the subtest or entire test;
c.	Depending on the situation, the Coordinator or Examiner may decide to inform the examinee(s) that a written report of the incident will be sent to the HSE Office along with any supporting documentation. In addition, the Coordinator or Examiner may choose to tell the examinee(s) that the scores on the test that were taken when the suspected fraud occurred may be invalidated;
d.	A copy of the unauthorized materials and a detailed written report of the incident (Appendix H Incident/Irregularity Report), signed by the Coordinator or Examiner, and other appropriate testing personnel, must be included with the materials (Attendance Sheet, Signature Cards, T-TAF Forms, Accommodations Approval Letters (if appropriate), Accommodations and Waiver Forms (if appropriate)) that are submitted to the HSE Office in Albany; and
e.	The examinee(s) must also be informed that if they wish to provide information concerning the incident, the information must be provided in writing to the HSE Office within two (2) weeks of the date when the incident occurred.

2. If it is suspected that a examinee is attempting to obtain or give unauthorized information concerning the test, the procedures listed below must be followed by the test center:

a.	The examinee should be notified that he or she is giving the appearance of attempting to obtain information from another examinee or give information to another examinee, and that if it continues, the examinee will be moved to another location;
b.	The Coordinator or Examiner must complete Appendix H Incident/Irregularity Report, contact the NYSED HSE Administrator (hse@nysed.gov) for guidance and next steps.
c.	If the examinee continues to give the appearance of attempting to obtain information from another examinee or give information to another examinee, the examinee(s) involved should be immediately moved to another location and warned that further attempts to give or receive aid will result in termination of the test;
d.	The TASC™ Coordinator should be immediately notified of the incident;
e.	If these steps fail to end the attempts or receive aid, the Coordinator or Examiner should terminate that examinee’s test;
f.	A detailed written report of the incident (including the steps taken as outlined above), signed by the Coordinator or Examiner, must be included with the materials submitted for scoring. Appendix H-Incident/Irregularity Report must be submitted to DRC and the other copy must be sent to the HSE Office in Albany; and
g.	Personnel in the HSE Office will carefully review all documentation. The New York State HSE Administrator will notify DRC of the cheating, fraud or other disruptive incident and provide details on all actions taken.

The Coordinator or Examiner may never invalidate examinee subtest(s) or test sessions. The decision to invalidate a subtest or test session resides with the New York State Administrator Susan Lyons. DRC should not be contacted regarding invalidation of test scores until Susan Lyons has determined that the facts of the incident requires invalidation.

IX. Accommodated Testing of Individuals with Disabilities

Official TASC™ test centers in New York State are required to offer and administer high school equivalency test sessions with accommodations for approved examinees. DRC and The New York State Education Department support the intent of the ADA Amendments of 2008 and promote access to the TASC™ Test for individuals with disabilities.

A. Application and Decision for 2018

1. Directions and Applications for 2018 [TASC™ Test Accommodations](#) are on the NYSED website. Click on GED®/TASC™, Taking the GED® Tests and then click on link for TASC™ Accommodations located near the bottom of page. Directions and applications can also be found on the [DRC/CTB website](#).

Please note that Section Three of the application must be completed by the Test Coordinator at the applicant's chosen test center before submitting to DRC/CTB for review and decision.

2. Applications must be mailed hardcopy to:

Data Recognition Corporation
Attn: TASC™ Accommodations Administrator
c/o Customer Service Department
6901 North Michigan Road
Indianapolis, IN 46268

Applicants should retain copies of all application materials. Applications sent to the New York State Education Department will be returned to the applicant in the care of the address provided on their application.

3. Application decision will be sent to applicant and test center, via letter, within approximately thirty (30) business days from application receipt.
4. Application status checks and TASC™ Customer Service:

-please see next page-

Call (888) 282-0589 between 7:30 a.m. and 8:00 p.m. Eastern Standard Time or email:

tasctesthelpdesk@datarecognitioncorp.com

B. TASC™ Special Test Scheduling and Administration for 2018

1. Test Examinees with approved accommodations may contact their test center to schedule their test session.
2. Examinees who choose to waive any or all approved accommodations are required to complete the New York State Education Department Accommodations Waiver Form (available for download from the NYSED GED® website under link for Educator and Examiner Resources).
3. Coordinators or Examiners must complete Question #7 and #8 in the answer booklet regarding testing accommodations and test formats.
4. All examinee completed TASC™ answer booklets are sent to the TASC™ Score Site in Brooklyn Park, Minnesota.
5. Coordinators are required to send a copy of the Examinee decision letter and Accommodation Waiver Form (if applicable) with copy of the Attendance Sheet, Signature Cards, and T-TAF Forms to:

The New York State Education Department
High School Equivalency Office
PO BOX 7348
Albany, NY 12224-0348

C. Test Results for Examinees with Approved Accommodations

1. Test session results (diplomas, failure notices and ineligibility notices) will be issued and mailed from the New York State Education Department to the examinee within three (3) to four (4) weeks from the test date.
 - a. Examinees may contact NYSED HSE Customer Service at (518) 474-5906 for further assistance regarding test session results and document requests.
 - b. Test Coordinators may contact Kimberly Malcolm, New York State Education Department at hse@nysed.gov for inquiry and technical assistance.

X. Test Security

A. Test Security Protocols

1. Lost Test Books and Missing Pages

Should a test book be lost, stolen, or destroyed, the Coordinator or Examiner must immediately report the loss by telephone and email to the HSE Administrator, Ms. Susan Lyons (hse@nysed.gov).

If the Coordinator or Examiner is aware that a test book or test book page is missing during the test administration, all testing must be immediately suspended.

A written report on the loss must be prepared and sent by the Coordinator or Examiner to the New York State HSE Administrator within twenty-four (24) hours of the incident. The Incident/Irregularity Report (Appendix H) must be completed and include the following information:

- a. The test form (J, K, or L) involved in the incident, edition English or Spanish;
- b. Test format (Standard, Large print, Braille, Audio CD);
- c. Subtest(s) involved in incident (Math, Writing, Science, Reading, Social Studies);
- d. The test serial number(s) from test book(s);
- e. A description of incident;
- f. Reference to submission of police report if appropriate;
- g. Instructions provided by the Coordinator or Examiner; and,
- h. Future actions planned to resolve incident to ensure this will not happen again.

The New York State HSE Administrator in the HSE Office will contact DRC/CTB. An on-site visit to the testing center by HSE Office staff will be conducted and official reports filed with DRC/CTB, who makes the final determination of whether a site will be allowed to resume testing. Testing centers that experience a test loss or other similar compromise of test security may, at the discretion of DRC/CTB, and/or NYSED be closed permanently.

Under no circumstances should test books ever be destroyed. Test books that are no longer usable must be securely stored until returned to DRC/CTB.

B. TASC™ Coordinator’s Checklist for Loss of Restricted Materials

ACTIVITY	DONE
Immediately stop administering the TASC™ at the testing center.	
Report the loss immediately to the New York State HSE Administrator and to the Chief Administrative Officer (CAO) of the testing center. The State Administrator will advise on the next steps in the process and assumes the responsibility of notifying DRC/CTB on these matters.	
If advised to do so by the New York State HSE Administrator, notify nearby testing centers to discontinue use of the compromised form(s) until further notice.	
Conduct an investigation to determine the location of the missing material and the reasons for the loss.	
Notify the police, if appropriate, to obtain a police report.	
Submit a written report based on your investigation to the New York State HSE Administrator and to the Chief Administrative Officer (CAO) of the testing center,	
Schedule a visit by the State HSE Administrator or a NYSED representative.	
Resume testing only when notified in writing by the New York State HSE Administrator.	

XI. Coordinator or Examiner Responsibilities for Processing Completed Test Materials

A. Overview of Coordinator or Examiner Responsibilities for Completing Test Materials

1. After the end of each test, **all** test books must be returned to the Coordinator or Examiner who must immediately verify that all test books have been returned. In addition, following the completion of the final subtest, all answer booklets must be given to the Coordinator or Examiner. The Coordinator or Examiner must immediately check the answer booklets against the names of the examinees present, and count the pages (24) in each answer booklet as well. This procedure must have already been done when collecting materials from the examinee and examinee had been dismissed from the testing room.
2. All answer booklets must be put in alphabetical order by last name of examinee. Do not perforate or separate any sheets from the answer booklets.
3. **The Attendance Sheet** (2018) – This is the official record of testing activities. The original signed alphabetical sheet is returned to the HSE Office and the Coordinator or Examiner keeps a copy.

The following items on the attendance sheet must be filled out:

Test Center Name and 3-Digit test center number
1 st Date of Testing (mm/dd/yyyy)
Test Center Street, City, State, and Zip Code
Total Number of examinees tested (English and Spanish)
Coordinator or Examiner name (print or type)
Coordinator or Examiner phone and e-mail
Test Mode (CBT or PBT) and number of English and Spanish testers
Examinee last name and first name
Examinee date of birth
TASC ID (UUID)
Test Form for all subtests taken by the examinee
Appendix H check box
Age Eligibility Codes for 16, 17 and 18 year olds (0-9)
5-Digit HSE Preparation Program Code
T-TAF check box

4. Signature Card – The examinee or test center staff is responsible for filling in the following items:

Front of Signature Card

Examinee Name (first, last, and middle initial)
Examinee Social Security Number or Other Government ID
Examinee Address including street number and name, apartment number, city, state, zip code. (Unless examinee resides in a DOCCS facility or an OCFS Facility, then use facility address)
Test Form assigned by the DRC/CTB Registration and Scheduling System
TASC™ ID (UUID)
Examinee's age as of the first day of testing
Test type taken (CBT or PBT)
Date of Birth (mm/dd/yyyy)
Telephone Number (including area code)
First day of testing (mm/dd/yyyy) in each 8-day testing session
Has examinee taken the TASC™ test and date the last time the examinee tested (mm/dd/yyyy)
Has examinee taken the GED® test and date the last the last time the examinee tested (mm/dd/yyyy)
Sign affirmation on the bottom of the front of the signature card

Back of the Signature Card
Provide the serial numbers from all test books by subtest taken
Did the examinee request testing accommodations?
Was the examinee's testing accommodations approved?
Did the examinee receive testing accommodations?
Did the examinee sign the Accommodations Waiver Form?
Sign affirmation on the bottom of page two (2)

5. The Coordinator or Examiner must collect all signature cards, alphabetize them by last name of examinee, and send them to the HSE Office in Albany.

6. Test Authorization Form (T-TAF)
The Coordinator or Examiner must collect and package all T-TAF's (only for those examinees who actually took the test) and send them to the HSE Office in Albany, New York.

Do not attach or staple anything to the completed answer booklets.

XII. Mailing Addresses

New York State High School Equivalency Office

General Correspondence Mailing Address

**The New York State Education Department
High School Equivalency Office
Room 460 EBA
P.O. Box 7348
Albany, New York 12224**

HSE Testing Hotline: (518) 474-5906

Fax : (518) 474-3041

E-Mail: HSE@nysed.gov

Website: www.acces.nysed.gov/what-hsetasc-test

The above phone number is a main customer service for examinees, Coordinators, Examiners, teachers and the general public.

New York State High School Equivalency Office

NYSED Test Materials Address

Within five (5) days after the test session has ended, the Coordinator or Examiner must send the following documents to the address listed below:

- Signature cards;
- Attendance sheets (2018 version);
- Accommodations Approval Letters (if applicable);
- Accommodations Waiver Forms (if applicable);
- T-TAF's submitted from preparation programs (if applicable); and
- Appendix H – Incident/Irregularity Form (if applicable).

These materials must be sent via a prepaid UPS mailer.

**The New York State Education Department
High School Equivalency Office
Room 460 EBA
P.O. Box 7348
Albany, New York 12224**

Request for Test Supplies

Use this address to request test supplies (e.g. lined colored scratch paper, mailing envelopes, signature cards, prepaid mailers, graph paper etc.):

**The New York State Education Department
High School Equivalency Office
89 Washington Avenue
Room 460 EBA
Albany, New York 12234**

**Attn: HSE Test Material Request
E-mail: HSE@nysed.gov
Fax: (518) 473-3859**

DRC/CTB Offices

DRC/CTB Test Materials Address for Scoring

Within five (5) days after the test session has ended, the TASC™ Coordinator or Examiner must send the following documents to the address listed below:

- Completed answer booklets;
- A Group Information Sheet (GIS);
- Accommodations approval letters (if applicable);
- Accommodations waiver forms (if applicable); and
- Appendix H – Incident/Irregularity Form (if applicable)

**Data Recognition Corporation
8900 Wyoming Avenue North
Brooklyn Park, MN 55445**

If you have any questions about the return of test materials or test center contact information for DRC/CTB, please contact:

TASC™ Technical Support
tasctesthelpdesk@datarecognitioncorp.com **Toll**
Free (888) 282-0589
Hours 7:30 am – 8:00 pm Eastern Standard Time

DRC/CTB Offices

Return of TASC™ Test Books

At the end of the testing cycle, the Coordinator or Examiner must send the following documents to the address listed below:

- All test books in secure locked boxes;
- All unused DRC/CTB answer booklets;
- All DRC/CTB Coordinator and Examiner Manuals; and
- Copy of Test Security Checklist (Appendix A)

**NY TASC™
1PAK Inc.
301 Grove Road
West Deptford, NJ 08086**

Return of Security Checklist (Appendix A)

At the end of the contract year the Coordinator or Examiner must send the following document to the address listed below:

- Copy of Test Security Checklist (Appendix A)

**Data Recognition Corporation
Attn: TASC™ Test Scoring Team
20 Ryan Ranch Road
Monterey, CA 93940**

TASC™ Coordinator's Checklist for Returning Testing Materials

ACTIVITY	YES	NO
Have you received your new testing materials or has DRC/CTB? (Forms J, K, and L)		
Has the State TASC™ Administrator directed you to return your present stock of testing materials?		
Have you thoroughly inventoried the materials being packaged for return to ensure all materials (test books, unused answer sheets, etc.) from your testing center are included?		
Have you placed the test batteries together by test form and in sequential serial number order?		
Have you used the TASC™ official high-impact resistant locked boxes and approved closure devices?		
Have you packaged and shipped scoring materials separately from the test batteries and on separate days?		
Have you sent the scoring materials via Fed Ex or other service with tracking capability?		
Have you enclosed a packing slip with the materials, listing: <ul style="list-style-type: none"> • Center name and address • Number of boxes being shipped • Quantity of test batteries • The test forms of the batteries (e.g. English print J, K or L) • The serial numbers of the test batteries in the shipment 		
Have you retained a copy of the same packing slip for your files?		
Have you returned all the test books by Fed Ex?		

XIII. NYSED HSE Office Contact Information

NYSED maintains the testing hotline HSE Testing Hotline:
(518) 474-5906;

and the [HSE status report website](#)

Informational Websites:

[duplicate diplomas and transcripts requests](#)

the [HSE by college credit and out-of-state testing](#)

the [HSE walk-up window](#)

[HSE Test Forms \(2018\)](#)

[TASC™ Ready, Set, Test!](#)

02/14/2018