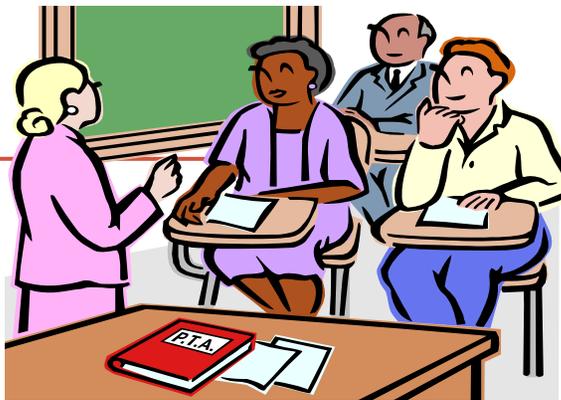


# TASC™ TEST ADMINISTRATION TRAINING 2016



# WELCOME

09/29/2016

## Today's Agenda

- A. Issues to be discussed today?
- B. Overview of the TASC™ Test
- C. Overview of the High School Equivalency Testing Center System in New York State
- D. Role of Participants: DRC/CTB, NYSED and Test Centers
- E. Test Center Personnel and Roles
- F. New York State Education Department Testing Policy
- G. Age Eligibility Requirements
- H. TASC™ Test Administration Cycle
- I. Applicant's Steps in the Application and Testing Process
- J. Test Center Steps in the Application and Testing Process

## I. Today's Agenda

K. The Online DCR/CTB Registration and Scheduling System  
(Live Demonstration)

L. Testing Accommodations

M. Standard Vouchers

N. NYSED Forms

O. DRC/CTB Appendices

P. Review Questions

Q. Summary of Important Changes

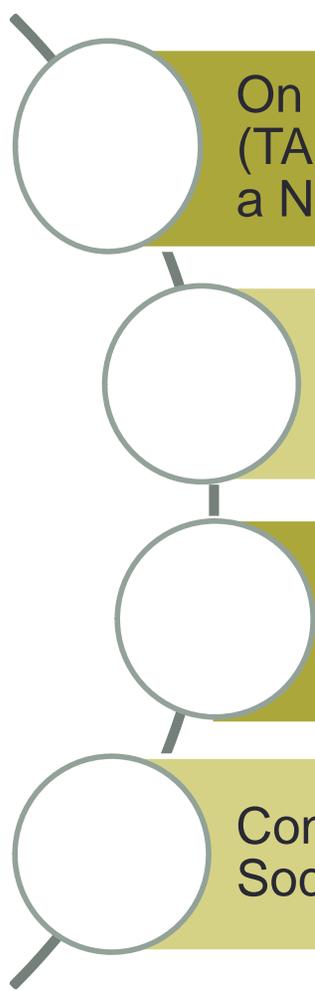
R. Available Resources



## A. Issues to be discussed today?



## B. Overview of the TASC™ Test



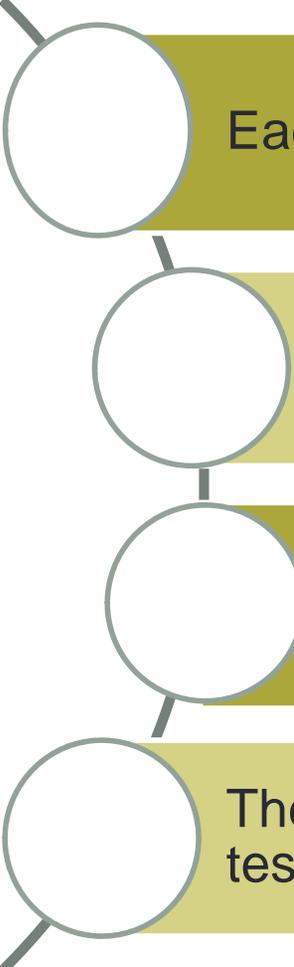
On January 1, 2014 the Test Assessing Secondary Completion (TASC) replaced the GED® as the primary pathway to earning a New York State High School Equivalency Diploma.

The TASC™ can be taken in either English or Spanish.

The TASC™ can be taken via a Computer-Based Test (CBT) or a Paper-Based Test (PBT) mode.

Content areas of the test are: Mathematics, Reading, Science, Social Studies and Writing (includes an essay).

## B. Overview of the TASC™ Test



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™ includes Common Core Standards.

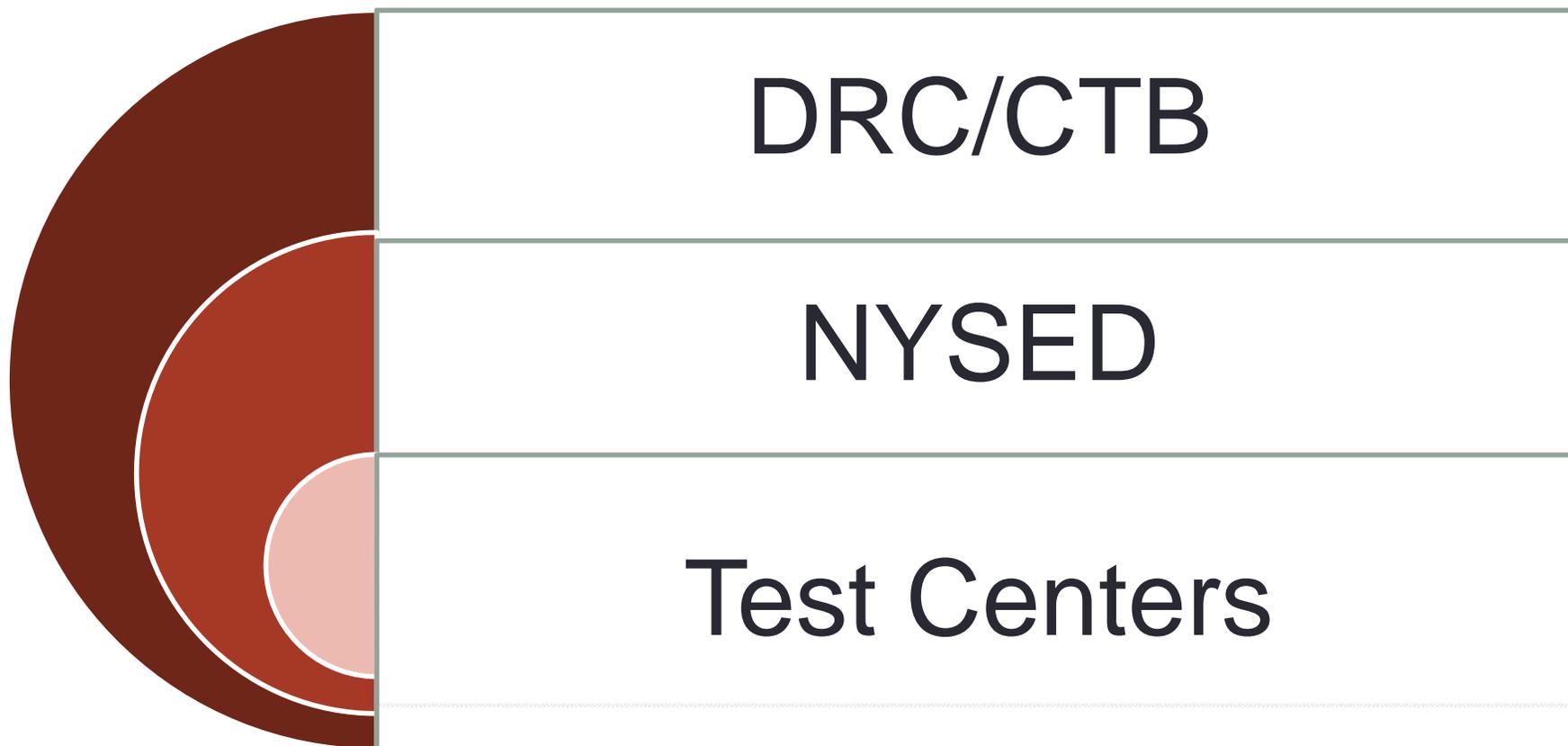
The TASC™ Test is only offered at official private and public testing centers throughout New York State.

## C. Overview of the High School Equivalency Testing Center System in New York State

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

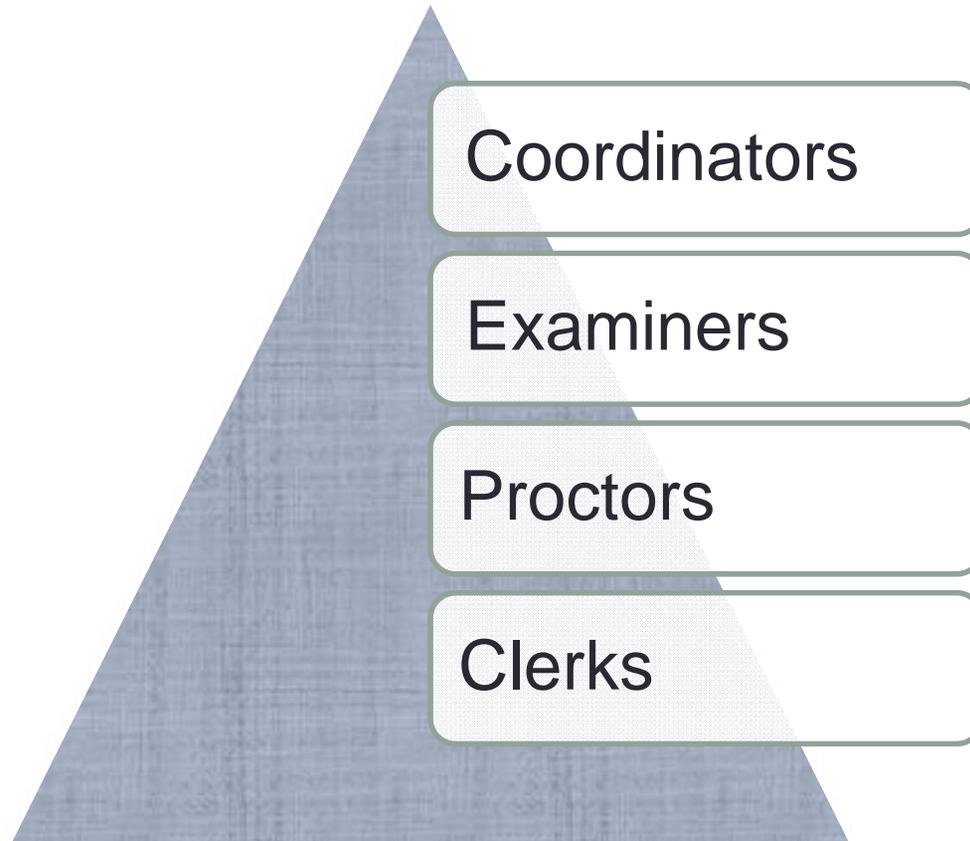
Private Test Sites: New York State Department of Corrections and Community Supervision (NYS DOCCS), New York State Office of Children and Family Services (OCFS), New York City Department of Corrections (Riker's Island), residential facilities, hospitals, county jails, Job Corps programs and psychiatric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

## D. Role of Participants: DRC/CTB, NYSED and Test Centers



**See Required Credentials for  
Test Center Personnel  
Handout**

## E. Test Center Personnel and Roles



## E. Test Center Personnel and Roles

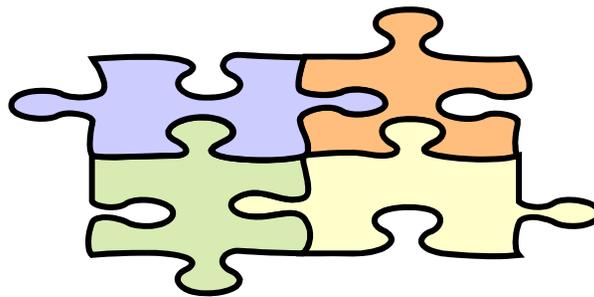
### Overarching Rules

All test centers must appoint one (1) TASC™ “Coordinator of Record”, although more than one person may serve as a coordinator in testing situations.

Avoid all circumstances that appear to be a conflict of interest.

Avoid providing any unauthorized aid to examinees, and never tamper with subtest answer booklets for Paper-Based Testing (PBT) or online answers for Computer-Based Testing (CBT).

TASC™ Coordinators, Examiners, Proctors and Clerks may not administer the TASC™ Readiness Assessment, or take the TASC™ Test.



## E. Test Center Personnel and Roles

### TASC™ Coordinator or Examiner

#### Minimum Qualifications

Must hold a Bachelor's degree, or an Associates degree and three (3) years experience in teaching, testing or counseling; and

Must be approved by the NYSED; and

Must have excellent proficiency in listening, speaking, reading and writing the English language; and

Have the ability to supervise and evaluate staff; and

Take responsibility for the accuracy and timeliness of testing information submitted to DRC/CTB and NYSED; and

Prepares and submits Appendix H: (Incident/Irregularity Report) to report any testing abnormalities.



## E. Test Center Personnel Qualifications and Roles

### TASC™ Coordinator or Examiner

#### Roles and Responsibilities

Serves as the primary test center contact (Coordinator); and

Signs the Three-Way Agreement or Contract (Coordinator); and

Supervises all activities of Examiners, Proctors and Clerical staff (Coordinator); and

Submits Staff Appointment Form and resume (if new Coordinator or Examiner) to NYSED for approval; and

Attends the annual TASC™ Coordinator training sponsored by NYSED and completes the new TASC™ Training Registration Form; and

Participates in mandatory DRC/CTB webinars, on demand pre recorded or live training sessions, WebEx, and/or “Lunch and Learn” activities; and

Reviews all NYSED and DRC/CTB produced training materials and apply the rules in these materials to testing situations; and

Submits a tentative testing schedule and the Annual Test Center Information Request Form to NYSED; and

Places an accurate order of all secure and non secure testing materials; and

Receives, inventories, and logs in all secure testing materials sent by DRC/CTB; and

## E. Test Center Personnel and Roles

### TASC™ Coordinator or Examiner

#### Roles and Responsibilities

Ensures that all examinees are accurately registered and scheduled in the DRC/CTB Registration and Scheduling System and verifies that only one (1) UUID is assigned to an examinee; and

Ensures that examinees take all scheduled subtests within an eight (8) day test session; and

Sends admission notices (PBT) or testing tickets (CBT) to all registered and scheduled examinees; and

Reviews and verifies the identity, residency and eligibility of all examinees and maintains all pertinent documentation at the testing center for at least one (1) year; and

Ensures all examinees receive their approved testing accommodations and requires examinees to sign an Accommodations Waiver Form (if applicable); and

Ensures examinees adhere to all testing time frames and all test security policies; and

Ensures testing rooms are quiet, comfortable, well-lit, and have a working clock visible to all examinees, and

## E. Test Center Personnel and Roles

### TASC™ Coordinator or Examiner

#### Roles and Responsibilities

Maintains the secure integrity of the TASC™ Test at all times; and

Maintains confidentiality and privacy of examinee testing records; and

Ensures that all examinees are checked-in electronically in the DRC/CTB Registration and Scheduling system. **For PBT, check-in must be within one (1) business day from the day each subtest is taken (PBT). For CBT, check-in must be by 11:59 pm on the day each CBT subtest test was taken (No Exceptions); and**

Ensures completed signature cards, Attendance Sheets, Appendix H Incident/Irregularity Form (if applicable), Accommodations Approval Letter(s) (if applicable) and Accommodations Waiver Form(s) (if applicable) are sent to NYSED within five (5) days from the last day of testing; and

Ensures completed answer booklets (PBT), Group Information Sheet (GIS), Accommodations Approval Letter(s) (if applicable) Accommodations Waiver Form(s) (if applicable) and Appendix H (Incident/Irregularity Report(s) - if applicable, are sent to DRC/CTB within five (5) days of the last day of testing; and

Administers a complete battery of subtests at least four (4) times per year.

## E. Test Center Personnel and Roles

### TASC™ Coordinator or Examiner

#### Roles and Responsibilities

Ensures testing center calendars are current in the DRC/CTB Scheduling System.

Ensures the bar code number found on the first page of the answer booklet is linked to an examinee's record.

This can be done in one of two (2) ways:

1. The TASC™ Coordinator or Examiner swipes a scanning wand over the preprinted bar code number found on the first page of the examinee's answer booklet. This accurately assigns the bar code number to the appropriate examinee's testing record in the DRC/CTB Registration and Scheduling System. This procedure only needs to be done once. The system will automatically assign the same bar code number to all other scheduled subtests for the examinee in the same testing session.
2. The TASC™ Coordinator or Examiner must accurately type the bar code number found on the first page of the examinee's answer booklet into the DRC/CTB Registration and Scheduling System. The system will automatically assign the same bar code number to all other scheduled subtests for the examinee in the same testing session.

## E. Test Center Personnel and Roles

### Proctor

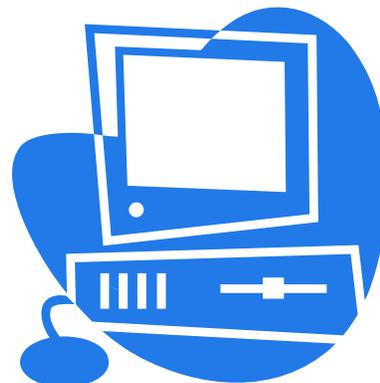
#### Qualifications Overview

Must have a high school diploma or high school equivalency diploma recognized in New York State; and

Must be selected by the TASC™ Coordinator; and

Must have excellent proficiency in listening, speaking, reading and writing the English language; and

Have experience communicating with the public, and have satisfactory computer and data entry skills.



## E. Test Center Personnel and Roles

### Proctor

#### Roles and Responsibilities (At the Discretion of the Coordinator or Examiner)

Performs data entry, filing and other duties assigned by the Coordinator or Examiner; and

Verifies that all examinee demographic information is accurately entered and stored in the DRC/CTB Registration and Scheduling System; and

Prepares a seating chart; and

Prepares the attendance sheet and materials for mailing; and

Responds to examinee inquiries for information; and

Assists in monitoring students during a testing session; and

Assists the TASC™ Coordinator or Examiner, but never administers the test under any circumstances.

## E. Test Center Personnel and Roles

### Clerical Staff

#### Qualifications Overview

Must have a high school diploma or high school equivalency diploma recognized in New York State; and

Must be selected by the TASC™ Coordinator or Examiner; and

Must have excellent proficiency in listening, speaking, reading and writing the English language; and

Have experience communicating with the public, and have satisfactory computer and data entry skills.



## E. Test Center Personnel and Roles

### Clerical Staff

#### Roles and Responsibilities (At the Discretion of the Coordinator or Examiner)

Performs data entry, filing and other clerical duties as assigned by the Coordinator or Examiner; and

Verifies that examinee's demographic information is accurately entered and stored in the DRC/CTB Registration and Scheduling System; and

Prepares a seating chart; and

Prepares attendance sheet and materials for mailing; and

Responds to examinee inquiries for information; and

Assists in monitoring students during a testing session.

## F. New York State Education Department Testing Policy

1. Examinees must be New York State residents for at least thirty (30) days in order to take the TASC™ Test.
2. Examinees may take the TASC™ Test a maximum of three (3) times per calendar year (January 1 – December 31).
3. Examinees must wait a minimum of sixty (60) calendar days from the first day of testing in order to retest.
4. Examinees who are sixteen (16) or seventeen (17) years of age must reach “maximum compulsory school attendance age” by the first day of testing.
5. In addition to reaching “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.
6. 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.
7. All TASC™ testers will be assigned one (1) test form (G, H, or I) through the DRC/CTB Registration and Scheduling System.



## F. New York State Education Department Testing Policy

8. Examinees are not permitted to retest on the same test form during a calendar year.
9. Regardless of whether an examinee takes his or her first scheduled subtest on day one (1) or day two (2) or any subsequent day of a testing session, the test session must be recorded as the first day of testing. (Must use mm/dd/yyyy format).
10. Although not required, it is strongly suggested that all first-time TASC™ testers take the full battery (all 5 subtests).
11. An examinee must pass all five (5) subtests (Writing, Social Studies, Science, Reading and Mathematics) to earn a New York State High School Equivalency diploma.



## F. New York State Education Department Testing Policy

12. The minimum passing score for each TASC™ subtest is 500.

Unlike the GED® Test which required a total score of 2250 for passing, there is no total test score requirement for the TASC™.

13. Passing English GED® (2002-2013) test scores of 410 or higher can be used towards earning a New York State High School Equivalency Diploma. These scores do not expire.

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.

14. Spanish and French testers who passed all five (5) GED® subtests received a New York State High School Equivalency Diploma with a Spanish or French designation written on the transcript.

In order to receive a New York State High School Equivalency Diploma without the Spanish or French designation on the transcript, TASC™ testers must pass TASC™ Reading and Writing subtests in English to receive a New York State High School Equivalency Diploma without a Spanish designation.



## F. New York State Education Department Testing Policy

15. 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 on February 15, 2016, Reading, Writing and Social Studies must be administered on or before February 22, 2016.



## G. Age Eligibility Requirements

### Maximum Compulsory School Attendance Age

In New York State all applicants must have reached “maximum compulsory school attendance age” in order to take the TASC™ test.

Applicants reach “maximum compulsory school attendance age” when the school year in which they turn sixteen (16) years of age has ended (June 30). In New York City, and in a other public school districts throughout the State, applicants reach “maximum compulsory school attendance age” when the school year in which they turn seventeen (17) years of age has ended (June 30).

These sixteen (16) and seventeen (17) year olds would be eligible to take the TASC™ Test on or after July 1 as long as they meet other age eligibility criteria.



## G. Age Eligibility Requirements

### Maximum Compulsory School Attendance Age Review

1. When would an applicant born on January 1, 2000 reach “maximum compulsory school attendance age”?
  - A. 06/30/2015
  - B. 06/30/2016
  - C. 06/30/2017

What is the first day that the applicant is eligible to test?

### Maximum Compulsory School Attendance Age Review

1. When would an applicant born on July 1, 2000 reach “maximum compulsory school attendance age”?
  - A. 06/30/2015
  - B. 06/30/2016
  - C. 06/30/2017

What is the first day that the applicant is eligible to test?

## G. Age Eligibility Requirements

Eligibility Codes (EC) for sixteen (16) year olds		Required Proof of Eligibility
EC	EC Code Criteria	
3	The applicant has reached “maximum compulsory school attendance age” and is enrolled in an Alternative High School Equivalency (ASHEP) Program. (Note: The second digit of the ASHEP Preparation Code to be provided on the Attendance Sheet must be a four (4) or higher).	T-TAF (send copy to NYSED)
4	The applicant has reached “maximum compulsory school attendance age” and has applied to the United States Armed Forces.	D
5	The applicant has met “maximum compulsory school attendance age” and has applied to a college or post-secondary institution.	D
9	The applicant has reached “maximum compulsory school attendance” age and has been home schooled (Effective 12/2/2015).	B

Note: When completing the Attendance Sheet, test center personnel must indicate an Age Eligibility Code (EC) for each sixteen (16) year old examinee listed.

Note: When using an Age Eligibility Code of “3” for sixteen (16) year olds, test center personnel must also provide an Alternative High School Equivalency Preparation program code (ASHEP). The second digit of the ASHEP code to be provided on the Attendance Sheet, must be a four (4) or higher.

## G. Age Eligibility Requirements

Eligibility Codes (EC) for seventeen (17) and eighteen (18) year olds		Required Proof of Eligibility
EC	EC Code Criteria	
0	Applicant is foreign born and never attended K-12 schools in the United States.	F
1	The applicant has reached “maximum compulsory school attendance age” (age 17-NYC) and one (1) year has passed since the applicant was last enrolled in a program of study leading to a high school diploma.	B
2	Applicant has reached “maximum compulsory school attendance age” (age 17-NYC) and was a member of a high school class that has already graduated.	B
3	The applicant has reached “maximum compulsory school attendance age” (age 17-NYC) and is enrolled in an Alternative High School Equivalency (ASHEP) Program. (Note: The second digit of the ASHEP Preparation Code to be provided on the Attendance Sheet must be a four (4) or higher).	T-TAF (send copy to NYSED)
4	The applicant has reached “maximum compulsory school attendance age” and has applied to the United States Armed Forces.	D
5	The applicant has reached “maximum compulsory school attendance age” and has applied to a college or post-secondary institution.	D

See next page for additional age eligibility criteria for 17 and 18 year olds.

## G. Age Eligibility Requirements

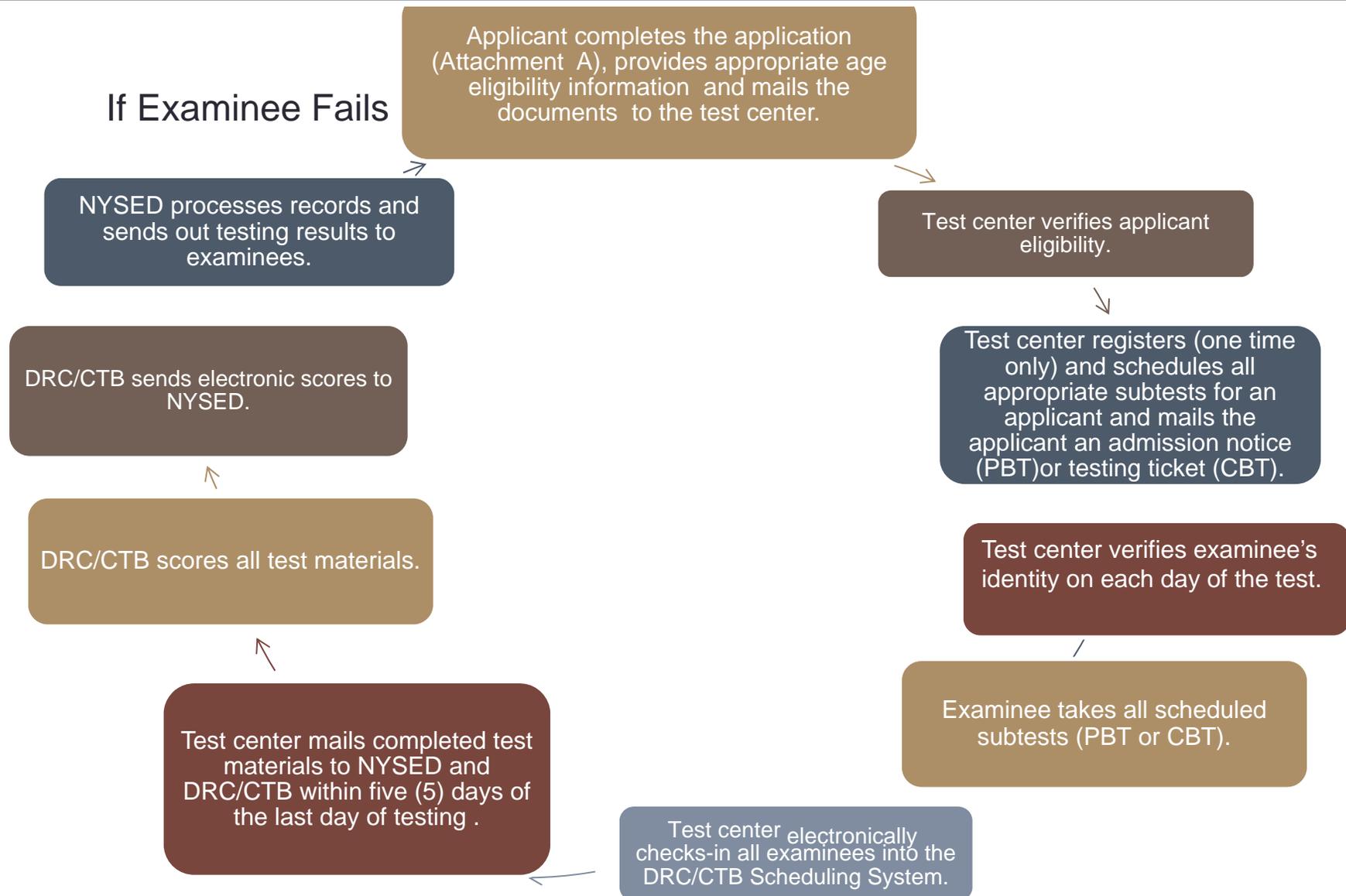
Eligibility Codes (EC) for seventeen (17) and eighteen (18) year olds		Required Proof of Eligibility
EC	EC Code Criteria	
6	The applicant has reached “maximum compulsory school attendance age” and is currently enrolled in a Job Corps program.	D
7	The applicant is incarcerated or institutionalized.	E
8	The applicant is an adjudicated youth or is under the direction of a prison, jail, detention center, court, parole or probation office.	E
9	The applicant has reached “maximum compulsory school attendance age” (age 17-NYC) and has been home schooled.	B

## G. Age Eligibility Review

- What age eligibility criteria does an applicant aged nineteen (19) or older by the first day of testing need to provide to the test center by the first day of testing?
- Are applicants who are age sixteen (16) by the first day of testing able to take the TASC™ test in New York State?
- How long does a test center have to retain an applicant's age eligibility documentation in their testing files?
- Is NYSED able to successfully process a testing session record for a sixteen (16) year old who is enrolled in an ASHEP Program (EC 3) with the following Preparation Code? 10351?....15206? Why or Why not?



## H. TASC™ Test Administration Cycle

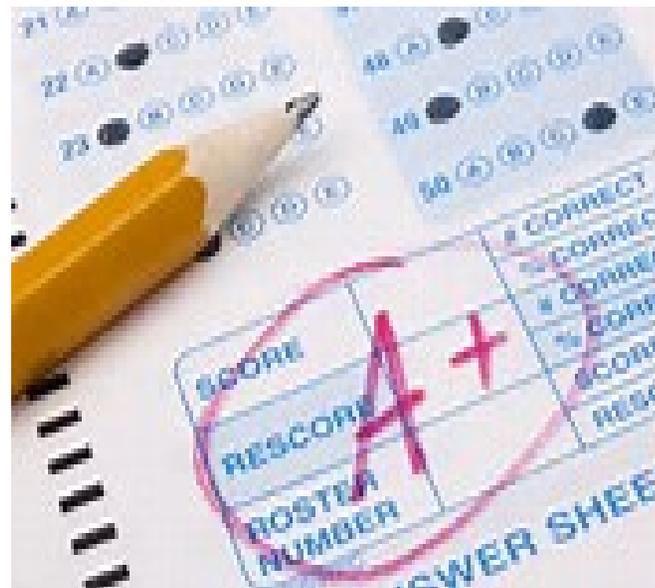


## I. Applicant's Steps in the Application and Testing Process

1. An applicant completes Attachment A (“*Application for TASC™ Testing*”) All items with an asterisk\* must be completed;
2. An applicant must send proof of residency (copies only), a T-TAF (if being referred by an HSE preparation program); and proof of age eligibility (Attachment B, D, E or F...if under age nineteen (19) to the testing center before the first day of the test. All testing center addresses are located at <http://www.acces.nysed.gov/hse/hse-testing-maps>;
3. If an applicant received approval for testing accommodations approval from DRC/CTB, then he or she must send a copy of the Accommodations Approval Letter to the testing center;
4. An applicant receives an admission notice (PBT) or a testing ticket (CBT) from the testing center that shows the scheduled subtest dates and times;
5. An applicant arrives at the testing center at the scheduled time and presents a photo id (to prove identity) and another form of identification (to prove residency);
6. If applicants choose to waive any or all of their approved testing accommodations, they must complete and sign an Accommodations Waiver Form on the first day of their scheduled tests.

## I. Applicant's Steps in the Application and Testing Process

7. Examinee takes each scheduled subtest and adheres to all rules and regulations of the testing center; and
8. Examinee will typically receive test results from NYSED within 2-3 weeks from the last day of testing unless there are data issues which delay the scoring and document generation process.



## J. Test Center Steps in the Application and Testing Process

1. Review all Attachment A (Application for TASC™ Testing) forms and age eligibility documentation (Attachment B, D, E, or F) and T-TAF forms (if applicable) for completeness and accuracy before the first day of the test.

Note: If additional information is needed, contact the applicant.

If the applicant is eligible to take the TASC™ Test, go to Step #2.

2. Search the DRC/CTB Registration System to determine if there are any prior testing record(s) for the applicant.
  - A. If the applicant is already in the DRC/CTB Registration System and has a nine (9) digit Universal Unique Identifier (UUID), no additional registration is necessary; however, at this time test centers can update existing fields such as applicant address and telephone number where appropriate.
  - B. If the applicant is not in the DRC/CTB Registration System, carefully add applicant's demographic information into the Registration System to obtain a UUID.

## J. Test Center Steps in the Application and Testing Process

3. Carefully schedule the appropriate subtest(s) for each applicant using the DRC/CTB Scheduling System.

If an applicant has submitted a T-TAF Form (official referral from a HSE preparation program), first review the T-TAF form and locate the name and the five (5) digit code of the preparation program. Once the preparation program is identified, go to the space labeled Educational Center in the DRC/CTB Scheduling System. Search for the first letter in the HSE preparation program name from the search menu and click on it. Scroll down the list of Education Centers (prep programs) to find the correct preparation program name and corresponding five (5) digit code and click on it.

If an applicant does not have a T-TAF Form, go to the space labeled Educational Center in the Scheduling System and click on any letter of the alphabet. "None" will appear as a choice and click on "None".

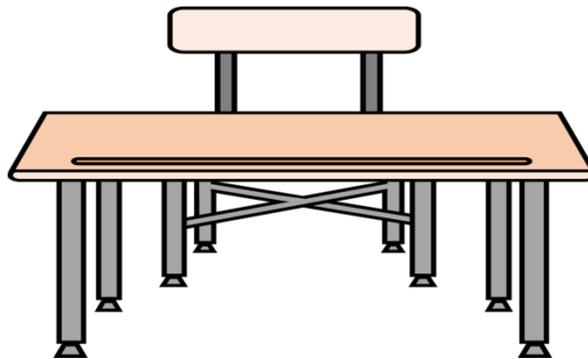
The Education Center field is required, so make sure that either a correct preparation code is provided or that "None" is indicated in the System.

4. Mail either an admission notice for paper-based testing (PBT) or a testing ticket for computer-based testing (CBT) to the applicant;

## J. Test Center Steps in the Application and Testing Process

5. A day or two before the first day of testing:

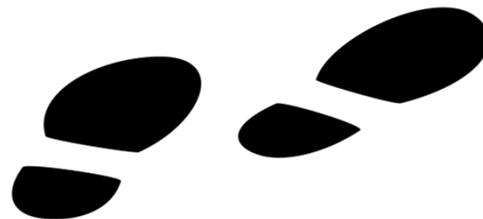
- \*Ensure all computers are operational for Computer-Based Testing (CBT); and
- \*Verify that the test center has a sufficient number of answer booklets, test books, hand-held calculators, Math Reference Sheets, and Calculator Reference Sheets available to meet demand; and
- \*Create a seating plan.



## J. Test Center Steps in the Application and Testing Process

6. On or before the first day of testing:

- \*Verify that a working clock is available in each testing room and that it can be seen by all examinees; and
- \*Verify that secure testing materials are locked up until needed; and
- \*Ensure there are adequate staff available to supervise the upcoming test session; and
- \*Ensure registration and scheduling of all examinees has been completed; and



## J. Test Center Steps in the Application and Testing Process

\*Hand write examinee name, UUID, and test form on each answer booklet; and

\*Assign the correct bar code number found on each examinee answer booklet into the examinee's record contained in the Registration and Scheduling System. (See Note Below)

Note: Assigning the bar code number may be done in one of two (2) ways:

1. Use a wand to scan the bar coded information into the DRC/CTB Scheduling System.
2. Carefully type in the bar code information directly into the DRC/CTB Scheduling System.



If you have questions regarding the DRC/CTB Registration and Scheduling System, bar coding or check-in procedures, contact DRC/CTB at

**1-888-282-0589**

or by email:

**[TASCTest\\_Helpdesk@ctb.com](mailto:TASCTest_Helpdesk@ctb.com)**

**Save your ticket number when you contact the Helpdesk with a problem.**

## J. Test Center Steps in the Application and Testing Process

### 7. At the start of each day of testing:

- \* Prepare room for testing. Make sure all instructional materials have been removed or covered and that classroom blackboards and bulletin boards do not have information on them that could help an examinee answer a question on the test.
- \* Review testing protocols with proctors and clerks; and
- \* Remove from secure storage the correct number of test books and answer booklets needed for the test session.

### 8. When examinees arrive for testing:

- \* Collect admission notices or test tickets, age eligibility attachments (B,D, E, or F) and T-TAF's (if applicable); and
- \* Review proof of identity and residency; and
- \* Seat examinees according to the seating chart.

## J. Test Center Steps in the Application and Testing Process

9. When examinees have been seated to test, the Coordinator or Examiner must:

- \*Welcome examinees and explain all test administration rules; and
- \*Distribute signature cards. Tell examinees that they must print legibly and complete all items on the front and back of the card; and
- \*Distribute answer booklets and ask examinees to verify the name on their answer booklet is correct; and
- \*Ensure that the test form (G, H or I) being distributed to the examinee(s) matches the test form that was assigned by the DRC/CTB Registration and Scheduling System.

10. During test administration, the Coordinator or Examiner must:

- \*Before administering each subtest, read verbatim the scripts found in the Test Administration Handbook (2016); and
- \*Distribute hand-held calculators for the Science subtest and Part I of the Mathematics subtest; and
- \*Provide examinees with lined colored scratch paper; and
- \*Provide examinees with graph paper (if requested); and
- \*Provide #2 pencils with soft erasers.



## J. Test Center Steps in the Application and Testing Process

11. At the conclusion of each day of testing the Coordinator or Examiner :

- \*Collect all test books (PBT), answer booklets (PBT), scratch paper and calculators; and

- \*Clear memory from all calculators); and

- \*Verify that there are no missing pages, tears or stray marks on the collected answer booklets and test books (PBT). (This must be done before the examinee is allowed to leave each testing day); and

- \*Shut down the examinee's computer (CBT); and

- \*Dismiss an examinee from the testing room only when all of his or her testing materials have been collected and inspected and computers have been shut down (CBT); and

- \*Check-in every subtest taken by an examinee in the DRC/CTB Registration and Scheduling System with one (1) business day ; and

- \*Return all test books, answer booklets, calculators and other testing materials to secure storage.

## J. Test Center Steps in the Application and Testing Process

12. Mail the following materials to NYSED within five (5) days from the last day of the testing session: (No exceptions).
- NYSED Attendance Sheet(s). (List examinees in alphabetical order by last name).
  - Signature Cards (Alphabetize by last name of examinee).
  - T-TAF's (if applicable) (Alphabetize by last name of examinee).
  - Accommodation Approval Letter(s) (if applicable).
  - Accommodation Waiver Form(s) (if applicable).
  - Appendix H - Incident/Irregularity Form(s) (if applicable).

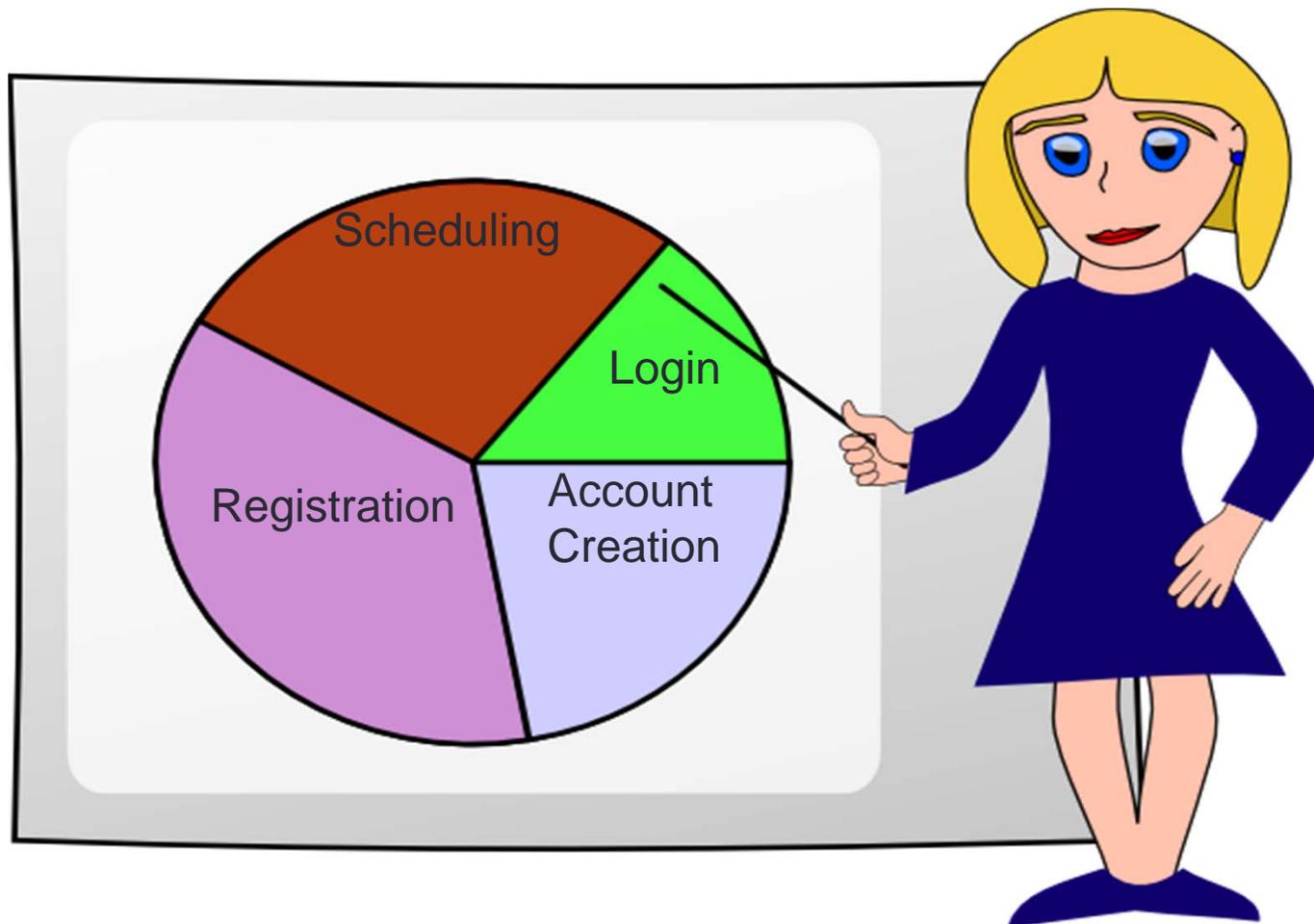
## J. Test Center Steps in the Application and Testing Process

13. Mail the following materials to DRC/CTB within five (5) days of the last day of the testing session: (No exceptions)

- Completed answer booklets (Alphabetize by last name of the examinee).
- Completed Group Information Sheet (GIS) which must be bundled with answer booklets.
- Accommodation Approval Letter(s) (if applicable).
- Accommodation Waiver Form(s) (if applicable).
- Appendix H Incident/Irregularity Form(s) (if applicable).

## K. The Online DRC/CTB Registration and Scheduling System (Demonstration Review)

### Processing Steps



## K. The Online Registration and Scheduling System (Demonstration Review)

### Things to Remember

1

- Prior to the first day of testing, register and schedule applicants for all subtests to be taken within the eight (8) day testing session.

2

- Prior to testing, carefully enter the barcode number found on the first page of the answer booklet into the Online Registration and Scheduling System (PBT Testing only). (Manually type in the number or scan the number using the wand).

3

- Request that applicants arrive early enough to the testing center to allow test center personnel sufficient time to verify the identity, residency and eligibility of each applicant before administering the first subtest.

## K. The Online DRC/CTB Registration and Scheduling System (Demonstration Review)

### Things to Remember

4

- For PBT Testing, Test Centers must check-in all subtests taken by the examinee within twenty-four (24) hours or one (1) business day.

5

- Test Centers must cancel scheduled test dates for all subtests which were not taken. (No Exceptions). Failure to cancel any subtest not taken will result in the examinee being unable to reschedule that particular subtest at a later date.

6

- Test Centers must indicate whether an examinee received extended time, (CBT testing) in the DRC/CTB Registration and Scheduling System.

## K. The Online Registration and Scheduling System (Demonstration Review)

### Things to Remember



7

- After it has been entered the first time into the system the DRC/CTB Registration and Scheduling System will assign the bar code number associated with the first scheduled subtest taken during the eight (8) day test session.



8

- The same bar code number must be assigned to all subtests taken by an examinee during the eight (8) day testing session.



9

- An examinee should never be registered more than one (1) time or have more than one (1) UUID.

## L. TASC™ Testing Accommodations

**A test accommodation** is defined as any modification or adjustment made to a test or the testing environment that will allow a student with a physical disability, emotional disability, or learning disability the opportunity to demonstrate his or her knowledge and skill in a testing situation.

Common modifications include: extending the amount of time an examinee is allowed to complete a test, use of a talking calculator, private room, assistive technology, braille print, supervised breaks, an audio CD of the test, having a scribe (someone else write down test answers), screen reader, and preferential seating.

## Regulation

The right of students with disabilities to receive appropriate test access and testing accommodations is guaranteed by a number of federal and state laws and regulations which include: Individuals with Disabilities Education Act (IDEA) including the Individuals with Disabilities Education Improvement Act of 2004; Parts 100 and 300 of the Code of Federal Regulations; Elementary and Secondary Education Act (ESEA), Title I (No Child Left Behind (NCLB)); Section 504 of the Rehabilitation Act of 1973; and Americans with Disabilities Act (ADA) of 1990.

## L. TASC™ Testing Accommodations

Types of support available to TASC™ examinees with disabilities include:

1. Allowable Resources: No formal application and approval are required for their use.

Examples of Allowable Resources include: earplugs, and magnifiers, etc.

2. Alternate Formats: Only Braille and Large-Print require prior notification for test administrations.
3. Special Testing Accommodations: Requires a formal application and written approval from DRC/CTB prior to testing.

## L. TASC™ Testing Accommodations

### Applicant and Test Center Steps in the Testing Accommodations Process:

1. An applicant sends his or her request for testing accommodations to DRC/CTB together with a copy of his or her Individualized Education Plan (IEP), a Section 504 Plan (or private school equivalent), or other appropriate document for approval.
2. DRC/CTB reviews the request, makes an eligibility determination, and mails the applicant either a formal written Accommodations Approval Letter, request for more information letter, or a declination letter.
3. Examinees enclose a copy of his or her Accommodations Approval Letter with their Attachment A: Application for TASC™ Testing and send the materials to the selected test center for registration and/or scheduling.
4. Examinees work with test center personnel to ensure that they will receive their approved accommodation(s) prior to scheduling a subtest.

## L. TASC™ Testing Accommodations

Applicant and Test Center Steps in the Testing Accommodations Process:

5. The Test Coordinator works with test center personnel to ensure the needed supplies, testing environment adjustments, and test formats are available on all days of accommodated testing.
6. Only specifically approved testing accommodations are to be provided to an examinee.

**Steps**

## L. TASC™ Testing Accommodations

### Applicant and Test Center Steps in the Testing Accommodations Process:

7. If examinees over the age of eighteen (18) choose to waive one or more of their approved testing accommodations on the day of the test, they must complete and sign an Accommodations Waiver Form. Once the declined accommodations have been identified and the examinee signs the form, the test center does not need to provide the waived accommodation(s).

An applicant under the age of eighteen (18) may not waive their approved accommodations without parental consent, even if the applicant wishes to waive one or more of the testing accommodations (e.g. calculator) and signs the form. Testing centers must provide all approved accommodations for applicants under the age of eighteen (18) unless the applicant identifies the accommodation(s) he or she wishes to decline, signs the form, and the applicant's parent or guardian signs as well.

## L. TASC™ Testing Accommodations

### Applicant and Test Center Steps in the Testing Accommodations Process:

8. In the DRC/CTB Scheduling System test center personnel must select the “Does not Apply” choice in the accommodations section, even if the examinee will be receiving at least one (1) testing accommodation. (That is because New York State testing policy requires that the accommodation chosen to be waived by the applicant, is not the same as waiving all testing accommodations). Another rationale is that when testing center personnel are scheduling subtests, they do not know the intentions of the applicant will be taking the test at a future date. They do not know if the applicant will waive all or some of his or her approved testing accommodations.

(Note: In the DRC/CTB Scheduling System test center personnel must indicate whether an examinee received extended time as an accommodation.)



## L. TASC™ Testing Accommodations

### Coordinator's Role in the Testing Accommodations Process:

1. Completes Section Four (4) of each examinee's Special Testing Accommodations Test Form.
2. Schedule and train staff, prepare facilities, and make arrangements for special testing accommodations as needed.
3. Work with Examiners to administer **only** the approved accommodations once the examinee receives approval from DRC/CTB and is scheduled for testing by the test center.
4. Complete question seven (7) and question eight (8) (For Official Use Only) in the examinee's answer booklet for any examinee receiving testing accommodations or alternate formats (PBT).

## L. TASC™ Testing Accommodations

### Testing Accommodations Policy Changes for 2016:

Examinee's special testing accommodations that have been approved by DRC/CTB to take the TASC™ test no longer expire and are valid indefinitely.

As of 2016, the requirement that all IEP's and 504 Plans have to be less than three (3) old has been eliminated. Now regardless of how many years ago an IEP or Section 504 Plan was written by the public school district, the information contained in the documentation will be considered in the accommodations approval process.

If the examinee is submitting an IEP or 504 plan (or private school equivalent), or if the examinee is submitting proof or prior approval to use the requested accommodations:

The examinee or examinee's advocate may complete Section 2 of the request form in lieu of an evaluator.

Section 3 may be left blank.

## L. TASC™ Testing Accommodations

For Examinee and Program Support on testing accommodations contact:

[www.tasctest.com](http://www.tasctest.com)

Toll-free telephone: 888-282-0589  
7:00 a.m. – 8:00 p.m. EST

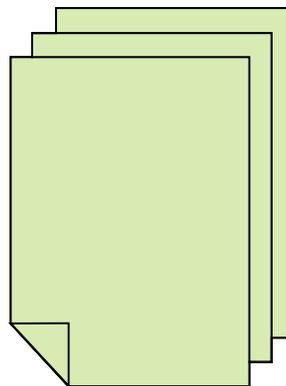
Email: [TASCTestHelpdesk@ctb.com](mailto:TASCTestHelpdesk@ctb.com)

## M. Standard Vouchers

- ❑ HSE testing providers under the reimbursement contract must submit standard vouchers for reimbursement each month once TASC™ Testing is completed for said month. The number of examinees on the voucher must match the number of examinees listed on the Attendance Sheet for the same time period.
- ❑ Monthly standard vouchers are processed in the HSE Testing office, as well as the Fiscal Management Office in Albany.
- ❑ The NYSED HSE Testing Office provides technical support and payment information for HSE testing providers. Please email: [HSE@nysed.gov](mailto:HSE@nysed.gov); for assistance.
- ❑ Standard Voucher forms and additional information can be found on the NYSED website: <http://www.acces.nysed.gov/common/acces/files/hse/standardvoucher.pdf>

## N. NYSED Forms

Application Forms	Form Purpose
Staff Appointment Form	Application to become a TASC™ Coordinator or Examiner
TASC™ Registration Form	This form is used by Coordinators and Examiners to register for the mandatory annual NYSED TASC™ Test administration training. This information will allow NYSED to update its test center contact database.
Attachment A	Application to take the TASC™ Test (Revised 2016)



## N. NYSED Forms

Age Eligibility Forms	Form Purpose
Attachment B	Proof that the applicant has reached “maximum compulsory school attendance age” <u>and</u> : A. one (1) year has passed since the applicant was last enrolled in a program of study leading to a high school diploma; B. applicant was a member of a high school class that has already graduated, or C. the applicant was home schooled.
Attachment D	Proof that the applicant has reached “maximum compulsory school attendance age” and A. has applied to the US Armed Forces, or B; has applied to a college or postsecondary institution; or C. is currently enrolled in a Job Corps program.
Attachment E	Proof of incarceration or institutionalization, or for being an adjudicated youth, or under the jurisdiction of the court, parole or probation.
Attachment F	Proof that applicant is foreign born and never attended K-12 schools in the United States.
T-TAF	Official referral for testing from an official test preparation program. (For ASHEP programs, the second digit of preparation code, provided in the Attendance Sheet, must be four (4) or higher)

## N. NYSED Forms

Attendance Sheet	Form Purpose
Attendance Sheet (2016)	<p>To document the number and demographic information of examinees taking the TASC™ Test (Revised)</p> <p>Provides required information to NYSED to process test results</p>
Accommodation Forms	Form Purpose
Accommodations Waiver Form	Used when examinees wish to waive some or all of their DRC/CTB - approved testing accommodations
Other Forms / Reference Sheets	Form Purpose
Supply Order Form	To order non secure testing supplies from NYSED
County Code List	Used in the DRC/CTB Registration and Scheduling System
EC Codes (0-9)	Eligibility Code Checklist (0-9)

## O. DRC/CTB Appendices

Appendices	Purpose
Appendix A	To record the inventory of test materials from DRC/CTB, done upon receipt by staff
Appendix B	To track movement of secure testing material at the testing center
Appendix C	To record which secure materials were distributed to examinees
Appendix D	Sample TASC™ Answer Booklet
Appendix E	Seating Chart
Appendix F	This training tool allows the examinee to become familiar with the online assessment (CBT testing)
Appendix G	To record when the examinee enters (signs-in) and leaves the testing room (signs-out)
Appendix H	Use the Incident/Irregularity Report to report any testing irregularities such as cheating, fire drill and computer malfunctions (for CBT testers), etc.

## O. DRC/CTB Appendices

Appendices	Purpose
Appendix I	Use this to record any subtest that was invalidated
Appendix J	Use this form to record any questions or concerns that an examinee has about a specific test question
Appendix K	Include this form when mailing completed answer booklets to DRC/CTB (in Minnesota) for scoring (Test Forms G, H or I - 9/26/2016)
Appendix L	Descriptions of TACS™ Special Testing Accommodations
Appendix M	List of allowable resources that examinees may use during the administration of the TASC™ test
Appendix N	The examinee submits a copy of this form at the time of scheduling so that the test center can make allowable resources available to the examinee on the day of testing.
Appendix O	Basics of the DRC/CTB Registration and Scheduling System

## O. DRC/CTB Appendices

Appendices	Purpose
Appendix P	A sample test session roster from the Online Registration and Scheduling System
Appendix Q	Printable test session check-in roster from the Online Registration and Scheduling System
Appendix R	Sample test session summary report. Used to identify the number and type of materials that need to be prepared prior to each subtest administration
Appendix S	Description on how to implement the bar code system
Appendix T	Description of the examinee check-in process
Appendix U	Sample Candidate Report

## P. Review Questions

### True or False

1. An examinee who earned a score of 420 on the 2013 GED® Math subtest has to retake the TASC™ math subtest to earn a passing score of 500.
2. A TASC™ Coordinator or Examiner may leave a clerk alone in the testing room to proctor an exam while the Coordinator or Examiner takes a quick break.
3. A TASC™ Coordinator or Examiner may work part-time as a TASC™ HSE preparation program teacher as long as the TASC™ test administration and the HSE instruction occur at different agencies.
4. Examinees who finish their last TASC™ subtest on July 1, 2016 may retest on September 3, 2016.
5. An examinee may take the TASC™ test one subtest at a time until all subtests have been taken during one (1) calendar year.
6. An individual who is undocumented cannot meet the thirty (30) day New York State residency testing requirements.

## P. Review Questions

### True or False

7. An examinee born on October 31, 2000 will reach “maximum compulsory school attendance age” on June 30, 2016.
8. An examinee born on June 30, 1986 may take the TASC™ test on July 1, 2016 without proving age eligibility.
9. An examinee who has four (4) Spanish GED® test scores from June of 2012 (failed Writing) has to only retake and pass Writing to earn a New York State High School Equivalency diploma in Spanish.
10. To earn a diploma without the Spanish designation the examinee must pass the Reading and Math subtests in English.

## R. Available Resources

### NYSED Reference Materials

TASC™ Test Administration Guide for New York State (2016)

TASC™ Technical Reference Guide (2016)

High School Equivalency Test Forms (2016)

Oral Directions (2016)

TASC™ Test Administration Training Power point (2016)

### DRC/CTB Reference Materials

TASC™ Test Administration Manual (2016)

Quick Start Guide (CBT)

User's Guide (CBT)

Administrator's Guide (CBT)

Whenever there is a discrepancy in policy, rule or regulation between the NYSED and DRC/CTB guides, the materials presented in NYSED guides prevail.

## Summary of Important Changes to the TASC™ Test (Form G,H, I)

Subtest	Calculator	English	Spanish
Writing (Essay and Multiple Choice)		110 minutes	110 minutes
Social Studies		75 minutes	75 minutes
Science	Yes	75 minutes	75 minutes
Reading		85 minutes	85 minutes
Mathematics Part 1 Part 2	Part 1 only*	55 minutes 50 minutes	55 minutes 50 minutes

\*A calculator can only be used by an examinee in Mathematics (Part I) and Science unless the examinee has received an approved accommodation to use it in other sections of the TASC™ test.

## Summary of Important Changes to the TASC™ Test

Test Center Coordinators and Examiners must ensure that all examinees are checked-in electronically in the DRC/CTB Registration and Scheduling system. **For PBT, check-in must be within one (1) business day from the day each subtest is taken (PBT). For CBT, check-in must be by 11:59 pm on the day each CBT subtest test was taken (No exceptions).**

Applicants aged sixteen (16) years of age who have reached “maximum compulsory school attendance” age can now meet age eligibility requirements if they have been home schooled (Effective 12/2/2015).

Examinee accommodations approved by DRC/CTB to take the TASC™ test no longer expire and are valid indefinitely.

As of 2016, the requirement that all IEP's and 504 Plans have to be less than three (3) old has been eliminated. Now regardless of how many years ago an IEP or Section 504 Plan was written by the public school district, the information contained in the documentation will be considered in the accommodations approval process.

## Summary of Important Changes to the TASC™ Test

In addition to TASC™ testing, the 24 college credit program and the out of state TASC™ testing program, New York State residents (age eighteen (18) and over) can also earn a New York State High School Equivalency Diploma through the National External Diploma Program (NEDP) effective September 1, 2016.

The mandatory DRC/CTB TASC™ test trainings for TASC™ forms G, H and I are:

1. NY TASC™: Test Registration and Scheduling System
2. NY TASC™: Test Paper-Based Testing
3. NY TASC™: Test Computer Based Testing
4. NY TASC™: Test Accommodations
5. NY TASC™: Test Return of Test Materials



## TASC™ Test Contact List DRC/CTB

### Contact

➡ Technical Support Telephone Number: **1 (888) 282-0589**

➡ Email Address: **TASCTest\_Helpdesk@ctb.com**

Use the above contacts for questions or issues related to: Registration, Scheduling, UUID's, Check-in, Bar coding procedures, and scoring.

Send completed Test Materials For Scoring, Group Information Sheet (GIS) and Testing Accommodations Approval Letter(s) (if applicable), Accommodations Waiver Form(s) (if applicable) and Appendix H: Incident/Irregularity Report (if applicable) to:

**Data Recognition Corporation /CTB  
Wyoming Avenue N  
Brooklyn Park, MN 55445**

## TASC™ Test Contact List DRC/CTB

Upon receipt of new testing materials and upon return of testing materials at the end of the testing cycle send the Test Security Checklist (Appendix A) to:

**DRC/CTB**  
**Attention: TASC™ Test Scoring Team**  
**20 Ryan Ranch Road**  
**Monterey, CA 93940**



Mail



Scan



Fax

Email: [TASCTest\\_Helpdesk@ctb.com](mailto:TASCTest_Helpdesk@ctb.com)  
Toll Free Fax: (877) 800-9389

Send all secure test materials (test books, used answer booklets, test administration manuals, etc.) at the end of test cycle:

**NY TASC™**  
**IPAK Incorporated**  
**301 Grove Road**  
**West Deptford, NJ 08086**



Mail

## TASC™ Test Contact List NYSED

### Contact

→ HSE Hotline : (518) 474-5906

→ Fax (518) 474-3041

→ E-mail: [HSE@nysed.gov](mailto:HSE@nysed.gov)

→ Website: <http://www.acces.nysed.gov/ged/>

Send Signature Cards, Attendance Sheets, Appendix H: Incident/Irregularity Report (if applicable), Testing Accommodations Approval Letter(s) (if applicable), Accommodations Waiver Form(s) (if applicable), and T-TAF's (if applicable), to:

**New York State Education Department  
High School Equivalency Office  
PO Box 7348  
Albany, NY 12224**



Mail

or

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



09/09/2016