

TASC™ TEST ADMINISTRATION TRAINING 2016



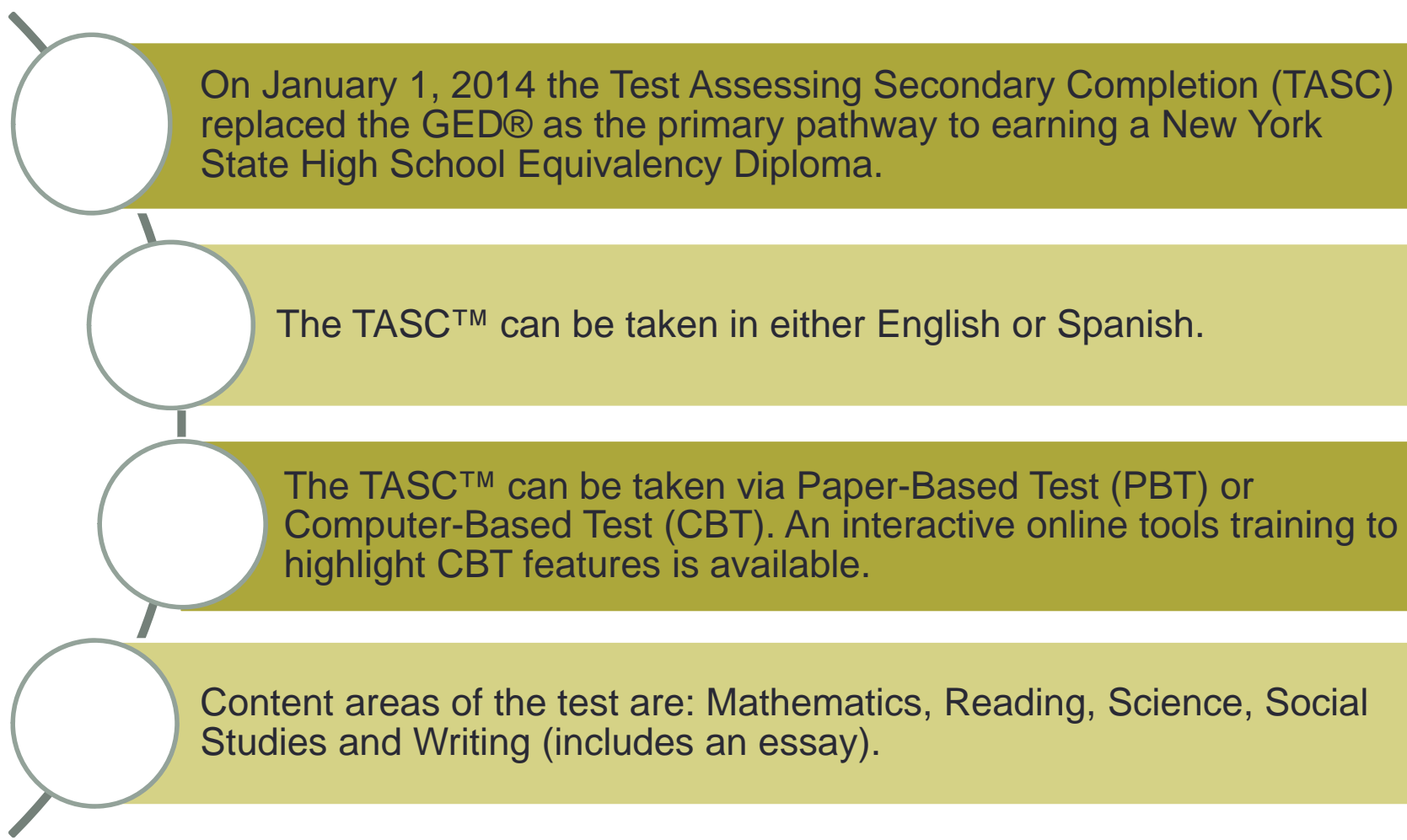
WELCOME

12.08.16

Three pathways to a NYSED HSE Diploma

- TASC™ testing
- 24 college credit program
- National External Diploma Program (NEDP) effective September 1, 2016

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 Paper-Based Test (PBT) or Computer-Based Test (CBT). An interactive online tools training to highlight CBT features is available.

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

Overview of the TASC™ Test



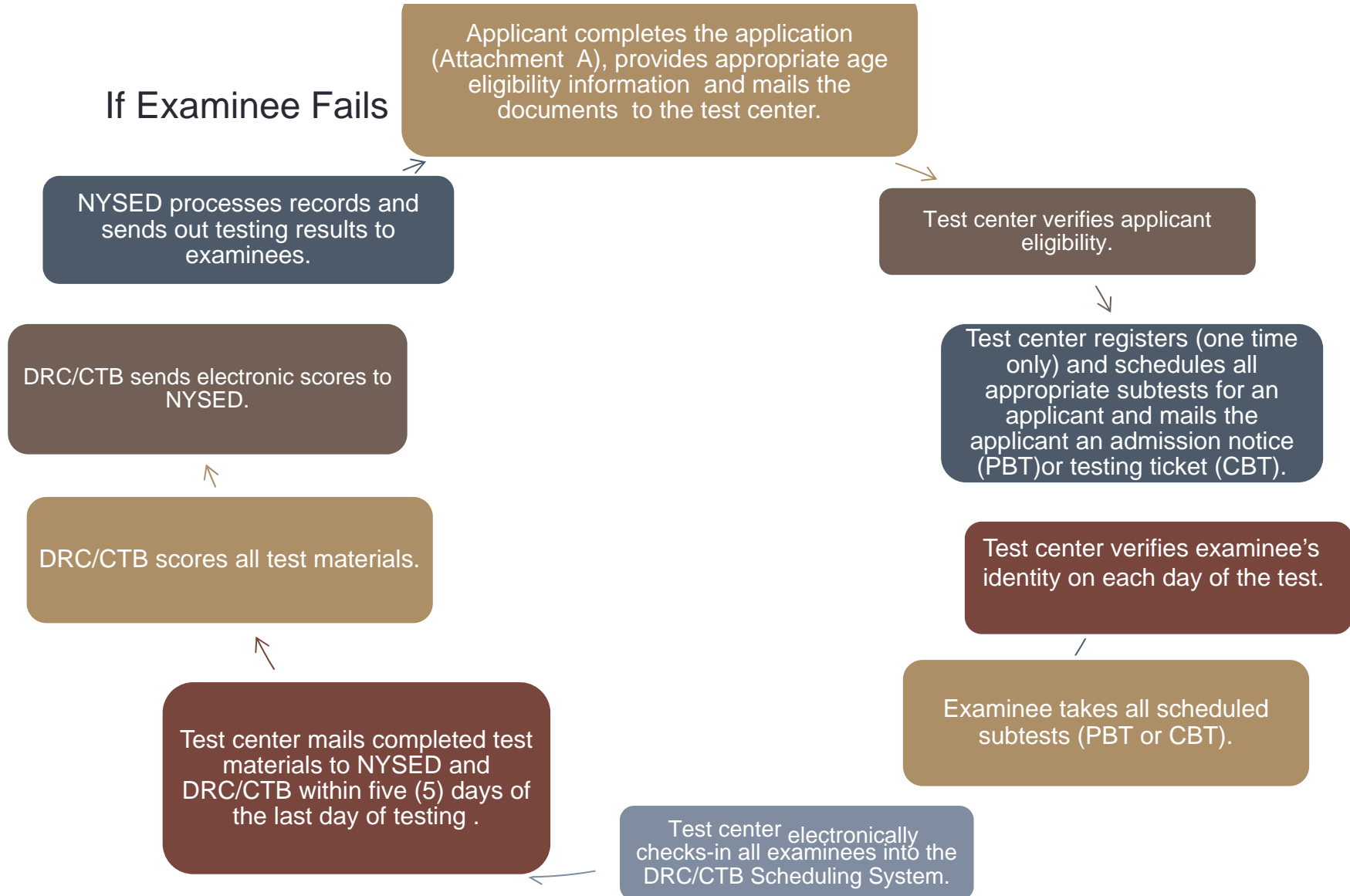
Each subtest administered is timed.

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.

Measures Adult Education College and Career Ready Standards. Item types include selected response, gridded response, essay, and constructed response for PBT. CBT adds drag and drop, multiple select and other technology enhanced items.

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

TASC™ Test Administration Cycle



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.



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 on the Attendance Sheet 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.



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.



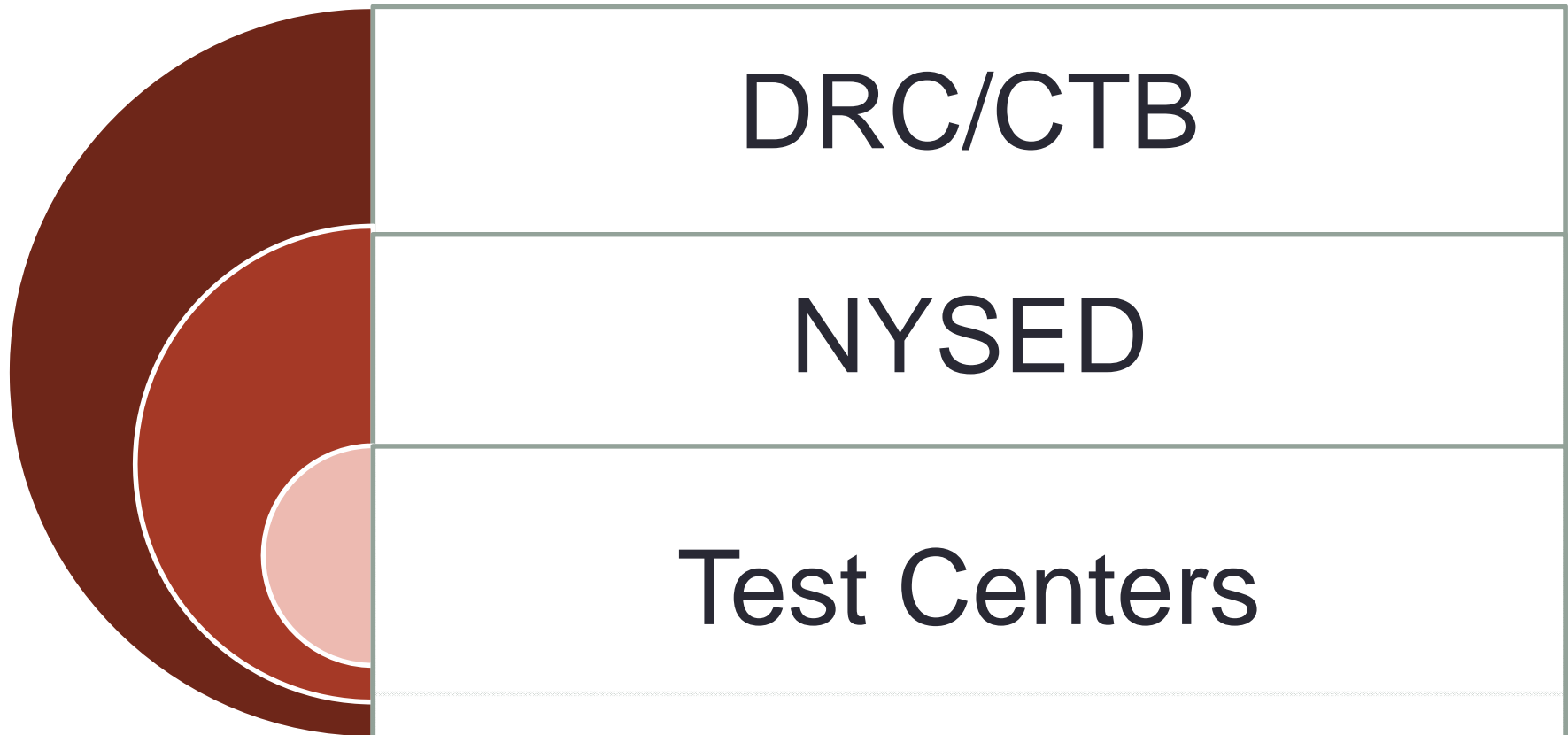
New York State Education Department Testing Policy

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, 2017, Reading, Writing and Social Studies must be administered on or before February 22, 2017.



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



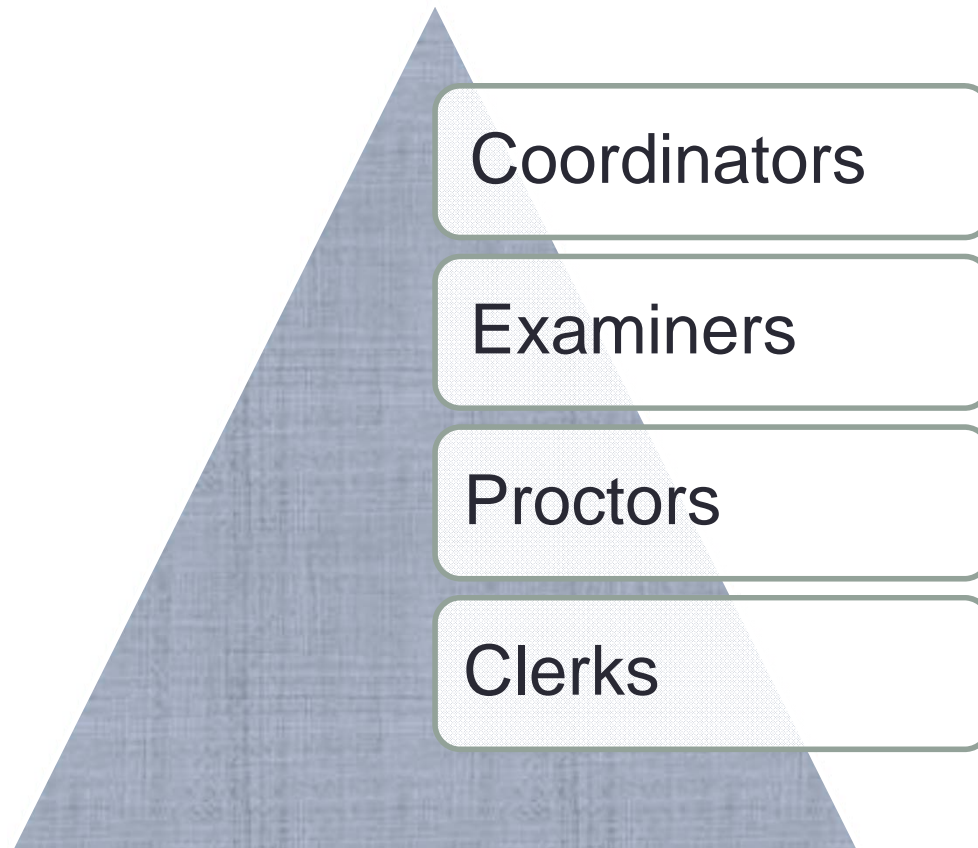
See Roles and Requirements
for Test Center Personnel
Handout

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..

Test Center Personnel and Roles



Test Center Personnel and Roles

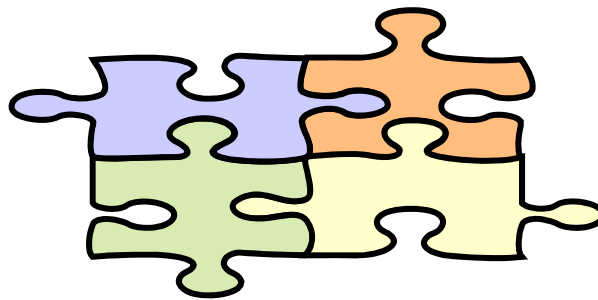
Overarching Rules

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.



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.



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

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

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 completed for each subtest before the examinee completes that subtest; 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.

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.

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.



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.

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.



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

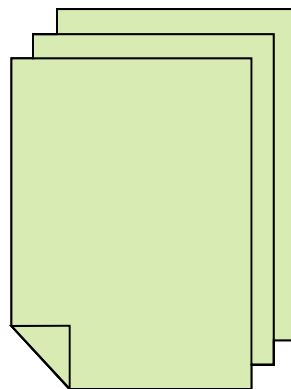
Prepares attendance sheet and materials for mailing; and

Responds to examinee inquiries for information; and

Assists in monitoring students during a testing session.

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)



NYSED Forms

Name	Age Eligibility Form Purpose
Attachment B - Out of School 1 Year, HS Class has Graduated, Home Schooled	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 - US Military Application, Job Corps Enrollment or College Application	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 - Incarcerated, Institutionalized, Adjudicated Youth, Judicial System	Proof of incarceration or institutionalization, or for being an adjudicated youth, or under the jurisdiction of the court, parole or probation.
Attachment F - Foreign Born/No Attendance at US K-12 Schools	Proof that applicant is foreign born and never attended K-12 schools in the United States.
T-TAF -Referral from any NYSED coded HSE Preparation Program Form	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)

NYSED Forms

Attendance Sheet	Form Purpose
Attendance Sheet (2016)	To document the number and demographic information of examinees taking the TASC™ Test (Revised) Provides required information to NYSED to process test results

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)

NYSED Forms Practice Activities

TASC™ ATTENDANCE SHEET (2016-17)	The New York State Education Department High School Equivalency Office 89 Washington Avenue, Room 460 EBA Albany, New York 12234
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Test Center Name	3-Digit Test Center #	1st Date of Testing
Test Center Address	TASC™ Coordinator or Examiner – Type Name	
Number of Examinees Tested	English	Spanish
	Total	TASC™ Coordinator or Examiner – Signature (In Blue Ink)
Coordinator or Examiner Phone	() -	
Coordinator or Examiner E-Mail	Test Mode	CBT PBT

Eligibility Codes (EC) for 16, 17 and 18 year olds (EC codes do not apply to anyone 19+ years old)		Age on 1 st Day of Test			Required Proof of Age Eligibility (Keep at Test Center)
EC	Definition of EC Code	16	17	18	
0	Examinee is foreign born and never attended K-12 schools in the United States.		X	X	F
1	Examinee has reached "maximum compulsory school attendance age" and one year has passed since the examinee was last enrolled in a program of study leading to a high school diploma.		X	X	B
2	Examinee has reached "maximum compulsory school attendance age" and was a member of a high school class that has already graduated. (Age 17–NYC)		X	X	B
3	The examinee has reached "maximum compulsory school attendance age" and is enrolled in an Alternative High School Equivalency Program (ASHEP). (Note: The second digit of the ASHEP Preparation Code to be provided on this sheet must be a four (4) or higher). (Age 17-NYC)	X	X	X	T-TAF (send copy to NYSED)
4	The examinee has reached "maximum compulsory school attendance age" and has applied to the United States Armed Forces.	X	X	X	D
5	The examinee has been reached "maximum compulsory school attendance age" and has applied to a college or post-secondary institution.	X	X	X	D
6	The examinee has reached "maximum compulsory school attendance age" and is currently enrolled in a Job Corps program.		X	X	D
7	The examinee is incarcerated or institutionalized.		X	X	E
8	The examinee is an adjudicated youth or is under the direction of a prison, jail, detention center, court, parole, or probation office.		X	X	E
9	The examinee has reached "maximum compulsory school attendance age" and been home schooled. (Age 17-NYC)	X	X	X	B

List of examinees taking the TASC™ test during this test session (2016). Alphabetize this list by last name of examinee.

#	Last Name	First Name	9 Digit TASC ID (UUID)	DOB (mm/dd/yyyy)	Test Form(s) Taken by Examinee (G, H or I)					Appendix H?	Age 16, 17 or 18 EC Code (0-9)	5-Digit Prep Code (if applicable)	T-TAF Enclosed
					Writing	Social Studies	Science	Reading	Math				
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

Coordinators or Examiners must send the following materials to NYSED within five (5) days of the last day of testing: Attendance Sheet, Signature Cards, T-TAF(S) (if applicable), Standard Vouchers, Accommodations Approval Letter(s) (if applicable), Accommodations Waiver Form(s) (if applicable), and Appendix H-Incident/Irregularity Report(s) (if applicable).

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.

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

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

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.

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 should expect results from NYSED within 6-8 weeks from the last day of testing.



Test Center Management

- **Preparing the Testing Facility**
- **Admitting the Test Taker**
- **Proctoring During the Test**
- **Concluding the Test**
- **When to complete an Appendix H: Incident/Irregularity form**

Test Center Management Best Practices

- **Test Center Management Activity: What Are Your Best Practices?**



- **Technology restrictions?**
- **Bathroom/breaks?**
- **Rules regarding late arrivals?**
- **Emergencies?**
- **When to complete an Appendix H: Incident/Irregularity form?**

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.

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".

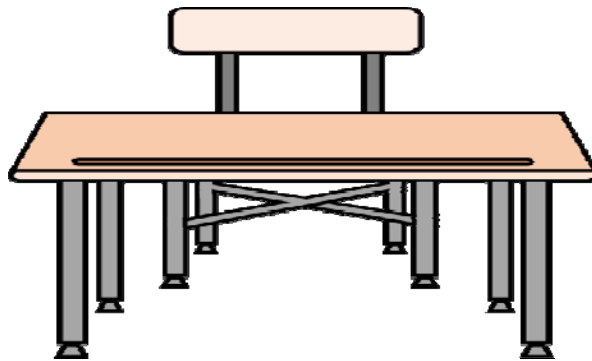
The Education Center field is required, so make sure that either a correct preparation code is provided or that "None" is indicated in the System.

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

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.



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



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

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

Test Center Steps in the Application and Testing Process

7. At the start of each day of testing:

- * Before examinees arrive, finalize 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.

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.



Test Center Steps in the Application and Testing Process: GHI Testing Times

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

*Except as an approved accommodation, a calculator is used for Science and Mathematics (Part I only); therefore administering Science followed by Mathematics – Part 1 is recommended.

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 PBT 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.

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).

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).

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.



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

2. 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?

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.

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

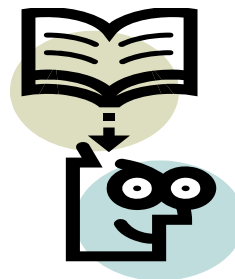
See next page for additional age eligibility criteria for 17 and 18 year olds.

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

Age Eligibility Review

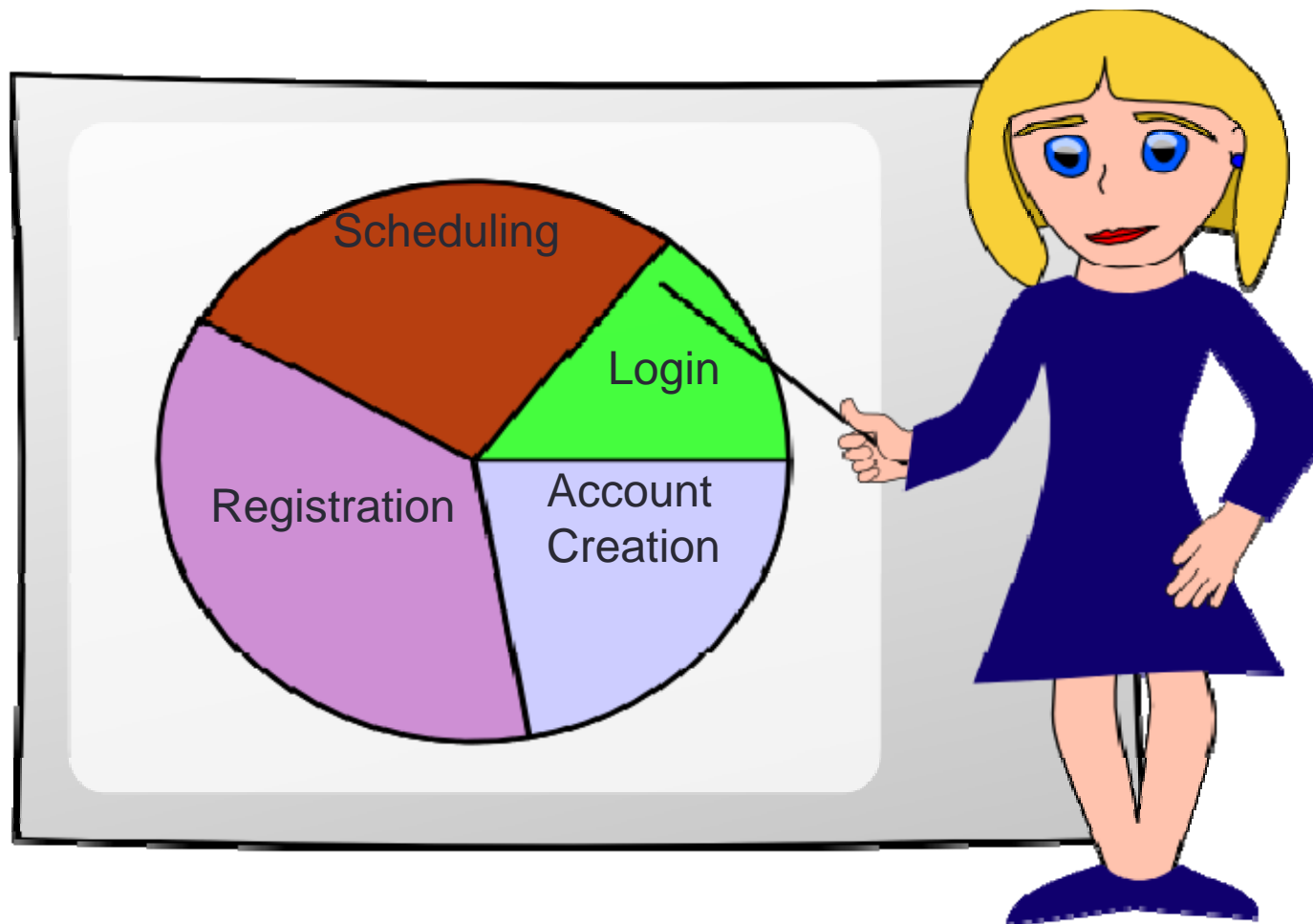
- What age eligibility criteria does an applicant aged nineteen (19) or older by the first day of testing need to provide to the test center by the first day of testing?
- Are applicants who are age sixteen (16) by the first day of testing able to take the TASC™ test in New York State?
- How long does 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?



Age Eligibility Activity

The Online DRC/CTB Registration and Scheduling System

Processing Steps



The Online Registration and Scheduling System

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. Register all subtests for a tester at the same time, even though subtest testing days differ.



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.

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.

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.

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.

Rights of SWDs

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; Every Student Succeeds Act (ESSA); Section 504 of the Rehabilitation Act of 1973; and Americans with Disabilities Act (ADA) of 1990.

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.

TASC™ Testing Accommodations

Applicant and Test Center Steps in the Testing Accommodations Process:

Step 1 – The examinee and/or examinee’s Advocate completes Section 1 of DRC’s Special Testing Accommodations Request Form.

Step 2 – If the examinee has a valid IEP or 504 Plan (or private school equivalent), or if the examinee has proof of prior approval to use the requested accommodation(s), then the examinee can submit this documentation as an alternative to submission of an Evaluator’s report.

Step 3 – The Evaluator completes Section 3 and provides supporting documentation in the form of an *Evaluation Report*.

Step 4 – The examinee provides the request form to the TASC Test Coordinator at the examinee’s local testing center.

Step 5 – The TASC Test Coordinator and examinee review Sections 1 through 3 of the request form for completeness.

TASC™ Testing Accommodations

Step 6 – When Sections 1 through 3 are deemed complete, the TASC Test Coordinator completes Section 4.

Step 7 – The examinee sends the request form and supporting documentation to the DRC | CTB TASC Test Accommodations Administrator for review.

Step 8 – The DRC | CTB TASC Test Accommodations Administrator reviews the request form, makes an approval decision, and mails the decision letter to the examinee and local testing center.

Step 9 – If the requested accommodations are approved, the examinee may schedule use of the accommodations during testing with the local testing center.

Step 10 - 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.

TASC™ Testing Accommodations

Step 11 - Examinees work with test center personnel to ensure that they will receive their approved accommodation(s) prior to scheduling a subtest.

Step 12 - 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.

*Only specifically approved testing accommodations are to be provided to an examinee.

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.

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.)



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).

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.

TASC™ Testing Accommodations

For Examinee and Program Support on testing accommodations contact:

www.tasctest.com

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

Email: TASCTestHelpdesk@ctb.com

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.

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.

Available Resources

NYSED Reference Materials

TASC™ Test Administration Guide for New York State (G, H, I)

TASC™ Technical Reference Guide (G, H, I)

High School Equivalency Test Forms (G, H, I)

TASC™ Test Administration Training Power point (G, H, I)

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.

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
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



TASC™ Test Contact List NYSED

Contact

→ HSE Hotline : (518) 474-5906

→ Fax (518) 474-3041

→ E-mail: 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
89 Washington Avenue, 460 EBA
Albany, NY 12234



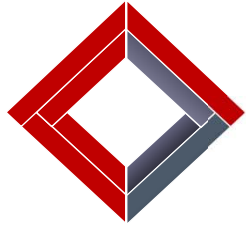
Mail



New York's

**Computer
Based
Testing**

2016



First Step Toward CBT Testing



NYS High School Equivalency Computer Based Testing Site Checklist

Adult Career and Continuing Education Services
89 Washington Avenue Room 460 EBA
Albany, NY 12234
(518) 474-8940; FAX: (518) 486-1751



NYS High School Equivalency Computer Based Testing Site Checklist

The following checklist is designed to guide TASC testing or preparation centers interested in providing online TASC testing. There are several preliminary steps an agency must complete before NYSED will consider a center eligible to provide online TASC testing aimed at the NYS High School Equivalency Diploma. If a testing center is already providing paper based TASC testing, they may choose to provide computer based testing as well. Again, the following checklist is offered as a guide to the steps necessary to be considered as a computer based TASC testing center.

While the initial steps in this guide refer to communication with Robert Purga, Supervisor NYSED and Rosemary Matt, Accountability Specialist, the lead on support for computer based testing on behalf of NYSED is:

~~Aris~~ Bird
Accountability Adult Education
Email: ABird@cayuga-cc.edu
Phone: (315) 723 - 8031

Action Steps	Expected Communication
Step 1: Program must determine if their test center meets the minimum technology requirements for software, hardware, and internet connectivity required by CTB McGraw Hill	http://www.tasctest.com/technical-requirements-for-test-center-admins.html Also attached to this email.
Step 2: Determine if test center can meet the necessary physical room layout design	See attached document, referencing physical layout.
Step 3: If program determines they have met the eligibility requirements for both Step 1 and Step 2 above, the program must contact NYSED requesting consideration as a CBT testing site.	Email to: Robert.Purga@nysed.gov and Rosemary.Matt@cayuga-cc.edu
Step 4: NYSED will email a template of the CTB McGraw Hill's Hierarchy spreadsheet, complete all data fields and return via email to NYSED	Return to: Robert.Purga@nysed.gov and Rosemary.Matt@cayuga-cc.edu
Step 5: NYSED confirms receipt of CTB McGraw Hill's Hierarchy spreadsheet	Aris Bird, Rosemary Matt Accountability Office ABird@cayuga-cc.edu Cc to: Rosemary.Matt@cayuga-cc.edu
Step 6: NYSED schedules a site inspection of proposed CBT center (completed by NYSED staff or RAEN Director)	RAEN Director will arrange site inspection via the program contact person
Step 7: Program receives NYSED internal approval to provide computer based testing	NYSED will notify the program when all inspection material have been reviewed and approved.
Step 8: If program is not a current TASC testing site, NYSED will assign a Test Site #	NYSED will contact the program with the Test Site # and will notify CTB McGraw Hill of approved CBT testing site.

Online Assessment System Minimum Technology Requirements



CTB

Online Assessment System
MINIMUM TECHNOLOGY REQUIREMENTS

Requirements for Student Workstations

HARDWARE/SOFTWARE - PC		
1	Hardware & Memory	1.3 GHz processor 2 GB of memory 1 GB disk space available
2	Operating System	Windows XP SP3, Vista SP1, Windows 7, Windows 8
3	Additional Software	Adobe® AIR® Java Runtime Environment™ 6 or 7, 32- or 64-bit to match OS
HARDWARE/SOFTWARE – LINUX		
1	Hardware & Memory	1.3 GHz processor 2 GB of memory minimum 1 GB disk space available
2	Operating System	Linux Fedora 11 (Red Hat), OpenSUSE 11.1, or Ubuntu 9.04 <i>Known exception: Ubuntu 10.04 not recommended</i>
3	Additional Software	Adobe® AIR® Adobe® Flash® Player 11 Java Runtime Environment™ 6 or 7, 32- or 64-bit to match OS
HARDWARE/SOFTWARE – MAC		
1	Hardware & Memory	Minimum: 1.8 GHz Intel processor 2 GB of memory 1 GB disk space available
2	Operating System	OS X 10.7, 10.8 Intel
3	Additional Software	Flash® Player 11 Java Runtime Environment™ 7, 32- or 64-bit to match OS Adobe® AIR® - if audio recording capability enabled
4	Web Browser	Safari® 2.0
HARDWARE/SOFTWARE – Common to all Machines and Operating Systems		
5	Display Monitor	Set to minimum of 1024 x 768 pixels Minimum color display: 256 colors (8-bit)
6	Internet Access	High-speed Internet connection (see below)
7	Peripherals	Keyboard (should not have shortcut hot keys enabled) Mouse is required for manipulatives Sound card, headphones for Screen Reader accommodation Sound card, headphones or speakers, microphone for audio recording capability *If audio is enabled, verify that the sound is not muted and the sound card is configured to use the headset and microphone in computer control panel
NETWORK CONNECTIVITY		
8	Bandwidth	Minimum 1.5 Mbps upload and download – T1, high-speed cable or high-speed DSL required for every 50-100 concurrent users
9	Firewalls	Port 80 and 443 must be open
10	Proxy Servers	Dynamic pages are not to be cached Allow both HTTP and HTTPS traffic for *.ctb.com Allow traffic from app.readspeaker.com (for screen reader accommodation) Exclude *.ctb.com addresses from filters—highly recommended

Laptops Computers

- Laptop computers may be used for the TASC test administration
- They may be moved to different locations providing the locations have been approved by NYSED and every laptop computer has been tested at each of the approved locations
- Should the laptops be replaced or sent out for repair, NYSED must be notified and a re-inspection conducted.

Physical Layout Requirements

Adult Career and Continuing Education Services
89 Washington Avenue Room 460 EBA
Albany, NY 12234
(518) 474-8940; FAX: (518) 486-1751



1. Physical layout requirements for the computer stations and required space between computers

Computer workstations should be arranged such that Examinees are 4-5 feet apart, preferably with partitions between them. Workstations should be outfitted with comfortable seating. There should be sufficient tabletop space to allow the Examinee to work with scratch paper (for applicable subject tests).

The testing center itself should be a clean, well lit, quiet area that is free from distractions. It should also have:

- Separate area for staff to work without distracting Examinees
- Adequate space for the Examiner to be able to monitor the test administration

Wall posters or other items in the testing area that might provide answers to test questions should be removed or screened from view during the testing sessions.

2. Maximum number of computers per testing session

Maximum number of computers is dependent on the local network and bandwidth. Each machine and Test Delivery Client install has a footprint of 10 kbps.

3. Number of proctors per X number of test takers

1 per 20 examinees is requested.

4. Paperwork to be completed before the ticket is issued and process/timeline

Sites participating in the online testing will need to complete page 4 of the Subscriber's agreement and the Site Agreement form required by CTB McGraw Hill. Once, these documents have been completed and submitted to CTB, you can begin the process of readying your computers for online testing. Be sure to consult the System Requirements prior to beginning the setup process to ensure your computers and network settings will be sufficient to run the TASC testing software.

The computer setup will require a software download on each computer that will be used for testing called the Test Delivery Client (TDC). Please also ensure that each computer has a supported version of JAVA and Adobe AIR/Flash per the system requirements. An optional download of the encrypted TASC test content can be loaded to each testing computer as well. If the test content is not preloaded then the content packages will download at the beginning of student testing.

Hierarchy Excel Document

	A	B	C	D	E	F	G	H	I	J
1		Contract Name	State Site Number	Administrative Oversight Name	Administrative Oversight Code	Administrative Oversight Contact	Administrative Oversight Address	Administrative Oversight #2	Administrative Oversight City	Administrative Oversight State
2										
3										
4										
5										

Column B through Column AM

**NYSED
TASC Computer Based Testing Hierarchy Spreadsheet**

Column	Field Name	Definition and Instructions
A	Place Holder	Leave blank
B	Contact Name	Leave blank
C	State Site Number	Leave blank
D	Administrative Oversight Name	Name of the organization that oversees the testing center.
E	Administrative Oversight Code	Leave blank
F	Administrative Oversight Contact	Head of your organization-If it is a school district - this could be a Superintendent, Deputy Superintendent or other administrator. if it is a Community-Based Organization (CBO) this could be your CEO or Director
G	Administrative Oversight Address	Mailing address of the Administrative Oversight Contact identified in Item F.
H	Administrative Oversight #2	Name of contact person - backup to Administrative Oversight Contact identified in Item F.
I	Administrative Oversight City	City for the address of the Administrative Oversight Contact identified in Item G.
J	Administrative Oversight State	This should always be New York (NY).
K	Administrative Oversight zip code	Zip Code for the Administrative Contact Oversight Contact identified in Item G. Provide only a 5 digit zip code.
L	Administrative Oversight Phone	Phone number for the Administrative Oversight Contact identified in Item F. Include the area code and the extension (if applicable).
M	Administrative Oversight Fax	Fax number for the Administrative Oversight Contact identified in Item F. Include the area code and the extension (if applicable).
N	Administrative Oversight email	Email for the Administrative Oversight Contact identified in Item F. Be sure the email address is complete (must include @ sign).

Data as of 12/14/2015

NYSED Site Inspection



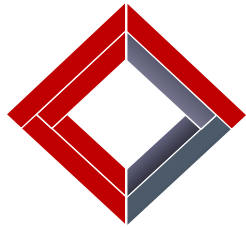
The University of the State of New York
 THE STATE EDUCATION DEPARTMENT
 High School Equivalency Program
 P.O. Box 7348
 Albany, New York 12224-0348
 (518) 474-5906

NYS HSE TESTING CENTER APPROVAL CHECKLIST

PLEASE PRINT CLEARLY IN INK

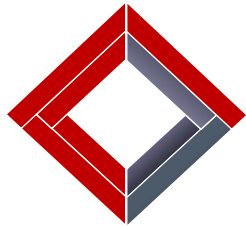
Date of visit: _____

CONTRACTING AGENCY (department of education, school district, BOCES, college or university, etc.):		
ADDRESS OF CONTRACTING AGENCY		Street/P.O. Box
City	State	Zip Code
Paper Based Testing:		Computer Based Testing:
Total # testing center capacity:	Testing capacity for each room/location (list room/s and capacity of each):	Total # testing center capacity:
		Testing capacity for each room/location (list room/s and capacity of each):
Location where Paper based test materials will be stored:		
		Comments (*if "No", must comment):
1	Is the location(s) easily accessible to Examinees?	<input type="checkbox"/> Yes <input type="checkbox"/> No*
2	Is the location(s) accessible to Examinees with disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No*
3	Is there adequate space so that seating can be staggered to preclude cheating?	<input type="checkbox"/> Yes <input type="checkbox"/> No*
4	Can the Coordinator/Examiner walk between rows of desks?	<input type="checkbox"/> Yes <input type="checkbox"/> No*
5	Is each testing location clean?	<input type="checkbox"/> Yes <input type="checkbox"/> No*



After NYSED Approval, Then
What?





Email from DRC/CTB McGraw Hill



Email from DRC/CTB McGraw

Hill

Welcome to the online version of the Test Assessing Secondary Completion (TASC)

Hooks, Yolanda [YHooks@DataRecognitionCorp.com]

To: 'frannier@brooklyn.cuny.edu'

Cc: Mark Leinung (Mark.Leinung@nysed.gov);
Rosemary Matt; Manikandan, Sudha [sudha.manikandan@mheducation.com];
Bienfait, Catherine [cbienfait@ctb.com]; Hooks, Yolanda [yolanda.hooks@ctb.com]

Attachments: (2) Download all attachments

 OAS 10 Installation Guide.pdf (1 MB) [Open as Web Page];  Online System Basics.pdf (4 MB) [Open as Web Page]

Thursday, October 01, 2015 12:31 PM

Welcome to the online version of the Test Assessing Secondary Completion (TASC)

Your site (Brooklyn College Adult Literacy Program – CUNY TC055) has been approved to administer online tests for the New York TASC program. This system, located at <https://oas.ctb.com>, is used to administer the Test Assessing Secondary Completion (TASC).

To help you get started, we have attached the materials listed below:

Technical Support Materials

Attached are the instructions that should be used for the installation of the Test Delivery Client (TDC) for the Online Assessment System (OAS) from CTB. Please use the instructions

Two Attachments to this Email

Welcome to the online version of the Test Assessing Secondary Completion (TASC)

Hooks, Yolanda [YHooks@DataRecognitionCorp.com]

To: 'frannier@brooklyn.cuny.edu'

Cc: Mark Leinung (Mark.Leinung@nysed.gov);
Rosemary Matt; Manikandan, Sudha [sudha.manikandan@mheducation.com];
Bienfait, Catherine [cbienfait@ctb.com]; Hooks, Yolanda [yolanda.hooks@ctb.com]

Attachments: (2) Download all attachments

 OAS 10 Installation Guide.pdf (1 MB) [Open as Web Page];  Online System Basics.pdf (4 MB) [Open as Web Page]

Thursday, October 01, 2015 12:31 PM

Username and Password for OAS

Your username and password to access OAS are system generated and will be sent via separate emails shortly. If you do not receive credentials or have additional questions, please contact TASC customer service at TASC_Helpdesk@ctb.com or at (888) 282-0589. We will be happy to assist you!



CTB

Custom Online Assessments

**Online Assessment System
Release 10**



CTB



Online System Basics

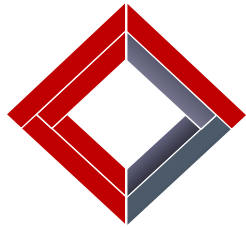
Test Assessing Secondary Completion—TASC

Reminder:

- Regardless whether students are requesting paper based testing or computer based testing, the registration process is the SAME
- At the conclusion of the computer based testing, while there are no answer sheets to put in the mail, you must mail the student cards and attendance documents to NYSED

Notification:

- We have been notified by DRC/CTB McGraw Hill that if students are provided anything greater than 1.5 extra time on the computer based test as a **test accommodation**, the timer on the computer must be turned off and the student's testing time must be tracked manually.



Preparing Your Students





How can you better prepare you for online testing?

- Learn the basic computer skills needed for the online **TASC Test Assessing Secondary Completion™**



Discover the basic computer skills needed to succeed on:

- TASC Test Online
- TASC Readiness Assessment



Mouse Skills



Keyboard Skills



Navigation Skills



Word Processing Skills



Point & Click



Inner and Outer Scrolling

The screenshot displays a digital writing test interface. At the top, a blue header bar contains the text "Writing Question 21" on the left, "Stop Test" and "Show Timer" buttons in the center, and the "McGraw Hill Education" logo and "CTB" on the right. Below the header, a toolbar includes icons for erasing, highlighting, and blocking, along with the text "Demo Student".

The main content area is divided into two sections. On the left, under the "Writing Prompt" tab, is a text box containing the following text:

Financial literacy is a life skill. However, should it be taught at home or should it be part of the public school curriculum? Should graduating students be required to take a class in personal finances?

Weigh the claims on both sides, and then write an argument supporting either side of the debate on whether students should be required to take a class in personal finances before they can graduate from high school. Be sure to use information from both texts in your essay.

Before you begin planning and writing, read the two texts:

1. The U.S. Government Leads the Way to Financial Literacy Education
2. Personal Finance in the Public Schools: A Must-Have Requirement for Graduating Students

As you read the texts, think about what details from the texts you might use in your essay. You may take notes or highlight the details as you read.

After reading the texts, create a plan for your essay. Think about ideas, facts, definitions, details, and other information and examples you want to use. Think about how you will introduce your topic and what the main topic will be for each paragraph.

Now write your argumentative essay. Be sure to:

- Introduce your claim
- Support your claim with logical reasoning and relevant evidence from the texts

On the right, under the "Texts" tab, is a yellow text box containing the following text:

Write your essay on the paper provided.

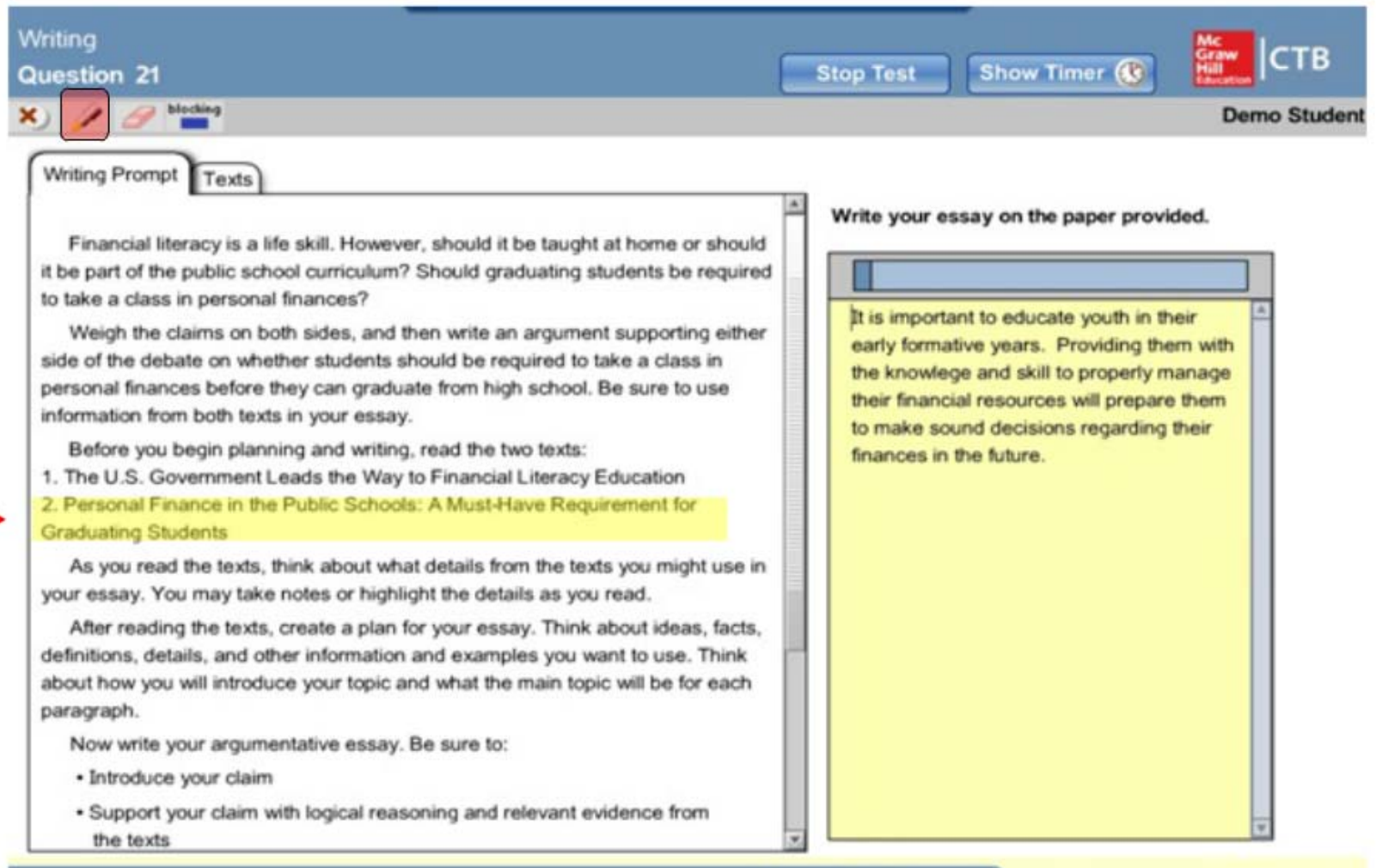
It is important to educate youth in their early formative years. Providing them with the knowledge and skill to properly manage their financial resources will prepare them to make sound decisions regarding their finances in the future.

At the bottom of the interface, a navigation bar shows a sequence of question numbers from 11 to 21. Question 21 is highlighted in green and labeled "YOU ARE HERE". To the right of the question numbers are buttons for "Go Back", "Finish Test", and "Mark for Later Review".

Outer Scroll

Inner Scroll

Highlighting Text



The screenshot shows a digital writing interface. At the top, there is a blue header with the text "Writing Question 21" on the left, "Stop Test" and "Show Timer" buttons in the center, and the "McGraw Hill Education" logo and "CTB" on the right. Below the header is a toolbar with icons for erasing, highlighting, and blocking. The main content area is divided into two tabs: "Writing Prompt" and "Texts". The "Writing Prompt" tab is active and contains the following text:

Financial literacy is a life skill. However, should it be taught at home or should it be part of the public school curriculum? Should graduating students be required to take a class in personal finances?

Weigh the claims on both sides, and then write an argument supporting either side of the debate on whether students should be required to take a class in personal finances before they can graduate from high school. Be sure to use information from both texts in your essay.

Before you begin planning and writing, read the two texts:

1. The U.S. Government Leads the Way to Financial Literacy Education
2. Personal Finance in the Public Schools: A Must-Have Requirement for Graduating Students

As you read the texts, think about what details from the texts you might use in your essay. You may take notes or highlight the details as you read.

After reading the texts, create a plan for your essay. Think about ideas, facts, definitions, details, and other information and examples you want to use. Think about how you will introduce your topic and what the main topic will be for each paragraph.

Now write your argumentative essay. Be sure to:

- Introduce your claim
- Support your claim with logical reasoning and relevant evidence from the texts

The second tab, "Texts", is also active and contains a writing area with a blue header and a yellow background. The text in this area reads:

Write your essay on the paper provided.

It is important to educate youth in their early formative years. Providing them with the knowledge and skill to properly manage their financial resources will prepare them to make sound decisions regarding their finances in the future.

A red arrow points to the second text title in the "Texts" tab.

Copy and Paste Text

Writing
Question 21

Stop Test Show Timer

Mc Graw Hill Education | CTB
Demo Student

blocking

Writing Prompt Texts

Financial literacy is a life skill. However, should it be taught at home or should it be part of the public school curriculum? Should graduating students be required to take a class in personal finances?

Weigh the claims on both sides, and then write an argument supporting either side of the debate on whether students should be required to take a class in personal finances before they can graduate from high school. Be sure to use information from both texts in your essay.

Before you begin planning and writing, read the two texts:

1. The U.S. Government Leads the Way to Financial Literacy Education
2. Personal Finance in the Public Schools: A Must-Have Requirement for Graduating Students

As you read the texts, think about what details from the texts you might use in your essay. You may take notes or highlight the details as you read.

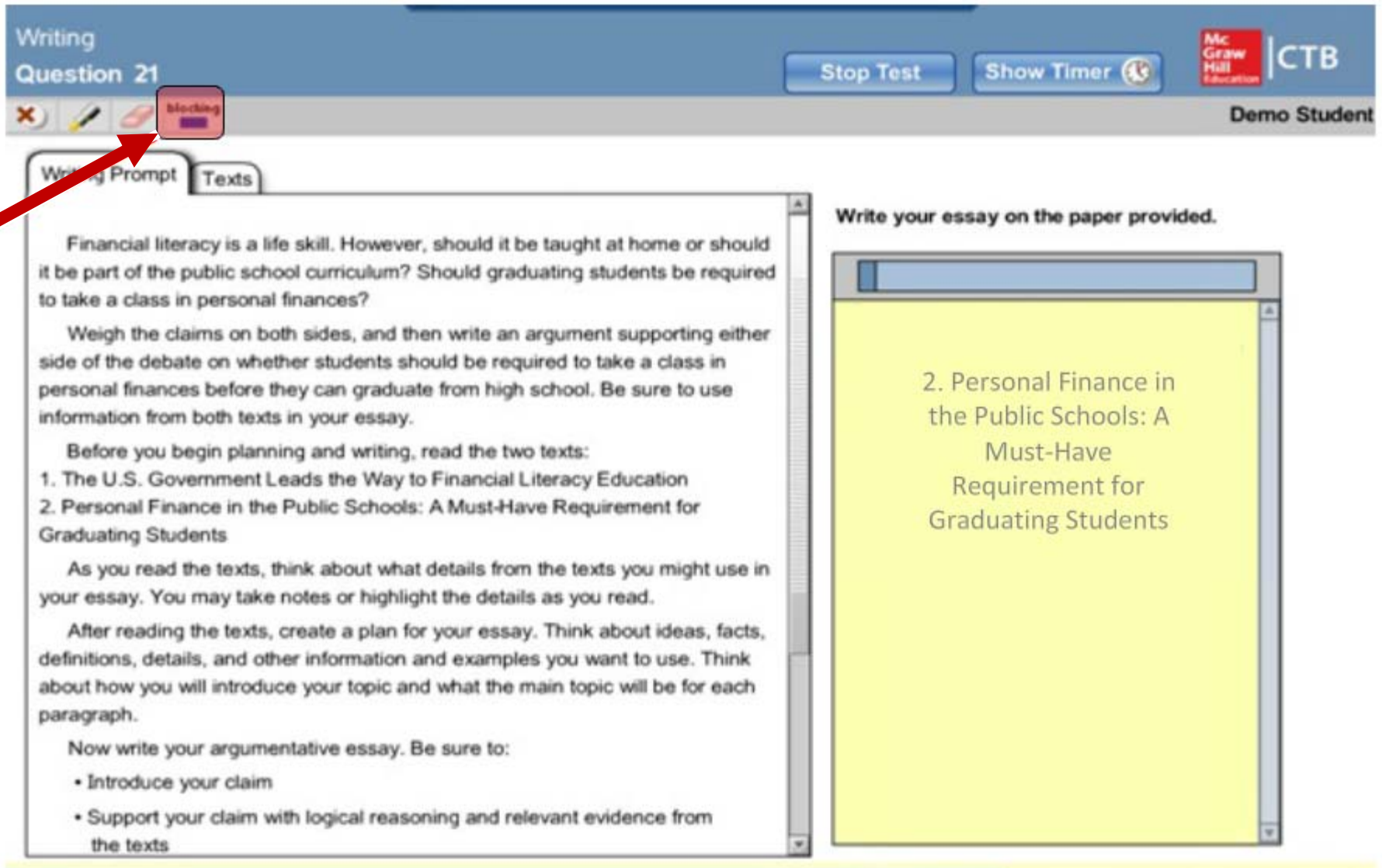
After reading the texts, create a plan for your essay. Think about ideas, facts, definitions, details, and other information and examples you want to use. Think about how you will introduce your topic and what the main topic will be for each paragraph.

Now write your argumentative essay. Be sure to:

- Introduce your claim
- Support your claim with logical reasoning and relevant evidence from the texts

Write your essay on the paper provided.

2. Personal Finance in the Public Schools: A Must-Have Requirement for Graduating Students

The image shows a screenshot of a digital writing test interface. At the top, there is a blue header with the text 'Writing Question 21' and two buttons: 'Stop Test' and 'Show Timer'. On the right side of the header, there is a logo for 'Mc Graw Hill Education | CTB' and the text 'Demo Student'. Below the header, there is a toolbar with several icons, including a red 'X', a pencil, an eraser, and a 'blocking' button. A red arrow points to the 'blocking' button. The main content area is divided into two sections: 'Writing Prompt' and 'Texts'. The 'Writing Prompt' section contains a paragraph about financial literacy, followed by instructions to weigh claims and write an argument. It lists two texts: '1. The U.S. Government Leads the Way to Financial Literacy Education' and '2. Personal Finance in the Public Schools: A Must-Have Requirement for Graduating Students'. It then provides instructions on how to read the texts and create a plan for the essay. The 'Texts' section contains the text of the second prompt: '2. Personal Finance in the Public Schools: A Must-Have Requirement for Graduating Students'. The 'Texts' section is highlighted in yellow.

Resources for Word Processing Skills

- <http://www.youtube.com/watch?v=9i11UCEEEeY>
- <http://www.editpad.org/>
- <http://www.mytextarea.com/>




TASC Test Website

www.tasctest.com



TASC TEST ASSESSING SECONDARY COMPLETION
The New National High School Equivalency Exam

Connect with us:  

Contact Us

TASC test—*moving you forward*

Educators & Policymakers

Test Center Administrators

Colleges and Postsecondary Programs

Test Takers

Publishers

TASC Test All-In-One Resource Hub

<http://www.brainshark.com/ctb/vu?pi=zHFz6UudQzGbd6z0&intk=387338065>

TASC TESTING ONLINE IT IS EASIER THAN YOU THINK_FINAL_08.28.2014

BRAINSHARK



TASC Trainer

more

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TASC Testing Online

It's Easier Than You Think



TEST ASSESSING
SECONDARY COMPLETION™



Rosemary.Matt@Cayuga-cc.edu

Demonstration

DRC Registration and Scheduling Systems

09/09/2016

Standard Vouchers (Reimbursed RFP Sites Only)

- ❑ 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; 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>



12/08/2016