




TO: TASC Test Centers

FROM: Kevin G. Smith 

SUBJECT: TASC Test Center Re-Opening during COVID-19

DATE: July 21, 2020

NYSED's High School Equivalency Office (HSE) posted guidance on the [HSE Homepage and Announcements](#), on July 9, 2020, notifying Test Assessing Secondary Completion (TASC™) Test Centers that all regional phased-in re-opening efforts must follow the Governor's [NY FORWARD](#). That guidance provided that eligibility for re-opening will be determined by health metrics for each region, as monitored by Regional Control Rooms and that TASC Test Centers should consult with their parent organization(s) and follow all State and Local Department of Health guidance, including adopting all health and safety changes that are necessary to implement upon re-opening.

Test centers should notify HSE, by email, at HSETC@nysed.gov, in advance of re-opening. Plans for re-opening test centers in a safe and responsible manner should be attached. Please include in the subject line: "Re-opening" and test center name and 3-digit code. Test centers only need to contact DRC if they encounter issues and need assistance. DRC can be contacted at: TASCTestHelpdesk@datarecognitioncorp.com.

Plans for testing in a safe and responsible manner, i.e., protocols for operating, must reflect the directives of the parent organization(s) and facility, developed following State and Local Department of Health mandates. HSE will not be approving these safety protocols, rather - as with Emergency Plans that were submitted to HSE by test centers - health and safety protocols governing test center operations will be maintained by HSE for informational purposes only.

Test centers which are authorized to resume testing by all pertinent parent organization(s), as applicable, and which will continue to use their currently approved space, do not need HSE permission to re-open. Use of an alternate space must be approved, as per ongoing standard practice.

Upon re-opening, priority for testing should be given 1) to individuals whose tests were cancelled during the COVID-19 closure and for whom an [Application A](#) is on file; and 2) to individuals who are not (yet) eligible for an HSE diploma through the [COVID-19 regulatory exemptions](#) adopted by

the NYSED Board of Regents on May 4, 2020. Information on HSE diploma regulatory exemptions can be found on the [HSE Homepage and Announcements](#). The [NYSED Board of Regents on July 13, 2020](#) conveyed that certain COVID-19 regulatory changes that were adopted at the April, May, and June Board of Regents meetings will continue to be effective through the 2020-21 school year (which ends June 30, 2021). This includes the regulatory amendment providing an exemption from sub-tests of the high school equivalency general comprehensive examination to provide flexibility during test center closures.

It is anticipated that due to the phased-in re-opening process, there may be reduced testing capacity for some time in many locations around the State. Currently the HSE [Find a Test Center](#) website states: “Please note: At this time all Test Centers are closed and the testing schedules posted are not in effect”. After this posting all schedules were removed from the site.

When test centers begin re-opening, this site will state: “Please note: TASC test centers have begun to re-open in consultation with State and local health officials. Please contact the test center where you would like to test to determine if they have re-opened and what their capacity is”.

The contact information on the NYSED HSE site includes the test center telephone number, only. If test centers would like an email address added to their contact page, please send to HSETC@nysed.gov. Please include, “Add Email,” in the subject line.

For planning purposes, please note that processing time by HSE after testing will be between eight and ten weeks after receipt of documents.

Please direct any questions about the guidance to HSETC@nysed.gov.

Questions from test centers which are reimbursed for test administration, i.e., test centers required to submit vouchers for payment, should also be directed to HSETC@nysed.gov.

Thank you.