HiSET™ Test Taker
BULLETIN
2014

For where you are.
And where you are going.
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What is the HiSET™ exam?

The HiSET™ (the High School Equivalency Test) exam is a new high school equivalency testing program that will help you take the next step toward a college degree or a rewarding career. Educational Testing Service (ETS) and the Iowa Testing Programs recently created the HiSET program to provide you with a more affordable, more accessible alternative to other high school equivalency tests. It’s another way for you to get the credentials you need to continue your education or to succeed in the workplace.

More flexible. The HiSET program is available in English or Spanish and in paper-based and computer-based format; the computer-based exams feature a test-taker-friendly design. The program also provides a number of accommodations for test takers with disabilities and health-related needs. Please check with your local test center for availability.

More accessible. You can take the HiSET exam at any of your state’s existing test centers, so you can choose the one that’s most convenient for you. The staff at your test center can help you devise the best testing plan to fit your needs.

More affordable. Not only does the HiSET exam cost less than other tests, but you get more for your money — including free practice tests to help you prepare as well as two free retests within a 12-month period of your original purchase when you buy the full battery of HiSET tests in one purchase. The full battery refers to the purchase of all five subtests at one time for a discounted price.

How much does the HiSET exam cost?

Each HiSET subtest costs $15. If you purchase all five subtests as a HiSET battery in one purchase, rather than one at a time, the cost of the HiSET battery is $50. There may be additional fees applied by your state or test center. To learn more about your state’s fees and policies, please check the Requirements by State available online at http://www.HiSET.ets.org/.

What will I be tested on?

The HiSET exam lets you demonstrate that you have attained the knowledge equivalent to a high school graduate. It consists of five subtests that measure your knowledge in five core areas:

- **Language Arts–Reading**: contains 40 multiple-choice questions and measures your ability to understand, comprehend, interpret, and analyze a variety of reading material.
- **Language Arts–Writing**: contains two sections of 51 multiple-choice and one essay question, and measures a test taker’s ability to edit and revise written text, and to generate and organize ideas in writing.
- **Mathematics**: contains 50 multiple-choice questions and assesses your ability to solve quantitative problems using fundamental concepts and reasoning skills.
- **Science**: contains 50 multiple-choice questions and measures your ability to use science content knowledge, apply principles of scientific inquiry, and interpret and evaluate scientific information.
- **Social Studies**: contains 50 multiple-choice questions and measures your ability to analyze and evaluate various kinds of social studies information.
How do I register for the HiSET exam?

Before you schedule an appointment to take the HiSET exam, please read the following information carefully so you understand the process and policies.

1. **Check to see if your state offers the HiSET exam**
   
   Please visit the HiSET website (http://www.HiSET.ets.org) and check to be sure the HiSET exam is offered in your state. You should also review your state’s eligibility requirements, which are available on the same website. Some states require you to be a minimum age or a resident of that state, or to take a preparation course before taking the exam. In addition, fees and retesting rules may vary by state.

2. **Create a My HiSET account**
   
   Whether you plan to schedule your appointment through the test center or online, we encourage you to create an account through the HiSET Information and Registration Portal. With a My HiSET account, you can easily find available test centers, check your registration information, view scores and more. You can set up the account yourself, or test center staff can help you create your account.

   The HiSET Portal is an online system designed to allow test takers to log on and conduct many of the activities related to taking the test. Test takers will be able to create and manage their HiSET Profile and access their Score Reports in the HiSET Portal. In states that opt to offer test-taker self-service for registration and scheduling, test takers will also be able to make an appointment to take a test at a particular center on a particular day and to pay for the test. To create your My HiSET account, visit http://www.HiSET.ets.org/. See the appendix for actual screen shots that will help you through the process.

3. **Review information in fees and refunds**
   
   Learn about HiSET testing fees, see which forms of payment are accepted and review the refund policies before you schedule a test. Fees and other policies may vary by state. Check with your testing center or see the Requirements by State section on the website. You can also review the “What if I need a refund?” section on page 9 in this Bulletin.

4. **Select a test center and date**
   
   You can call a test center near you to check available test dates. In some states, you can find available test dates and times online through your My HiSET account. You can search for a test center in your state, on our website at http://www.HiSET.ets.org. Just enter your ZIP code and choose whether you’re looking for paper- or computer-based tests. You can also search by test center name if you’re looking for a specific location.

5. **Request disability accommodations if necessary**
   
   If you have a disability or health-related need and require testing accommodations, you must request your accommodations through ETS before you can schedule an appointment. The approval process can take six weeks or more, so be sure to allow enough time before your desired test date. See Accommodations for Test Takers with Disabilities or Health-related Needs on page 11 of this Bulletin for more detail.

6. **Schedule your test**
   
   Once you are ready to take the test, you can schedule your testing appointment through your test center by calling ETS customer service, or, in some states, online through your My HiSET account. You can take all five tests in one day if the test center has availability, or you can schedule them across more than one day. You can take the five tests in any order. Be sure to read the policies in this Bulletin on rescheduling, canceling or retaking the test as well.

7. **Prepare for test day**
   
   Use the HiSET Study Companion to help get ready for test day, review what to bring to the center, including proper identification, and find out what to expect on test day.
Why do I need a My HiSET account?

Creating a My HiSET account gives you quick, easy access to all of your HiSET exam information. With an account, you can search for test centers, dates and times based on seat availability. If you schedule an appointment online, you’ll get immediate confirmation.

With a My HiSET account, you can also:
- schedule and pay for the test battery or a single subtest*
- view your appointment confirmation
- reschedule or cancel a test*
- view your account history
- view your scores
- update your profile information

If you’re unable to create an account or you need help, contact your test center. Test center staff can create an account for you.

Note: When you create your My HiSET account, the name you use to register must exactly match the name on your identification that you bring with you on test day.

How do I schedule an appointment to take the HiSET exam?

Registration can be completed online or at a testing center depending on the state you live in. To find out where your state requires you to register, go to http://www.HiSET.ets.org or call ETS at 1-855-MyHiSET or 1-855-694-4738. You will need the following information when you contact ETS: your name, your date of birth and your Candidate ID #.

Scheduling Your HiSET Exam

Scheduling for the HiSET exam begins November 8, 2013. However, you may not be able to schedule in your state at that time. Please see Requirements by State at http://www.HiSET.ets.org/ for more information.

You can take all five HiSET subtests on the same day, or you can schedule the subtests in any order you choose, and at your own pace so you have time to prepare for each test. There are three basic steps you need to take to schedule a HiSET exam appointment.

1. Before you schedule your appointment, view the requirements for taking the HiSET exam in your state. You need to agree that you meet these eligibility requirements when scheduling to take the HiSET exam.

2. Next, find a test center near you.

3. Finally, once you have found a local test center, schedule your appointment. How you schedule depends on what state you are in. Some states only allow scheduling through test centers, while other states have the following three options:
   - schedule online through your My HiSET account
   - call ETS customer service at 1-855-MyHiSET or 1-855-694-4738
   - contact the test center where you want to test

Note: you must contact ETS to schedule your appointment if you:
   - have a disability or health-related need and require testing accommodations
   - are paying for your exam with a voucher

* Scheduling options vary depending on the state in which you are taking the test. In some states, your test center supervisor can schedule the test for you.
If you schedule online

If you are scheduling online, you may pay by:

- debit card or credit card (American Express®, Discover®, MasterCard®, VISA® and JCB)
- PayPal®
- eCheck

You must pay for the test at the time you schedule it, so you can’t pay with cash. However, if you only have cash, you may process it in one of the following ways:

- purchase a GreenDot® MoneyPak prepaid card and fund a PayPal account
- purchase a prepaid PayPal My Cash Card and fund a PayPal account
- purchase a Visa, MasterCard or American Express gift card
- open a free checking account and pay with an electronic check (eCheck)

To learn more about how you can use one of these payment methods, see the appendix.

If you schedule by phone

If you are scheduling by phone, you can pay by:

- debit card or credit card (American Express, Discover, MasterCard, VISA and JCB)
- eCheck

Please note that you can’t use a PayPal account to pay over the phone.

Payment policies

- All fees are stated in U.S. dollars.
- Services may be withheld for nonpayment of fees.
- Taxes must be included where applicable.
- ETS reserves the right to add or remove online payment methods at its own discretion and without notice.
- If paying by eCheck:
  - eCheck must include preprinted:
    - Check number
    - Bank name and address
    - Payee name and address
  - eCheck date CANNOT be over 90 days old.
  - eCheck payments must be drawn on U.S. banks.
  - By sending your check, you are authorizing ETS, at its discretion, to use the information on your check to make a one-time electronic debit from your account for the amount of your check. You will not be charged a processing fee for the electronic debit service.
  - If you do not have sufficient funds in your account, your scores will be withheld, you will be unable to schedule additional tests, and an additional service fee of $20 will be added to your account. You will receive your scores as soon as the total outstanding balance has been cleared. Contact ETS to learn about other payment options if you prefer not to have your check used in this way.
  - PayPal payments may only be made online. You cannot use a PayPal account to pay over the phone.
What are the requirements for taking the HiSET exam?

HiSET testing requirements and policies vary by state or agency. Some states require you to be a minimum age or resident of that state, or to take a preparation course before taking the exam. In addition, fees and retesting rules may vary by state. Visit the HiSET website at http://www.HiSET.ets.org/ to find out your state requirements.

NOTE: Before you schedule an exam, it is important that you read and understand the policies for the state where you plan to take it. If you do not see your state listed on the HiSET website, your state may not offer the HiSET exam yet. Check with your state’s high school equivalency office to see what your options are.

Do you provide accommodations for test takers with disabilities or health-related needs?

Accommodations are available for test takers with diagnosed disabilities that include, but are not limited to:

- Attention deficit/hyperactivity disorder
- Psychiatric disabilities
- Learning disabilities
- Physical disorders/chronic health disabilities
- Intellectual disabilities
- Hearing and visual impairment

Commonly approved accommodations for paper- and computer-based tests include, but are not limited to:

<table>
<thead>
<tr>
<th>Testing Accommodation</th>
<th>PBT</th>
<th>CBT</th>
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</thead>
<tbody>
<tr>
<td>Extended time</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Separate room</td>
<td>✓</td>
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<tr>
<td>Audiocassette or other form of recorded audio</td>
<td>✓</td>
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<tr>
<td>Large print</td>
<td>✓</td>
<td></td>
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<tr>
<td>Screen magnification</td>
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<tr>
<td>Scribe or keyboard entry aide</td>
<td>✓</td>
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<tr>
<td>Additional supervised break time</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Sign language-interpreted instructions for deaf or hard-of-hearing test takers</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Reader</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Braille</td>
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If you have a disability or health-related need and require testing accommodations, you must request your accommodations through ETS before you schedule an appointment to take a HiSET exam. The approval process can take six weeks or more, so be sure to allow enough time before your desired test date.
What will happen on test day?

Regardless of where you take the HiSET™ exam, you need to schedule your appointment ahead of time. Be sure to arrive at the testing center with plenty of time before the test starts; at least 45 minutes prior to testing is recommended for both paper-based and computer-based exams. If you arrive late, you will not be admitted into the testing session and your test fees will not be refunded.

Checking In

When checking in, you will be asked for identification. Your ID must have four things:

1. your name exactly as entered on your registration and appointment confirmation
2. your signature
3. your date of birth
4. a recent, recognizable photograph

If the test center administrator questions your first ID, you will be asked to provide a second ID that matches the above requirements. See the ID Requirements on page 7 in this Bulletin for more information.

The HiSET exam administration is strict in its standards.

• Your identification will be verified at check-in and then each time you enter the testing room.
• Seating is assigned.
• No food or drinks are allowed in the testing session, so be sure to eat and drink before you arrive.
• The test center provides everything you need to take the test, including the test booklets and answer sheets, scratch paper, calculators (if applicable), and pencils.
• If you have a problem with your computer when you take your test or if you have a general question about the test process, raise your hand to get the test center supervisor’s attention.
• Each test is timed for a specific amount of time and you may not leave the testing session until the test administrator dismisses you for a scheduled break or at the end of all of your testing for the day.

What should I bring with me on test day?

On the day of your test, you will need to bring the following items to the test center:

• Acceptable and valid ID as required by your state
• Payment for the test center administration fee (if applicable)
• Layered clothing so you can adapt to a range of room temperatures
• Certain states may require you to bring a copy of your practice test; again, please check the requirements of the state in which you want to test.

Your state may have additional requirements. For more information, please contact your test center or review your state requirements in this Bulletin.

You cannot take any other materials into the testing room, including:

• Cell phones, Smartphones (e.g., BlackBerry®, iPhone®), PDAs and other electronic, recording, listening, scanning and photographic devices
• Calculators that have been brought in by the test taker
• Books, pamphlets or notes
• Highlighter pens
• Mechanical pencils or pens
• Mechanical erasers
• Stereos or radios with headphones
• Watch alarms (including those with flashing lights or alarm sounds)
• Watch calculators
• Rulers
• Dictionaries (including electronic)
• Translators
• Papers of any kind

Also, you may not access your cell phone during the test or during breaks to check messages or to check the time.
Scratch paper

You will receive three pieces of scratch paper before you begin the test. You cannot take the scratch paper with you when you are finished testing.

Breaks

Test takers who are taking multiple subtests in one day can take a break between subtests as well as between the essay and multiple-choice portions of the Language Arts – Writing subtest. Timing will not stop if you take an unscheduled break, so you should be prepared to proceed with your test without interruption once it begins.

Head Coverings and Headgear

Head coverings (headgear) worn for religious or medical purposes are permitted. Typical head coverings may include hats, turbans, scarves and yarmulkes. You may not remove or put anything into the head covering during the test.

Misconduct

Both order and security must be maintained at the test center; therefore, if you fail to adhere to the policies of the test center and/or cause a disturbance you may be dismissed from the testing session and your scores will not be reported. Some examples of misconduct include:

- the use of testing aids
- giving or receiving information
- discussing the content of the test on break
- creating a disturbance during the test session

HiSET ID Requirements

Note: the ID requirements below are ETS’s requirements. Your state may have additional ID requirements or policies. For more information, contact your test center or check your state requirements online.

With few exceptions, ID documents must meet all of the following requirements. Each ID document must:

- be an original document that is current and has not expired; photocopied documents are not acceptable
- bear your full name, date of birth, photograph and signature
- meet ID requirements for the state in which you are testing

Primary ID Requirements

The following ID documents are acceptable for admission to a test center within your country of citizenship:

- Passport
- Government-issued driver’s license or temporary license
- State or Province ID card (including those issued by the motor vehicle agencies)
- National ID card
- Military ID card
Supplemental ID Documents

You should provide a supplemental ID if the test center administrator questions the primary ID document and/or if the primary ID document is otherwise acceptable but does not bear your full name, date of birth, photograph or signature.

- Supplemental ID documents may not be used to resolve last name discrepancies. The last name on a test-taker’s primary ID must match (excluding hyphens, accents and spaces) the name on his or her registration confirmation.
- The following ID documents are generally acceptable as supplemental ID:
  - Government-issued ID card (including, but not limited to, those listed under Primary ID Documents earlier in this section)
  - Student ID card

Unacceptable ID Documents

The following documents are not acceptable as primary or supplemental ID under any circumstances:

- Any document that is photocopied
- International driver’s license
- Draft classification card
- International student ID
- Credit/debit card of any kind
- Notary-prepared letter or document
- Birth certificate
- Social Security card

Driver’s License Renewals

If your driver’s license has expired but you present it along with your original Department of Public Safety renewal certificate, these two documents together are acceptable if the names on both documents match exactly. If you are issued a temporary paper license in lieu of a renewal certificate, it is acceptable only if it is accompanied by a supplemental ID.

If you are in the U.S. military, and the expiration of your driver’s license has been extended or deferred by the issuing state, the license can be used as supplemental ID along with your U.S. Military ID. Depending on the state, the extension or deferral may consist of either a sticker affixed to the license, the designation “military” printed in place of an expiration date, or a separate document carried with the license, usually with a notation that the driver’s license is valid until a specific time period after discharge from service.

How do I reschedule my HiSET testing appointment?

If you cannot attend your testing appointment for whatever reason, you can reschedule it. In some states you must contact your test center to reschedule. In other states, you can also do it online through your My HiSET account or by calling ETS customer service at 1-855-MyHiSET or 1-855-694-4738.

If you have a disability or health-related need and you require testing accommodations, you must call ETS to reschedule your appointment.

For more information about how you can reschedule an appointment in your state and to see your state’s rescheduling policies, visit http://www.hiset.ets.org/.
Policies

• To avoid forfeiting your test fee, you must reschedule your test date at least four days before your appointment. For example, the deadline to reschedule a Friday appointment is Monday.
• Appointments must be rescheduled within 12 months of the original date that you scheduled your appointment. For example, if you schedule in November for a January appointment, you have until the following November to reschedule, with purchase of a full HiSET test battery only.
• You can reschedule up to two times for free, with purchase of a full HiSET test battery only. There will be a fee for additional rescheduling.
• Testing fees and registrations are not exchangeable between paper-based and computer-based tests. For instance, if you scheduled a paper test and need to take a computer test instead, you must cancel the paper test and schedule a new computer testing appointment. **Note: Not all test centers offer computer-based tests. Please confirm that your testing center offers computer-based testing before you cancel your paper-based test.**

What if I need a refund?

Refund eligibility and policies depend on how you purchased your subtests. Below is an overview of the HiSET™ exam refund policy.
Refund policies may also vary by state. For more information, view your state’s requirements at http://www.HiSET.ets.org/.

Whether you purchased a full battery or a single subtest, **you must cancel your testing appointment at least four days prior to your scheduled exam date, not including the day of your appointment, to be eligible for a refund.** For example, if your test date is Friday, June 5th, the deadline to cancel is Monday, June 1st at 11:59 pm Eastern Time or New York Time.

Appointments may be canceled or rescheduled due to events outside your control. Read "Exception Cases" below for more information about refund eligibility when this happens.

Refunds for the full battery

The refund policy for the full test battery is as follows:

• If you have purchased the full battery but have not taken any of the subtests from the battery:
  o **Test Fee:** You are eligible for a partial refund of 50% of your test fee if you cancel four days prior to your appointment.
  o **State and Test Center Fee:** You are not eligible for a state or test center fee refund. State and test center fees are nonrefundable.
• If you have taken **one or more subtests** from the battery:
  o You are not eligible for a refund.

Refunds for individual subtests

If you bought a single subtest or subtests rather than a full battery, the refund policy is as follows:

• **Test Fee:** You are eligible for a 50% refund of your test fee if you cancel four days prior to your appointment.
• **State or Test Center Fee:** You are not eligible for a state or test center fee refund. State and test center fees are nonrefundable.
Exception cases

Exception cases refer to:

- events caused by the vendor, testing location or tester
- events beyond the control of all parties

They are handled and evaluated for refund eligibility on a case-by-case basis. ETS understands events may occur outside of the test-taker’s control and has processes in place to evaluate and approve refunds for ETS-collected HiSET test fees.

Refund policies

- If you are absent from or arrive too late to take the test at the test administration for which you are scheduled, you are not entitled to a refund.
- All refunds are in U.S. dollars.
- Credit/debit card and PayPal payments will be credited back to that account.
- eCheck payments will be mailed to you. Please allow eight weeks after your canceled test date for your refund to be processed.

Who can I contact about the service I received at the test center?

If you have a complaint about a test center, please contact ETS. Please provide a detailed description of your complaint, including the name and address of the test center and the test date. Your communication should be received at ETS no later than seven days after your test date. If you communicate your complaint only to the test center staff, you will not receive a response from ETS.

Complaints regarding computer-based test centers should be mailed to:
ETS – the HiSET Program
CBT Complaints
PO Box 6666
Princeton, NJ 08541-6051
Fax: 1-866-387-2602

Complaints regarding test centers should be mailed to:
ETS – the HiSET Program
Test Administration Services
Mail Stop 34-Q
Princeton, NJ 08541-6051
Fax: 1-609-771-7710
Email: HiSETTAS@ets.org
Contact information

For help scheduling an appointment

If you need help scheduling your HiSET testing appointment, you can:

- Contact your test center. Test centers can also provide information on how to prepare for the exam and get ready for test day.

Contact ETS customer service at 1-855-MyHiSET or 1-855-694-4738

- If you have a disability or health-related need and require testing accommodations, you must contact ETS to schedule or change your appointment. Please review the Accommodations for Test Takers With Disabilities or Health-related Needs section in this Bulletin.

General help

Contact ETS if you need further assistance, including help signing in to your account or resetting your password.

In order to confirm your identity, you will need to provide your name, address, date of birth and phone number as well as one of the following:

- Test Taker ID
- appointment number
- order number
- email address
- last four digits of your Social Security number

ETS customer service representatives cannot give personal information to anyone other than the test taker, including relatives or friends. Privacy laws require that requests to update or release information of a PERSONAL nature (such as identification, address and account history) come directly from the test taker only. If you are NOT the test taker, our representatives must limit their assistance to GENERAL information.

Phone: 1- 855-MyHiSET (toll-free)
       1-855-694-4738
       Monday–Friday, 8 a.m. – 8 p.m. (Eastern Time)

Email: HiSET@ets.org

Fax: 609-882-9693
     855-774-9615 (toll-free)

Accommodations for Test Takers With Disabilities or Health-related Needs

ETS is committed to serving test takers with disabilities or health-related needs by providing services and reasonable accommodations that are appropriate given the purpose of the test. Testing accommodations are available for test takers who meet ETS requirements.

All requests for accommodations must be approved in accordance with ETS policies and procedures and must be made on the Testing Accommodations Request Form (pages 16–20). If you have a health-related need that requires you to bring equipment, beverages, or snacks into the testing room, or take extra or extended breaks, you must follow the accommodations request procedures. See “Health-Related Needs and Minor Accommodations” on pages 14–15.

All test takers requesting any accommodations on HiSET must register through ETS Disability Services.

All questions related to accommodations decisions should be sent to ETS Disability Services by email or mail. See contact information on page 12.
Customer service

ETS HiSET Disability Services
Monday – Friday
8:30 a.m. – 5 p.m. EST (New York)

Phone: 1-855-802-2748 (toll-free in the United States, American Samoa, Guam, Puerto Rico, U.S. Virgin Islands and Canada)
1-609-359-5615 (all other locations)

Fax: 1-609-240-0525

Email: HiSetSSD@ets.org

Mail: ETS HiSET Disability Services
PO Box 6054
Princeton, NJ 08541-6054

Courier Service: ETS HiSET Disability Services
225 Phillips Boulevard
Ewing, NJ 08628-1426

To obtain HiSET materials in Spanish:

Phone: 1-609-359-5616
Toll-free: 1-855-598-4143

How to request accommodations

To request accommodations, follow the five steps below:

STEP 1: Determine your accommodations.

Look at the list of frequently approved accommodations under “Frequently Approved Accommodations” on page 13 of this Bulletin and determine the accommodations you need. This is not a comprehensive list, and you will be allowed to request additional accommodations.

STEP 2: Read the registration Bulletin and HiSET website.

Check the HiSET website to get information about which format of the test is offered in your area so you can determine what format of the test you will be taking: the paper-based or computer-based test. See “Step 2: Read the Registration Bulletin and HiSET website” on page 14.

STEP 3: Complete the HiSET Testing Accommodations Request Form.

Complete the Testing Accommodations Request Form in this Bulletin. For instructions, see “Step 3: Testing Accommodations Request Form” on page 14.

STEP 4: Gather your disability documentation.

Gather disability documentation as necessary. See “Step 4: Disability Documentation” on page 14 and review ETS’s “Policy Statements for Disability Documentation in Adolescents and Adults” on the ETS website at www.ets.org/disabilities.

STEP 5: Submit your request to ETS.

Submit completed forms, all appropriate documentation, and the proper fee for the test or tests you are taking. Do not send documentation as an attachment to an email. Failure to include all forms, documentation, and the appropriate test fee will cause a delay in processing your request. See “Step 5: Submitting Your Request to ETS” on page 15.
STEP 1: FREQUENTLY APPROVED ACCOMMODATIONS

**NOTE:** If you would like to request accommodations other than those listed below, you must describe them in Part II of the Testing Accommodations Request Form on page 18.

**Extended Testing Time** (*all tests are timed*)
- 25 percent (time and one-quarter)
- 50 percent (time and one-half)
- 100 percent (double time)

**Extra Breaks** – Breaks are not included in testing time (can be used for medication, snacks, trips to the restroom, etc.).

**Accommodations for Computer-Based Tests (CBT)**
- Screen magnification
- Selectable background and foreground colors

**Alternate Test Formats**
- Braille*
- Large-print test book (larger than 14-point)*
- Large-print answer sheet (larger than 14-point)*
- Recorded audio

**Assistance**
- Reader
- Scribe

**Assistance for Spoken Directions**
- Oral interpreter**
- Sign language interpreter**
- Printed copy of spoken directions

**Assistance for Note Taking**
- Braille slate and stylus*
- Perkins brailler*

* Only applicants who are blind or have low vision
** Only applicants who are deaf or hard-of-hearing
HEALTH-RELATED NEEDS AND MINOR ACCOMMODATIONS

“Health-related needs” refers to any of a variety of medical conditions that impact a major life activity, such as those affecting digestion, immune function, respiration, circulation, endocrine functions, etc. Documented health needs include conditions such as diabetes, epilepsy, and chronic pain.

Some of these documented health needs require only minor accommodations. Minor accommodations include, but are not limited to, special lighting; an adjustable table or chair; extra breaks for medication or snacks; or a separate room if food, beverages, or glucose testing materials are necessary during the test session.

If you require minor accommodations, you must submit:

- Part I, Part II and Part III of the Testing Accommodations Request Form (see pages 16–20).
- a letter of support from a medical doctor or other qualified professional stating the nature of the condition and the reason for the minor accommodation requested (a note from a prescription pad is not acceptable)

Some medical aids do not require approval for accommodations. These aids include, but are not limited to, those necessary for you to ambulate (cane, crutches, wheelchair, walker, prosthetic limb, service animal) or communicate (hearing aid, voice amplifier) or that are otherwise required for health reasons (inhaler, heart rate monitor). If you require these types of medical aids, you do not need to request accommodations. If you wear an insulin pump, you do not need to request accommodations unless your pump is especially noisy. If it is, it’s a good idea to request accommodations for a separate room so the noise doesn’t disturb the other test takers.

STEP 2: READ THE REGISTRATION BULLETIN AND HISET WEBSITE

STEP 3: FORMS AND DOCUMENTATION TO INCLUDE WITH YOUR REQUEST

Testing Accommodations Request Form

The Testing Accommodations Request Form is on pages 16–20 of this Bulletin.

- Part I — Applicant Information (pages 16–17)
  Complete this section and sign the Applicant’s Verification Statement.
- Part II — Testing Accommodations Requested (page 18)
  Complete this section identifying your requested accommodations. If you are requesting accommodations other than those listed in Part II, you must describe them under “Other Accommodations.”
- Part III — Documentation Requirements (pages 19–20)
  Complete this section, identifying the disability documentation you are submitting.

USING PREVIOUSLY APPROVED ACCOMMODATIONS

If you are requesting accommodations on HiSET within one year of the date of your approval for accommodations on the GED, submit a copy of that approval letter with your request.

DEADLINE FOR ACCOMMODATIONS REQUESTS

Your request for accommodations should be submitted as early as possible, especially if you are requesting an alternate test format. Documentation review takes approximately six weeks once your request and all of your paperwork has been received. ETS is committed to producing alternate test formats as quickly as possible; however, production times may vary.

STEP 4: DISABILITY DOCUMENTATION

All HiSET test takers requesting accommodations must submit disability documentation with their request for accommodations. Part III of the HiSET Request for Accommodations form lists acceptable forms of documentation. Please submit at least one piece of primary documentation and any additional documentation you want to include.
STEP 5: SUBMITTING YOUR REQUEST TO ETS
Submit completed forms, all appropriate documentation and the proper fee for the test you are taking. An incomplete application will cause a delay in processing your request.

Send completed requests to

**Mail:** ETS HiSET Disability Services
PO Box 6054
Princeton, NJ 08541-6054

**Courier:** ETS HiSET Disability Services
225 Phillips Boulevard
Ewing, NJ 08628-1426

Documentation review takes approximately six weeks after ETS receives all necessary documentation. If additional documentation must be submitted, another six weeks may be required from the time the new documentation is received until the review is complete.

HOW TO REGISTER ONCE YOUR REQUEST IS APPROVED
ETS will send you an authorization letter confirming the accommodations that have been approved for you. This letter will serve as your admission ticket on test day.

The authorization letter will include instructions that you must follow to schedule your test. **Do not schedule a CBT test until you receive your authorization letter.** When scheduling your test, be prepared to provide the authorization/ voucher number and the information contained in the letter.

CHANGE REQUESTS AND TEST CANCELLATION
For policies regarding change requests and test cancellations, see “How do I reschedule my HiSET testing appointment” on pages 8–9. Rescheduling is permitted within the same testing year.

TEST PREPARATION
If you need preparation materials in an alternate format, please contact ETS Disability Services (see page 12 for contact information).

Test takers are advised to consult ETS’s “Tips for Test Takers with Disabilities,” at http://www.ets.org/disabilities/tips_test_taker/.

ETS DISABILITY SERVICES

| **Phone:** | 1-855-802-2748 (toll-free in the United States, American Samoa, Guam, Puerto Rico, U.S. Virgin Islands and Canada)  
1-609-359-5615 — all other locations  
Monday – Friday  
8:30 a.m. – 5:00 p.m. Eastern Time (as well as test day) |
| **Website:** | http://www.ets.org/disabilities |
| **Email:** | HiSetSSD@ets.org |
| **Mail:** | ETS HiSET Disability Services  
PO Box 6054  
Princeton, NJ 08541-6054 |
| **Courier Service:** | ETS HiSET Disability Services  
225 Phillips Blvd.  
Ewing, NJ 08628-1426 |
HiSET TESTING ACCOMMODATIONS REQUEST FORM

Part I — Applicant Information

Instructions: Complete this entire form. Be sure to sign the Applicant’s Verification Statement on the next page.

Applicant’s Name (please print—leave one blank box between names)

Last  First  M.I.

Street Address

City       State             ZIP Code

Gender Date of Birth         Social Security Number

Male       Female       Month     Day     Year

– –

Day Phone Number  Evening Phone Number

Fax Number Email Address

I would prefer that ETS communicate with me via:   Email   Mail

Test(s) I am applying for:   All 5 tests   Reading   Language Arts   Math

Science   Social Studies

I would like to test in (check one):   English   Spanish

Nature of your disability (check all that apply):

ADHD       Deaf       Autism Spectrum Disorder (ASD)

Learning Disability   Hard of Hearing   Traumatic Brain Injury (TBI)

Blindness       Psychiatric/Psychological (describe):  

Low Vision       Intellectual Disability (formerly known as cognitive impairment and MR)

Physical disability (describe):  

Other (e.g., health-related):  

When was your disability first diagnosed?   /   Date of professional’s most recent evaluation:   /   

Month   Year                    Month  Year

Did you receive accommodations while in high school?   Yes. If yes, list below.   No

How do you compensate for your disability? (e.g., technology, medication)  

(continued on next page)
HiSET TESTING ACCOMMODATIONS REQUEST FORM

Part I — Applicant Information (continued)

Applicant’s Name: ____________________________________________________________________________________ (please print) Last First M.I.

VERIFICATION STATEMENT TO BE SIGNED BY APPLICANT

I confirm that the information on this application is true. I agree to provide ETS with any additional information to evaluate my request for accommodations. I also give permission to my evaluator to release to ETS a copy of any information required to determine the need for the accommodation(s) I have requested. If I am requesting the use of an assistive device, I am familiar with its use.

I understand that all information necessary to process this application must be available to ETS at least 45 days in advance of the test date to provide time to evaluate and process my request for accommodations. I agree that ETS has the right to make the final decision as to whether any requested accommodation is needed and appropriate.

I acknowledge that any submitted information may also be used for research purposes, and that in no case will I be identified by name in research studies, and that the information will be protected by the terms of ETS’s Confidentiality of Data Policy.

I also understand that ETS has the right to withhold or cancel my scores if it is later determined that, in ETS’s judgment, any information on this application form or the supporting documentation is questionable, inaccurate or used to obtain accommodations that are not necessary.

Signature of Applicant _______________________________ Date ______________

If you are under 18 years of age, signature of parent or guardian is required.

Parent or Guardian’s Name (please print) ________________________________

Signature of Parent or Guardian _______________________________ Date _____________
HiSET TESTING ACCOMMODATIONS REQUEST FORM
Part II — Testing Accommodations Requested

Applicant’s Name: ____________________________________________________________________________________
(please print) Last First M.I.

REQUESTED ACCOMMODATIONS (Check all that apply)

Accommodations for Computer-based Tests
☐ Screen magnification
☐ Selectable background and foreground colors

Accommodations for Paper-based Tests
☐ Large print test book (larger than 14 point)
☐ Large print answer sheet (larger than 14 point)

Alternate Test Formats
☐ Braille
☐ Recorded audio with tactile figure supplement*
☐ Recorded audio with large-print figure supplement*
☐ Recorded audio

Assistance
☐ Scribe
☐ Braille slate and stylus (for note taking only)*
☐ Perkins brailler (for note taking only)*
☐ Sign language interpreter (for spoken directions only)**
☐ Oral interpreter (for spoken directions only)**
☐ Printed copy of spoken directions (for paper-based tests only)

Extended Testing Time (NOTE: All tests are timed.)
☐ 25 percent (time and one-quarter)
☐ 50 percent (time and one-half)
☐ 100 percent (double time)

Extra Breaks
☐ Yes

Other Accommodations Requested (describe). (For example, separate room, food or drink for medical purposes)
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

* Only applicants who are blind or have low vision
** Only applicants who are deaf or hard-of-hearing

If you received approval for the same accommodations from GED Testing Service within the last year please submit a copy of that approval letter with this request.
HiSET TESTING ACCOMMODATIONS REQUEST FORM

Part III — Documentation Requirements

Instructions for Part III: The test taker and/or their advocate should complete Part III. Please submit the primary documentation and any additional documents you wish to include for each of your diagnosed disabilities. Check each document that is being submitted.

To view full documentation requirements visit www.ets.org/disabilities.

ADD/ADHD:

Primary Documentation – Current within 3 years
Submit one:

- ☐ Psychological report current
- ☐ Psycho-educational report
- ☐ Neuropsychological report

Additional Documentation

- ☐ Most recent IEP
- ☐ Most recent 504 plan
- ☐ Psychological, psycho-educational or neuropsychological report (over 3 years)
- ☐ Report from psychiatrist
- ☐ Letter from rehab counselor or case manager
- ☐ Your personal statement
- ☐ Other

Autism Spectrum Disorder:

Primary Documentation – Current within 5 years
Submit one:

- ☐ Psychological report
- ☐ Psycho-educational report
- ☐ Neuropsychological report

Additional Documentation

- ☐ Most recent IEP
- ☐ Most recent 504 plan
- ☐ Psychological, psycho-educational or neuropsychological report (over 5 years)
- ☐ Report from other professional (psychiatrist, speech/language therapist, occupational therapist, developmental pediatrician, or neurologist)
- ☐ Letter from rehab counselor or case manager
- ☐ Your personal statement
- ☐ Other

Blind or Low Vision:

Primary Documentation – Current within 2 years
Submit Both:

- ☐ Report from eye-care professional
- ☐ Your personal statement

Additional Documentation

- ☐ Most recent IEP
- ☐ Most recent 504 plan
- ☐ Letter from rehab counselor or case manager
- ☐ Other

Deaf or Hard of Hearing:

Preferred Documentation – Current within 2 years
Submit Both:

- ☐ Audiogram or audiometric report
- ☐ Your personal statement

Additional Documentation

- ☐ Most recent IEP
- ☐ Most recent 504 plan
- ☐ Letter from rehab counselor or case manager
- ☐ Other
## HiSET Testing Accommodations Request Form

### Part III — Documentation Requirements (continued)

#### Intellectual Disability:
- **Preferred Documentation** – Current within 5 years
  - Submit one:
    - □ Psychological report
    - □ Psycho-educational report
    - □ Neuropsychological report

#### Additional Documentation
- □ Most recent IEP
- □ Most recent 504 plan
- □ Psychological, psycho-educational or neuropsychological report (over 5 years)
- □ Letter from rehab counselor or case manager
- □ Your personal statement
- □ Other________________________

#### Learning Disability:
- **Preferred Documentation** – Current within 5 years
  - Submit one:
    - □ Psychological report
    - □ Psycho-educational report
    - □ Neuropsychological report

#### Additional Documentation
- □ Most recent IEP
- □ Most recent 504 plan
- □ Psychological, psycho-educational or neuropsychological report (over 5 years)
- □ Letter from rehab counselor or case manager
- □ Your personal statement
- □ Other________________________

#### Physical Disability or Health-Related Need:
- **Preferred Documentation** – Current within 6 months
  - Submit both:
    - □ Letter from medical doctor
    - □ Your personal statement

#### Additional Documentation
- □ Most recent IEP
- □ Most recent 504 plan
- □ Letter from rehab counselor or case manager
- □ Your personal statement
- □ Other________________________

#### Psychiatric or Psychological Disability:
- **Preferred Documentation** – Current within 6 months
  - Submit one:
    - □ Psychological report
    - □ Report from psychiatrist

#### Additional Documentation
- □ Most recent IEP
- □ Most recent 504 plan
- □ Letter from rehab counselor or case manager
- □ Your personal statement
- □ Other________________________

#### Traumatic Brain Injury:
- **Preferred Documentation** – Current within 6 months
  - Submit one:
    - □ Neuropsychological report

#### Additional Documentation
- □ Most recent IEP
- □ Most recent 504 plan
- □ Letter from medical doctor or neurologist
- □ Letter from rehab counselor or case manager
- □ Your personal statement
- □ Other________________________

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*Keep a copy of this completed form for your records.*
When will my official scores be available?

Paper-based test scores

On average, scores for paper-based tests are usually available within 3 to 5 business days after your test center returns your answer sheets to ETS for scoring. Scores for tests that include essay questions will be available within 6 to 10 business days.

Computer-based test scores

For computer-based tests, official scores are posted within:

- three business days for multiple-choice tests
- six business days for essay tests

When you take a computer-based test, immediate, unofficial scores are displayed on the screen after you complete the test for all multiple-choice sections.

How can I access my scores?

Your scores are available through your My HiSET account. They are not sent in the mail.

If you do not have Internet access or you need help, contact your test center. As long as you have taken at least one subtest at a test center, they will be able to access your scores.

Your scores are available in two different types of reports—Individual Test Reports and a Comprehensive Score Report.

Score Reports

The report that is always listed first in your My HiSET account is your Comprehensive Score Report. It is a cumulative record of all of your subtest scores. It only includes the highest score for each subtest you’ve taken, and it’s automatically updated each time you take a subtest. See “Understanding Your Score Report” on pages 53–54 in this Bulletin.

You can view and print your Comprehensive Score Report through your online account. If you don’t see your Comprehensive Score Report in your account, you may have to get it directly from your state. Contact your test center for more information.

Your test center can print an official Score Report for you.

For multiple-choice sections of the computer-based HiSET exam, unofficial scores will be made available to test takers immediately after finishing the test.

If you need an official Score Report sent to a college, scholarship program or other organization, contact ETS at 1-855-MYHiSET or 1-855-694-4738.

The other type of report you will see is an Individual Test Report. The Individual Test Report includes your score for an individual subtest and an explanation of what that score means. You have one of these for each subtest you’ve taken, so it’s possible that you may have several. They are listed by test date. Please see a sample on page 53.
How are my scores calculated?

HOW TO UNDERSTAND YOUR HiSET SCORE
The following information will help you gain a better understanding of what your scores mean.

HOW DO I KNOW IF I’VE PASSED THE HiSET BATTERY OF FIVE TESTS?
Each of the five subtests in the HiSET battery is scored on a scale of 1–20. In order to pass you must do all three of the following:

- Achieve a score of at least 8 on each of the five individual subtests
- Score at least 2 out of 6 on the essay portion of the writing test
- Have a total combined score on all five tests of at least 45

Some states may set passing scores that are higher, but under no circumstances can you pass with a total score lower than 45 on the full battery of tests.

WHAT DOES MY INDIVIDUAL TEST SCORING REPORT TELL ME?
For each individual test scoring report, it indicates:

- your score, the total possible score, and whether you passed
- the minimum score required to pass
- the number you answered correctly and the maximum number of questions in each content category
- your college and career readiness scores

WHAT DOES PASSING MEAN?
Test takers who have received a passing score on the HiSET battery of tests have demonstrated a level of performance that exceeds the minimum level of performance typically required to graduate from high school.

HOW SHOULD I INTERPRET MY SCORE?
If the HiSET battery of tests were to be administered to a random sample of high school seniors, it is estimated that approximately 60% would pass on the first attempt. If you receive a score of 45 or higher we estimate that you would be in approximately the top 40% of graduating high school seniors nationally.

HOW ARE PASSING RATES DETERMINED?
A score equivalency table was established between the HiSET and a nationally administered high school equivalency examination. Passing rates (60%) were chosen so as to be roughly equivalent to traditional passing rates on other high school equivalency assessments.

DID YOU DEMONSTRATE COLLEGE AND CAREER READINESS?
Your individual test score report also indicates whether or not you have achieved the score required to demonstrate college and career readiness—with at least 15 out of 20 on any of the subtests.

WHAT DOES COLLEGE AND CAREER READINESS MEAN?
Test takers who have scored at the college and career readiness level have shown a level of performance similar to the minimum level required to succeed in college-level credit-bearing courses.

WHAT INFORMATION IS PROVIDED SO I CAN TRY TO IMPROVE MY SCORE ON THE HiSET EXAM?
On the HiSET subtests, questions are grouped into content categories. To help you in future study or in preparing to retake the test, your Individual Test Score Report shows the “number correct” you earned in each content category. This information might suggest areas where it would be worthwhile to concentrate your efforts.
CONFIDENTIALITY OF INFORMATION

Computer-based and Paper-based Tests

ETS recognizes your right to control the information about you that is stored by ETS. Its policies are designed to safeguard your information from unauthorized disclosure. Your score report is intended only for you and for your designated score recipients. However, background information as noted on the registration form is reported to some states and institutions. To protect your right to control the distribution of your scores, reports will be released only at your specific written request and only to ETS-approved score recipients. Every recipient must be specified by you in writing on one of the designated forms or in correspondence. ETS will not release your scores at the request of institutions or agencies except:

- for use in research studies approved by the HiSET program and that preserve your anonymity
- when information is required under compulsion of legal processes
- when a state’s central regents office or board of governors requests copies of scores that have been reported to its member institutions
- when test takers at a regular or special administration have been informed by the administrator beforehand that their scores will automatically be released to the state
- when test takers have been notified in the Bulletin that a particular state requiring scores has arranged for all individuals tested in that state to have their scores sent directly from ETS
- Under the Higher Education Act Title II section 207 of 1998, the U.S. Department of Education requires all states that require testing for licensure to provide that agency with annual performance data for test takers completing their state-approved teacher preparation programs. If you complete your preparation program in cohort year 2012–13, your preparing institution will collect and forward your HiSET score information to the state for inclusion in the federally mandated teacher preparation performance report. The report will contain aggregate data only and will not include any information that identifies test takers.
- when a branch institution requests scores previously sent to its main office or vice versa

Official score reports for properly designated recipients are sent directly from ETS to ensure the authenticity of the reports. Note that whenever ETS has confirmed that you have submitted a HiSET test score directly to an educational institution, agency, or district in satisfaction of one of its requirements, ETS will respond to requests for score verification from that recipient.

Test Question Inquiries

If you think there is an error in a test question that affects your response, tell the test administrator as soon as you finish the test, or immediately write to:

ETS – the HiSET Program
Test Question Inquiries
PO Box 6667
Princeton, NJ 08541-6667

In your letter, state the name and address of the center, the test date and name of the test, the number and content of the question, and the section in which it appeared.
Test Center Complaints

If you think conditions at the test center were such that you were unable to perform satisfactorily, you should contact ETS and describe the problem. Complaints need to be received in writing no later than seven (7) business days after the administration. Complaints received after this period will not be accepted.

Complaints regarding computer-based test centers should be mailed to:

ETS – the HiSET Program
CBT Complaints
PO Box 6666
Princeton, NJ 08541-6051
Fax: 1-866-387-2602

Complaints regarding paper-based test centers should be mailed to:

ETS – the HiSET Program
Test Administration Services
Mail Stop 34-Q
Princeton, NJ 08541-6051
Fax: 1-609-771-7710
Email: hiset@ets.org

Cancellation of Scores by ETS

ETS strives to report scores that accurately reflect the performance of every test taker. Accordingly, ETS’s standards and procedures for administering tests have two primary goals: giving test takers equivalent opportunities to demonstrate their abilities, and preventing any test takers from gaining an unfair advantage over others. To promote these objectives, ETS reserves the right to cancel any test score when, in its judgment:

• a testing irregularity occurs
• there is an apparent discrepancy in a test-taker’s identification
• the test taker engages in misconduct
• the test taker attempts to use the work or ideas of others as their own in the essay section of the test
• the score is invalid for another reason

Reviews of scores by ETS are confidential. When, for any of the above reasons, ETS cancels a test score that has already been reported, it notifies score recipients that the score has been canceled, but does not disclose the reason for cancellation except when authorized to do so by the test taker and in certain group cases.

Test takers whose scores are canceled will forfeit their registration and test fees, and must pay to take the tests again at a future administration. No record of score cancellations, or the reason for cancellation, will appear on their future score reports sent to colleges and universities.

Testing Irregularities

“Testing irregularities” refers to problems with the administration of a test. When this occurs, it may affect an individual or group of test takers. Such problems include, without limitation:

• administrative errors (such as improper timing, improper seating, defective materials and defective equipment)
• improper access to test content
• other disruptions of test administrations (such as natural disasters and other emergencies)

When testing irregularities occur, ETS may decline to score the test or may cancel the test score. When it is appropriate in ETS’s judgment to do so, ETS gives affected test takers the opportunity to take the test again as soon as possible without charge.
Identification Discrepancies

When, in the judgment of ETS or test center personnel, there is a discrepancy in a test taker’s identification, the test taker may be dismissed from the test center. In addition, ETS may decline to score the test or may cancel the test score and the test fee will be forfeited. If test scores are canceled by ETS, the test fees will NOT be refunded.

Misconduct

When ETS or test center personnel find that there is misconduct in connection with a test, the test taker may be dismissed from the test center. ETS also may decline to score the test or may cancel the test score. Test takers whose scores are canceled because of misconduct will forfeit their test fees. Misconduct includes, but is not limited to, noncompliance with the “Test Center Procedures and Regulations” outlined in this Bulletin.

Plagiarism

ETS reserves the right to cancel the scores of test takers when, in its judgment, there is evidence that a writing or speaking response includes, for example, text that is substantially similar to speech found in other HiSET responses, or quotations or paraphrasing of language or ideas from published or unpublished sources used without attribution. Such responses do not reflect the independent speaking or compositional writing skills that the test seeks to measure.

Invalid Scores

ETS may also cancel scores if, in its judgment, there is substantial evidence that they are invalid for any other reason. Evidence of invalid scores may include, without limitation, discrepant handwriting, unusual answer patterns and/or inconsistent performance on different parts of the test. Before canceling scores pursuant to this paragraph, ETS notifies the test taker in writing about its concerns, gives the test taker an opportunity to submit information that addresses those concerns, considers any such information submitted, and offers the test taker a choice of options. The options may include voluntary score cancellation, a free retest, or arbitration in accordance with the ETS Standard Arbitration Agreement. In addition, the test taker is sent a copy of the booklet Why and How Educational Testing Service Questions Test Scores, which explains this process in greater detail. This booklet is available to any test taker at any time upon request from the ETS Office of Testing Integrity. Call 1-800-353-8570 or email TSReturns@ets.org.

Note: The arbitration option is available only for tests administered in the United States.

Payment options for HiSET™ program registration

Here are four ways you can register online for the HiSET program if you don’t have a checking account or credit card.

1. USE A GREENDOT® MONEYPAK PREPAID CARD TO FUND A PAYPAL™ ACCOUNT.

Before registering for the test:

1. If you do not already have a PayPal account, go to www.paypal.com to sign up. You will not need to link to a bank account or credit card or other funding source at this stage.
2. Find a participating MoneyPak retailer. Visit www.moneypak.com to find a location near you.
3. Pick up a MoneyPak, decide how much money you want to put on it and purchase it at the register. There is usually a service fee to purchase a card from the retailer.
4. Log in to PayPal, click “Add Money” in top navigation under My Account and select the MoneyPak option to transfer the money to your PayPal account. Follow the simple instructions to load money from the MoneyPak card to your PayPal account. Please be advised that you will need to provide personal information to verify your identity the first time you use the “Add Money” option. For a demo, visit https://www.paypal.com/us/cgi-bin/webscr?cmd=xpt/Marketing/popup/GreenDotDemo-outside.
To register for the test:

5. Log in to your HiSET™ account and start the registration process. When you are prompted to make payment, select "PayPal" as your payment method.
6. Follow prompts to complete payment using the funds now available in your PayPal account.

For more information on using MoneyPak to fund a PayPal account, go to: https://www.paypal.com/webapps/mpp/greendot-moneypak.

2. USE A PREPAID PAYPAL MY CASH CARD TO FUND A PAYPAL ACCOUNT.

Before registering for the test:

1. If you do not already have a PayPal account, go to www.paypal.com to sign up. You will not need to link to a bank account or credit card or other funding source at this stage.
2. To find a participating PayPal My Cash Card retailer, go to www.paypal.com/cash.
3. Go to the retailer, pick up a PayPal My Cash Card, decide how much money you want to put on it and purchase it at the register. There is usually a service fee to purchase a card from the retailer.
4. To add the money to your PayPal account, log in to PayPal at www.paypal.com/cash. Click on the "Load Funds Now" tab under the top navigation bar. Follow the simple instructions to load money from the PayPal My Cash Card to your PayPal account. Please be advised that you will need to provide personal information to verify your identity the first time you use this option. Go to https://www.paypal-cash.com/how_it_works.html to see how it works.

To register for the test:

5. Log in to your HiSET account and start the registration process. When you are prompted to make a payment, select "PayPal" as your payment method.
6. Follow prompts to complete payment using the funds now available in your PayPal account.


3. USE A VISA®, MASTERCARD® OR AMERICAN EXPRESS® GIFT CARD.

Before registering for the test:

1. Go to a participating retailer that carries prepaid gift cards. Pick up a Visa, MasterCard or American Express gift card in the denomination that you desire and purchase it at the register. There is typically a service fee (varies by type of card) to purchase the card from the retailer.

To register for the test:

2. Log in to your HiSET account and start the registration process. When you are prompted to make payment, select “Credit Card” as your payment method.
3. Follow prompts to complete payment using the funds from your prepaid gift card.

For more information on prepaid gift cards go to:
http://usa.visa.com/personal/cards/prepaid/visa_gift_card.html
http://www.mastercard.us/prepaid-gift-card.html
https://www.americanexpress.com/gift-cards/
4. OPEN A FREE CHECKING ACCOUNT AND USE THE ELECTRONIC CHECK OPTION.

Before registering for the test:

1. Go to a bank that offers a free checking account option. Open a free checking account and deposit funds into the account.

To register for the test:

2. Log in to your HiSET account and start the registration process. When you are prompted to make a payment, select “Electronic Check” (eCheck) option as your payment method.

3. Follow prompts to complete payment using the funds from your checking account. You will need to provide the following information from your checking account:
   a. Bank account number
   b. Preprinted check number (optional)
   c. Bank (or American Banking Association) routing and transit number

For more information on electronic check options, go to: http://www.HiSET.ets.org.
Creating a HiSET account

For where you are.
And where you are going.
Your account has been created.
A confirmation email has been sent to you from etaccount@ets.org. If you do not receive this email within a few minutes, please check your Junk Mail or Spam folder. Be sure to add “ets.org” to your address book or safe sender list to make sure you receive important emails, such as appointment information and order confirmations, from ETS.

Schedule an Appointment
To schedule an appointment to take the HiSET exam, click continue below.

Sign in to Continue
Signing in to confirm your account has been created
Finding a test center

Find Test Centers

The HiSET exam is offered in states that have adopted the HiSET program. Each state may have its own requirements for testing, so be sure to check your state’s requirements before you schedule an appointment to take the test. You can find test centers near you by entering your city, state and/or ZIP code. Results will display by distance from the center of the location you enter.

Search Criteria

- Country/Location: United States
- Distance: 50 miles
- City, State or ZIP/Postal Code
- Test Center Name
- Test Types: Paper, Computer

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Finding a test center

Find Test Centers

The HiSET exam is offered in states that have adopted the HiSET program. Each state may have its own requirements for testing, so be sure to check your state's requirements before you schedule an appointment to take the test. You can find test centers near you by entering your city, state and/or ZIP code. Results will display by distance from the center of the location you enter.
Before scheduling an appointment

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**Before You Schedule HiSET Appointments**

Before you schedule a HiSET appointment online, please review the following information and indicate your agreement to the policies below. After agreeing to the policies below, you may be asked to sign in to your HiSET account or create an account if you do not already have one.

**The HiSET Battery Option** - After you select your test(s), test dates and times, you will have the option to buy a battery of all 5 subtests at a discount rate. For more information, see [What Is a Battery?](#).

**Payment** - Be sure to have a credit/debit card (American Express®, Discover®, MasterCard®, VISA®, and JCB), your PayPal™ account or electronic check information ready. Test fees vary by state. Some states and/or test centers may charge an additional fee.

**Disability Accommodations** - If you have a disability or health-related need and require testing accommodations, you must request your accommodations through ETS and schedule your appointment through an ETS representative. You cannot schedule your appointment online. See [how to request disability accommodations](#).

**State Requirements**

Check the eligibility requirements for the state where you plan to test. Testing policies may differ depending on where you test. If you do not meet the requirements, you may be able to find another test center in a different state (if you meet the requirements of that particular state).

- Yes, I have read, understand and agree to the eligibility requirements for my state or agency.

**ETS HiSET Testing Policies**

Please read the policies concerning HiSET test administration, fee payment and score reporting found in the [HiSET Test Taker Bulletin](#) and review the [ETS Terms and Conditions](#) and [Privacy and Security Policy](#). Your test scores may also be viewed by the department of education in the state where you take the HiSET exam and by approved test center staff.

- I understand and agree to the ETS policies, and I agree to allow access to my test scores as described above.

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Appendix 37
## Review personal information

### Schedule New Appointment for HiSET Testers

#### Personal Information

**Name must match ID:** Enter your Name and Date of Birth exactly as it appears on the identification (ID) document (without accents) that you plan to bring to the test center on test day. If your name does not match your ID, you will not be allowed to take the test and will not receive a refund. For more information, see [ID Requirements](#). **Note:** If you have multiple first or last names on your ID, enter all of those names.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Or Given Name</td>
<td>HISET</td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Last Or Family Name</td>
<td>Testers</td>
</tr>
<tr>
<td>Date Of Birth</td>
<td>March 12, 1991</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:hissettesters@gmail.com">hissettesters@gmail.com</a></td>
</tr>
<tr>
<td>Country/Location</td>
<td>United States</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>1 Main Street</td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Any Town</td>
</tr>
<tr>
<td>State</td>
<td>Tennessee</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>12334</td>
</tr>
<tr>
<td>Primary Phone</td>
<td>(901) 653-7895 (Landline)</td>
</tr>
<tr>
<td>Alternate Phone</td>
<td>(901) 336-5589 (Landline)</td>
</tr>
</tbody>
</table>
Schedule new appointment

Schedule New Appointment

Appointment Information

Required Information

TEST CENTER: LUT TN3, 6 Strawberry St, NASHVILLE, TN 37209 (CHANGE TEST CENTER)

Appointment 1

Test Title: Select

Cancel Next
Schedule New Appointment

Appointment Information

Required Information

TEST CENTER: UAT TN 3, 6 Strawberry St, NASHVILLE, TN 37209 (CHANGE TEST CENTER)

Appointment 1

- Test Title: Math
- Test Language: English
- Test Date and Time: Select Date and Time

Next

Cancel
Select date and time of appointment
Select date and time of appointment
Schedule new appointment

Appointment Information

Required Information

TEST CENTER: LIAT TN#3, 6 Strawberry St, NASHVILLE, TN 37209 (CHANGE TEST CENTER)

Appointment 1

Test Title: Math

Test Language: English Spanish

Test Date and Time: October 24, 2013, 03:00 PM Update Date and Time

Computer Test

Cancel Schedule Another Test Next
Schedule another appointment
Schedule another appointment
Purchasing a battery of tests

Review Your Cart

Please review all information below for accuracy before submitting:
- Once you submit your order, if you cancel a test up to 3 full days before the test date, you will receive a refund of half the test or battery fee (if applicable). If you have already taken one test in your battery, you are not eligible for a refund. Any state or test center fees are non-refundable.
- You can reschedule your test up to two times at no extra charge. After that, there is a rescheduling fee.
- See reschedule policies and cancellation policies.

Appointments

State of Tennessee Battery

You can buy a battery of 5 tests in State of Tennessee for $50.00. Purchasing a battery of tests includes 2 retakes per test. You can schedule this test now, and then schedule the remaining tests within 12 months from the day you place this order.
- Yes, I would like to buy a battery of 5 tests for $50.00
- No, I would like to schedule individual appointment(s) - $15.00 per test

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Test Center: UALT TN83</th>
<th>Test Language: English</th>
<th>Test Date and Time: October 24, 2013 03:00 PM Computer Test</th>
<th>Test Price: $15.00 included in battery</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Test Center: UALT TN83</th>
<th>Test Language: English</th>
<th>Test Date and Time: October 25, 2013 04:00 PM Computer Test</th>
<th>Test Price: $15.00 included in battery</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Test Center: UALT TN83</th>
<th>Test Language: English</th>
<th>Test Date and Time: October 25, 2013 06:00 PM Computer Test</th>
<th>Test Price: $15.00 included in battery</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Test Center: UALT TN83</th>
<th>Test Language: English</th>
<th>Test Date and Time: October 24, 2013 04:00 PM Computer Test</th>
<th>Test Price: $15.00 included in battery</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Test Center: UALT TN83</th>
<th>Test Language: English</th>
<th>Test Date and Time: October 26, 2013 03:00 PM Computer Test</th>
<th>Test Price: $15.00 included in battery</th>
</tr>
</thead>
</table>

State of Tennessee Battery Subscription: $50.00

Total Amount: $50.00
Entering payment method

Payment Details
- Current: USD
- Amount: $50.00

Shipping Information
- First/Last Name: HiSET Worl
- Company:
- Street Address 1: 1 Main Street
- Street Address 2:
- Country: US
- City: Any Town
- State/Province Code: TN
- Phone Number:
- Email Address:

Payment Method
- VISA: Pay with a Credit Card, or Debit Card with a Visa/MasterCard logo
- AmEx: Have funds transferred directly from your bank account. Must be a US Bank.
- PayPal: Pay using PayPal

[Continue]
### Entering payment and billing information

**Payment Details**
- **Currency:** USD
- **Amount:** $50.00

**Shipping Information**
- **First/Last Name:** HiSET Testers
- **Company:**
- **Street Address 1:** 1 Main Street
- **City:**
- **State/Postal Code:** TH 1234
- **Email Address:**

All fields in bold are required.

**Credit Card**
- **Credit Card Type:**
- **Credit Card Number:**
- **Expiration Date:**

**Billing Information**
- **Use Ship To Name for Bill To Name**
- **First/Last Names:**
- **Company:**
- **Street Address 1:**
- **City:**
- **State/Postal Code:**
- **Phone Number:**
- **Email Address:**
Appendix(s) scheduled

Your appointment(s) has been scheduled. An email confirmation will also be sent to your email address on file.

Personal Information

<table>
<thead>
<tr>
<th>Last, First M.I.</th>
<th>Date Of Birth</th>
<th>Gender</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testers, HiSET</td>
<td>March 12, 1991</td>
<td>Female</td>
<td>1 Main Street Any Town, Tennessee 12334</td>
<td>Primary Phone: 9016527895 Alternate Phone: 9013365890 Email: <a href="mailto:hissetesters@gmail.com">hissetesters@gmail.com</a></td>
</tr>
</tbody>
</table>

Appointment Information

Click the appointment # to view appointment details, print your confirmation, and see what to bring to the test center.

<table>
<thead>
<tr>
<th>Appointment Number</th>
<th>Test Title</th>
<th>Test Center</th>
<th>Date And Time</th>
<th>Test Type</th>
<th>Test Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>8242762318878477</td>
<td>Math</td>
<td>UAT TN#3</td>
<td>October 24, 2013 03:00 PM</td>
<td>Computer</td>
<td>English</td>
</tr>
<tr>
<td>5606547827249862</td>
<td>Reading - Language Arts</td>
<td>UAT TN#3</td>
<td>October 25, 2013 04:00 PM</td>
<td>Computer</td>
<td>English</td>
</tr>
<tr>
<td>7576016030718760</td>
<td>Science</td>
<td>UAT TN#3</td>
<td>October 25, 2013 06:00 PM</td>
<td>Computer</td>
<td>English</td>
</tr>
<tr>
<td>6745686608730504</td>
<td>Social Studies</td>
<td>UAT TN#3</td>
<td>October 24, 2013 04:00 PM</td>
<td>Computer</td>
<td>English</td>
</tr>
<tr>
<td>4330402104282353</td>
<td>Writing - Language Arts</td>
<td>UAT TN#3</td>
<td>October 26, 2013 03:00 PM</td>
<td>Computer</td>
<td>English</td>
</tr>
</tbody>
</table>

Go to My Home Page
My HiSET home after scheduling appointment(s)
Understanding your score report

### Social Studies Performance Summary

<table>
<thead>
<tr>
<th>Subtest</th>
<th>Number Correct</th>
<th>Number of Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>18</td>
<td>20</td>
</tr>
<tr>
<td>Civics/Government</td>
<td>12</td>
<td>18</td>
</tr>
<tr>
<td>Economics</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Geography</td>
<td>10</td>
<td>15</td>
</tr>
</tbody>
</table>

**A.** This is where you will find your score for each subtest.

**B.** Easily see whether you passed each subtest with this Yes/No indicator.

**C.** Only available on the Individual Test Reports, you will see this college/career ready indicator if you reach the highest performance levels that indicate you have the skills to pursue college or vocational careers.

**D.** At the bottom of each of the Individual Test Reports, you will see a performance summary outlining how you performed on each content category to assist you in identifying areas of strength and opportunity to improve.
Understanding your score report

A. In this section you will find the information needed to pass the HiSET exam along with your Yes/No indicators to assist you in determining whether you have met the criteria for passing or need to retake the test.

B. Quickly see if you have passed the HiSET exam with this Yes/No indicator.

C. The Summary section will display the highest score you have achieved on each subject along with the date you took each test.

D. The bar graph will visually display whether your highest score has met the passing threshold for each subject.