



INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

**To:** Workforce System

**From:** Regina Ashley, Chief Strategy Officer  
Josh Richardson, Chief Operating Officer

REA JDR

**Date:** September 7, 2016

**Subject:** DWD Policy 2016-02  
Requirements for High School Equivalency Testing Center Monitoring and  
Incident Reporting

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## Purpose

To provide guidelines for the monitoring of High School Equivalency (HSE) test centers and requirements for incident reporting.

## Rescission

DWD TAB 2014-02

## Content

The Indiana Department of Workforce Development (DWD) is responsible to ensure the compliance of HSE Testing Centers with all HSE policies and rules set forth by DWD and the test publisher, Data Recognition Corporation (DRC), through the Indiana High School Equivalency Diploma Program (IC 22-4.1-18). This document provides the required guidelines for the monitoring of test centers and incident reporting.

## Definitions

- **Test Centers**- entities that have a current signed agreement with DWD and DRC to administer HSE testing; this includes addendum sites.

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- **Addendum Sites**- test center sites outside the central testing center location; while these facilities may be owned/operated by different entities, for HSE testing purposes they fall under the authority of the test center.

### *Site Monitoring*

DWD staff will monitor test centers on an ongoing basis to ensure full compliance with all DWD and DRC policies. Test coordinators at HSE test centers are required to annually self-monitor all locations, including addendum sites, using the attached monitoring form between July 1 and June 30. An actual test registration and test session for each location must be monitored by test coordinators. Test coordinators are required to submit the completed monitoring form no later than 30 days after each site visit. Monitoring forms must be submitted to DWD via [adulted@dwd.in.gov](mailto:adulted@dwd.in.gov). In addition, test centers will be visited by DWD a minimum of once every three years for compliance. Generally, sites will be informed of these visits in advance; however, DWD reserves the right to make an unscheduled monitoring visit.

These site visits will include reviewing all aspects of HSE Test administration, such as:

- Observing all testing rooms, technology, etc.
- Going over administration process, including scheduling, reviewing registration forms, HSE material security, etc.
- Interview with site Test Coordinator(s) and Examiner(s) and any other staff related to HSE testing

Test centers with violations will be suspended or closed as DWD deems appropriate and necessary. Suspended test centers will be placed on Corrective Action Plans (CAP).

Violations include but are not limited to:

- Inadequate or inappropriate testing space;
- Failure to use the registration system;
- Failure to follow test administration procedure outlined in the TASC Administration Manual;
- Administering a test form other than that which is indicated in the registration system;
- Not securely storing test materials;
- Discussing test content with any individuals not directly involved with the administration of the test; or
- Violating the stipulations or expectations outlined in a CAP.

### *Incidents*

The high school equivalency test is a high-stakes assessment used to make employment and postsecondary admissions decisions. The utmost care must be taken to ensure that the information contained on the test is not released in any way that might provide an unfair advantage to an individual. In order to protect the integrity of the test, DWD requires that any incident that may affect test security be reported. There are two classifications of incidents: Test Interruptions and Test Security Compromises.

**Test Interruptions:**

Test Interruptions include any incident that occurs during a testing period and disrupts testing. The testing session will not resume if secure testing conditions cannot be maintained during the interruption or upon resumption of testing. Interruptions before and after testing must be documented in an email by the Test Coordinator and sent as quickly as possible to DWD Adult Education at [AdultEd@dwd.in.gov](mailto:AdultEd@dwd.in.gov).

Test Interruptions include but are not limited to:

- Medical emergencies during test administration;
- An examinee copying the answers of another examinee;
- Severe weather, power outage, or other uncontrollable situations that stop testing; or
- Disruptive examinee behavior.

When a test interruption occurs, the following steps must be taken as quickly as possible:

- The Test Coordinator must fill out the incident report found in the TASC Test Administration Manual and email it to DWD Adult Education at [adulthood@dwd.in.gov](mailto:adulthood@dwd.in.gov).
- DWD will provide directions and resolution as necessary.

If a test interruption is reported by an individual outside the test center (i.e. a test taker or an instructor), then the test center will be immediately suspended on receipt of the report while the incident is investigated. Test interruptions may result in the invalidation of student test scores and/or a delay in the release of test scores and/or a formal investigation.

**Test Security Compromise:**

A test security compromise occurs any time there is an apparent or suspected compromise in the security of the HSE test. A test security compromise includes situations such as:

- Inability to locate a testing booklet or other secure materials;
- An examinee using a cell phone or other electronic device, not related to an approved accommodation, for any reason during the test;
- An examinee leaving the testing room with a test booklet or notes about questions on the test booklet;
- A staff member involved in the instructional preparation of examinees who is provided any test information such as test questions or test booklets; or
- A student arrives at the testing center with a “cheat sheet” that appears to have information and/or answers that would assist an examinee with a test or tests.

When a test security compromise is reported or suspected, the following steps must be taken immediately:

- Test center staff must contact the DWD Assessment Manager (if you are unsure of who this is, contact [adulted@dwd.in.gov](mailto:adulted@dwd.in.gov) for more information) as soon as a test compromise is known or suspected.
  - All available information regarding the test compromise must be communicated in writing including associated communications, serial numbers of tests, and a detailed description of what occurred.
- All testing by the test center will be suspended while DWD conducts its investigation.
- The investigation will include a site monitoring visit by a minimum of two (2) DWD staff.
  - DWD staff will interview the Test Coordinator and any other relevant parties (test examiner, instructor, student, etc.) as appropriate.
- Following the visit, DWD will complete a formal incident report and communicate any decisions.

Test security compromises may result in one or more of the following: invalidation of the examinees' tests, the suspension and/or permanent closure of the test center, DWD refusing to allow the current Test Coordinator or Examiners to administer HSE tests in the future, and/or the imposition of various costs on the applicable jurisdiction to compensate for the harm caused by the test security compromise.

### **Effective Date**

September 7, 2016

### **Ending Date**

Upon rescission.

### **Contact for Questions**

[policy@dwd.in.gov](mailto:policy@dwd.in.gov)

### **Attachments**

- Attachment A – HSE Site Monitoring Form

## Attachment A HSE Site Monitoring Form

Date of Site Monitoring Visit: [Click here to enter text.](#)

Test Center/Site Address: [Click here to enter text.](#)

Testing Center Number (if applicable): [Click here to enter text.](#)

If an Addendum Site, check the following box.

Test Coordinator Name: [Click here to enter text.](#)

Test Coordinator Phone/Email: [Click here to enter text.](#)

Names & Phone Number of Trained Examiners: [Click here to enter text.](#)

ABE programs partnered with: [Click here to enter text.](#)

### Type of Testing

For this site, check all that apply.

Testing is available:

During the daytime

In the evening

On weekdays

On the weekend

By drop-in

By appointment

In group sessions

In individual sessions

Notes: [Click here to enter text.](#)

### Registration

Person Responsible for Registration System Data Entry: [Click here to enter text.](#)

Check all that apply:

Phone Registration is available

In Person Registration is available

Amount Charged for Test:\$ [Click here to enter text.](#)

Forms of Payment Accepted: [Click here to enter text.](#)

When Are Fees Collected? [Click here to enter text.](#)

Notes: [Click here to enter text.](#)

### Testing Room

Check all that apply:

Paper Based Testing (PBT)

Max # of PBT Examinees: [Click here to enter text.](#)

Computer Based Testing (CBT)

Max# of CBT Examinees: [Click here to enter text.](#)

Seating Style: [Click here to enter text.](#)

Other Uses of Testing Room: [Click here to enter text.](#)

Notes: [Click here to enter text.](#)

The following items must be physically checked and verified by the site monitor:

Tests kept in a secure, locked area with restricted access while not in use.	<input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Notes: <a href="#">Click here to enter text.</a>
Identification of examinee is confirmed during registration and the day of the test	<input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Notes: <a href="#">Click here to enter text.</a>
All materials are properly collected as mandated	<input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Notes: <a href="#">Click here to enter text.</a>
Entire testing room can be viewed from any location	<input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Notes: <a href="#">Click here to enter text.</a>
At least 5 feet or partitions between examinee workstations	<input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Notes: <a href="#">Click here to enter text.</a>
A clock is clearly visible from all examinee workstations	<input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Notes: <a href="#">Click here to enter text.</a>
The room is free from any distractions	<input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Notes: <a href="#">Click here to enter text.</a>
Lighting	<input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Notes: <a href="#">Click here to enter text.</a>
Heat/AC/Ventilation	<input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Notes: <a href="#">Click here to enter text.</a>
Access to Facilities	<input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Notes: <a href="#">Click here to enter text.</a>
Local Policy and Emergency Plan	<input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Notes: <a href="#">Click here to enter text.</a>
Inventory Conducted	<input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Notes: <a href="#">Click here to enter text.</a>
No Tests Stored at Addendum Sites	<input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable Notes: <a href="#">Click here to enter text.</a>

**Signature of Monitor:** \_\_\_\_\_ **Date:** [Click here to enter text.](#)