



Age Waiver Process

A guide for State Admins.

Version: 1.0
Effective from: October 2022
Classification: Public

For State Admins who approve and apply Age Waivers

THE NEW AGE WAIVER PROCESS ATTACHES AN AGE WAIVER TO THE TEST TAKER'S PROFILE AND, ONCE APPLIED, REQUIRES NO ADDITIONAL STEPS TO SCHEDULE TEST TAKERS FOR THE HISET.

1. In the TCA Portal search for the test taker being provided the age waiver. You can search by first and last name, email address, or HiSET ID number (ETS or PSI, whichever is applicable). Please note, for individuals with managed accounts (i.e., options students or test takers in restricted facilities) you must search by the first and last name or HiSET ID.

HiSET Montana

Test Takers

[+ ADD TEST TAKER](#)

Search Test Takers

HiSET_ID_Number First Name State Last Name Demo Email

Eligibility ID Phone Number Clear **SEARCH**

Test Taker	ID	Email	Phone
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2. Select the appropriate test taker and click on their name to open their profile.

HiSET Montana

Test Takers

[+ ADD TEST TAKER](#)

Search Test Takers

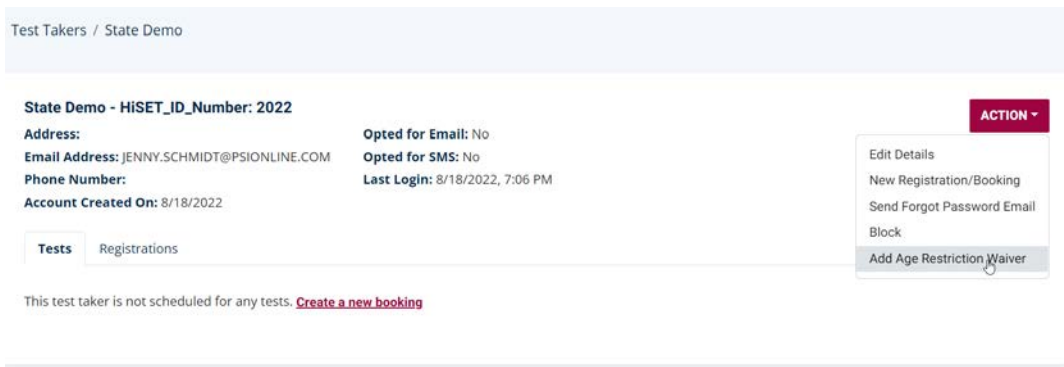
HiSET_ID_Number First Name State Last Name Demo Email

Eligibility ID Phone Number Clear **SEARCH**

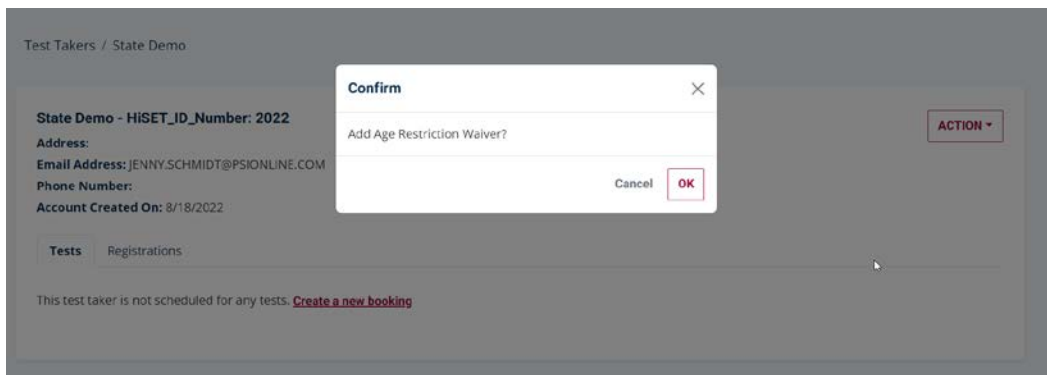
Test Taker	ID	Email	Phone
State Demo	08112022	JENNY.SCHMIDT@PSIONLINE.COM	
State Demo	2022	JENNY.SCHMIDT@PSIONLINE.COM	

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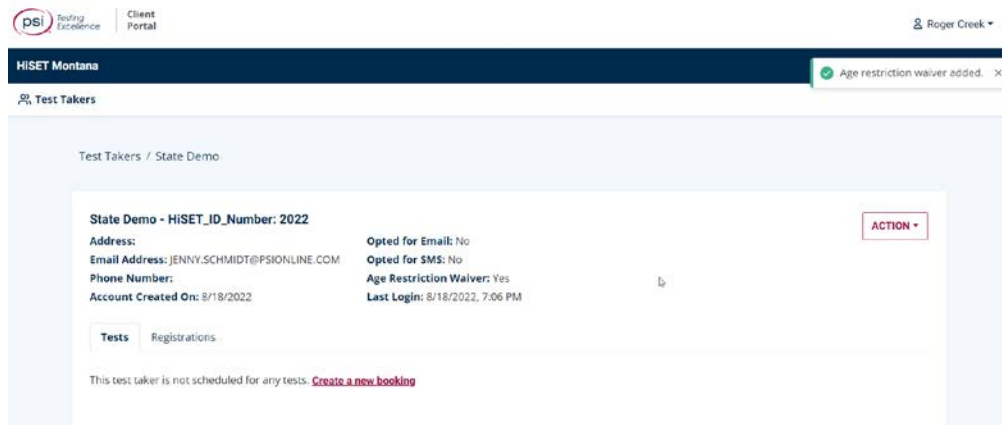
3. Once in the profile, click the "Action" drop-down. Select "Add Age Restriction Waiver."



4. In the confirmation window click "Ok."



5. A pop up will confirm that the age restriction waiver has been applied.



Once applied, the test taker may schedule online using the Test Taker portal, or for managed profiles a TCA may schedule the Test Taker in the TCA Portal.