Hello, and Welcome to the PSI Hiset – Paper Based Tests, training presentation.

To view the Speaker Notes and follow along reading with the audio portion during this presentation, click on the NOTE PAPER icon, which is located to the left of the audio speaker volume button, on the menu bar on the lower right-hand side of the viewing screen.

This general overview training should take approximately 15 to 20 minutes to complete, including a brief Knowledge Check quiz. Let’s get started!

Please click the Play or Forward button to advance the slide to the next page.
Paper Based Testing

HiSET Paper Based Testing continues with some minor process updates

✓ This training will highlight the basics of the process and some New! process updates

✓ Refer to the HiSET Program Manual for a complete review of the entire PBT process

HiSET_Program_Manual

Paper Based Testing.

The process for HiSET Paper-Based testing will continue as is, for the most part, and most processes will remain in place. There are some new, minor process updates for PSI. This training will highlight the basics of the process, and new process updates.

The new PSI HiSET Program Manual is complete! Shown onscreen is the front cover of the new manual; click on the link or the picture, to access the Program Manual.

Please always refer to this document as the main source of information and a complete review of the entire paper-based testing process.
HiSET Website.

The PSI HiSET website looks great! Just as an FYI, click on the link or the picture, to go directly to the new HiSET website, which is updated with new information daily.
The Paper-Based Administration Guide, is Chapter 5, in the new HiSET Program Manual.

While it is recommended to read through the entire Program Manual, however, if your site has Paper-based testing, it is very highly recommended to read through the entire chapter! There are a few updates to the paper-based process, for example, a new return mailing address for the answer sheet envelopes.
Paper Based Test (PBT)

PSI Materials

You should have received your 2023 materials

- ✔ Test Booklets
- ✔ Answer Sheets
- ✔ Instructions for test administration
- ✔ Instructions for returning answer sheets

**NOTE:**
DO NOT use the 2022 test booklets.
Test booklets are required to be mailed back.

New PSI Materials.

You should have received all 2023 materials. Included will be: test booklets, answer sheets, instructions for test administration, instructions for returning answer sheets for scoring, and return kit information with pre-addressed mailing labels for returning all unused 2022 materials.

DO NOT use the 2022 test booklets. Test booklets are required to be mailed back.
Need Additional Supplies?

If for any reason, more supplies are needed (Example: damaged, ran out) please complete the Paper Based Test Material Order form and send it to your assigned Regional Site Supervisor using the HiSET RSS Contact Form link on the screen.

You can also double Click the PDF to open the order form.
Complete the PBT Material Order Form and then save the form to the computer.

Note:

Save your order form as your Test Center’s Name.
HiSET RSS Contact Form

Once you have completed and saved the PBT Material Order Form

1. Complete the HiSET RSS Contact Form
2. Attach the PBT Test Material Order Form
3. Submit the form

Once the form has been submitted, an RSS will reach out within 3-5 business days.

HiSet RSS Contact Form.
Once you have completed and saved the PBT Material Order Form
Complete the HiSET RSS Contact Form
Attach the PBT Test Material Order Form
Submit the form

Once the form has been submitted, an RSS will reach out within 3-5 business days.
Checking Supplies Received.

Please Remember to:

- Check your materials within 24-hours of receiving
- Open each box, check contents with the shipping notice
- Contact PSI Site Admin if order is incomplete / missing items
- Store and secure materials inventory

always check supply and materials orders received, within 24 hours of receiving it. Open each box, check the contents against the shipping notice. Contact PSI Site Administration if the order is incomplete, or damaged. As always, please continue to store and secure the materials inventory.
Assigning Paper Based Tests

To ensure the Test Taker is given the proper paper exam, you must:

- Check the Test Taker in, in the GPS system
- Obtain the Stream Name (this will be filled in on the answer sheet)
- Obtain the Result ID (this will be filled in on the answer sheet)

Assigning Paper-Based Tests.
To ensure the Test Taker is given the proper paper exam, you must:

Check the Test Taker in, in the GPS system.

Obtain the Stream Name (this will be filled in on the answer sheet).

Obtain the Result ID (this will be filled in on the answer sheet).

Speaking notes only:
We know that it is important to you that you can print the roster with the test code up to 24 hours in advance of testing. It is a high priority for our developers to be able to add that functionality. We hope to have some updates for you this month.
GPS Check-In Importance

Test Takers MUST BE Checked-In to the GPS system on test day!

GPS Check-In Importance!
Test Takers MUST BE checked-In in the GPS system on test day!
Check-In Importance

If the Test Taker is not Checked-In:

- The results will not be able to be associated with a specific Test Taker
- The Test Takers result will not show up in the TCA portal

If the Test Taker is not Checked in,
The results will not be able to be associated with a specific Test Taker and The Test Takers’ result will not show up in the TCA portal.
Examples of Answer Sheets

Be sure to use the correct answer sheet for the test:

Examples of Answer Sheets. Be sure to use the correct answer sheet for the test. There are different answers sheets for the Writing segment, the Math segment, Science, etc.
Stream Name

Enter the Stream Name in section 7 (Test Code) of the answer sheet.

This code is located in GPS and should match the back cover of the test booklet.

Stream Name.
Enter the Stream Name in section 7 (Test Code) of the answer sheet. This code is located in GPS and should match the back cover of the test booklet.
Result ID

Enter the Result ID into section 4 (Appointment Number) of the answer sheet.

This code is located in GPS.

Note:
The Result ID is only 7 digits, and the answer sheet asks for 9, please leave the last 2 spaces blank after filling in the number.

Result ID.
Enter the Result ID into section 4 (Appointment Number) of the answer sheet.
This code is located in GPS.
Please Note:
The Result ID is only 7 digits, and the answer sheet asks for 9, please leave the last 2 spaces blank after filling in the number.
Test Form Code
From the back of the test booklet, Enter the Test Form Code into the Test Form section on page 2 of the answer sheet.

Note: The 6th character in the Test Form Code corresponds to the form name of the test (A, B or C).

Test Form Code.
From the back of the test booklet, Enter the Test Form Code into the Test Form section on page 2 of the answer sheet.
Note: The 6th character in the Test Form Code corresponds to the form name of the test. (A, B or C).
Paper-Based Materials Sequence.
Please use the following sequence when shipping your answer sheets to the processing center.
In the SIR envelope (the blue one) include the Supervisor’s Integrity Report. (If Needed).
In the SRF/AS Envelope (the white one) include any ancillary or additional times, the Supervisor’s report form, and answer sheets.

Place the two envelopes in the shipping envelope and seal.

Remember to update the return address on the shipping envelope.
Ancillary Items – Other/Additional

Ancillary Items can include:

- Test books with answers marked inside and associated used answer sheets
- Used answer sheets with misplaced marks
- Test books containing answers that must be transcribed (due to insufficient or defective answer sheets)

Ancillary Items. Other Additional Items
Ancillary Items can include;
Test books with answers marked inside and associated used answer sheets.
Used answer sheets with misplaced marks.
Test books containing answers that must be transcribed (due to insufficient or defective answer sheets).
Mailing in Answer Sheets

✓ Send in all answer sheets daily!
  ▪ Keep them flat, be careful not to damage
  ▪ Do not paper clip, rubber band or staple

✓ Sending in Irregularity Report (SIR) as needed!
  ▪ Include completed SIR in blue envelope

Mailing in Answer Sheets.
Send in all answer sheets daily. Remember to keep them flat, be careful not to damage, do not use paper clips, rubber bands or staples.

Also remember to also include the Supervisor’s Irregularity Report (the SIR) as needed, in the blue envelope.
Shipping Label

To mail the paper-based answer sheets in for scoring you must:

- Navigate to [https://row.ups.com/Membership/Login/Login](https://row.ups.com/Membership/Login/Login)

On the Log in page, enter the following as shown:

- Company Alias = SME
- Login ID = HiSET
- Password = psihiset

Once you have entered the credentials, Select Continue to move forward.

Shipping Label.
To mail the paper-based answer sheets in for scoring you must:
Navigate to the website shown on the screen.
On the Log in page, enter the following:
Company Alias = SME
Login ID = HiSET
Password = psihiset
In the portal, complete the following information to create the shipping label.

- Test Center Number
- Click on the blue arrow next to the test center number.
  - This prepopulates your test center address
- Enter Your email if you would like the label emailed to you.
  - Your email will not be retained in the system
- Select the Items Returning \(\rightarrow\) Answer Sheet Returns
- Update Label Delivery Method if needed
- Select **Process Shipment**

In the portal, complete the following information to create the shipping label. Test Center Number. Click on the blue arrow next to the test center number. This prepopulates your test center address.

Enter Your email if you would like the label emailed to you. Your email will not be retained in the system.

Select the Items Returning, and then Answer Sheet Returns. Update Label Delivery Method, if needed. Then Select Process Shipment.
Update the UPS package/envelope return address to the **new processing center address**:

SME HiSET Scanning Center
3768 Rome Drive, Suite B
Lafayette, IN 47905

**Note:**
If the UPS envelope is 2023 PSI material this step is not necessary

Update the UPS package or envelope, with the new return address. This is the new process center address, that will be the “return address” going forward: SME HiSET Scanning Center, 3768 Rome Drive, Suite B, Lafayette, Indiana, 47905. If using any ETS envelope with the old return address, this must be updated. If the UPS envelope is the 2023 PSI material this step is not necessary.
Mailing in Answer Sheets

Continue to utilize:
- Current inventory of return envelopes

NOTE
Must update/change the Return Address on the envelope NOT on the UPS Label.

Mailing in Answer Sheets.

Continue using the current inventory of return envelopes. The only change is to update the return address on the envelopes.

Note: You Must update/change the return address on the envelope. DO NOT alter the UPS label.
Paper Based Test (PBT) Score Reports

The timeframe for score reports to be completed remains exactly the same / no changes

✓ Current turn-around time stays exactly the same!

- Allow for up to three (3) business days for regular tests
- Allow for up to five (5) days for the essay (writing) subtest

Please Note:
These times are applicable if the answer sheets have been completed correctly. If the answer sheets have not been completed correctly you may experience delays in receiving the results.

Score Reports.

The timeframe for score reports to be completed also remains the same, no changes there. The current turn-around time stays exactly the same! Allow for up to three business days for regular tests, and allow for up to 5 business days for the essay (writing) subtest.

Please Note:
These times are applicable if the answer sheets have been completed correctly. If the answer sheets have not been completed correctly you may experience delays in receiving the results.
Contact Information.

For Technical issues, (for example: issues with logins, or other technical difficulties), please contact the PSI Helpdesk, HiSET dedicated contact number at: 1 844 562 0512.
TRAINING IS COMPLETE. THANK YOU!