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

✓ This training will highlight the basics of the PBT process
✓ Refer to the HiSET Program Manual for a complete review of the entire PBT process

HiSET_Program_Manual

Paper Based Testing.

This training will highlight the basics of the PBT process.

Shown onscreen is the front cover of the HiSET Program Manual; click on the link or the picture, to access the 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 provides valuable information! Click on the link or the picture, to go directly to the HiSET website.
The Paper-Based Administration Guide is included in the HiSET Program Manual.

While it is recommended to read through the entire Program Manual, however, if your site has Paper-based testing, it is required to review the Paper-Based Administration Guide.
Paper Based Test (PBT)

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

**NOTE:**
DO NOT use test booklets from previous years
Test booklets from previous years are required to be mailed back

PSI Paper Based Test Materials.

PSI HiSET materials include test booklets, answer sheets, instructions for test administration, instructions for returning answer sheets for scoring, and return kit information.

DO NOT use test booklets from previous years. Test booklets from previous years are required to be mailed back.
Need Additional Supplies?

If for any reason, more supplies are needed at the test center now (for example: some materials were damaged, or the supplies are depleted), please complete the HiSET PBT Material Order form and submit using the Test Center Support form, via Zendesk. An example of the form is shown here onscreen.
Paper Based Test (PBT)

Checking Supplies Received

Please remember to:

- Check your materials within 24-hours of receipt
- Open each box, check contents with the shipping notice
- Submit a Test Center Support form if order is incomplete / missing items
- Store and secure materials inventory

Checking Supplies Received.

Please remember to: always check supply and materials orders received, within 24 hours of receiving it.

Open each box, check the contents against the shipping notice.

Submit a Test Center Support form if the order is incomplete, or damaged.

As always, please continue to store and secure all HiSET materials.
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 in the test code field).

Obtain the Result ID (this will be filled in on the answer sheet in the Appointment Number field).
GPS Check-In / Check-Out Importance!

Test Takers MUST BE Checked-In and Checked-Out in the GPS system on test day!
Check-In / Check-Out Importance

If the Test Taker is not Checked-In and Checked-Out:

- 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 and Checked-Out,
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 is a separate answer sheet for Writing and Math. There is a shared answer sheet for Science, Social Studies, and Reading.
Test Code / 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.

Test Code and Stream Name.

Enter the Stream Name from the GPS System or Roster in box 7 labeled Test Code on the answer sheet.

The Stream Name and Test Code should match the back of the test booklet.
Result ID / Appointment Number

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-digits.
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.
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 Items.

Ancillary Items can include: Test books with answers marked inside and associated used answer sheets; used answer sheets with misplaced marks; and 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. Remember to keep them flat, be careful not to damage, do not use paper clips, rubber bands, glue, tape 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:

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

Once you have entered the credentials, Select Continue to move forward.
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 → Answer Sheet Returns**

- Select **Label Delivery Method** if needed.

Then **Select Process Shipment**.
Paper Based Test (PBT)

Please confirm the package/envelope has the return address to the processing center:

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

Please confirm the envelope has the return address to the processing center: SME HiSET Scanning Center, 3768 Rome Drive, Suite B, Lafayette, Indiana, 47905.
Score Reports.

The timeframe for score reports begins upon receipt of the answer sheet by the scoring vendor. Allow for up to three (3) business days for regular tests and 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.

If the answer sheet has not been completed with accurate information, you may experience delays in receiving the results (i.e. incorrect appointment number, missing appointment number, incorrect test code, incorrect answer sheet used for test booklet, incorrect subject bubble).

Delays caused by inaccurate information may take up to one month to resolve.
If you need assistance, contact your assigned Regional Site Supervisor (RSS) using the HiSET Test Center Support Form


For Technical Issues
PSI Helpdesk - HiSET Dedicated Number

1 (844) 562-0512

Contact Information.

As a final reminder, for any questions relating to testing, supplies, hours of operation, etc., contact your assigned Regional Site Supervisor using the HiSET Test Center Support Form. Click on the link onscreen, to go to the Zendesk form. Save this site as a Favorite on your computer.

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!