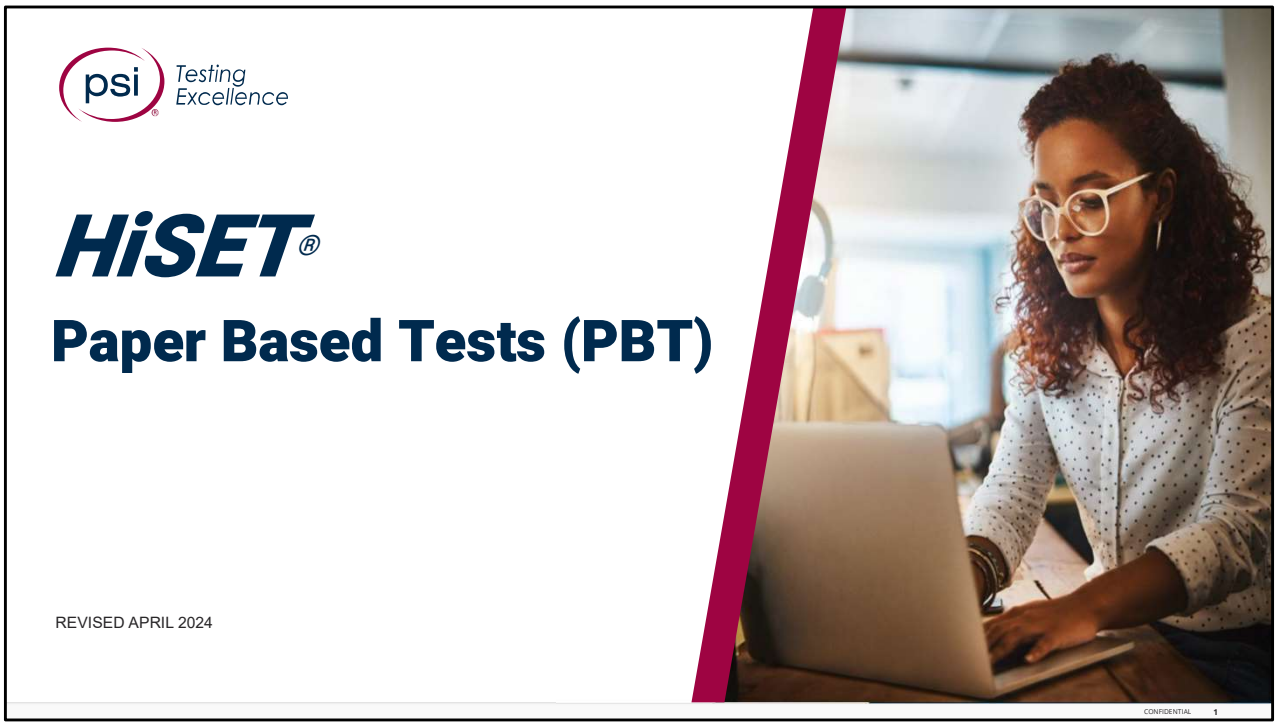



Hello, and Welcome to the PSI HiSET – Paper Based Tests, training presentation.

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**

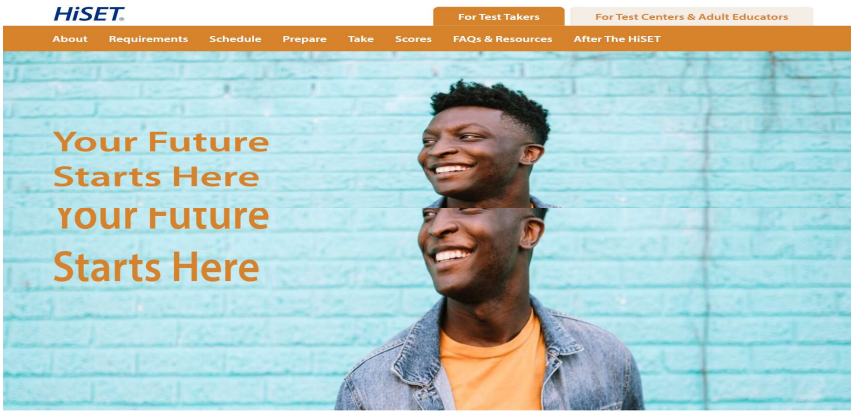
Paper Based Testing

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




**www.hiset.org**



HiSET Website

The PSI HiSET website provides valuable information! Click on the link or the picture, to go directly to the HiSET website.

## Paper Based Test (PBT)

### The PBT process is the same for all testing sites!

Please observe the general rules/guidelines in the HiSET Program Manual, outlined in the “Paper-Based Administration Guide”

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.

# Paper Based Test (PBT)

## Need Additional Supplies?

If for any reason, more supplies are needed (Example: damaged, ran out) please complete the HiSET PBT Material Order form.

## PBT Material Order Form

HiSET 2024 PBT Materials Reorder Form

Contact Details

Order Date *

Contact Name *

Phone Number *

Email Address *

Test Site Name *

Test Site ID *

Test Site Address *

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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.

# 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
- Store and secure materials inventory
- If order is incomplete or missing items, please send an email to shipping@smeasurement.com

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 an email to shipping@smeasurement.com 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).

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

## GPS Check-In and Check-Out Importance

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

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

# Check-In and 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

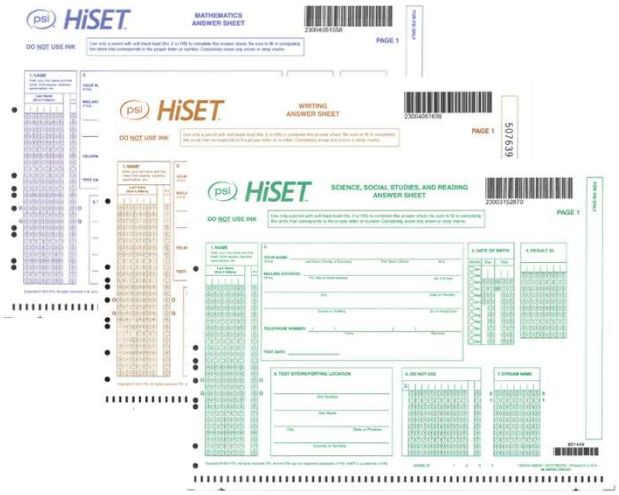


If the Test Taker is not Checked in and Checked-Out,

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:**



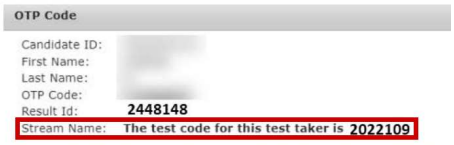


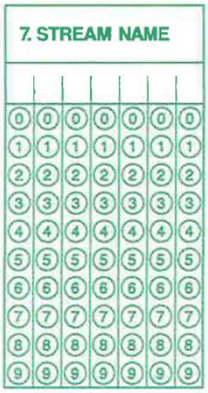

Examples of Answer Sheets
Be sure to use the correct answer sheet for the test. There is a separate answer sheet for Writing and Math. There is a shared answer sheet for Science, Social Studies, and Reading.

# Stream Name

**Enter the Stream Name in section 7 of the answer sheet**

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



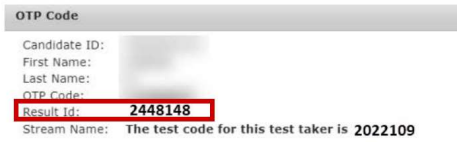


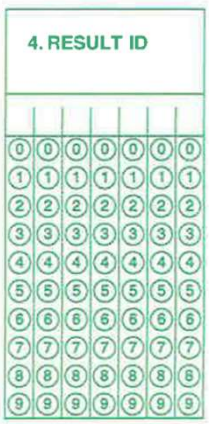

Stream Name
Enter the Stream Name from the GPS System or Roster in box 7 on the answer sheet.
The Stream Name should match the front of the test booklet.

# Result ID

**Enter the Result ID into section 4 of the answer sheet**

This code is located in GPS



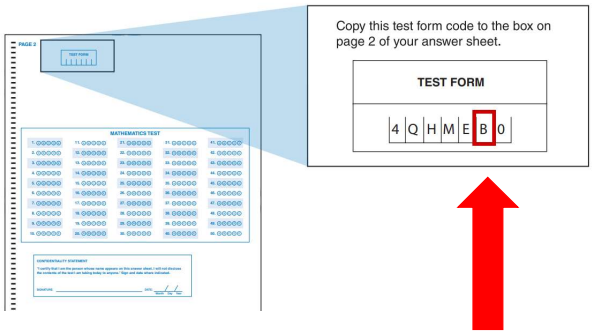






Result ID
Enter the Result ID into section 4 of the answer sheet.
This code is located in GPS.

# Test Form Code

**From the front of the test booklet, Enter the Test Form Code into the Test Form section on page 2 of the answer sheet**



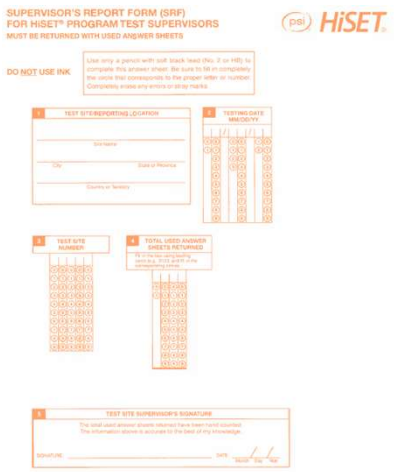



Test Form Code.
From the front of the test booklet, Enter the Test Form Code into the Test Form section on page 2 of the answer sheet.

# Supervisor's Report Form (SRF)

**It is required to include a Supervisor's Report Form (SRF) in each package of answer sheets.**

- ✓ Ensure that you are entering your PSI Test Site Number (and not your previous ETS site ID)



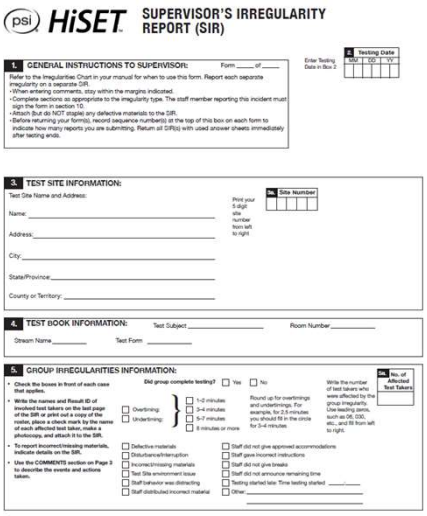



Supervisor's Report Form (SRF)
It is required to include a Supervisor's Report Form (SRF) in each package of answer sheets. Ensure that you are entering your PSI Test Site Number (and not your previous ETS site ID).

# Supervisor's Irregularity Report (SIR)

**If there was any irregularity during the test administration, complete a Supervisor's Irregularity Report (SIR)**

- ✓ If an SIR is needed, place the completed SIR in a blue envelope



psi HiSET SUPERVISOR'S IRREGULARITY REPORT (SIR)

1. GENERAL INSTRUCTIONS TO SUPERVISOR: Form ____ of ____

Refer to the Irregularities Chart in your manual for when to use this form. Report each separate irregularity on a separate SIR.
- When entering comments, stay within the margins indicated.
- Complete sections as appropriate to the irregularity type. The staff member reporting this incident must sign the form in section 10.
- Attach (but do NOT staple) any defective materials to the SIR.
- Before returning your form(s), record sequence number(s) at the top of this box on each form to indicate how many reports you are submitting. Return all SIR(s) with used answer sheets immediately after testing ends.

Enter Testing Date in Box 2

2. Testing Date: MM DD YY

3. TEST SITE INFORMATION:

Test Site Name and Address:

Name: _____

Address: _____

City: _____

State/Province: _____

County or Territory: _____

Print your 5-digit site number from left to right

3a. Site Number

4. TEST BOOK INFORMATION: Test Subject _____ Room Number _____

Stream Name _____ Test Form _____

5. GROUP IRREGULARITIES INFORMATION:

- Check the boxes in front of each case that applies.
- Write the names and Result ID of involved test takers on the last page of the SIR or print out a copy of the roster, place a check mark by the name of each affected test taker, make a photocopy, and attach it to the SIR.
- To report incorrect/missing materials, indicate details on the SIR.
- Use the COMMENTS section on Page 3 to describe the events and actions taken.

Did group complete testing? ☐ Yes ☐ No

☐ Overtiming: ☐ Undertiming:
☐ 1-2 minutes
☐ 3-4 minutes
☐ 5-7 minutes
☐ 8 minutes or more

Round up for overtimings and undertimings. For example, for 2.5 minutes you should fill in the circle for 3-4 minutes

Write the number of test takers who were affected by the group irregularity. Use leading zeros, such as 09, 030, etc., and fill from left to right.

5a. No. of Affected Test Takers

☐ Defective materials
☐ Disturbance/Interruption
☐ Incorrect/missing materials
☐ Test Site environment issue
☐ Staff behavior was distracting
☐ Staff distributed incorrect material
☐ Staff did not give approved accommodations
☐ Staff gave incorrect instructions
☐ Staff did not give breaks
☐ Staff did not announce remaining time
☐ Testing started late: Time testing started ____:____
☐ Other: _____

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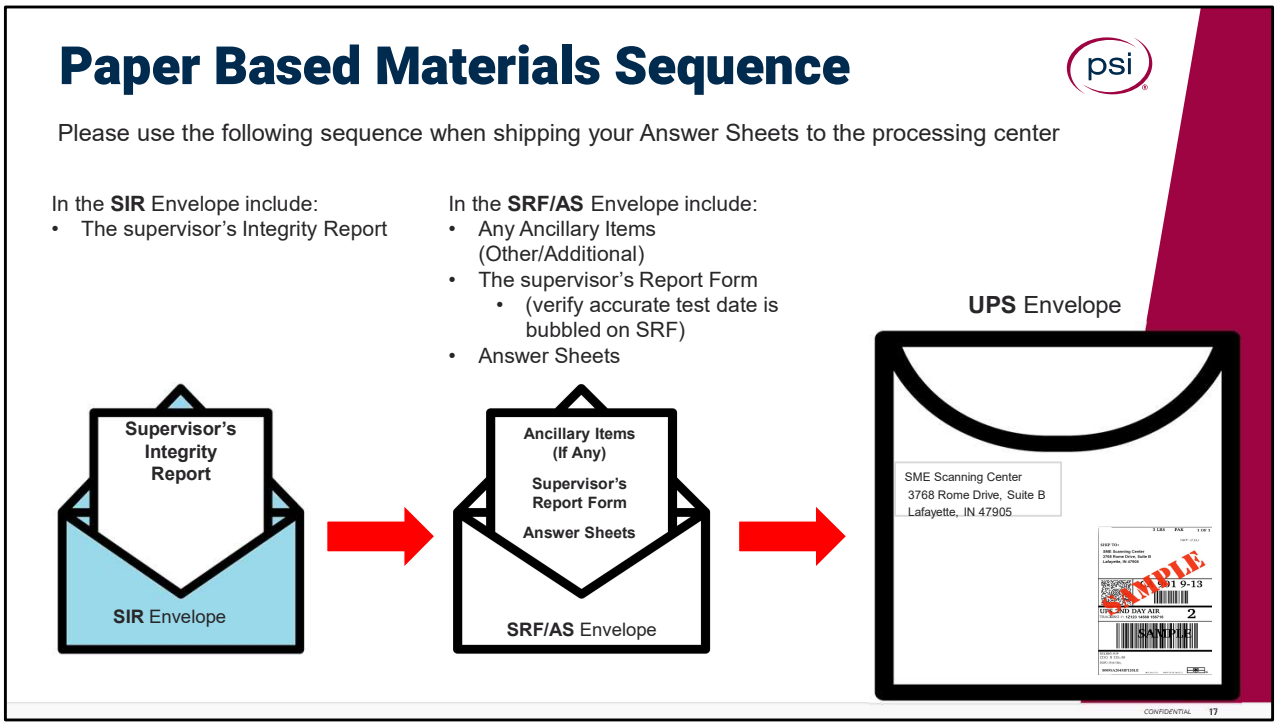
Supervisor's Irregularity Report (SIR)
If there was any irregularity during the test administration, complete a Supervisor's Irregularity Report (SIR). If an SIR is needed, place the completed SIR in a blue envelope.




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. Please ensure that the correct test date is bubbled on the SRF. Failure to bubble the incorrect test date will lead to delays in scoring.

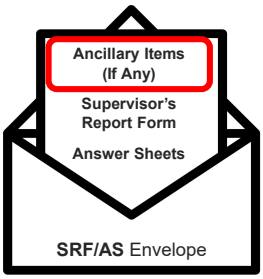
Place the two envelopes in the shipping envelope and seal.

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).

# Ancillary Items – Saturated Materials

**If any PBT materials become saturated with any type of liquid, please do the following:**

- ✓ Contact the HiSET helpdesk to advise of the situation
- ✓ Submit a Test Center Support Ticket with the area of need as "PBT Materials Update"
- ✓ Wait for guidance from the HiSET team regarding next steps
- ✓ DO NOT mail the saturated materials to HiSET prior to receiving instructions



Ancillary Items. Saturated Materials
If any PBT materials become saturated with any type of liquid, please do the following:

First Contact the HiSET helpdesk to advise of the situation. Then Submit a Test Center Support Ticket with the area of need as "PBT Materials Update."

Wait for guidance from the HiSET team regarding next steps. Do Not mail the saturated materials to HiSET prior to receiving instructions.

# Paper Based Test (PBT)

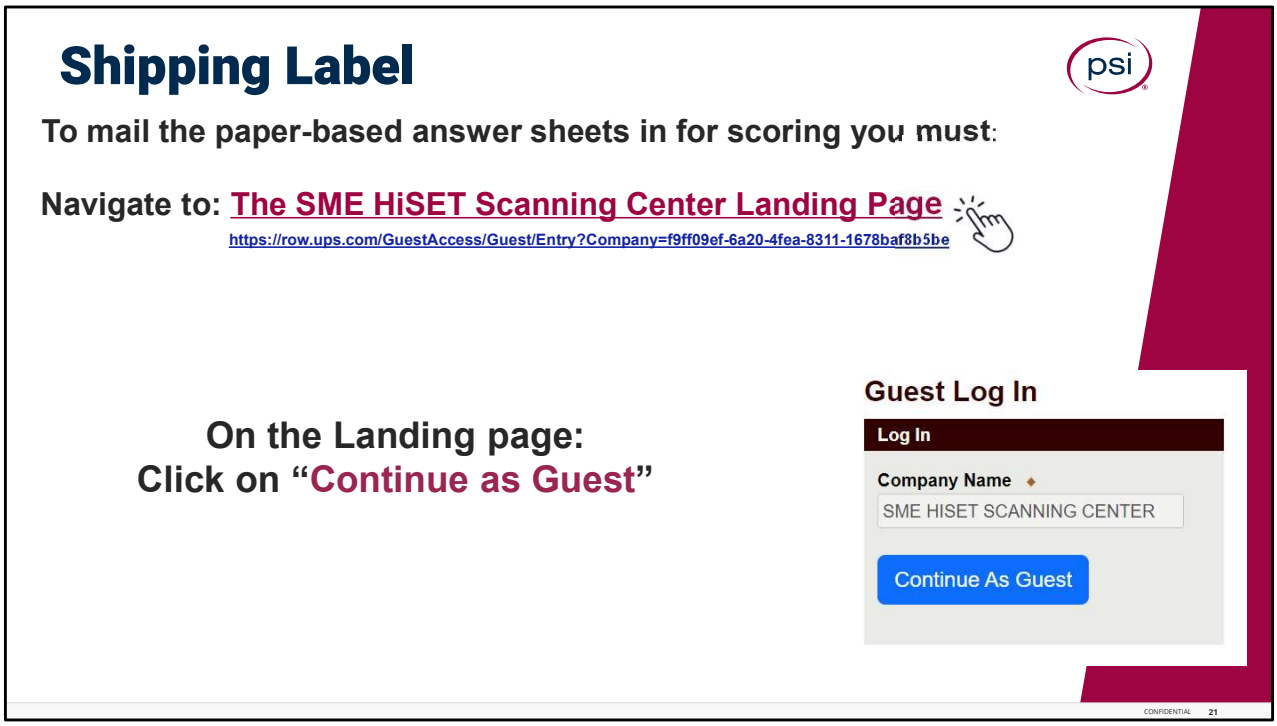
## Mailing in Answer Sheets

- ✓ **Send in all answer sheets daily!**
  - Keep them flat, be careful not to damage
  - Do not paper clip, rubber band, glue, tape or staple
  - Do not add labels to answer sheet or SRF
- ✓ **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, glue, tape or staples.

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



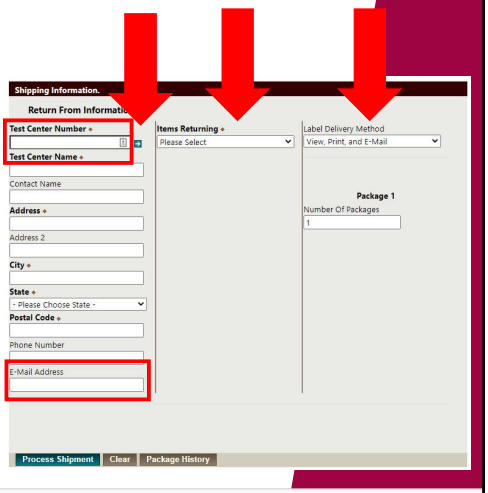

Shipping Label

To mail the paper-based answer sheets in for scoring you must:
Navigate to the website shown on the screen.
On the Landing Page, Click Continue as Guest.

# Shipping Label

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
- 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.

## 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 package/envelope has the return address to the processing center: S M E HiSET Scanning Center, 3768 Rome Drive, Suite B, Lafayette, Indiana, 47905.

# Paper Based Test (PBT)

## Score Reports

The timeframe for score reports begins upon receipt of answer sheet by the scoring vendor

- Allow three (3) to five (5) business days for regular tests
- Allow five (5) to seven (7) 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.**

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Score Reports.

The timeframe for score reports begins upon receipt of answer sheet by the scoring vendor. Allow three to five business days for regular tests and allow five to seven business days for the essay (writing) subtest.

Please Note:
These times are applicable if the answer sheets have been completed correctly. 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 be up to one month to resolve.

## Contact Info

If you need assistance, contact your assigned Regional Site Supervisor (RSS) using the

**HiSET Test Center Support Form**

(https://psihiset.zendesk.com/hc/en-us/requests/new)

For Technical Issues
PSI Helpdesk - HiSET Dedicated Number

**1 (844) 562-0512**

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Contact Information.

As a final reminder, for any questions relating to testing, supplies, hours of operation, etc., contact the PSI Site Administration team via email at: siteadmin@psionline.com.

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!