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

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.
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.
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.

PBT Material Order Form
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
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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!
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. 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.
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.

Copy this form code to the box on page 2 of your 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).
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.

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 include:
- The supervisor’s Integrity Report

In the SRF/AS Envelope include:
- Any Ancillary Items (Other/Additional)
- The supervisor’s Report Form
  - (verify accurate test date is bubbled on SRF)
- 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).
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.
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 SME HiSET Scanning Center Landing Page
https://row.ups.com/GuestAccess/Guest/Entry?Company=f9ff09ef-6a20-4fe6-8311-1678ba9fbbbe

On the Landing page:
Click on “Continue as Guest”
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.
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: SME HiSET Scanning Center, 3768 Rome Drive, Suite B, Lafayette, Indiana, 47905.
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 sheets have not been completed correctly you may experience delays in receiving the results.
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!