

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!

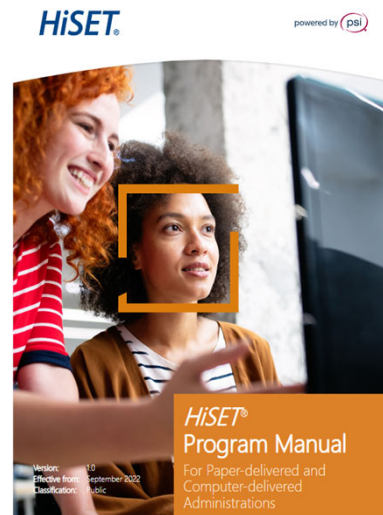
Please click the **Play** or **Forward** button to advance the slide to the next page.

Paper Based Testing

HiSET.

- ✓ 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

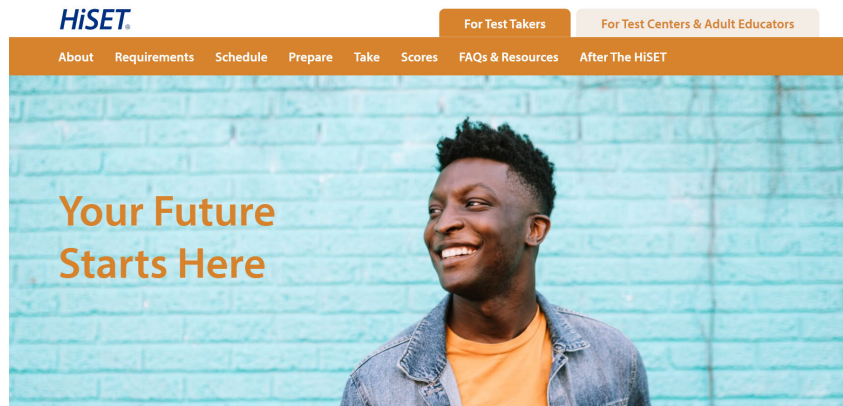
This training will highlight the basics of the PBT process.

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

HiSET®



www.hiset.org

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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 Testing

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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”.



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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 Testing

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PSI Materials

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

NOTE:
HiSET is extending use of the 2024 test materials and forms through June 30th, 2025.

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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.

HiSET is extending use of the 2024 test materials and forms through June 30th, 2025.

Paper Based Testing

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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 submit a Test Center Support Form



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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)

OTP Code

Candidate ID: [blurred]

First Name: [blurred]

Last Name: [blurred]

OTP Code: [blurred]

Result Id: **2448148**

Stream Name: **The test code for this test taker is 2022109**

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

HiSET[®]

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



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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

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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

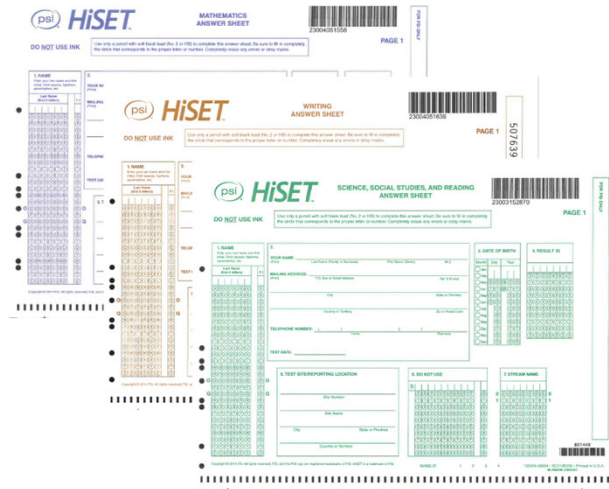


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If the Test Taker is not Checked in and Checked-Out,
The results will not be able to be associated with a specific Test Taker and The Test
Takers' result will not show up in the TCA portal.

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.

OTP Code

Candidate ID:

First Name:

Last Name:

OTP Code:

Result Id: **2448148**

Stream Name: **The test code for this test taker is 2022109**

7. STREAM NAME						
0	0	0	0	0	0	0
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9

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

OTP Code

Candidate ID: [REDACTED]
First Name: [REDACTED]
Last Name: [REDACTED]
OTP Code: [REDACTED]
Result ID: 2448148
Stream Name: The test code for this test taker is 2022109

4. RESULT ID					
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

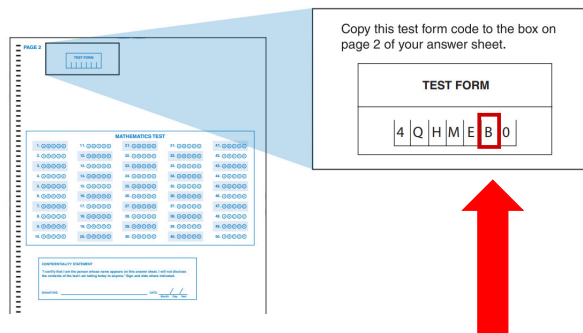
Result ID

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)

HiSET.

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)
FOR HISET® PROGRAM TEST SUPERVISORS
MUST BE RETURNED WITH USED ANSWER SHEETS**

Use only a pencil with soft black lead (5B, 2 or HB) to complete this answer sheet. Be sure to fill in completely the circle that corresponds to the proper letter or number. Completely erase any errors or stray marks.

DO NOT USE INK

TEST SITE REPORTING LOCATION

Test Name: _____
City: _____ State or Province: _____
Country or Territory: _____

TESTING DATE (MM/YY)

1	2	3	4	5	6	7	8	9	0
00	01	02	03	04	05	06	07	08	09
10	11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28	29
30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49
50	51	52	53	54	55	56	57	58	59
60	61	62	63	64	65	66	67	68	69
70	71	72	73	74	75	76	77	78	79
80	81	82	83	84	85	86	87	88	89
90	91	92	93	94	95	96	97	98	99

TEST SITE NUMBER

1	2	3	4	5	6	7	8	9	0
0000	0001	0002	0003	0004	0005	0006	0007	0008	0009
0010	0011	0012	0013	0014	0015	0016	0017	0018	0019
0020	0021	0022	0023	0024	0025	0026	0027	0028	0029
0030	0031	0032	0033	0034	0035	0036	0037	0038	0039
0040	0041	0042	0043	0044	0045	0046	0047	0048	0049
0050	0051	0052	0053	0054	0055	0056	0057	0058	0059
0060	0061	0062	0063	0064	0065	0066	0067	0068	0069
0070	0071	0072	0073	0074	0075	0076	0077	0078	0079
0080	0081	0082	0083	0084	0085	0086	0087	0088	0089
0090	0091	0092	0093	0094	0095	0096	0097	0098	0099

TOTAL USED ANSWER SHEETS TO BE REPORTED

1	2	3	4	5	6	7	8	9	0
0000	0001	0002	0003	0004	0005	0006	0007	0008	0009
0010	0011	0012	0013	0014	0015	0016	0017	0018	0019
0020	0021	0022	0023	0024	0025	0026	0027	0028	0029
0030	0031	0032	0033	0034	0035	0036	0037	0038	0039
0040	0041	0042	0043	0044	0045	0046	0047	0048	0049
0050	0051	0052	0053	0054	0055	0056	0057	0058	0059
0060	0061	0062	0063	0064	0065	0066	0067	0068	0069
0070	0071	0072	0073	0074	0075	0076	0077	0078	0079
0080	0081	0082	0083	0084	0085	0086	0087	0088	0089
0090	0091	0092	0093	0094	0095	0096	0097	0098	0099

TEST SITE SUPERVISOR'S SIGNATURE

The total used answer sheets entered have been twice counted. The information entered is associated to the type of the message.

Signature: _____ Date: _____

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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)

Form _____ of _____

Enter Testing Date in Box:

MM	DD	YY

1. GENERAL INSTRUCTIONS TO SUPERVISOR:

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 3.
- Attach (but do NOT staple) any defective materials to the SIR.
- Before reporting your form, 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.

2. TEST SITE INFORMATION:

Test Site Name and Address: _____

Name: _____

Address: _____

City: _____

State/Province: _____

Country or Territory: _____

Test Subject: _____ Room Number: _____

Group Name: _____ Test Form: _____

3. GROUP IRREGULARITIES INFORMATION:

Did group complete testing? Yes No

Write the number of test items with **one** of Affected Test Items

Write the names and Report ID of irregularities below on the top edge of the SIR or print out a copy of the table, place a check mark for the name of each affected test item, make a deficiency and attach to the SIR.

Deficiency	Did group complete testing?	Write the number of test items with one of Affected Test Items
<input type="checkbox"/> Defective materials	<input type="checkbox"/> 0-1 minutes	Round up for overtrips and undertrips for materials, for 2 minutes (round up to the next 30-45 minute interval)
<input type="checkbox"/> Defective instructions	<input type="checkbox"/> 2-3 minutes	
<input type="checkbox"/> Incorrectly using materials	<input type="checkbox"/> 4-5 minutes	
<input type="checkbox"/> Test site environment issue	<input type="checkbox"/> 6-7 minutes	
<input type="checkbox"/> Staff behavior was distracting	<input type="checkbox"/> 8 minutes or more	

To report incorrect testing materials, indicate IRID(s) on the SIR.

Use the COMMENTS section on Page 8 to describe the events and actions taken.

Defective materials Staff did not give approved accommodations

Defective instructions Staff gave incorrect instructions

Incorrectly using materials Staff did not give breaks

Test site environment issue Staff did not announce testing time

Staff behavior was distracting Testing started late. Time testing started _____

Staff distributed incorrect material 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

HiSET

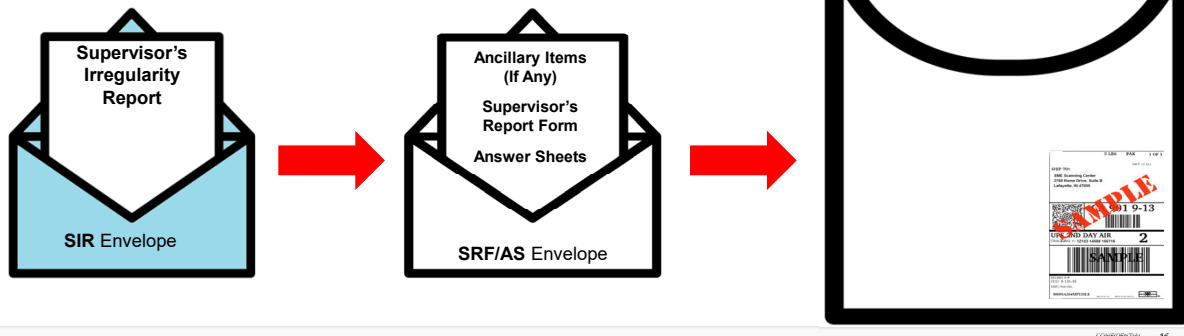
Please use the following sequence when shipping your Answer Sheets to the processing center

In the **SIR** Envelope include:

- The Supervisor's Irregularity 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



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 Irregularity 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.

Label Instructions

Apply the UPS pre-paid return label from your return kit to the front of the shipping envelope/bag

- ✓ The UPS returns portal to print labels will no longer be available after 12/31/24. If you need additional UPS pre-paid return labels, click [here](#) to submit a reorder material request.
- ✓ Make sure to record your package label tracking number.
- ✓ Ship your package.



Paper-Based Materials Sequence

Apply the UPS pre-paid return label from your return kit to the front of the shipping envelope/bag.

The UPS returns portal to print labels will no longer be available after 12/31/24.

If you need additional UPS pre-paid return labels, click [here](#) to submit a reorder material request.

Make sure to record your package label tracking number.

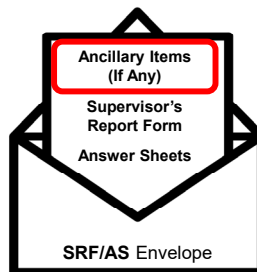
Ship your package.

Ancillary Items – Other/Additional

HiSET®

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)



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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

HiSET®

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



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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

Mailing in Answer Sheets

HiSET®

- ✓ 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

- ✓ Place a UPS return label provided in your PBT material order to the front of the shipping envelope



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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.

Place a UPS return label provided in your PBT material order to the front of the shipping envelope.

Paper Based Testing

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- ✓ If additional supplies are needed, please complete the reorder form
 - Answer Sheets
 - Shipping Labels
 - Envelopes
 - Replacement test booklets

PBT Material Order Information

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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.

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.

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

HiSET®

If you need assistance, contact the
HiSET Support Team using the

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.



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TRAINING IS COMPLETE. THANK YOU!