



Welcome to the HiSET training for the Test Center Associate (TCA) Portal Additional Functions.

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.

The Automatic Advance to the next slide has been turned off to allow the learner more time to review the content on each page. You will need to click the Play or Forward button to advance the slides to the next page.

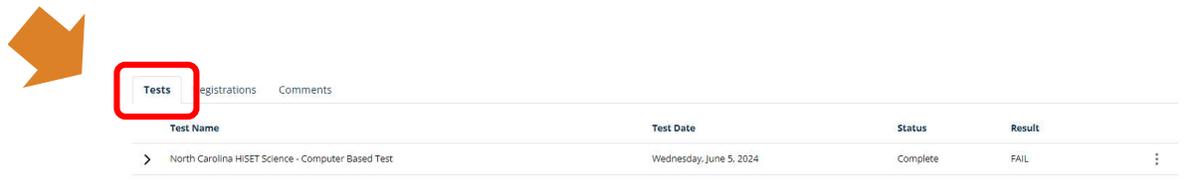
This training should take approximately 15 to 20 minutes to complete. Let's get started!

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

Tests Tab

On the Tests tab TCAs can:

- Review the Exams the Test Taker is scheduled for
- Reschedule any exams
- Cancel any exams



When a test taker's profile is populated in the portal you have 3 tabs: tests, registrations and comments. On the tests tab, you can review the exams the Test Taker is scheduled for, Reschedule any exams, or cancel any exams the Test Taker is currently scheduled for.

Cancellations

To cancel a booking:

- Click on the ellipsis to populate the sub-menu
- Select Cancel Booking



Test Name	Test Date	Status	Result	
> North Carolina HiSET Mathematics - Computer Based Test	Saturday, July 13, 2024	Scheduled	N/A	RESCHEDULE View/Print Confirmation Send Confirmation Notice Cancel Booking Reschedule
> North Carolina HiSET Science - Computer Based Test	Wednesday, June 5, 2024	Complete	FAIL	

To cancel a booking, in the registrations tab, Click on the ellipsis (the three vertical dots) next to the exam you wish to cancel. This will populate the sub-menu. From this menu, select Cancel Booking.

Cancellations

- Review the Cancel Booking Confirmation

- Select Confirm Cancel

Booking or Confirm Cancel

Order and Refund

Cancellations must be completed more than 24 hours prior to scheduled test



Cancel Booking Confirmation ×

Check here to override the cancellation rules

Order Summary

Missouri HiSET Social Studies - Test at Home	\$15.00 USD
Remote Proctor Fee	\$17.50 USD
Cancellation Fee	\$0.00 USD
Refund	\$32.50 USD

All prices are inclusive of all taxes. You might see \$0 USD in cases where we do not charge for certain services or in case your company has paid for the test.

Monday, August 12, 2024
3:30 PM Central Daylight Time

CONFIRM CANCEL BOOKING

CONFIRM CANCEL ORDER AND REFUND

Close Cancel this booking without refunding, can be booked again without fee

Cancel all bookings on order and refund payment

A pop-up box will appear. Review the information for the exam you wish to cancel. Select, Confirm Cancel Booking or Confirm Cancel Order and Refund. Cancellations must be completed more than 24 hours prior to scheduled test.

Rescheduling

To Reschedule a booking:

- Click the Reschedule button for the test



Test Name	Test Date	Status	Result	
> Missouri HiSET Social Studies - Test at Home	Monday, August 12, 2024	Scheduled	N/A	RESCHEDULE ⋮

Rescheduling. To reschedule a booking, in the tests, click on Reschedule button for the test. Or click on the ellipsis (the three vertical dots) next to the exam you wish to reschedule to populate the sub-menu and select reschedule from this menu.

Rescheduling

- Review the information
- Click Reschedule

This returns you to the Test Options menu for you to reschedule and confirm the booking.



Confirm Reschedule ×

TCA - Montana HiSET Science - Computer Based Test

- TCA - Montana HiSET Science - Computer Based Test

📅 Monday, October 3, 2022

🕒 8:00 AM Mountain Daylight Time

Cancel **RESCHEDULE**

Molly Jenkins

Test/License: TCA - Montana HiSET Science - Computer Based Test

Portion(s): TCA - Montana HiSET Science - Computer Based Test

1 2 3 4 5

Test Options Application Schedule Payment Review

Test Taker Details

Rescheduling continued.
Review the information for the exam you would like to reschedule, and then click reschedule. This takes you to the test options menu, step one, Test taker details. complete the steps to reschedule the booking.

Registrations Tab

On the Registration tab TCAs can:

- Schedule tests for registrations that have already been created

Test	Portion(s)	Received	Expires	
> North Carolina HiSET Language Arts - Reading - Paper Based Test	North Carolina HiSET Language Arts - Reading - Paper Based Test (Absent for the Test - PWAGT7KA)	1/25/2024	1/24/2025	⋮
> North Carolina HiSET Language Arts - Writing - Paper Based Test	North Carolina HiSET Language Arts - Writing - Paper Based Test (Absent for the Test - DLKU2FCZ)	1/25/2024	1/24/2025	⋮
> North Carolina HiSET Mathematics - Paper Based Test	North Carolina HiSET Mathematics - Paper Based Test (Absent for the Test - AAQ4CCKH)	1/25/2024	1/24/2025	⋮
> North Carolina HiSET Science - Paper Based Test	North Carolina HiSET Science - Paper Based Test (Absent for the Test - RZLYDRY)	1/25/2024	1/24/2025	⋮
> North Carolina HiSET Social Studies - Paper Based Test	North Carolina HiSET Social Studies - Paper Based Test (Registration Approved)	1/25/2024	1/24/2025	SCHEDULE ⋮

When a test taker's profile is populated in the portal you have 3 tabs: tests, registrations and comments. On the registrations tab, you can schedule tests for registrations that have already been created. If there is already a registration created for the subtest that is ready to schedule, the system will prevent a new registration from being created for the same subtest.

Test Taker Scores

To view the Test Taker's Scores with the profile open:

- Click on the arrow next to the exam



Test Name	Test Date	Status	Result
> North Carolina HiSET Social Studies - Test at Home	Friday, May 31, 2024	Cancelled	
> North Carolina HiSET Language Arts - Writing - Computer Based Test	Wednesday, May 8, 2024	Complete	FAIL RETAKE
> North Carolina HiSET Social Studies - Computer Based Test	Thursday, May 2, 2024	Complete	FAIL RETAKE

Test Taker Scores.

With the test taker's profile populated, under the tests tab, click on the arrow next to the exam you would like the results for.

Test Taker Scores

HiSET.

- Scroll down until you see the Results section
- Click the Check For Score Report Button
- Score Reports are available by Individual Test and Comprehensive Report



Score reports populate as a PDF and can be downloaded and saved for the Test Taker.

Test Takers Scores.

Scroll down until you see the results section. Click the Check For Score Report Button. When the scores for the exam are available, they will populate here. Score Reports are available for both individual exams and comprehensive reports. Both reports will populate as a PDF that can be downloaded and saved for the Test Taker.

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Score Report Examples



HiSET Individual Test Report
High School Equivalency Test

Name: **PSIQANJ3 bachu**
 HiSET ID: **PSIQANJ3**
 Test Date: **20 September 2022**

Reading

HiSET Subtest	Your total scaled score out of a possible 25	Minimum scaled score required to pass	Did you achieve the minimum score?
Reading	1	8	No Failed

Performance Summary - Reading

Content Area	Percentage of items answered correctly
A. Comprehension	16%
B. Inference and Interpretation	0%
C. Analysis	12%
D. Synthesis and Generalization	0%

Individual Report

HiSET Comprehensive Score Report
High School Equivalency Test

Name: **PSIQANJ3 bachu**
 HiSET ID: **PSIQANJ3**
 Report Date: **20 September 2022**

Did you pass the HiSET exam? ** No

**Please check with your state for their passing requirements to receive a diploma or certificate, as they may differ from the national HiSET passing indicator on the score report.

Your HiSET Summary

Subtests	Your Highest Scaled Score	Test Date	Test Status
Reading	1	20 September 2022	You Desagradado Reading with a Scaled score of 1
			You with a Scaled score of
			You with a Scaled score of
			You with a Scaled score of
			You with a Scaled score of
Total Scaled Score	1		

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Comprehensive Report

Shown is an example of the Individual Exam Report and the Comprehensive Report.

Thank you
for completing training.

Learn more at hiset.org

This concludes the training for the TCA Portal training module.