PAPER BASED TESTING

A GUIDE FOR ADMINISTRATION IN FACILITIES WITHOUT INTERNET ACCESS.

1. Check in Test Taker(s) in the GPS Proctoring Portal from any location with internet access up to 2 hours prior to the scheduled start time.

2. Collect assigned booklets per instructions found here https://hiset.org/s/pdf/HiSET-Assigning-PBT-Forms.pdf and prepare answer sheets accordingly.

3. Report to testing location and administer tests.

4. Check Test Takers out in the GPS Proctoring Portal upon return to location with internet access.

5. Return materials for scoring per instructions found in the PBT Returning Answer Sheets guide.

If the test taker is unable to test, please submit an SIR explaining the cancelled administration.