

FORM

Full Battery Scheduling



Version
1.0

Effective From
Thursday, August 28, 2025

Classification
Public

1. Follow the link to PSI's declaration of hours page

<https://fs6.formsite.com/OVSFfU/zfntb6szezq/index.html> and enter your hours of operation and seats available (note: test centers that would like to offer a full battery in a single day must be open a minimum of 9 hours).

TESTING CENTER - HOURS OF OPERATION

30-day advance notice is preferred for any reduction in hours or change to this schedule. Please indicate below the days and hours the Test Center will be open for testing with a test proctor available to administer tests.

If your site only operates specific days or times throughout the month, please bypass this section and enter the specific dates/hours in the Additional Notes section.

Submit daily hours of operations below if they are the same for both paper based and computer based testing.

If your test center also offers the paper based test, with different hours of operation than the computer based test, please enter those open hours of operation in the Paper Based schedule section.

If your test center offers the Paper Based Test only, please list those open hours of operation in the Paper Based Test section.

Open Hours of Operation (when closed leave blank)

	Morning Open Time	Morning Close Time	Afternoon Open Time	Afternoon Close Time	Evening Open Time	Evening Close Time	Number of seats
Sunday							
Monday	9					5	6
Tuesday							
Wednesday	9					5	6
Thursday							
Friday	9					5	6
Saturday							

2. In the Specific Hours/Additional Notes section enter “4 sessions of 90 minutes and 1 of 120 minutes per seat.”

Specific Hours / Additional Notes

List specific dates/times for limited hours of operation, or additional notes

4 sessions of 90 minutes and 1 of 120 minutes per seat

3. Complete the form with any holidays or additional days that should be blocked and submit.

Please note: Once this change is put into effect you will only be able to schedule test takers for the Writing portion of the HiSET Language Arts Test during the last session of the day. Any alterations to this schedule need be set up as a special session with Session Management.