



Administrative Policies and Procedures: 21.15

DRAFT

Subject:	General Educational Development (GED) Guidelines High School Equivalency Test (HiSET) Guidelines for Pre-GED Pre-HiSET Candidates	
Approval:	,Commissioner	Approved Date:
Authority:	TCA 37-5-105, 37-5-106	
Standards:	DCS Practice Standard: 6-400, 6-402	
Application:	To All Department of Children's Services Employees	

Policy Statement:

The Department of Children's Services youth development centers are addendum **General Educational Development (GED) HiSET** testing sites under a **GED HiSET** testing center and are therefore required to comply with rules, regulations and guidelines set forth in this policy and the **GED Testing Service Educational Testing Services (ETS)**.

Purpose:

To outline procedures for administering **GED HiSET** testing in YDC's.

Procedures:

A. GED HiSET candidate readiness	<p>GED HiSET candidates must meet the following eligibility requirements for admission into the Pre-GED HiSET program:</p> <ol style="list-style-type: none"> 1. At least 17 years of age; Candidate must be 16 years old to enroll in a HiSET preparation program. Candidate must be 17 to take the official HiSET. 2. Less than 15 academic credits earned; 3. Unable to graduate on time with his/her graduating class; and 4. An average score of at least 400 46 on an Official Practice Test. the HiSET Official Practice Test. 5. The admission decision is made in consultation with the Child and Family Team. <p>NOTE: Please visit the HiSet Program page for more requirement information.</p>
B. Registration	At least ten (10) business days in advance of the confirmed test date, the GED HiSET Instructor/Coordinator at the YDC will forwards the following to the GED

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	<p>HiSET Chief Examiner in one registration package, per candidate:</p> <ol style="list-style-type: none"> 1. YDC's registration package that includes a Pre-Testing form; and A copy of the Facility Face Sheet (CS-0060). 2. Individual testing folders that contain: <ol style="list-style-type: none"> a) GED test application, A copy of the candidate's birth certificate. b) A copy of the candidate's social security card or application for social security card, and c) A copy of the candidate's birth certificate A copy of the YDC principal's approval to test agreement (updated 05/07/2015). d) An entire copy of the last Official Practice Test administered that documents at least a score of 450-12 per content area.; and 500 average battery score, and a total score of 2500 on an Official Practice Test in order for the candidate to be registered for the GED exam. e) A copy of the Eligibility for Enrollment in Adult Education form (needed if candidate is less than 18 years of age).
<p>C. Re-scheduling confirmed test date</p> <p>Removal from program</p>	<p>The confirmed test date will be rescheduled if the registration materials are not received in one complete package at least ten (10) business days in advance of the confirmed test date.</p> <ol style="list-style-type: none"> 1. Students who have already been placed in the HiSET program, either in a previous placement or in the current placement, may be removed from the HiSET program when: <ol style="list-style-type: none"> a) It appears that such placement was in error due to student readiness for the HiSET, in terms of either personal maturity or educational skills. b) The student demonstrates a pattern of lack of effort or progress, which impacts his own probable success or that of others. 2. This determination is made by the HiSET teacher in consultation with the Principal/ Designee and the Educational Representative of the student's Treatment Team. 3. If a candidate does not meet the minimum HiSET score requirements to pass, the candidate can only take it again three (3) additional times within a calendar year. Refer to <u>Retake a HiSET Test</u>. <ul style="list-style-type: none"> ◆ Candidates cannot take a subtest (each content area) more than three (3) times in a calendar year. This is true whether they are taken individually, as a battery, or in any other combination.
<p>D. Waiver of eligibility</p>	<ol style="list-style-type: none"> 1. The GED HiSET Chief Examiner approves those all candidates that will be tested on the confirmed test date prior to testing. If a candidate is recommended for testing and he/she does not meet the eligibility requirements, the candidate is not issued a GED exam allowed to test. The YDC Principal is notified immediately, by email, of the denial of admission to test. 2. The YDC Principal may appeal a denial of admission to test by providing

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	<p>adequate justification to the GED Chief Examiner, by email, at least five (5) days prior to the confirmed test date.</p> <p>3. Students who have already been placed in the GED program, either in a previous placement or in the current placement, may be removed from the GED program when:</p> <p style="padding-left: 20px;">e) It appears that such placement was in error due to student readiness for the GED, in terms of either personal maturity or educational skills.</p> <p style="padding-left: 20px;">d) The student demonstrates a pattern of lack of effort or progress, which impacts his own probable success or that of others.</p> <p>4. This determination will be made by the GED teacher in consultation with the Principal or his designee and the Educational Representative of the student's Treatment Team, including the parent.</p>
<p>E. Transferability of GED HiSET program completion</p>	<p>1. Students Candidates who transfer between YDC's and meet the GED HiSET candidate readiness criteria, will be immediately scheduled, within thirty (30) days, into the receiving YDC's GED-HiSET preparation program to ensure continuous delivery of their alternative educational program of studies.</p> <p>2. Students who transfer between YDC's that are identified as GED "non-completers" (those that have tested on the GED 2002 in the past and were not successful) will be immediately scheduled, within thirty (30) days, into the receiving YDC's GED preparation program.</p> <p>3. GED "non-completers" are not required to take the Official Practice Test by virtue of having taken the actual GED exam. These candidates should be remediated using other resources such as those found at www.ket.org/ged.</p> <p>4. Candidates should not be administered the Official Practice Tests more than three (3) times per contract year and shall not take the same Official Practice Test more than once.</p> <p>NOTE: Special Education students may be placed in GED HiSET classes by IEP team decision.</p>

<p>Forms:</p>	<p>None</p> <p><u>CS-0060 Facility Face Sheet</u></p> <p><u>LB-0872 Eligibility for Enrollment in Adult Education</u></p> <p><u>YDC's Principal's Approval to Test Agreement</u></p>
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<p>Collateral documents:</p>	<p>None</p> <p><u>HiSET Requirements</u></p> <p><u>Retake a HiSET Test</u></p>
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