

## HiSET<sup>®</sup> TEST CENTER APPLICATION

The Adult Education Division of the Tennessee Department of Labor and Workforce Development (TDLWD) is responsible for determining the suitability of test centers for the purpose of high school equivalency testing in Tennessee. The only high school equivalency exam currently offered in Tennessee is the HiSET<sup>®</sup>, a product of PSI. For your test center to be considered for HiSET<sup>®</sup> examination, please do the following:

1. Read the test center and testing room requirements found in this document, and ensure your location meets these requirements.
2. Complete the application information (last page of this document).
3. Provide photos of the test center parking area, test-taker check-in area, and testing room(s). Include description labels with each photo. (Note: testing room photos must show wall space and seating arrangements. You do not need to provide actual measurements.)
4. Submit the completed application and photos to Yvette Dixon, the TDLWD Director of Program Monitoring and Testing, at [yvette.a.dixon@tn.gov](mailto:yvette.a.dixon@tn.gov).

Please allow 1-2 weeks for TDLWD to process your application. TDLWD reserves the right to accept or reject any applicant. Test centers and testing personnel that are accepted to provide the HiSET<sup>®</sup> exam are required to remain in compliance with the requirements set forth by TDLWD and the *HiSET<sup>®</sup> Program Manual*. Testing personnel must complete training requirements before offering the HiSET<sup>®</sup> to test-takers. HiSET<sup>®</sup> test centers may be subject to random monitoring visits by PSI and/or TDLWD.

Please note that TDLWD strongly encourages computer-based testing as the preferred format for the HiSET<sup>®</sup> exam—this format is more secure, inexpensive, and efficient to administer as compared to paper-based testing. If you are applying to offer the paper-based HiSET<sup>®</sup>, you must justify your reasoning.

For questions concerning the application, please call (615) 574-9737 or email [yvette.a.dixon@tn.gov](mailto:yvette.a.dixon@tn.gov).

## Requirements for Test Centers

- The test center is easy to find and has access to public transportation where available. Sufficient convenient parking is available and within reasonable and safe walking distance of the test center.
- Adequate designated handicapped parking spaces are available based on the test center size and building requirements.
- The test center accommodates reasonable privacy for test-taker identification verification and prevents exposure of such information to other test-takers.

## Requirements for Testing Rooms

Testing rooms should meet the following requirements concerning seating and security, physical requirements, comfort and environment, and materials.

### SEATING AND SECURITY

- The testing space is located within a secure and enclosed room, and is supervised when testing is in progress.
- The testing room is not used for general purposes when testing occurs.
- A sign can be posted outside the testing room indicating “Testing is in progress. Please be quiet.”
- The door to the testing room can be closed to provide a quiet testing environment.
- Personnel can have unimpeded access to every test-taker to distribute and collect test materials individually and to effectively monitor the test-taking process.
- Chairs are always provided. Stools or benches without backs are not acceptable.
- All seats must face the same direction.\*
- There must be a four-foot separation between each test-taker.\*
- Only one test-taker may be seated at a table that measures six feet or less in length.\*
- In an inclined seating arrangement, such as an auditorium or lecture hall, there must be a four-foot separation at both the front and rear of the individual rows.

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\*Exceptions to this requirement can be made for study carrels, language lab booths, and tables with partitions or dividers, as long as the partitions or dividers disallow test-takers from easily seeing other test-takers or testing areas, and each test-taker has adequate space.

- For paper-based tests, a large, smooth writing surface is very important. Rooms that are equipped with desks or tables are preferred. If tablet-arm chairs are used, they must have a minimum writing surface of 12 x 15 inches.

## **PHYSICAL REQUIREMENTS**

- Restrooms are located near testing rooms and should be easy to find.
- The testing room has a large wall clock, preferably at the front of the room, so that test-takers can see it without turning their heads.
- The testing room must not contain maps, periodic tables, posters, charts or any other materials that may be related to the subject of the tests.
- If lockers are not available in the test center, a table can be placed at the front of the testing room where test-takers can place their personal items. All cell phones and electronic devices must be turned off during testing.

## **COMFORT AND ENVIRONMENT**

- Testing rooms should not be near noisy areas or activities such as athletic events, band practice, commencement exercises, construction work, heavy traffic, etc.
- Lighting should enable all test-takers to read the test questions and mark their answers in comfort. It should not produce shadows or glare on the writing surfaces or computer screens.

## **REQUIRED MATERIALS**

The following materials are needed for each testing room:

- A reliable watch or timepiece (not a stopwatch or any other mechanical timing device) that can be used in conjunction with the wall clock as a check against mistiming. (This requirement does not apply to computer-based tests.)
- A supply of No. 2 or HB pencils with erasers.
- A pencil sharpener, if possible.
- Calculators (if applicable). The HiSET® Mathematics Test is calculator neutral. A calculator is not required, but if a test-taker requests a calculator, the test center is required to provide access to either a basic 4-function or scientific calculator. Test-takers cannot bring their own calculators.
- Scratch paper – Test centers must supply scratch paper for test-takers who request it (three sheets at a time). Scratch paper must be colored, but it must be a sufficiently light color so that test-takers can read their notes.



## HiSET<sup>®</sup> TEST CENTER APPLICATION

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Agency/Organization Name

Type of Organization (select one):

- College or University
- Nonprofit or Community-Based Organization
- Other (describe):

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Address of Test Center

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Applicant Name and Title

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Email

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Phone

Test format you will offer (select one or both):  Computer-based  Paper-based

Justification for Paper-based:

Is the testing room(s) dedicated primarily to testing purposes (as opposed to being primarily used for other functions, and only occasionally used for testing)?  Yes  No

By signing below, I acknowledge that I am authorized by my agency to apply to provide the HiSET<sup>®</sup> exam at the above-mentioned test center. I certify that the test center meets the requirements set forth by TDLWD. If accepted to provide the HiSET<sup>®</sup> exam, I will ensure that the test center and testing personnel will remain in compliance with the requirements set forth by TDLWD and the [\*HiSET<sup>®</sup> Program Manual\*](#).

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Applicant Signature

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Date