

**Policy 2444.4, Issuance of the State of West Virginia High School Diploma and the Administration of
the West Virginia High School Equivalency Test, Option Pathway, and Mountaineer Challenge
Academy Graduation Pathway
List of Stakeholders**

West Virginia Department of Education

External Stakeholders

- Tom Bayless, CTE Director, Nicholas County
- Laura Crouch, Option Pathway Teacher, Riverside High School, Kanawha County
- Donna Heston, Superintendent, Marion County
- Jason Hughes, CTE Director, Wood County
- Debbie Kimbler, High School Equivalency Testing Trainer, Kanawha County
- Mike Lewis, Principal, Brooke County
- Chanda Perry, Adult Education Regional Coordinator, Southwest Region

Internal Stakeholders

- Nicole Brown, Manager, West Virginia Schools of Diversion and Transition
- Clinton Burch, Assistant Superintendent, Division of PK-Adult Instruction and Career Exploration
- Adam Canter, Director, Office of Career Technical Education
- Sally Finchum, Program Specialist, Office of Adult Education
- Jacob Green, Superintendent, West Virginia Schools of Diversion and Transition
- Jared Hughes, Director, West Virginia Schools of Diversion and Transition
- Ellen Killion, Coordinator, Office of Adult Education
- Mendy Marshall, Director, Office of Adult Education
- Robert Mellace, Coordinator, Office of Educator Preparation

126CSR32

**TITLE 126
LEGISLATIVE RULE
BOARD OF EDUCATION**

**SERIES 32
ISSUANCE OF THE STATE OF WEST VIRGINIA HIGH SCHOOL EQUIVALENCY DIPLOMA AND THE
ADMINISTRATION OF THE WEST VIRGINIA HIGH SCHOOL EQUIVALENCY TEST, OPTION PATHWAY, AND
MOUNTAINEER CHALLENGE ACADEMY GRADUATION PATHWAY (2444.4)**

§126-32-1. General.

1.1. Scope. -- This legislative rule establishes the protocols for administering the issuance of the State of West Virginia High School Equivalency Diploma and the administration of the West Virginia Department of Education (WVDE) approved High School Equivalency (HSE) test, Option Pathway, and the Mountaineer Challenge Academy (MCA) Graduation Pathway.

1.1.a. The purpose of the State of West Virginia High School Equivalency Diploma is to recognize individuals who demonstrate attainment of academic skills equivalent to those skills required to graduate from a West Virginia high school by satisfactorily passing the WVDE-approved HSE test.

1.1.b. The purpose of the Option Pathway, which is a blend of Career Technical Education (CTE) and the WVDE-approved HSE test, is to provide an opportunity for at-risk students to stay in school and graduate with a standard high school diploma.

1.1.c. The purpose of the MCA graduation pathway, which is a blend of the National Guard Youth Challenge Program (NGYCP) courses and the WVDE-approved HSE test is to provide an opportunity for students enrolled in MCA to graduate with a standard high school diploma.

1.2. Authority. -- W. Va. Constitution, Article XII, §2; and W. Va. Code §18-2-5 and §18-8-6.

1.3. Filing Date. -- .

1.4. Effective Date. -- .

1.5. Repeal of Former Rule. -- This legislative rule amends W. Va. 126CSR32, Policy 2444.4, Issuance of the State of West Virginia High School Equivalency Diploma and Option Pathway, filed June 15, 2018, and effective July 16, 2018.

§126-32-2. State of West Virginia High School Equivalency Diploma.

2.1. WVDE issues a State of West Virginia High School Equivalency Diploma based upon satisfactory scores earned on the WVDE-approved HSE test.

§126-32-3. Applying for Testing.

3.1. Applicants are required to pass an approved HSE practice test with the minimum score as determined by the WVDE. An Adult Education (AE) instructor, an Option Pathway teacher, or a West

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Virginia Schools of Diversion and Transition (WVSDT), Mountaineer Job Challenge Program (MJCP), or MCA staff member shall provide the necessary eligibility documentation to the test administrator prior to the scheduled test dates as outlined in the West Virginia HSE Test Administrator's Manual. This manual is available upon request by contacting the WVDE HSE Coordinator.

3.1.a. Students who are court-ordered to take the HSE test and Option Pathway students who are enrolled in the MJCP are required to participate in an approved HSE practice test as determined by the WVDE. An AE instructor, Option Pathway teacher, or a MJCP staff member shall provide the necessary enrichment services to assist students in being better prepared for the HSE test.

3.1.a.1. Students who have a court order that specifically states they do not have to take the HSE practice test are permitted to take the HSE test without being required to take the approved HSE practice test.

3.1.a.2. Option Pathway students who are enrolled in the MCA program are subject to the testing rules as described in section 10 of this policy.

3.2. A current, valid, original (not photocopy) government-issued photo identification (ID), such as a driver's license, military ID, or passport, which contains the individual's full name, photograph, and signature, must be presented to the HSE test administrator during the check-in process and must be present during all testing sessions. Students who do not have a valid photo ID on the day of testing shall not be allowed to take the HSE test.

3.2.a. Option Pathway or WVSDT juvenile residential students may use the WVDE-approved alternate photo ID as outlined in the West Virginia HSE Test Administrator's Manual.

3.2.b. Students participating in a WVSDT residential or government program, e.g., Job Corps, students may use the facility-issued photo ID, providing it includes the student's legal name, date of birth, signature, and a legible photo.

3.2.c. Option Pathway students who are enrolled in the MJCP program may use their current photo ID issued by MCA, MJCP, or the West Virginia National Guard while enrolled in the MJCP.

§126-32-4. Criteria for Administering the State of West Virginia HSE Test.

4.1. HSE tests shall be administered at WVDE-approved testing centers that meet the facility requirements as outlined in the West Virginia HSE Test Administrator's Manual.

4.1.a. The WVDE HSE Coordinator must approve all HSE testing centers.

4.1.b. There shall be no duplication of testing services within a county without evidence of need, as outlined in the West Virginia HSE Test Administrator's Manual.

4.1.c. Test centers may not alter the configuration of the testing room or change testing rooms or locations without the approval of the WVDE HSE Coordinator. Upon approval, test administrators must follow the procedures outlined in the West Virginia HSE Test Administrator's Manual for changing a testing room or test center location.

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4.2. HSE tests shall be administered by WVDE-trained and certified HSE test administrators. All test administrators must meet the eligibility requirements as outlined in the West Virginia HSE Test Administrator's Manual.

4.2.a. HSE test administrators must complete the required training as outlined in the West Virginia HSE Test Administrator's Manual and be approved by the WVDE HSE Coordinator before being permitted in the testing room. In addition, HSE test administrators must complete the required annual HSE training in order to be recertified for testing, as outlined in the West Virginia HSE Test Administrator's Manual.

4.2.a.1. No staff other than the WVDE trained and certified HSE test administrators are permitted to be present in the HSE testing room while a test is in session. Permitting unauthorized individuals in the testing room while a test is in progress will result in the immediate suspension of all testing privileges for the test administrator(s) at the test center, in accordance with the procedures in the West Virginia HSE Test Administrator's Manual.

4.2.b. HSE test administrators must follow all HSE policies and procedures as outlined in the West Virginia HSE Test Administrator's Manual.

4.3. HSE test administrators at non-residential test centers must submit a test center schedule to the Option Pathway teachers and Adult Education instructors in their county jurisdiction no later than September 1 each school year, which includes all test dates and times through the end of June of that school year. This test center schedule must correspond with the online test center schedule that is within the test publisher's scheduling portal, which makes it available to the public. Teachers must be informed of any changes to the schedule at least 30 days in advance and the test center online schedule within the test publisher's scheduling portal updated to reflect these changes.

4.3.a. Test center schedule changes that are necessary due to an emergency closure for inclement weather, test administrator illness, or other unforeseen circumstances shall be communicated to teachers and students as soon as possible.

4.3.b. Test sessions that need to be added to an existing test center schedule are permitted any time it is deemed necessary without the required 30 day notice. These additions shall be communicated to teachers and changed in the outline scheduling portal as soon as possible.

4.4. Test administrators who are found to be in violation of HSE test policies and/or procedures shall be placed on a plan of improvement or suspended from testing, depending on the infraction, in accordance with the procedures outlined in the West Virginia HSE Test Administrator's Manual.

§126-32-5. Basis for Issuing the State of West Virginia High School Equivalency Diploma.

5.1. Individuals who take the WVDE-approved HSE test and achieve minimum passing scores as determined by the WVDE shall receive a State of West Virginia High School Equivalency Diploma.

§126-32-6. Testing of Individuals 16, 17, or 18 Years of Age.

6.1. Individuals who are 16, 17, or 18 years of age are eligible to sit for the HSE test under any of the following circumstances:

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6.1.a. The individual has officially withdrawn from a public high school prior to test registration as evidenced by documentation from the last school/system attended, or by documentation from the county attendance director that includes the withdrawal date as it is defined in W. Va. 126CSR81, Policy 4110, Attendance; or

6.1.b. The individual is enrolled in the Option Pathway; or

6.1.c. The individual, at least 16 years of age, is homeschooled, meets all eligibility requirements as outlined in the West Virginia HSE Test Administrator's Manual, and provides the appropriate documentation as specified by the WVDE; or

6.1.d. The individual is attending Mountaineer Challenge Academy; or

6.1.e. The individual is court-ordered to take the HSE test.

6.2. All individuals meeting one of the requirements above must also provide HSE testing eligibility documentation signed by an AE instructor, an Option Pathway teacher, a WVSDT or MCA staff member, or an HSE test administrator in accordance with the procedures in the West Virginia HSE Test Administrator's Manual.

§126-32-7. Testing of Individuals 16, 17, or 18 Years of Age Participating in WVSDT or Government Program.

7.1. Individuals, at least 16 years of age, who are participating in a WVSDT educational program, may test under the following conditions:

7.1.a. the individual is court-ordered to take the HSE test and must provide a copy of the court order to the HSE test administrator even if the individual is still enrolled in school; or

7.1.b. the individual is officially transferred from the public high school to a WVSDT residential facility; or

7.1.c. adjudicated youth 16, 17, or 18 years of age, who are under the control of a court, diagnostic and detention center, group care facility, or probation office may be admitted to testing based on the referral of the WVSDT staff, provided the youth is officially transferred from the public high school to the WVSDT facility.

7.2. Individuals, at least 16 years of age, who are participating in a residential government program, e.g., Job Corps, may test while a resident at the facility provided the individual has passed the compulsory age requirement for school attendance in their state of residence and has been officially withdrawn from a public high school.

7.3. All youth transitioning from a WVSDT residential facility or government program, who have taken but not completed the WVDE-approved HSE test and who are listed in the WVDE vendor's database, are eligible to continue testing at a WVDE-approved HSE test center by presenting a current government-issued photo ID in accordance with the photo ID policy outlined in the West Virginia HSE Test Administrator's Manual.

§126-32-8. Criteria for Administering Option Pathway in West Virginia Public High Schools and WVSDT Facilities.

8.1. The Option Pathway program provides the opportunity for an at-risk student to take the HSE test while still enrolled in and attending a West Virginia public high school or WVSDT educational program. Option Pathway (Option 1) blends CTE and the WVDE-approved HSE test and provides an opportunity for at-risk students to stay in school and graduate with a standard high school diploma. Option 1 is designed for the student who has failed major core courses and remains enrolled in high school. To maintain the integrity of the Option Pathway program, teachers, administrators, and staff at WVDE-approved Option Pathway schools must follow all Option Pathway guidelines and policies as outlined in the Option Pathway Organizational Manual which is available upon request by contacting the WVDE Option Pathway Coordinator.

8.1.a. If the Option 1 student successfully passes all content areas of the WVDE-approved HSE test and successfully completes a state-approved CTE program of study as defined in W. Va. 126CSR44M, Policy 2520.13, West Virginia College- and Career-Readiness Programs of Study/Standards for Career Technical Education, or completes the Option Pathway Career Integrated Experiential Learning (CIEL) pathway as outlined in the Option Pathway Organizational Manual, the student shall receive a regular high school diploma and shall be counted as a graduate.

8.1.b. CIEL is an alternate CTE pathway intended to offer at-risk students additional flexibility while meeting their career aspirations by providing them with employability skills and opportunities to test for nationally recognized credentials.

8.2. Option 1 students who do not complete the Option Pathway program while a resident at a WVSDT facility may return to their home high school to complete their graduation requirements as an Option Pathway student, provided the home high school has an approved Option Pathway program.

8.2.a. Option 1 students who do not complete the Option Pathway program while a resident at a WVSDT facility may enroll in their local AE program to complete their high school equivalency test and earn their high school equivalency diploma. To be eligible to take the HSE test through an AE program, the student must be transferred back to their home high school and officially drop out of school. Documentation of their withdrawal from their home high school must be provided to the AE instructor.

§126-32-9. Criteria for Administering Option Pathway Supplemental Programs.

9.1. Schools that have an operational Option 1 program may offer seniors, as defined in the Option Pathway Organizational Manual, the HSE test as credit recovery in one core content area. (This is credit recovery of courses the student has attempted and failed; this shall not be used as credit replacement for courses not taken. This supplemental program is referred to as HSE Credit Recovery (Option 2). Schools that are utilizing the Option 2 supplemental program must follow all policies and procedures for Option 2 as outlined in the Option Pathway Organizational Manual, which is available upon request by contacting the WVDE Option Pathway Coordinator.

9.1.a. The Option 2 student continues attending and maintaining passing grades in all other classes as per W. Va. 126CSR42, Policy 2510, Assuring the Quality of Education: Regulations for Education Programs (Policy 2510); and

9.1.b. The Option 2 student shall earn grades according to the county's credit recovery guidelines.

9.2. Schools that have an operational Option 1 program may allow a student who is intent on dropping out of school the opportunity to take the HSE test prior to the student dropping out of school. This supplemental program is referred to as HSE Opportunity (Option 3). Schools that utilize the Option 3 supplemental program must follow all policies and procedures for the Option Pathway program as outlined in the Option Pathway Organizational Manual.

9.2.a. The Option 3 student who passes the HSE test prior to dropping out of school shall receive a State of West Virginia High School Equivalency Diploma and shall not be counted in the public high school's graduation rate. Option 3 students shall not receive grades or credits for passing the HSE test.

9.2.b. The Option 3 student must be at least 17 years of age and have met the official dropout age for their county prior to being permitted to take the HSE test.

9.2.c. The Option 3 student shall continue attending classes until they have taken the HSE test and have officially withdrawn from school.

§126-32-10. Criteria for Administering the MCA Graduation Pathway.

10.1. MCA students are required to participate in an approved HSE practice test as determined by the WVDE prior to taking the HSE test. An MCA teacher shall provide necessary enrichment services to assist MCA students in being better prepared for the HSE test.

10.2. A current, valid, original (not photocopy) government-issued photo ID, such as a driver's license, military ID, or passport, which contains the individual's full name, photograph, and signature, must be provided to the test administrator immediately prior to and be present during all testing sessions.

10.2.a. MCA students may use a current photo ID issued by MCA or the West Virginia National Guard while a resident at the facility.

10.3. The high school graduation pathway for MCA is a blend of the NGYCP courses and the WVDE-approved HSE test. To maintain the integrity of the program, MCA must follow all the guidelines and policies specific to MCA as outlined in the Option Pathway Organizational Manual.

10.3.a. A MCA student who successfully passes all content area tests of the WVDE-approved HSE test, successfully completes the four NGYCP courses, and graduates from the MCA program shall receive a regular high school diploma from their home high school and is counted in the home high school's graduation rate.

10.3.b. A MCA student who graduates from the MCA program but who does not meet high school graduation requirements, may return to the public high school to complete the deficient areas of study required for a regular high school diploma as an Option Pathway student in accordance with this policy or as a traditional high school student as provided in Policy 2510.

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10.3.c. A MCA student who graduates from the MCA program, but who does not meet high school graduation requirements may enroll in the MJCP and complete their graduation requirements through the Option Pathway program while a resident at MJCP. These students must be transferred from MCA back to their home high school within 30 days of enrollment in the Option Pathway program at MJCP.

10.3.c.1. An Option Pathway student who does not meet high school graduation requirements while a resident at MJCP may return to their home high school to complete the deficient areas of study required for a regular high school diploma as an Option Pathway student per this policy, provided the high school has an Option Pathway program, or as a traditional high school student as provided in Policy 2510.

10.3.d. A MCA student who does not graduate from the MCA program may return to the public high school to complete the deficient areas of study required for a regular high school diploma as a traditional high school student in accordance with Policy 2510. The student may be eligible to enroll in the Option Pathway program if they meet all Option Pathway requirements as outlined in the Option Pathway Organizational Manual.

10.3.e. Upon notification of graduation of an MCA student by the WVDE, the home high school shall update the student's date of graduation, credits, and graduation status in the West Virginia Educational Information System no later than three weeks from notification or prior to the promotion of students, whichever occurs sooner.

§126-32-11. Residence.

11.1. Individuals meeting all criteria and demonstrating themselves eligible under the State of West Virginia High School Equivalency Diploma guidelines shall be admitted to testing for the purpose of securing a State of West Virginia High School Equivalency Diploma according to the guidelines of this rule policy.

11.1.a. Individuals under the age of 19 must meet West Virginia eligibility guidelines for testing as outlined in the West Virginia HSE Test Administrator's Manual, which is available upon request by contacting the WVDE HSE Coordinator.

§126-32-12. Transcripts of Scores.

12.1. Names of individuals receiving the State of West Virginia High School Equivalency Diploma shall not be released unless an individual has signed a written permission to release the information.

12.2. The original transcript and diploma shall be issued at no cost by the vendor retained by the WVDE. An additional transcript, verification and/or a replacement copy of the State of West Virginia High School Equivalency Diploma shall be provided for a fee determined by the WVDE vendor.

§126-32-13. Falsification of the High School Equivalency Assessment Information and/or Center Violations.

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13.1. Any falsification of information and/or cheating on the HSE test shall result in penalties as outlined in the testing policies and procedures in the West Virginia HSE Test Administrator's Manual which is available upon request by contacting the WVDE HSE Coordinator.

13.2. Testing center violations shall be processed according to the procedures outlined in the West Virginia HSE Test Administrator's Manual, and may include suspension or loss of testing privileges and potential criminal prosecution.

§126-32-14. Testing Fees.

14.1. Testing fees shall be established by the WVDE.

§126-32-15. Severability.

15.1. If any provisions of this policy or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

Rule Title: W. Va. 126CSR32, Policy 2444.4, Issuance of the State of West Virginia High School Diploma and the Administration of the West Virginia High School Equivalency Test, Option Pathway, and Mountaineer Challenge Academy Graduation Pathway

FISCAL NOTE FOR PROPOSED RULES

Type of Rule: Legislative Interpretive Procedural

Agency: West Virginia Department of Education

Address: Ellen Killion, Coordinator

WVDE Office of Adult Education

Capitol Building 6, Room 825, 1900 Kanawha Boulevard, East

Charleston, WV 25305

Telephone Number: 304.558.0280

Email: ekillion@k12.wv.us

SUMMARIZE IN A CLEAR AND CONCISE MANNER THE OVERALL ECONOMIC IMPACT OF THE PROPOSED RULE.

A. ECONOMIC IMPACT ON REVENUES OF STATE GOVERNMENT:

There will be no economic impact on revenues of state government as a result of the proposed amendment of W. Va. 126CSR32, Policy 2444.4.

B. ECONOMIC IMPACT ON SPECIAL REVENUE ACCOUNTS:

There will be no economic impact on special revenue accounts as a result of the proposed amendment of W. Va. 126CSR32, Policy 2444.4.

C. ECONOMIC IMPACT OF THE RULE ON THE STATE OR ITS RESIDENTS:

There will be no economic impact on the state or its residents as a result of the proposed amendment of W. Va. 126CSR32, Policy 2444.4.

D. FISCAL NOTE DETAIL:

Effect of Proposal	Fiscal Year		Fiscal Year (Upon Full Implementation)
	Current Increase / Decrease (use "-")	Next Increase / Decrease (use "-")	
1. Estimated Total Cost	\$0.00	\$0.00	\$0.00
Personal Services	\$0.00	\$0.00	\$0.00
Current Expenses	\$0.00	\$0.00	\$0.00
Repairs & Alterations	\$0.00	\$0.00	\$0.00
Assets	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
2. Estimated Total Revenues	\$0.00	\$0.00	\$0.00

E. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

There will be no economic impact on revenues of state government, special revenue accounts, or the state or its residents as a result of the proposed amendment of W. Va. 126CSR32, Policy 2444.4.

Signature of Agency Head or Authorized Representative

Date

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Comment Period: April 10, 2024 – May 13, 2024

Action

A/S Comment was accepted and supports the proposed policy.

A/C Comment was accepted and resulted in changes to the proposed policy.

N Comment was not accepted.

Date	Commenter	Comments	Action	Rationale
§126-32-1. General				
2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi Kanawha County Schools Charleston WV	No Comment	N	
§126-32-2. State of West Virginia High School Equivalency Diploma				
2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi Kanawha County Schools Charleston WV	No Comment	N	
§126-32-3. Applying for Testing				
2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi Kanawha County Schools Charleston WV	3.1 Applicants are required to pass an approved HSEA practice test with the minimum scores as determined by the WVDE. An Adult Education instructor, an Option Pathway teacher, (old policy included an HSEA examiner which has been removed)	N	This section defines who submits the eligibility documentation and not who can administer the practice test.

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		Comment: It gives counties an additional option for those schools without an Option Pathway program to have the county HSEA examiner give the OPT to Option 2 and 3 students at their home high school instead of them going to the career center.		
§126-32-4. Criteria for Administering the State of West Virginia HSE Test				
2024-05-02 15:57:03	Laura Crouch Teacher Kanawha County Schools Belle West	Section 4.3 is crucial for teachers in the programs to be successful. We need the schedules in advance so we can plan teaching, paperwork, practice tests, and meetings. Currently, there is no policy for a schedule. We are receiving test dates only a few weeks in advance which makes it extremely difficult. Test dates are also changed with little notice and this disrupts our planning and teaching.	A/S	
2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi Kanawha County Schools Charleston WV	<p>New Policy 4.3: HSE test administrators at non-residential test centers must submit a test center schedule to the Option Pathway teachers and Adult Education instructors in their county jurisdiction no later than September 1 each school year, which includes all test dates and times through the end of June of that school year. This test center schedule must correspond with the online test center schedule that is within the test publisher’s scheduling portal, which makes it available to the public. Teachers must be informed of any changes to the schedule at least 30 days in advance and the test center online schedule within the test publisher’s scheduling portal updated to reflect these changes.</p> <p>Comment: As a test administrator in Kanawha County I understand the need for a schedule from September 1 to June 30 but to require a 30 day</p>	N	To provide every opportunity for students who have jobs or other responsibilities (e.g., arranging childcare and transportation, notice at work, etc.), to schedule test administration, it is imperative that we provide them with a schedule well in advance with changes only occurring in the case of an emergency. Further details regarding schedule changes are outlined in West Virginia HSE Test Administrator’s Manual.

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		<p>notice to KCS teachers makes it more challenging. Kanawha County has the Option Pathway program in 7 schools and uses the computer labs at Ben Franklin and Carver Career Centers which are also used by other CTE programs, in addition to changes in their career center schedules. To implement a WVDE policy with a 30-day notice to teachers is not a best practice to meet the needs of all KCS students in the Option Pathway program testing at Carver and Ben Franklin since they may also have a scheduled event conflict at their high school. Also, the test centers may have a request to change the days due to conflict they may have that was not foreseen in September.</p> <p>For high school programs it should be a tentative schedule that is subject to change as a local county decision.</p> <p>New Policy 4.3.a: Test center schedule changes that are necessary due to an emergency closure for inclement weather, test administrator illness or other unforeseen circumstances shall be communicated to teachers and to students as soon as possible.</p> <p>Comment: Policy 4.3 is requiring a 30 day notice to teachers but 4.3.a includes an unforeseen circumstance which gives a county the flexibility to make a decision based on the comment I made in 4.3.</p> <p>Would an unforeseen circumstance include that a</p>		
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		<p>schedule would need to be changed based on the request of Ben Franklin and Carver Career Centers having a scheduling conflict and similar situations?</p> <p>New Policy 4.3.b: Test sessions that need to be added to an existing test center schedule are permitted any time it is deemed necessary without the required 30 day notice. These additions shall be communicated to teachers and changed in the outline scheduling portal as soon as possible.</p> <p>Comment: This is great to have in place so I would like the 30-day notice to teachers as stated in 4.3 changed to a tentative schedule is set from September 1-June 30 that KCS or reserves the right to change in the best interest of scheduled conflicts, including those of the testing administrators.</p> <p>In closing, each policy states a different scenario but a county should have the ability to change a testing date that is more within a window of two weeks prior instead of 30 days.</p> <p>New Policy 4.4: Test administrators who are found to be in violation of HSE test policies and/or procedures shall be placed on a plan of improvement or suspended from testing, depending on the infraction, in accordance with the procedures outlined in the West Virginia HSE Test Administrator’s Manual.</p> <p>Comment: The word shall closes a door but</p>	<p align="center">N</p>	<p>High school equivalency testing is a high-stakes test that generates a nationally recognized credential. To maintain the integrity and security of the HSE testing program stringent policies and procedures are required and must be maintained. Testing infractions can result in loss of testing privileges, significant fines, and/or prosecution for the State of West Virginia,</p>
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		events with their other jobs that they overlooked, they failed to communicate with the test centers about potential test dates and did not know there was a scheduling conflict, etc.). All of this to say, I don't want to be getting an email every 30 days that says, "Next month's test dates have changed." I feel the current phrasing leaves room to justify insufficient planning in the testing schedule. I would like to see some clarification in the policy of instances where it is appropriate to make changes to the schedule 30 days in advance (outside of obvious, unavoidable circumstances like natural disasters, sudden illness of a test administrator, etc.).		
§126-32-5. Basis for Issuing the State of West Virginia High School Equivalency Diploma				
2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi Kanawha County Schools Charleston WV	No Comment	N	
§126-32-6. Testing of Individuals 16, 17, or 18 Years of Age				
2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi Kanawha County Schools Charleston WV	6.2: All individuals meeting one of the requirements above must also provide HSE testing eligibility documentation signed by an AE instructor, an Option Pathway teacher, A WVSDT or MCA staff member, or an HSE test administrator in accordance with the procedures in the WV HSE Test Administrator's manual. Comment: In Applying for Testing 3.1 it removes	N	§3.1 defines the eligibility documentation and who submits it. §6.2 outlines who signs the eligibility documentation.

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		HSEA examiner from giving the practice test but then in 6.2 it lists the HSE test administrator.		
§126-32-7. Testing of Individuals 16, 17, or 18 Years of Age Participating in WVSDT or Government Program				
2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi Kanawha County Schools Charleston WV	No Comment	N	
§126-32-8. Criteria for Administering Option Pathway in West Virginia Public High School and WVSDT Facilities				
2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi Kanawha County Schools Charleston WV	<p>New Policy 8.2: Option 1 students who do not complete the Option Pathway program while a resident at WVSDT facility may return to their home high school to complete their graduation requirements as an Option Pathway student, provided the home high school has an approved Option Pathway program.</p> <p>Comment: George Washington, Herbert Hoover, and Sissonville High Schools in Kanawha County do not have an Option Pathway program so previously any returning student has gone to his/her feeder career center to test. Just need clarification because the way the policy reads those three high schools would need an Option Pathway program or would the feeder career center be an approved Option Pathway program for them?</p>	N	Students are dual-enrolled between their home high school and the career center/high school in order to receive Option Pathway services.
2024-05-13 11:50:17	Anonymous Kanawha County Schools Charleston WV	I had one student this year who was not doing great in his CTE program because of attendance. While he admitted the material was not extremely interesting to him, he also said it was easy and that he was keeping up with all the work. Unfortunately,	A/S	

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		<p>though, the program was strict in its attendance policy. We thought about a job, but the student does not have transportation anywhere and lives too far out for public transportation. My principal suggested the CIEL program, but admitted that she didn't know a lot of details of the content. When she contacted the school to ask about it, they also had very little information. Fast forward several months: The student got the highest combined HiSET score of any of my students (83), got a perfect score of 20 on one of the exams, and was thriving in the CIEL program (after finally getting started in it, after lots of emails between people). He is clearly an extremely bright individual, but just did not fit into traditional education. When I caught up with him a few weeks ago and asked about how his CIEL program was going, he was telling me how useful and convenient it was. He said since everything is online, he is able to keep up with it. On top of that, he was actually excited about the well-rounded nature of the program, and how beneficial it will be to whatever job he pursues in the future. He said, "I am getting so many certifications that will make me more marketable, as well as provide flexibility for the job market." He was extremely successful in that program, and I do not think he would have graduated with a high school diploma without it.</p> <p>I say all this to highlight 2 things: 1. It is clear that the CIEL program is very valuable to a certain set of students who might struggle in other CTE programs (in my student's case, he was</p>		
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		<p>simply bored and unchallenged, and therefore had little incentive to be there), and especially to students who might not know what type of career path they're looking to pursue. The CIEL program allows them to expand the breadth of their introduction to and experience with different types of employable skills.</p> <p>2. It was also evident, at least in this one instance, that the people who should know about the program do not know enough. I'm so grateful that my principal at least had the name of it in the back of her mind in order to have it to go on. But even after that, I know it was a few weeks before there were any definitive answers about the program. I even had my student's gifted supervisor ask me a question about the curriculum (I did not know the answer, but I happened to know the person who helped create the program, so I asked her). My point is: all persons involved in the Option Pathway program - from teachers to counseling to administrators - need the CIEL program (what it is, what skills and certification it provides to the students, and example circumstances where it might be a better fit for their CTE requirement) to be part of their training. It is not well known enough, I believe it is an integral addition to the policy as a valuable CTE option for students.</p>		
§126-32-9. Criteria for Administering Option Pathway Supplemental Program				
2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi	Old: Schools that have an operational Option Pathway program may offer seniors the HSEA as credit recovery in one content area. This supplemental program is referred to as HSEA credit	N	§3.1 defines the eligibility documentation and who submits it.

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	<p>Kanawha County Schools Charleston WV</p>	<p>recovery.</p> <p>New Policy 9.1 Schools that have an operational Option 1 program may offer seniors, as defined in the Optional Pathway Organizational Manual, the HSEA test as credit recovery in one core content area. This is credit recovery of courses the student has attempted and failed; this shall not be used as credit replacement of courses not taken. This supplemental program is referred to as HSE credit Recovery (Option 2). Schools that are utilizing the Option 2 supplemental program must follow all policies and procedures for Option 2 as outlined in the Option Pathway Organizational Manual, which is available upon request by contacting the WVDE Optional Pathway Coordinator</p> <p>Comment: George Washington, Herbert Hoover, and Sissonville High Schools in Kanawha County do not have an Option Pathway program and have relied on KCS HISET test administrators to give the OPT to their students and this is why we would like for HSEA examiner to not be removed from 3.1. There have also been situations where Option 2 and 3 students have been sent to Carver and Ben Franklin for the Option Pathway teacher to give the OPT.</p> <p>Just need clarification because the way the policy reads those three high schools would need an Option Pathway program or would the feeder career center be an approved Option Pathway program for them?</p>	<p>Students are dual-enrolled between their home high school and the career center/high school in order to receive Option Pathway services.</p>
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§126-32-10. Criteria for Administering the MCA Graduation Pathway				
2024-05-02 15:57:03	Laura Crouch Teacher Kanawha County Schools Belle West	In looking at the policy, I believe it would make the most sense if WVSDT and the MCA language were the same. Also, for both the MCA and WVSDT it would make better sense if students are returning to school they are enrolled in Option Pathway ONLY when they have an option pathway program in place already.	N	MCA programs function differently than WVSDT because the MCA is operated by the National Guard.
2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi Kanawha County Schools Charleston WV	<p>New Policy 10.3.b: A MCA student who graduates from the MCA program but who does not meet high school graduation requirements, may return to the public high school to complete the deficient areas of student required for a regular high school diploma as an Option Pathway student in accordance with this policy or as a traditional high school student as provided in Policy 2510</p> <p>Comment: MCA students returning to their home high school have exhausted their three attempts and based upon the date they took the first test at MCA are under the 6 month testing rule and may not be eligible to test prior to graduation. For example: a student takes the first test on January 21 and returns to his/her high school and would not be eligible to test until July 22 and have no hope of graduating.</p> <p>It would be in the best interest of the student to return with the opportunity to take their remaining one test at their home high school or have a 4th time testing waiver.</p> <p>New Policy: 10.3.c.1: An Option Pathway student</p>	N	The test publisher sets the requirements for retesting.

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		<p>who does not meet high school graduation requirements while a resident at MJCP may return to their home high school to complete the deficient areas of study required for a regular high school diploma as an Option Pathway student per this policy, provided the high school has an Option Pathway program, or as a traditional high school student as provided in Policy 2510.</p> <p>Comment: George Washington, Herbert Hoover, and Sissonville High Schools in Kanawha County do not have an Option Pathway program but previously the students have gone to their feeder career center - the way the policy reads those three high schools would need an Option Pathway program.</p> <p>Just need clarification because the way the policy reads those three high schools would need an Option Pathway program or would the feeder career center be an approved Option Pathway program for them?</p>	N	Students are dual-enrolled between their home high school and the career center/high school in order to receive Option Pathway services.
§126-32-11. Residence				
2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi Kanawha County Schools Charleston WV	No Comment	N	
§126-32-12. Transcripts of Scores				

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2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi Kanawha County Schools Charleston WV	No Comment	N	
§126-32-13. Falsification of the High School Equivalency Assessment Information and/or Center Violations				
2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi Kanawha County Schools Charleston WV	13.2: Testing center violations shall be processed according to the procedures outlined in the West Virginia’s HSE Test Administrator’s Manual and may include suspension or loss of testing privileges and potential criminal prosecution Criminal prosecution is an extreme word to have in a WVDE policy when in 4.4 it states test administrators who are found to be in violation of HSE test policies and/or procedures shall be placed on a plan of improvement or suspended from testing, depending on the infraction, in accordance with the procedures outlined in the WV HSE Test Administrator Manual. The two policies should read the same.	N	A revised West Virginia HSE Test Administrator’s Manual will be available on July 1, 2024.
§126-32-14. Testing Fees				
2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi Kanawha County Schools Charleston WV	No Comment	N	
§126-32-15. Severability				

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2024-05-13 00:44:46	Kim Sallada KCS HiSET Test Administrator / KCS CTE/CWST Coordi Kanawha County Schools Charleston WV	No Comment	N	
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