

TASC/TRA TESTING PROCEDURES FOR EXAMINEES

TASC Examinee, by initialing beside each statement, you are verifying that you understand and agree to the following testing procedures. If you have further questions, you may ask the TASC Examiner™, WVAdultEd Instructor or Option Pathway Teacher.

TESTING PROCEDURES FOR THE TASC READINESS ASSESSMENT (TRA)

DURING THE TASC READINESS ASSESSMENT (TRA)

- _____ I understand that I must pass the TASC Readiness Assessment (TRA) with the required minimum scores set by the WVDE prior to taking the TASC test.
- _____ I may not have the following personal items with me at my testing station: tote bags, purses, food items, textbooks, dictionaries, notebooks, book bags, supplies, scratch paper, jackets, coats, hats, or other items. If I bring these items into the testing room, I must leave them at a designated area. Should these items be found at my seat or on my person during testing, the TRA materials will be collected, and my test scores will not be valid. I will be required to leave the testing session and may not retest on the TRA for a period of three (3) months.
- _____ **Cell phones, pagers, and any other electronic devices are not allowed on my person or at my computer station while taking the TRA.** If any of these devices are found in my possession during the testing session, I will not be permitted to retest on the TRA for six (6) months.
- _____ I further understand that if a **cell phone**, pager, or any other electronic device is found in my possession during the TRA testing session, the device will be confiscated and must be examined by the teacher and/or school administrator before it can be returned to me. The device will be checked for content relating to the TRA, including text messages and photos. If content is found on my device, I understand that the teacher and/or school administrator must call the State TASC Administrator for advice. DRC/CTB as well as the police may become involved if I am found to have violated copyright laws.
- _____ There are no mid-test breaks. This means that I am not allowed to leave the testing room in the middle of a test.
- _____ I understand that the Pause Test button that is found in the online test is to be used only in emergencies under direction of the TASC Examiner, unless I have been approved for special accommodations for frequent breaks. I understand that if I pause my test without permission, my test session will end and my score for that subtest will be invalidated. I will not be permitted to take the test again for a period of six (6) months.
- _____ I should not spend too much time on a question whose answer I do not know. By the process of elimination, I will make my best choice.
- _____ During testing, I will not look at any other candidate's computer screen, I will not talk and will not make any unnecessary noise. If I appear to be copying answers, using notes, or acting suspiciously, my test session will end. I will be excused from the testing room, and there will be a six (6) month waiting period before I can retest. Likewise, if my activity makes it difficult

for others to concentrate on their work, I will be excused from the testing room. I may not reschedule to test without permission from the teacher.

FOLLOWING THE TASC READINESS ASSESSMENT (TRA)

_____ **After completing the TRA, I understand that I may not discuss any questions or essay topic with anyone, including, but not limited to, my family, friends, or instructors. If I violate this guideline, all of my TRA scores will become invalid and cannot test for six (6) months.**

_____ I understand that my Adult Education or Option Pathway teacher will provide me with a copy of my scores as well as review my strengths and weakness. The teacher is **not** permitted to discuss the actual test questions on the TRA, including the essay.

_____ If I do not meet the required minimum scores on the TRA, I must return to the WVAdutEd center or Option Pathway class to retake the practice test before I can schedule to take the TASC test.

_____ After passing the TRA, I must register for the TASC test at West Virginia Test Assessing Secondary Completion, <https://westvirginia.tasctest.com/>. I will use the self-registration site under the direction of a teacher or examiner, using only the test dates provided by the teacher or examiner.

_____ If a Test Coordinator or **a TASC Examiner previously registered me for the TASC** at West Virginia Test Assessing Secondary Completion, <https://westvirginia.tasctest.com/>, **I will need to access the site after I have taken the TASC to get my scores. I must select "New Account" and then select "I registered at a test center."**

_____ I understand that when I am registering for the TASC test, I **MAY NOT register for an audio version** of the test unless I have been approved for special accommodations and have the approval letter from the WVDE TASC Office in hand. I also understand that I may only register for these special accommodations under the direction of my teacher.

_____ I further understand that if I register for the audio version of the test without having been approved for this accommodation, I will forfeit my right to test on the scheduled date given to me by my teacher. I also understand that if I should test with accommodations for which I have not been approved, my test scores will be invalidated and I may not retest for a period of six (6) months.

TESTING PROCEDURES FOR THE TASC TEST

PRIOR TO THE TASC TEST

_____ I understand that the TASC testing site has the right to cancel the TASC test if there are not enough applicants registered to take the test. I will be informed when the next available test will be.

_____ I must have a current state or government issued photo ID in order to be permitted into the TASC test room.

DURING THE TASC TEST

_____ I may not have the following personal items with me in the testing room: tote bags, purses, food items, textbooks, dictionaries, notebooks, book bags, supplies, scratch paper, jackets, coats, hats, or other items. TASC testing and _____ will not be responsible for any personal items brought into the testing room. If I bring these items into the testing room, I must leave them at a designated area. Should these items be found at my seat or on my person, the TASC test materials will be collected, and my test scores will be invalidated. I will be required to leave the testing center. I may not reschedule to test without permission from the State TASC Administrator.

_____ **Cell phones**, pagers, and any other electronic devices **are not allowed in the testing room**. If these are found in my possession during testing, I will not be permitted to retest for six (6) months.

_____ I must have my current state or government issued photo ID at each testing session.

_____ The TASC test starts at _____ in Room _____. I must be seated and ready to test at this time. Late arrivals will not be permitted to test.

_____ Restrooms are located _____; snacks are located _____. Please finish all drinks and snacks before entering the testing room.

_____ There is no smoking on school property; therefore, I must go off school property to smoke.

_____ The time limits for the TASC test are as follows:

| TASC Test | English | Spanish |
|---|-------------|-------------|
| Mathematics-Part 1 (Calculator Session) | 55 minutes | 55 minutes |
| 15-minute break | | |
| Mathematics-Part 2 (Non-Calculator Session) | 50 minutes | 50 minutes |
| Writing | 110 minutes | 110 minutes |
| Reading | 85 minutes | 85 minutes |
| Science | 75 minutes | 75 minutes |
| Social Studies | 75 minutes | 75 minutes |

_____ There are no mid-test breaks. This means that I am not allowed to leave the testing room in the middle of a test.

_____ I understand that the Pause Test button that is found in the online test is to be used only in emergencies under direction of the TASC Examiner, unless I have been approved for special accommodations for frequent breaks. I understand that if I pause my test without permission, my test session will end and my score for that subtest will be invalidated. I will not be permitted to take the test again for a period of six (6) months.

_____ If I have an emergency and must leave the testing room, this includes, but is not limited to, going to the restroom, smoking, or leaving for illness, my testing session will end on that particular content area test. I will not be allowed to complete the exam. I must start over on a different form at the next testing session.

- _____ I should not spend too much time on a question whose answer I do not know. By the process of elimination, I will make my best choice.
- _____ I understand that I am permitted to use the calculator ONLY on Part I of the Mathematics test unless I have been approved for an accommodation and have received written approval to use the calculator of Part II of the Mathematics test. I understand that I must turn in the hand-held calculator to the Examiner **before** beginning Part II. If I am caught with the calculator while in Part II of the Mathematics test, my scores may be invalidated and I may not be permitted to test again for a period of six (6) months.
- _____ I will be required to type an essay for the Language Arts, Writing Test. **There is a question in the middle of the multiple choice test that requires you to write a short essay. This is not your essay question. This answer requires a short passage only. The essay is the very last question on the Writing test.**
- _____ During testing, I will not look at any other candidate's computer screen, I will not talk and will not make any unnecessary noise. If I appear to be copying answers, using notes, talking to other examinees, looking at another examinee's computer screen or acting suspiciously, I understand that my test session will end. I will be excused from the testing room, my test scores will be invalidated, and there will be a six (6) month waiting period before I can retest.
- _____ Likewise, I understand that if my activity makes it difficult for others to concentrate on their work, I will be excused from the testing room and I may not reschedule to test for six (6) months or without permission from the State TASC Administrator.

FOLLOWING THE TASC TEST

- _____ **After testing, I understand that I may not discuss any questions or essay topic with anyone, including, but not limited to, my family, friends, or instructors. If I violate this guideline, all of my scores will become invalid and I cannot test for one (1) year.**
- _____ I may acquire a copy of my test results from the West Virginia Test Assessing Secondary Completion, <https://westvirginia.tasctest.com/>. If a Test Coordinator or a TASC Examiner registers me for the TASC at West Virginia Test Assessing Secondary Completion, <https://westvirginia.tasctest.com/>, **I will need to access the site after I have taken the TASC to get my scores. I must select "New Account" and then select "I registered at a test center."** If I registered myself, I will select "Existing Account" and use my email and password used to register.
- _____ I understand that my Social Studies and Writing tests may take up to 10 days to score.
- _____ If I am not successful in passing the TASC test with a minimum of 500 in each subject, I may retake the test, provided that I retake and pass the subject area(s) on the TRA and complete a new WV TASC Form. I realize that I will always keep my highest score in a given subject.

FOR THE TASC EXAMINEE:

Please sign below acknowledging that you understand the Testing Procedures for Examinees.

Examinee's Signature

Date