Section 12

TASC Testing
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For questions or concerns related to the content of the \textit{WVA\textit{d}ultEd Instructor Handbook}, contact Cathy Shank at the WV Adult Education Hotline, 1-800-642-2670, or via email at cshank@k12.wv.us.

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TASC Testing in West Virginia

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WHAT IS THE WV HIGH SCHOOL EQUIVALENCY DIPLOMA?

The West Virginia Department of Education’s (or state department) approved high school equivalency (HSE) assessment offers adults a “second opportunity” to prove acquisition of the contemporary high school skills and life skills. For the thousands of West Virginians who have not completed high school, the issuance of the State of West Virginia High School Equivalency Diploma provides them with the opportunity to demonstrate academic skills at a high school level of competency. The Test Assessing Secondary Completion™ (TASC test) replaces the General Education Development (GED®) test, which was used previously as the state approved high school equivalency assessment.

How do you get the diploma?

Individuals must take and pass all five subject area tests of the TASC test to receive the State of West Virginia High School Equivalency Diploma. The state of West Virginia has provided funding for individuals to take the HSE assessment for free. In order to get the free testing, examinees must go to an Adult Education (AdultEd) classroom to take the state approved high school equivalency (HSE) readiness assessment and receive a passing score. Individuals may also choose to attend classes at an AdultEd center to brush up on skills to help them prepare for the TASC test.

Are there other tests for the high school equivalency?

Prior to January 2014, the only nationally recognized legitimate HSE assessment was the GED® test; however, there are now three.

- TASC Test Assessing Secondary Completion™ by CTB/McGraw-Hill
- GED® (General Education Development) by Pearson VUE
- HiSET® (High School Secondary Equivalency Test) by Educational Testing Service

Although there are now three nationally recognized HSE tests, West Virginia will only pay for and issue a diploma for successfully passing the TASC test.

Individuals should be aware that there are many websites and advertisements that offer a high school equivalency (HSE) diploma. These are bogus and expensive and will not be accepted by post-secondary institutions or employers. The assessments listed above are the only legitimately recognized HSE assessments available and must be taken in person at an official testing site (rather than online).

What is the difference between an AdultEd and an Option Pathway program?

Adult Education (AdultEd) programs in West Virginia serve adult students who did not succeed in the traditional school setting, as well as adult students who need additional preparation for entering the workforce or post-secondary education. The WVAdultEd program offers adults many services. Among these is the opportunity for adults who have dropped out of high school to earn a HSE diploma. Students who enter a WVAdultEd program and pass the state approved
high school equivalency assessment (TASC test) will receive the State of West Virginia High School Equivalency Diploma.

Option Pathway is a program offered to students still enrolled in high school, who are at high risk of dropping out. Option Pathway provides an opportunity for at-risk youth to stay in school and graduate on time with their cohorts. The Option Pathway program is designed for the student who has failed major core courses, is at least 16 years of age, and is in grades 9-12.

Option Pathway students must complete a state approved CTE (Career Technical Education) program of study and pass the TASC test to be eligible to receive their high school diploma as outlined in State Policy 2444.4.

Note: Due to funding regulations, WVAdultEd centers may not serve Option Pathway students.
WEST VIRGINIA HIGH SCHOOL EQUIVALENCY ASSESSMENT

What is the TASC test?

Test Assessing Secondary Completion™ (TASC test) is a national high school equivalency (HSE) assessment that allows adults to prove acquisition of contemporary high school skills. This assessment was developed by CTB/McGraw-Hill and is designed to provide equivalency for a high school diploma as well as higher-level college and career readiness. It is aligned with the College and Career Readiness Standards for Adult Education used in our state.

The TASC test assesses knowledge and skills in five subject areas including Reading, Writing, Mathematics, Science, and Social Studies. The TASC test has been nationally-normed and measures the examinee’s level of achievement relative to that of graduating high school seniors as well as readiness for college and the workforce as outlined by the Common Core State Standards (CCSS).

TASC test is available in English and Spanish as well as in large print, Braille, and audio versions. The five sections take a total of seven hours to complete and may be taken separately on different days (depending on the testing center’s schedule).

To pass the TASC test, examinees must demonstrate a level of achievement that meets or surpasses approximately 40 percent of the nation’s graduating high school seniors. See http://www.tasctest.com/tasc-test-design-for-test-center-admins.html for more information.

Besides a passing score for each test section, examinees receive a second score called the College and Career Readiness (CCR) score. A student who meets or exceeds the CCR passing score would be expected to earn a C or better in a credit-bearing college level course in the relevant subject.

As of January 1, 2014, TASC test became the state-approved HSE assessment for West Virginia. Examinees who successfully pass the TASC test receive the State of West Virginia High School Equivalency Diploma.

What are the tests in the current TASC test battery?

TASC test assesses five subject areas: Reading, Writing, Mathematics, Science, and Social Studies. In order to pass the TASC a score of 500 on each part is required.

TASC Test Reading Literacy

The Reading test includes multiple-choice, constructed response, and technology-enhanced questions that test an examinee’s ability to understand the information presented in excerpts from newspapers, magazines, novels, short stories, poetry, drama, and business or legal text passages. This subject area test includes both literary and informational texts.

- There is a limit of 85 minutes to complete the multiple-choice questions.
TASC Test Writing
The Writing test is comprised of two parts (Language Usage and Conventions, and Writing Essay). The Writing test score is a combination of scores of the two parts.

The Language Usage and Convention part consists of multiple-choice, constructed-response, and technology-enhanced questions in which the examinee must identify errors and make corrections in sentence structure, usage, mechanics, and organization.

The Writing Essay part requires the examinee to compose an essay that either states and supports a claim (argumentative) or provides information about a topic of interest (informational). The essay is scored based on the clarity of expression, organization, and development of ideas, as well as on sentence structure, punctuation, grammar, word choice, and spelling.

- There is a time limit of 110 minutes for the Writing section. This includes 65 minutes to complete the multiple-choice questions in the Language Usage and Conventions part and 45 minutes to complete the Writing Essay part.

Note:
- If a TASC test examinee completes the Language Usage and Conventions part of the Writing test in less than 65 minutes, he or she may go on to the Essay Writing portion. If the essay is completed in less than 45 minutes, the examinee may return to the first part. In addition, examinees may opt to complete the essay before they complete the multiple-choice questions to ensure they have enough time to complete the essay.
- No score can be reported for the Writing test if the examinee’s essay is blank or “off-topic.” As a result, the examinee will have to take the entire Writing test again.
- Even though the examinee may achieve a score of 500 or greater on the multiple choice section of the Writing test, if the examinee does not pass the essay section of the Writing test with a score of 2 or higher, then the Writing test score will indicate “Did Not Pass,” and the examinee must retake the entire Writing test.
- The essay score is located on the Candidate Report at the bottom of the page under Mastery Indicators: Writing.
- Those who are physically unable to write may be assigned a scribe or given the opportunity to produce a draft response, and edit it, in an acceptable manner. These special provisions must be made through the accommodations process.

TASC Test Mathematics
The Mathematics test includes test items in the following content areas: number and quantity, algebra, functions, geometry questions, statistics, and probability. Most of the items are word problems that involve real-life situations. Other items ask examinees to interpret information presented in diagrams, charts, graphs, and tables. Most of the test items are in multiple-choice
format, but the test also includes gridded response items. A mathematics formula sheet is provided for both sections.

The Mathematics test consists of two sections.

Part 1 allows examinees to use an approved calculator. The computer-based version of TASC has an online TI-30XS calculator built in. Handheld calculators are available upon request at the test sites for examinees to use with either the paper-based or computer-based versions of the TASC test.

- There is a time limit of 55 minutes to complete Part 1 of the Mathematics test.

Part 2 is taken without the use of a calculator unless special testing accommodations have been granted due to a disability. Examinees are given a page of Mathematic formulas to use during the test.

- There is a time limit of 50 minutes to complete Part 2 of the Mathematics test.

Note: Examinees may NOT go back and forth between sections of the Mathematics test. They must complete Part 1 before they can begin Part 2. If they complete Part 2 before the allotted time limit, they may not return to Part 1.

TASC Test Social Studies

The Social Studies test includes items that are designed to measure concepts and skills from the following content areas: history, economics, geography, civics, and government. This test is a gauge of examinees’ understanding of the basic principles in each of these content areas. The test items include reading passages, illustrations, graphs, and charts. This test consists of multiple-choice, constructed-response, and technology-enhanced questions.

- There is a time limit of 75 minutes to complete the multiple-choice questions.

TASC Test Science

The Science test consists of multiple-choice, constructed-responses, and technology-enhanced questions that cover content in the areas of physical science, life science, and earth and space science. Each discipline is subdivided into several Core Ideas, which each contain multiple performance expectations. Each test item assesses one performance expectation. Test items require examinees to recall knowledge, apply knowledge and skills, and apply reasoning skills. Answering questions for this subtest requires a combination of excellent reading skills, specific content knowledge, and the ability to interpret scientific data. Data may be presented in paragraph form, graphs, maps, tables, figures, and charts. As in Part 2 of the Mathematics subject area, the use of the approved calculator is allowed for the Science test. However, there is no formula sheet available for use on this test.

- There is a time limit of 75 minutes to complete the multiple-choice questions.
What is the basis for granting the State of West Virginia High School Equivalency Diploma?

According to State Policy 2444.4, the West Virginia Department of Education (WVDE) issues the State of West Virginia High School Equivalency (HSE) Diploma based upon satisfactory scores earned on the TASC test.

- Individuals must pass the state TASC readiness assessment (TRA) prior to taking the TASC test. (See What scores are required on the high school equivalency readiness assessment to qualify to take the TASC test in West Virginia? in this section of the Handbook.)

- WVDE requires that examinees taking the TASC test receive a standard score of at least 500 on all of the five content area tests.

Individuals successfully completing the TASC test and meeting the state criteria receive the State of West Virginia High School Equivalency Diploma.

In contrast, individuals successfully completing the Option Pathway requirements as outlined in State Policy 2444.4 receive a standard high school diploma from their own high school.

How can I access the WV State TASC test policy?

The WV Department of Education (WVDE) provides the state high school equivalency policy (State Policy 2444.4) online at http://wvde.state.wv.us/policies/. Questions about the TASC test or any of its policies or procedures should be addressed to the State TASC Administrator.

How much does it cost to take the TASC test?

High school equivalency assessment testing in West Virginia is free. However, TASC test candidates must first pass the TASC Readiness Assessment (TRA) prior to taking the TASC test. An adult education instructor must complete the Voucher section of the appropriate WV TASC Test Form (available from local TASC examiner or from the TASC Office) verifying that the candidate has passed the TRA. The completed WV TASC Test Form must be presented to the examiner in order for the candidate to take the TASC test.

What scores are required on the TASC Readiness Assessment (TRA) to qualify to take the TASC test in West Virginia?

In West Virginia, all candidates who wish to take the TASC test must first take a state-approved readiness assessment and pass it with the minimum required scores.

See the chart below for the minimum required scores for each readiness assessment/subject area.
Readiness Assessment Required Minimum Scores Table (as of September 1, 2017)

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Minimum Required Score for the TASC Readiness Assessment through August 31, 2017</th>
<th>Minimum Required Score for the TASC Readiness Assessment effective September 1, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Reading</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Science</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Social Studies</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Writing</td>
<td>14 *minimum of 12 on multiple choice and minimum of 2 out of 8 on essay</td>
<td>14 *minimum of 12 on multiple choice and minimum of 2 out of 8 on essay</td>
</tr>
</tbody>
</table>

Once the test-taker achieves the minimum required score(s), the adult education instructor completes the Voucher section of the appropriate WV TASC Test Form (available from the local TASC examiner), allowing that person to register for the TASC test. (For more information on the TRA, see Section 6 of this Handbook.)

What is the WV TASC Test Form?

The WV TASC Test Form is a document that must be presented to the TASC Test Examiner/Coordinator in order for a candidate to be permitted to take the TASC test in West Virginia. Multiple versions of the form (that are program-specific) are available. The completed form includes the candidate’s Social Security number, name, date of birth, gender, program type, mailing address, etc. In addition, the following information must be completed (if applicable):

- For candidates who are under the age of 18, a parent/guardian must sign the WV TASC Test Form, granting permission for the candidate to take the TASC test.
- In addition, candidates age 18 and under must have the School Information section of the WV TASC Test Form completed by the Principal, Guidance Counselor, or Attendance Director of the school last attended, confirming that the student has officially withdrawn from school or verifying that the student’s original high school class has graduated. An official school seal or stamp is required on the form.

Note: Students who reside in Cabell, Marshall, Monroe or Wyoming County may not drop out of school until age 18. Therefore, students who live in one of these counties may not test until at least age 18 unless they are enrolled in an Option Pathway program or an institutional education program or are homeschooled, court-ordered, emancipated or married.

- Program instructors must complete the Voucher section of the WV TASC Test Form for all TASC test candidates (including re-testers). This section verifies that the candidate has met the qualifications required to take the TASC test in WV (i.e., passed a state-approved readiness assessment).
• The candidate is required to sign the form, which serves as a signed release of information.

To meet the specific needs of the varying TASC preparation programs in West Virginia, different forms have been developed that are program-specific. Instructors select the WV TASC Test Form appropriate for their program. Please contact your local TASC Examiner to receive current forms.

**What assessments can be used to verify readiness to take the TASC test for first-time TASC examinees?**

The TASC Test Readiness Assessment (TRA) is the most accurate predictor of readiness as it was developed to align with the TASC test by CTB/McGraw-Hill. In West Virginia, it is required that all test candidates take and pass the TRA before they will be permitted to take the TASC test. The TRA is available in both computer-based and paper-based versions. The required minimum score on each subtest varies (See *Readiness Assessment Required Minimum Scores Table*).

Some students will be attending classes in preparation to take the TASC test. It is strongly recommended that instructors use other predictors for readiness with those students before administering the TRA. See *Are there unofficial practice tests that students may use to check their own readiness before taking the TRA? (Section 12)*.

**What assessments may be used to verify readiness for TASC test completers (re-testers)?**

If an individual completes the TASC test but does not pass all sections, then prior to re-testing the candidate must return to an AdultEd program in order to attend a TASC preparation program for the number of hours established by the AdultEd center. They must take the TRA again and increase the total points. Students must wait 30 days in between retakes of the same form of the TRA. If a student needs to retest within the 30-day wait period, an alternate form of the TRA must be used.

**Are there unofficial practice tests that students may use to check their own readiness before taking the TRA?**

Since there is a 30-day wait period in between retakes of the same form of the TRA, some students may want to try other readiness assessment options first before taking the TRA itself. For students who are working in your classroom, it makes sense to give them an opportunity to get accustomed to the test format before taking the TRA to verify readiness on the WV TASC Test Form. TASC Academy online courseware and the LearningExpress Library site have TASC practice tests that may be used as unofficial early predictors of TASC test success. Contact Rebecca Metzger at rmetzger@k12.wv.us or 1-800-642-2670 for more information on these programs.

**TASC Academy Online Courseware**

TASC Academy offers a TASC preparation program to help students prepare to take the TASC test. In addition, TASC Academy offers some half-length practice tests which may be used to
predict a student’s readiness to take the TASC test. Note: TASC Academy practice tests may NOT be used to verify a student’s readiness to take the TASC test.

**Online TASC Preparation Tutorial at LearningExpress Library Site**

TASC test preparation materials are available at the new LearningExpress Library™ 3.0 High School Equivalency Center, which may be accessed free-of-charge by using the WVInfoDepot.org portal. (Users will need to create a free account to access this material.)

At the High School Equivalency Center on this site, students will find a study course (referred to as the TASC Preparation Tutorial), which will help them prepare for the TASC test. In addition, full-length TASC practice tests are available in each of the five subject areas. Students may use these practice tests to check their readiness before attempting to take a WVDE approved TRA.

There is a different center at the LearningExpress Library site called “Recursos para Hispanohablantes” that has basic skills preparation for the new GED®. Even though it is for the GED®, this site would be useful to Spanish speakers preparing to take the TASC test.

**Note:** Passing the LearningExpress practice tests may NOT be used to verify readiness on the WV TASC Test Form that allows students to register for the TASC test.

**What are the age requirements for the TASC test?**

According to state policy, all students are required to attend high school until the age of 17. Although federal legislation allows WVAdultEd to serve students who are 16 and older, the state of West Virginia compels 16 year olds to attend high school. Therefore, you may not admit 16 year olds into AdultEd classes and they may not take the TASC test. Note: Sixteen year olds who are enrolled in an Option Pathway or institutional education program or who are emancipated, married or court-ordered may be permitted to take the TASC test with proper documentation.

In addition, four County boards of education require students to remain in school until age 18. Therefore, AdultEd classes may not serve an underage student whose address is within these specific counties: Cabell, Marshall, Monroe and Wyoming (even if the class itself is not located in that County). Because of these state rules, most students must be over age 17 (and in some counties, over age 18) before taking the TASC test.

**Are there any exceptions to TASC test age guidelines?**

There are a few exemptions from state and county age rules. There are exceptions to age guidelines for several categories of out-of-school youth: emancipated youth, married, homeschooled, court-ordered to attend/take the TASC, or those who are enrolled in an institutional education program. Exemptions must be documented in the permanent student folder and in AEMIS.
Emancipated Youth
An emancipated youth who has attained legal authority and responsibility to act separately or apart from any parent or guardian must provide the court order declaring the emancipation. A copy of the court order is made, and the emancipated youth is treated as an 18-year-old for the purpose of being eligible to take the TASC test. Note: The emancipated youth must officially withdraw from school (as evidenced on the School Information section of the WV TASC Form) unless enrolled in an Option Pathway program.

Married Youth
A married youth must provide the marriage license. A copy of the marriage license is made, and the married youth is treated as an 18-year-old for the purpose of being eligible to take the TASC test. Note: The married youth must officially withdraw from school (as evidenced on the School Information section of the WV TASC Form) unless enrolled in an Option Pathway program.

Court-Ordered Youth
Even for court-ordered youth, no one younger than 16 years of age may take the TASC test. However, an adjudicated youth who provides a court order from a judge or an order from a magistrate designated as a juvenile referee is to be admitted for TASC testing, even if the individual is still enrolled in school. Note: The court-order must state that the student has to take the high school equivalency test (TASC, HSE, GED, etc.).

Youth Enrolled in Option Pathway
Option Pathway is a program offered to students still enrolled in high school, who are at high risk of dropping out. Option Pathway provides an opportunity for at-risk students to stay in school and graduate on time with their cohorts. Option students may be permitted to take the TASC test at age 16.

Homeschooled Youth
Students who have been home-schooled may not participate in AdultEd until age 17. A homeschooled student can take the TASC test at age 17. The School Information section of the WV TASC Form must be completed and a letter from the county superintendent verifying that the student has completed homeschool requirements must be attached. The signatures of instructor and parent/guardian in appropriate areas of the form are also required.

In addition, there are certain specific exceptions for youth of a particular age who have not withdrawn from high school and are enrolled in Option Pathway, Mountaineer Challenge Academy, an institutional education facility, or Job Corps or who have been home-schooled.

For further information, see the section below.
**What are the rules for testing young adults (16-18 years of age)?**

**Sixteen (16) Year Olds**

Most 16 year olds are not allowed to take the TASC test in West Virginia. For those who qualify, in addition to providing the completed *WV TASC Test Form*, the 16-year-old taking the TASC test must provide the appropriate documents as follows:

- **Emancipated Youth** – Must provide a copy of the court documentation declaring emancipation and the School Information section on *WV TASC Form* must be completed. Parent’s signature is not required.

- **Married Youth** – Must provide copy of marriage license and the School Information section on *WV TASC Form* must be completed. Parent’s signature is not required.

- **Court-Ordered Youth** – Must provide a copy of the court order and may remain enrolled in school. Parent’s signature is not required.

- **Option Pathway Student** – Must provide parent’s and teacher’s signatures on the *WV TASC Test Form* and may remain enrolled in school.

**Seventeen (17) Year Olds**

In addition to providing the completed *WV TASC Test Form*, the 17-year-old taking the TASC test must provide the appropriate documents as follows:

- **Candidate’s original high school class has graduated** – School information completed on the *WV TASC Test Form* and parent’s signature required.

- **Candidate has withdrawn from the regular accredited high school prior to testing** – School Information completed on the *WV TASC Test Form* and parent’s signature required.

- **Candidate was being home-schooled prior to testing** – Must provide copy of letter from county superintendent verifying that the student has completed homeschool requirements (see letter for clarification on “completion”). School Information completed on the *WV TASC Form* and signatures of instructor and parent/guardian required in appropriate areas of the form.

- **Emancipated Youth** – Must provide a copy of the court documentation declaring emancipation and School Information section on *WV TASC Form* must be completed. Parent’s signature is not required.

- **Married Youth** – Must provide copy of marriage license and School Information section on *WV TASC Form* must be completed. Parent’s signature is not required.

- **Court-Ordered Youth** – Must provide a copy of the court order and may remain enrolled in school. Parent’s signature is not required.
- **Option Pathway Student** – Must provide parent’s and teacher’s signatures on the *WV TASC Test Form* and may remain enrolled in school.

**NOTE:** Students who reside in Cabell, Marshall, Monroe or Wyoming County may not drop out of school until age 18. Therefore, students who live in one of these counties may not test until at least age 18 unless they are enrolled in an Option Pathway program or an institutional education program or are homeschooled, court-ordered, emancipated or married.

**Eighteen (18) Year Olds**

An individual who is **18 years of age** must provide evidence of one of the following on School Information section of the *WV TASC Test Form*:

- Candidate’s original high school class has graduated.
- Candidate has withdrawn from the regular accredited high school prior to testing.
- Candidate was home-schooled prior to testing. (A letter from the county superintendent verifying that the student has met homeschool requirements must be attached to the *WV TASC Form*.)
- Candidate is enrolled in an Option Pathway, Mountaineer Challenge Academy, or institutional education program.

**What type of identification is required?**

A current, valid photo identification with current name and address, birth date, and preferably a Social Security number is required prior to all testing sessions. Only the following are accepted:

- A valid driver’s license
- A valid Department of Motor Vehicles picture identification
- A valid passport
- An institutional identification while a resident of the facility (i.e., Job Corps, correctional institutions, etc.)

**Note:** Mountaineer Challenge Academy (MCA) cadets may use the MCA ID during the post-residential phase (1 year after the semester in which the student was enrolled at MCA ends) of the program by providing documentation of their status with MCA.

A photocopy is not acceptable.

The examiner has the authority to require additional identification for positive verification.

**How do you register to take the TASC test?**

After the TASC test candidate has passed the TASC Readiness Assessment as verified on the appropriate *WV TASC Test Form*, the candidate should use the online self-registration system located at [https://westvirginia.tasctest.com/](https://westvirginia.tasctest.com/) to register for the TASC test. This online registration process may be completed as part of a group or individually.
For more information on the self-registration process, see *Completing the Online Self-Registration for the TASC Test* in this section of the *Handbook*.

**Do you have to be a West Virginia resident to take the TASC test?**

West Virginia does not have a residency requirement. Persons meeting all criteria and demonstrating themselves eligible under the State of West Virginia High School Equivalency Diploma guidelines are admitted to TASC testing for the purpose of securing the diploma.

**Is it possible to take the TASC Test or the TRA in Spanish?**

Both the TASC test and the TASC Readiness Assessment (TRA) are available in Spanish. The TASC test can be taken as a paper-based test (PBT) or a computer-based test (CBT) in Spanish. The Spanish edition is also available in alternate formats including large print and Braille.

Your program may assist students in checking readiness for the Spanish TASC test by using the Spanish TRA. You may also offer Spanish speakers self-study options through *Learning Express Library*.

**Please Note:** WVAdultEd programs that use federal funds are **not allowed to provide instruction in Spanish**. Students who enter WVAdultEd classes with a goal to only take the Spanish edition of the TRA in order to get a Voucher and be allowed to take the Spanish TASC test would not be assigned an FFL. They would need to exit the program before completing twelve hours of instruction.

Someone whose ultimate goal is to take the Spanish TASC **may study in your class in English** or may participate in English Language Acquisition activities in an ESOL class. If that is the case, the student should be considered an English Language Learner (ELL) and should be encouraged to attend more than 12 hours. Bilingual (Spanish/English) materials are available for TASC preparation. For more information, contact Cathy Shank, cshank@k12.wv.us.

**What editions of the TASC test are available in Alternate Formats?**

The TASC test is available in U.S. and Canadian English language as well as Spanish. Special editions of the English language TASC test are available in Braille, large print, and CD formats. CD and large print editions of the TASC test are also available in Spanish and English. In addition, there is a Braille edition of the TASC test in Spanish and English.

The TASC test can be taken as a paper-based test (PBT) or a computer-based test (CBT) in English or Spanish. The English and Spanish PBTs are also available in alternate formats including large print and Braille. These alternate formats are available to any TASC test examinee without formal approval from the WV State TASC Administrator—they are not considered special testing accommodations. However, prior notification must be made to the examiner so that the alternate format will be available at testing.
TASC TEST AND TASC READINESS ASSESSMENT (TRA) PROCEDURES FOR CANDIDATES WITH DISABILITIES

TASC test design includes accessible formats and allowable resources that are available to all examinees. In addition, examinees with a documented need may apply for special testing accommodations.

Examinees have access to three types of support during TASC testing:

- **Allowable Resources:** Tools, procedures, and materials that an examinee may use to support test taking include items such as earplugs, magnifying glasses, or seat cushions. No formal approval is required for the use of allowable resources. In some cases, a notification form must be filled out and provided to the testing center prior to testing so that the testing center can prepare to support the request.

- **Alternate Formats:** TASC test is available in English and Spanish in alternate formats, including Braille and large print editions. To receive alternate formats, the examinee or instructor must provide prior notification to the testing center to ensure that there is time to arrange for acquiring the test in the alternate format.

- **Special Testing Accommodations:** Special testing accommodations, such as extra time, are intended to account for the effects of a person’s disability. Special accommodations are only approved for examinees with appropriate documentation diagnosing their disability or disorder and supporting the need for specified accommodations.

**What Allowable Resources for the TASC test may be used by the student with prior approval but with no formal documentation?**

The list of allowable resources is available for download from the TASC website at [http://www.tasctest.com/assets/3_tasc_allowable_resources_051016.pdf](http://www.tasctest.com/assets/3_tasc_allowable_resources_051016.pdf).

Although some allowable resources call for prior notification so that the testing center can, if possible, support the request during the scheduled testing session, allowable resources do not require formal approval for use.

The TASC test examinee or AdultEd instructor should submit the Prior Notification Form (found at [http://www.tasctest.com/assets/7_tasc_prior_notification_form_051016.pdf](http://www.tasctest.com/assets/7_tasc_prior_notification_form_051016.pdf)) to the TASC Test Examiner/Coordinator at their testing center when scheduling the testing date.

Some allowable resources are provided as tools within the computer-based TASC test. The TASC Test Coordinator/Examiner may need to change system settings to provide examinees with access to these tools. The examinee should provide prior notification to the testing center for those computer-based features to be available. The Prior Notification Form will need to be filled out for this. All allowable resources that the examinee brings to the testing center are subject to inspection by the TASC Test Examiner/Coordinator.
What special testing accommodations are available for the TASC test itself?

Special testing accommodations for the TASC test require formal approval by the State TASC Administrator based on evidence of an examinee’s documented need. An examinee is only permitted the use of special testing accommodations if he or she has submitted a TASC Special Testing Accommodations Request Form and accompanying required documentation (and received formal approval from the WV State TASC Administrator).

TASC Test Coordinators/Examiners and examinees are notified of approved special testing accommodations in a decision letter from the State TASC Administrator. Note: The TASC Special Testing Accommodations Request Form should be submitted to the WV State TASC Administrator. Do not send it to DRC since this will delay the approval process.

For a list of Special Testing Accommodations Descriptions that may be authorized, see http://www.tasctest.com/assets/2_tasc_special_testing_accommodations_descriptions_051016.pdf.

What accommodations can be made when administering TASC readiness assessments?

The same accommodations that are available for the TASC test may be requested for the TRA. If a student has been approved by the WV State TASC Administrator for disability accommodations on the TASC test, your program MUST offer the same accommodations when administering the TRA.

Large Print Version

Any student may request a large print version of the TASC Readiness Assessment (TRA) with or without documentation. However, at this time the TRA does not have a large print paper-based version. Students who require this accommodation may take the computer-based TRA and enlarge the font. As an alternative, magnifying tools may be used for the paper-based version.

Audio Version

At this time the computer-based version of the TRA Reading test does not offer audio; so all candidates that have a documented disability requiring an audio version as an accommodation need to have a staff member read aloud the Reading subtest of the TRA; all other subtests of the current computer-based TRA have audio capabilities. Remember the assessment may NOT be read out loud when other students are in the same room.

If a student requires an accommodation that is unavailable using the current version of the TASC Readiness Assessment (TRA), contact the WV State TASC Administrator, Ellen Killion, at ekillion@k12.wv.us, or call 304-558-6315 about how to prove readiness to take the TASC test.

How do I request accommodations for the TASC test and TRA?

To begin the process of requesting an accommodation, the candidate should download the Special Testing Accommodations Request Form. The form describes the information needed to document the disability. It should be completed by the TASC test examinee (with the support of an instructor or other advocate, if desired) and by a licensed professional evaluator.
The form has five sections. The first four sections must be completed prior to the request being sent to the WV State TASC Administrator, for review.

<table>
<thead>
<tr>
<th>Section</th>
<th>is completed by the . . .</th>
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<tbody>
<tr>
<td>1</td>
<td>Examinee (with support from an Advocate, if desired)</td>
</tr>
</tbody>
</table>
| 2       | Evaluator (a licensed professional who can diagnose the Examinee’s disability and recommend appropriate accommodations)  
If the examine is submitting an IEP or 504 plan (or private school equivalent), or if the examinee is submitting proof of prior approval to use the requested accommodation, then the examinee or examinee’s Advocate may complete Section 2 in lieu of an Evaluator. |
| 3       | Evaluator (Note: If the examinee is submitting an IEP or 504 plan, or if an examinee is submitting proof of prior approval to use the requested accommodation, then this section may be left blank.) |
| 4       | TASC Test Coordinator at the examinee’s local test center |
| 5       | Send to the WV State TASC Administrator |

Candidates who need assistance in completing the form may contact their local TASC Test Coordinator/Examiner who will explain the process. WVAdultEd instructors will need to assist most students in completing the form correctly.

The TASC test candidate should deliver the completed form to the TASC Test Coordinator/Examiner at the local testing site for processing and verification. Once the form is completed, it should be forwarded to the WV State TASC Administrator. After the disability is documented and accommodations are approved, the specified accommodations may be used when taking both the TRA and TASC tests.

The candidate must schedule testing with accommodations in advance so that the instructor and TASC Test Examiner/Coordinator may prepare for accommodation testing.

Additional important documents may be obtained from the local TASC Test Coordinator/Examiner or found at [http://wvde.state.wv.us/tasc/accommodations.html](http://wvde.state.wv.us/tasc/accommodations.html). They are also available on the TASC website at [www.TASCtest.com](http://www.TASCtest.com).

The following materials (available on the TASC website) will help the Examinee and Evaluator prepare the request form for submission:

- TASC Test Allowable Resources
- TASC Test Prior Notification Form
- TASC Test Special Testing Accommodations Descriptions
- TASC Test Special Testing Accommodations Request Form
- Examinee Guidelines for Requesting TASC Test Special Testing Accommodations
- Evaluator Guidelines for Requesting TASC Test Special Testing Accommodations
- TASC Test Special Testing Accommodations Approval Criteria
What are TASC registration procedures for students who require accommodations?

TASC test candidates who have been approved for special testing accommodations must notify the TASC Coordinator/Examiner in advance so that the coordinator/examiner can make sure that all approved accommodations are in place before testing begins.

Process for Testing with Accommodations

- Submit the Special Testing Accommodations Request Form (available at [http://www.ctbassessments.com/secured/GHI/TASC_Accomm_Request_Form_Dec_2016.pdf](http://www.ctbassessments.com/secured/GHI/TASC_Accomm_Request_Form_Dec_2016.pdf)) to the WV State TASC Administrator. **Note:** The approval process for special testing accommodations takes 6-8 weeks, so please do not schedule the examinee for the TASC test until the approval letter has been received.

- Once the Special Testing Accommodations Request has been approved, a letter of approval that specifies the accommodations for which the examinee has been approved is sent to the examinee as well as the test coordinator/examiner.

- The examinee takes the letter of approval to the adult education instructor.

- The adult education instructor notifies the TASC Coordinator/Examiner that the student has been approved for accommodations. The instructor and coordinator/examiner work together to determine if a special testing session should be conducted and to establish a testing date.

- Once the adult education instructor and coordinator/examiner have established a testing date, the adult education instructor assists the examinee in registering for the TASC test (see Role of the Instructor below).

- Prior to the day of testing, the examiner must go into the WV TASC site and make sure that the accommodations being requested have been set up online. A student must be registered and scheduled for a test session before the examiner can request a paper-based test since the examiner must know which test form to request.

- The registration system assigns the test form when the test is scheduled. If the examinee needs a paper-based test (PBT), the examiner must request the test from the WV TASC Office. The large print and Braille tests must also be requested in advance. Notify the TASC Coordinator/Examiner about the request.

Role of the Instructor

The instructor assists the examinee with creating an account, or if previously created, signing into the account, and request the following items:

- Test Type
  - Computer-Based Test
  - Paper-Based Test
- Form Types - It is under this section that the examinee is requesting an accommodation test, such as:
  - English/Spanish Braille
  - English/Spanish Audio
  - English/Spanish Large Print

**Note:** Marking any one of these lets the coordinator/examiner know to reference the approval letter for that examinee. If the accommodations above are not the accommodations approved, the examinee should select “English/Spanish”.

If the examinee is approved for any of the accommodations mentioned above or any accommodation not listed, the examinee should select, “Examinee does not waive any formally approved accommodation.” This lets the coordinator/examiner know that the examinee is already approved for an accommodation and that the coordinator/examiner needs to reference the approval letter for that examinee.

**Role of the Coordinator/Examiner**

The Coordinator/Examiner receives the request from the examinee at the West Virginia TASC site and selects the “Accept” button.

The following screen will indicate if the examinee has requested accommodations. If the statement, “Examinee does not waive any formally approved accommodations” appears, this is an indication that the examinee has approved accommodations, and the coordinator/examiner should reference the approval letter sent for that examinee to confirm the accommodation requested by the examinee was approved by the WVDE TASC Office. The examiner should also add the amount of extended time approved for the examinee (if applicable).

If the examinee is approved for the use of a calculator on the Math (Part 2) for a computer-based test or the paper-based test, a hand-held calculator is issued to the examinee during the test. This accommodation is not recorded when the coordinator/examiner is accepting the examinee.

**Note:** Many times, the accommodation of a “Separate Room” is approved to protect the examinee sitting next to the person who has the audio version of the test. Even though the examinee with the accommodation is wearing headphones, the person sitting close by may be sensitive to the sounds produced by the recording. Therefore, if your test center has more than one examinee that is approved for the audio version of the test and the testing room is large enough to separate these examinees with audio approved accommodations, these examinees taking the audio test may take the test as a small group.
ORIENTATION PROCESS FOR TASC TEST CANDIDATES

Guidelines for WV TASC Testing

- Review the [WV TASC Testing Guidelines for Teachers](#) (Section 12 Appendix).

First Contact with the Program

- Determine if the candidate meets the age requirements for taking the Test Assessing Secondary Completion Test™ (TASC test).

  - Explain to 16 year olds that they cannot attend an Adult Education (AdultEd) class or take the TASC test unless they provide documentation of being court-ordered to take a high school equivalency assessment (such as the TASC test, GED® test or HSET®) or are emancipated, married or enrolled in an institutional education facility. **Note:** A 16-year-old enrolled as an Option Pathway, a Mountaineer Challenge Academy (MCA), institutional education, or a Job Corps student may take the TASC test as part of the program in which they are enrolled.

- Provide candidates with the [WV TASC Test Form](#).

- Provide students with the [TASC/TRA Testing Procedures for Examinees Form](#). This form must be attached to the WV TASC Test Form and provided to the examiner.

- Explain to 17-18 year olds (with the exception of Option Pathway, court-ordered, Mountaineer Challenge Academy, Job Corps, or Institutional Education students) that their withdrawal from school, alternative education, or home-school must be verified on the [WV TASC Test Form](#) by the last school attended.

- Explain to 17-year-old candidates that if their class has not yet graduated, they may attend the AdultEd classes once the documentation of official withdrawal from school is presented to the AdultEd instructor; **however, the TASC test may not be taken until the 17-year-old has been withdrawn from school for at least one month.**

  **NOTE:** Students who reside in Cabell, Marshall, Monroe or Wyoming County may not drop out of school until age 18. Therefore, **students who live in one of these counties may not test until at least age 18** unless they are enrolled in an Option Pathway program or an institutional education program or are homeschooled, court-ordered, emancipated or married.

- Provide additional information about the testing process and the need for current state-approved photo identification.

- Encourage students to enroll in a class to prepare for the TASC test or for future educational opportunities.
• Determine if testing accommodations have already been approved for a person with documented disabilities and which (if any) accommodations are requested for the TRA.

• Schedule the candidate to take the TRA.

• Record the student achievements: Completed High School Equivalency Orientation.

Registration for the TASC Readiness Assessment (TRA)

• Before administering a state-approved TRA, check to be sure the candidate has a current state-approved photo ID (the same as needed when taking the actual TASC test). Verify the candidate’s age by checking the photo ID.

• Be sure that candidates ages 16-18 have already completed the Withdrawal Form section of the WV TASC Test Form, which must be verified by the last school attended.

• Ask the candidate to complete the Key Information section of the WVAdultEd Student Profile Form (Section 4, Appendix) and sign the Release of Information that is part of the profile. For students who decide only to take the TRA, their achievement is Completed High School Equivalency Readiness Assessment.

• A candidate may present disability documentation (if special testing accommodations are needed and have already been approved by the State TASC Administrator).

• Provide an introduction to the TRA and offer test-taking tips. Also discuss the sample questions for each content area test and provide a quick calculator demonstration.

Follow-up Conversation and TASC Test Preparation

• After the candidate completes the TRA content area tests (using specified test accommodations if needed), score the readiness assessment and determine which content area tests (if any) the candidate will need to retake at a later time. Note: There is a 30-day wait time in between retakes of the same form of the TRA.

• Explain the test results to the candidate and make recommendations for further study (if necessary). Note: Do NOT go over the correct answers for the TRA.

Candidates Who Pass All Parts of the TRA

• Initial and sign the voucher section of the WV TASC Test Form. Note: Some sites may also use a stamp. Make a copy of the WV TASC Test Form and the TASC/TRA Testing Procedures for Examinees form and maintain copies of these forms as well as TRA scores in the permanent file along with the Student Profile Form (Section 4 Appendix).

• Make a copy of the student’s current photo ID and attach to the WV TASC Form.

• The WV TASC Form, copy of student’s current photo ID, and the TASC/TRA Testing Procedures for Examinees form must be submitted to the TASC Test
Coordinator/Examiner **at least five days before the scheduled test date.** (Note: Incomplete WV TASC Forms will no longer be accepted.)

- Record the student achievements: *Completed High School Equivalency Readiness Assessment* and *Passed High School Equivalency Readiness Assessment.*

- Invite students to attend a seminar to register for the TASC test (given by the instructor or by the local TASC Test Coordinator/Examiner). This would include:
  - Online Tools Training, available at [https://wbte.drcedirect.com/TASC/portals/tasc](https://wbte.drcedirect.com/TASC/portals/tasc) (Chrome browser must be used)
  - Training on the use of the TI-30XS calculator. (For resources on how to use the TI-30XS calculator, see the **WVAdultEd LiveBinder** at [https://www.tinyurl.com/wvabe](https://www.tinyurl.com/wvabe). Click on the TASC Test Info tab and then the Calculator Resources tab.)

- Completion of the **TASC/TRA Testing Procedures for Examinees** document at [https://wvde.state.wv.us/tasc/documents/Apdx2TestingProceduresforExaminees_000.docx](https://wvde.state.wv.us/tasc/documents/Apdx2TestingProceduresforExaminees_000.docx)

- Completion of the TASC test registration using the WV TASC Registration site at [https://westvirginia.tasctest.com/](https://westvirginia.tasctest.com/). (For more information on the test registration process for students, see **Completing the Online Self-Registration for the TASC Test**, Section 12.)

- Prior to the orientation, the TASC Test Coordinator/Examiner must make sure the AdultEd instructor knows the number of computers available and the test center testing schedule so that the instructor can let the candidates know the test date they should select.

- After students complete the WV TASC Registration process at [https://westvirginia.tasctest.com/](https://westvirginia.tasctest.com/), the teacher must submit the **WV TASC Test Form**, the **TASC/TRA Testing Procedures for Examinees Form** (Section 12 Appendix) and copy of student’s current state-issued photo ID to the local TASC Test Coordinator/Examiner.

- For more information on the test registration process for students, see **Completing the Online Self-Registration for the TASC Test** (Section 12).

**Candidates Who Do Not Pass the TASC Readiness Assessment**

- In a confidential setting, meet with each student to explain the test results, discuss strengths, and offer a time frame for improving weak areas. **Do NOT** go over the answers to the assessment.

- Assist those who do not pass in choosing a convenient WVAdultEd class, Literacy WV program and/or distance education option to improve selected skills.

- Each county has established readiness assessment retest rules for candidates who do not pass the readiness assessment. These may include any of the following:
Number of hours that must be completed at the AdultEd center prior to re-taking the readiness assessment.

Wait-time before re-taking the readiness assessment (after not passing). **Note:** There is a 30-day wait period in between retakes of the same form of a readiness assessment (TRA).

Readiness assessment scores are good for six months (in the event that the candidate does not go to take the TASC test immediately). After six months, students must retake the TRA.

- If applicable, inform TASC test candidates who do not pass the readiness assessment of your county’s specific requirements.

**Candidates Who Choose Not to Attend Class**

- Mark their achievement as *Completed High School Equivalency Readiness Assessment*.
- Provide them with your contact information in case they want to return later.
- Provide information about study options through AdultEd distance education. Distance education options include Edgenuity, TASC Prep Academy, and WIN Career Readiness Courseware.
- Provide information about tutoring programs through Literacy WV; books and other resources they can access on their own through the Public Library; or tutorials/practice tests from *LearningExpress Library*. (Start at [www.wvinfodepot.org](http://www.wvinfodepot.org). Click on the *LearningExpress Library* link located in the top right-hand column of the page.)

**Candidates Who Decide to Attend Class after Not Passing the TRA**

- These students should complete the General AdultEd Intake Process (learning styles inventory, special needs screening, barrier identification, etc.) and follow the same assessment to instruction process as other adult education students.
- When students are ready, administer only the content area test(s) of the TRA needed to attain a passing on the assessment (see the *Readiness Assessment Required Minimum Scores Table*, Section 12).

**Candidates Who Take the TASC Test but Do Not Pass All Sections**

- Invite candidates to enroll in class or return to class to improve their areas of weakness or increase their overall total points.
- If your county has established a specific number of hours that must be completed at the WVAdultEd center prior to retaking the TRA, inform the TASC test candidate of this requirement.
- When the readiness assessment scores have improved (student meets the required minimum scores) and you believe that the candidate is ready to retake the TASC test,
complete a new *WV TASC Form*, initial and sign the second part of the *Voucher* section of the *WV TASC Test Form*. If examinee is ages 16-18, attach a copy of the original *WV TASC Form* (that has the school seal or stamp) to the new *WV TASC Form* each time.

- *WV TASC Form* must be sent to the examiner **a minimum of five days before the scheduled test date** along with a copy of the student’s current photo ID and the *TASC/TRA Testing Procedures for Examinees* form (every part needs to be initialed and the form signed by the student). The teacher should retain the signed copy of this form and a copy should be given to the student.

- Assist the candidates in logging on to the *West Virginia Test Assessing Secondary Completion Registration* site at https://westvirginia.tasctest.com/. (See *Completing the Online Self-Registration for the TASC Test*, Section 12.) Have them use their established email address and password. Encourage them check all forms for accuracy. If a change needs to take place, contact the TASC Test Coordinator/Examiner immediately.

- Help candidates print the *TASC Test Ticket*. 
COMPLETING THE ONLINE SELF-REGISTRATION FOR THE TASC TEST

After the TASC test candidate has passed the TASC Test Readiness Assessment (TRA), as verified on the WV TASC Test Form, the online registration process may be completed as part of a group or individually with the assistance of the instructor. The TASC test candidate uses the online self-registration site found at the West Virginia Test Assessing Secondary Completion website (https://westvirginia.tasctest.com/) to register for the TASC test.

Note: The adult education instructor should direct the student as to which test date(s) and which subject area tests should be selected at the time of scheduling for the test.

Test candidates must be scheduled for the TASC testing the self-registration system a minimum of five days prior to the scheduled TASC test date. This allows the teacher and the examiner time to make sure all students are properly registered. For a student with accommodations, contact the examiner to find out how many days in advance he/she wants the student registered. It may take additional time for the examiner to set up the special testing accommodations for the student.

Prior to registering using the online self-registration site, if the TASC test candidate does not have an email address, one needs to be established using Yahoo, Gmail, Hotmail, or any other email server. Note: AOL email addresses cannot be used for self-registration.

An established email address is needed in case a problem is encountered when the candidate logs in to the WV TASC test registration site. If a problem occurs, the candidate will be sent a solution via email. Therefore, it is important to establish an email address rather than using a fake email address. Fake email addresses should only be used for Job Corps, Mountaineer Challenge Academy, or institutional TASC test candidates.

After establishing an email address, the TASC test candidate visits the West Virginia Test Assessing Secondary Completion online self-registration site at https://westvirginia.tasctest.com/ to continue the registration process.

Self-Registration Procedures for Test Candidates

- Go to the West Virginia Test Assessing Secondary Completion website at https://westvirginia.tasctest.com/.
- Note: On the Login Page the candidates will need to select –
  - Existing Account is used if the candidate has already created an account
  - New Account is used if this is the first time the candidate is registering at the site
    - Candidate will select “I registered at a test site,” if the student has taken a TASC test prior to the self-registration process.
    - Candidate will select “I have never registered,” if the student has not taken any part of the TASC test.
• Create New Account (Step 1)
  o Enter First Name, Last Name
  o Email Address
  o Password
  o Create

• Create New Account (Step 2)
  o Complete demographic information
  o Phone number – If student does not have a phone number use (999) 999-9999
  o Once completed Edit or Confirm Registration – If “Confirm Registration” is selected changes cannot be made. Complete the Request to Change Information on TASC Examinee’s Record and submit to WVDE.
  o After selecting “Confirm Registration”, the login page will appear with message, “Thank you for completing your registration, your information has been saved. A confirmation email with a verification code has been sent to your email address. Please check your email and verify your account.”

• Candidate will receive email from CTB with the Subject: New TASC Examinee Account Confirmation

• Candidate must open email and click on link to verify account. (Note – If clicking the link does not open the page, please copy and paste the URL.)

• URL will take candidate to login page and a confirmation message, “Your account has been verified. You may now log in into the system.”

• Candidate will select, “Existing Account” and enter email and password.

• Candidate’s unique user identification (UUID) will be at the top of the account. This UUID is used on the TASC test.

Scheduling a Test
• Go to the West Virginia Test Assessing Secondary Completion website at https://westvirginia.tasctest.com/.
• Login in under Existing Account.
• Scroll down the page to see TASC subjects.
• Click under “Request a Test” for the TASC test subject area for which you wish to schedule a test. A green box will appear “Open for Scheduling.” Click.
• “Select a Test Center Near You (Step 1).” By putting in address or zip, three centers will appear. If candidate does not see the test site where testing will take place, scroll down and select “List More” until site appears. Once site is located click “Select”.

WVAdultEd Instructor Handbook, Section 12, 2017-2018
- “Request Test Date for Reading (Step 2)” - Select “Computer Based Test” unless your center is located in an Adult Institutional Education facility or the paper based test is being administered for accommodations.

- Select “Form Type” – Select English or Spanish if you have not requested and been approved for testing accommodations.

- Under “Waiver of Accommodations“ select, an examinee with accommodations should click on “Examinee does not waive formally approved accommodations.” All other examinees should click on “Does not apply”. Examinee should only select “Examinee does waive formally approved accommodations” if they have received a formal approval letter that allows for accommodations but he/she chooses to not use those accommodations for the testing session.

- “Select Date” – SELECT ONLY THE DATES THAT THE TEST COORDINATOR/EXAMINER HAS PROVIDED FOR THE ADULTED OR OPTION PATHWAY INSTRUCTOR.

- “Time of Day” – The time of day that is listed should reflect the beginning hours for the test center. It DOES NOT reflect the actual test begin time. The Test Coordinator/Examiner should provide the AdultEd or Option teacher with the hours that reflect testing from beginning to the end of the test. AdultEd or Option Pathway teachers should instruct candidates as to the specific testing times as well as the amount of time required to test.

- Select “Request.”

- Select “Confirm.”

- Select “Request Tests” on the menu going across the top and repeat steps for each test (if necessary).

- Examinee will receive an email once the request is accepted by the Test Coordinator/Examiner. This will not be an immediate response. The Test Coordinator/Examiner will receive an email that a test has been requested; and will accept or reject the date when their schedule permits them to do so. The adult education instructor may work out a schedule with the Test Coordinator/Examiner so that the Test Coordinator/Examiner will accept these dates while Self-Registration is occurring.

- Go to WV TASC test registration website, https://westvirginia.tasctest.com/.

- Login in under Existing Account.

- Your Upcoming Test will be on the home page. Click View Confirmation.

- Print Test Confirmation for your own use.

Make sure that the student is scheduled for the test date before sending them to the test session. To verify that the registration is complete, direct the students to print out the test ticket confirming that they are scheduled for the test session.
Students must test on the date for which they are registered. If they are unable to test on that date, the examiner must cancel the test and the student must register for an alternate date. Do not send students to a test session on a date for which they have not been registered.

**Original Photo ID**

Examinee must present his/her original current photo ID before he can be admitted to the test session. There will be NO exceptions. A copy is not acceptable. A student without proper ID will not be allowed into the testing room and will have to reschedule.
INFORMATION FOR GRADUATES WITH HIGH SCHOOL EQUIVALENCY DIPLOMAS

TASC and GED® Test Transcripts through Diploma Sender

As of January 1, 2015, test takers began using Diploma Sender, a document fulfillment company for HSE test takers, to view their high school equivalency assessment scores. In addition, all requests for HSE transcripts, letters of verification, and replacement diplomas are now processed by Diploma Sender. Diploma Sender replaces GEDWizard which was used previously.

Through the Diploma Sender website (www.diplomasender.com), test takers can order documents outside of regular business hours. This means that test takers have the convenience to view scores, order documents, and track document orders any time day or night, seven days a week from the comfort of their home.

The original copy of the TASC or GED® test transcript and credentials are issued at no cost. For first-time testers the diploma is mailed out automatically after they pass the test. Persons requesting a duplicate TASC or GED® test transcript, a verification of passing scores, and/or a replacement of their State of West Virginia High School Equivalency Diploma as evidenced by passing the TASC and/or GED® test must make their request via Diploma Sender.

In order for test takers to view scores or request documentation, they must first register with Diploma Sender at www.diplomasender.com. For step-by-step instructions on how to register and order documents, see the DiplomaSender Test Taker Guide (Section 12 Appendix).

Guidelines for High School Equivalency Diploma Graduations

Because some HSE candidates do not wish their credential awards to be a matter of public record, no name of a credential recipient should be released unless an individual candidate has signed permission to this effect. The fact that a person has or has not taken a HSE assessment should also be treated as confidential information, since disclosing participation in the HSE program is tantamount to reporting the absence of a traditional high school diploma.

Therefore, the following procedures should be used to ensure confidentiality:

- The graduation committee provides the TASC Test Coordinator/Examiner with the graduation packets, which may include the invitation, RSVP, etc., in a sealed envelope with the committee’s return address and prepaid postage or directions for postage.

- The TASC Test Coordinator/Examiner will place mailing labels of all TASC test graduates on the envelopes and mail the packets.

- All return information or phone calls from the graduate will come directly to the graduation committee.

- Remember—do not publish names on the graduation program or in the local newspaper without the consent of the graduates.
College Scholarships for Recipients of the State of WV High School Equivalency Diploma

A scholarship program is administered by the WV Department of Education, Office of Adult Education, to encourage adults who have obtained their State of West Virginia High School Equivalency (HSE) Diploma to pursue additional education opportunities at our state’s community and technical colleges, four-year colleges, universities, and career and technical centers. Scholarships are sponsored by the post-secondary institutions themselves, the West Virginia Adult Education Association, Inc. (WVAEA, Inc.), and a private citizen.

The HSE scholarship application is updated each year and posted to the WVAdultEd homepage at [http://wvde.state.wv.us/abe/](http://wvde.state.wv.us/abe/). Any adult with a WV HSE diploma (regardless of the year it was issued) may apply. The application selection is based upon the state approved HSE assessment scores and the individual’s financial need for the scholarship award.

- The minimum acceptable passing score on the GED® test is 250 for those tested prior to January 1, 2002 and 2500 for those who tested on or after January 1, 2002.
- For the TASC test, the graduate must have scored a minimum of 550 on each subject area test.
- Those who graduated between January 2014 and June 2015 may have a combination of TASC test scores (minimum of 550 on each subject area test) and GED® test scores (a minimum of 500 on each subject area test).

In addition to the scholarship application, students must also submit the Free Application for Federal Student Financial Aid (FASFA) found at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA Student Aid Report (SAR) information is used to determine the financial need.

The scholarship application is made available in early January. Applicants may apply through April 30 of that year. The award letters are mailed to recipients in June for the upcoming school year. The application is available online or may be downloaded from the Adult Education and WVAEA web pages. Applications may also be obtained by contacting the Office of Adult Education at 1-800-642-2670 or 304-558-0280.
APPENDIX

Section 12
TASC Testing
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TASC/TRA Testing Procedures for Examinees

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.

**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)

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 WVAdultEd 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

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.

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:

<table>
<thead>
<tr>
<th>TASC Test</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics-Part 1 (Calculator Session)</td>
<td>55 minutes</td>
</tr>
<tr>
<td>15-minute break</td>
<td></td>
</tr>
<tr>
<td>Mathematics-Part 2 (Non-Calculator Session)</td>
<td>50 minutes</td>
</tr>
<tr>
<td>Writing</td>
<td>110 minutes</td>
</tr>
<tr>
<td>Reading</td>
<td>85 minutes</td>
</tr>
<tr>
<td>Science</td>
<td>75 minutes</td>
</tr>
<tr>
<td>Social Studies</td>
<td>75 minutes</td>
</tr>
</tbody>
</table>

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
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WV TASC Testing Guidelines for Teachers

Test Center Rules

Unauthorized individuals (including teachers or other school staff) are NOT allowed in the TASC testing room while a test is in session. This is a violation of secure testing rules and could result in the closure of the test site. Only the following personnel are allowed in the room:

- WVDE approved TASC Examiner
- TASC Coordinator
- State TASC Administrator
- Examinees (who have presented a current photo ID and been accepted by the examiner)

Under no circumstances is anyone else permitted in the test room while a test is in progress.

WV TASC Forms

- **WV TASC Form must be completed entirely before submitting to Examiner. Incomplete WV TASC Forms will no longer be accepted.**

  Before submitting, double-check the following:

  - student information section is complete and legible
  - signature of parent/guardian if examinee is under 18 (if enrolled in Option Pathway, signature of parent/guardian must be obtained if your county requires parent/guardian signatures on other school-related documents)
  - school information and school seal for 16-18 year olds (including those enrolled in Option Pathway in K12 programs)
  - signature of AdultEd or Option Pathway teacher
  - verification of passing TRA
  - signature of student

- **A new WV TASC Form must be completed and submitted to the examiner each time a student has to retake a TASC subtest to verify that the student has taken and passed the TRA again.**
  - If examinee is ages 16-18, must attach a copy of the original WV TASC Form (that has the school seal) to the new WV TASC Form each time.

- **WV TASC Form must be sent to the examiner a minimum of 5 days before the scheduled test date** along with a copy of the student’s current photo ID and the TASC/TRA Testing Procedures for Examinees document (attached).

- A copy of the WV TASC Form should be kept by the teacher.
The original *WV TASC Form* should be sent to the examiner (if requested) on the day of testing.

**TASC/TRA Testing Procedures for Examinees**

- Must be completed entirely with each section initialed and signed by the student.

- A copy of **all pages pertaining to the TASC test** must be sent to the examiner along with the WV TASC Form and copy of photo ID **a minimum of 5 days before the scheduled test date**.

- The teacher should retain a copy of the document.

- A copy should be given to the student.

**Student Self-registration/Test Scheduling**

- All examinees should be registering for the TASC test using the online self-registration system unless in an institutional facility. Examiners should no longer be registering students for the TASC test.

- Teachers must work with the TASC examiner to set up a test date.

- **Examinees must be scheduled for the TASC test in the self-registration system a minimum of 5 days prior to the scheduled TASC test date.** This allows the teacher and examiner to make sure all students are properly registered. For a student with accommodations, contact the examiner to find out how many days in advance he/she wants you to have the student registered. It may take additional time for the examiner to set up the special testing accommodations for the student.

- Make sure that your students are scheduled for the test date before sending them to the test session. To verify that their registration is complete, you may want to direct the students to print out the test ticket confirming that they are scheduled for the test session.

- Students must test on the date for which they are registered. If they are unable to test on that date, the examiner must cancel the test and the student must register for an alternate date. Please do not send students to a test session on a date for which they have not been registered.

**Original Photo ID**

- Examinee must present his/her original current photo ID before can be admitted to test session. NO exceptions. A copy is not acceptable.

- A student without proper ID will not be allowed into the testing room and will have to reschedule.
Students Approved for Special Testing Accommodations

- Please make sure that requests for accommodations are complete and that the documentation provided supports the request (e.g., request for audio should be supported within the documentation provided)

- Approval for accommodation requests take 6-8 weeks. Please do not schedule the examinee for a test session until you have the approval letter in hand.

- Once approved, a letter is sent to the student at the address listed on the request form. A copy of the approval is also sent to the examiner. The student will provide you with a copy of the approval letter.

- The examiner and the teacher will work together to schedule a special testing session (if needed).

- Paper-based, large print, and Braille tests must be requested in advance. Please contact your examiner to let him/her know of the request. The WV TASC Office has a limited number of these tests available, so they are loaned to the examiner as they are available.

- Once a student has been approved for the test, the teacher should assist the student registering for the audio and/or paper-based test (if applicable). Make sure that the student also selects the option “does not waive the accommodations” when registering. Note: For students who have been approved for the audio version of the test, the teacher should assist the student in registering for the PBT for the Reading subtest and have the examiner request an audio CD since the online Reading test does not have audio for the reading passages. All other subtests can be taken online using the online audio.

- A student must be registered and scheduled for a test session before the examiner can request a paper-based test since the examiner must know which test form to request. The registration system assigns the test form when the test is scheduled. Please make sure that you communicate with your examiner on which test date to select if you need a PBT since it will take time for the examiner to get the test from the WV TASC Office.
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Diploma Sender Test Taker Guide

CONTACT INFORMATION

EMAIL:
Support@DiplomaSender.com
General customer support
HelpDesk@DiplomaSender.com
Website technical support
Billing@DiplomaSender.com
Order payment or billing questions

ONLINE:
Diploma Sender Online Chat
Monday thru Friday - 9am to 5pm CST

Why Diploma Sender?
The West Virginia Department of Education (WVDE) has made the decision to partner with Diploma Sender to fulfill the requests for high school equivalency (HSE) documentation. The partnership will allow the documentation to be requested via Diploma Sender so that data can be formatted to print the requests for replacement diplomas, transcripts or faxes from WVDE

Who is Diploma Sender?
Diploma Sender is a document fulfillment and distribution company for HSE test takers. Diploma Sender provides a complete HSE record database by combining all series of the HSE test into one database. Diploma Sender has been providing data management and document solutions for the past three years, and the DS staff has over fifty years combined experience in the HSE environment.

What does Diploma Sender do for me?
Diploma Sender originated when states recognized the necessity to manage and secure all HSE records for past, present, and future test takers. It has always been a concern for states and test takers to be able to obtain transcripts, diplomas, and verification letters in a timely manner. With the Diploma Sender website test takers can order documents outside of regular business hours. This means that test takers have the convenience to view scores, order documents, and track document orders any time day or night, seven days a week from the comfort of their home.
**How do I register on Diploma Sender?**

1. Open your preferred web browser and enter [www.diplomasender.com](http://www.diplomasender.com). Any of the current popular web browsers (IE, Chrome, Firefox, Safari) can be used.

   To allow the Diploma Sender website to function properly make sure the pop-up blocker on your browser has been disabled. For security reason make sure you are using the latest version of your web browser with all security available security patches installed.

2. On the Diploma Sender homepage, click the [First Visit] link. On the following page select ‘I am a student who took all or part of the test’ from the drop down menu.

3. Fill in the fields with your email address and a password of your choice.

   Be sure to write down and save your email address (user name) and password for future use! If you don’t have an email address you can create a free email account with Gmail, Hotmail, or Yahoo.

4. Enter a security question and answer that you won’t forget. Click on the [Next: Create Account] button.

   Here are some examples of frequently used security questions: What was my first job? What was the name of my first pet? What town was I born in?

5. Complete the following page with the same information that you provided when you tested.

6. Click on the [Find Me] button. A quick database search will be performed and a record should be returned that will match the information you provided. Click the [This is Me] button to complete registration.

**How do I order documents?**

1. Turn off the pop-up blocker on your browser to allow the Diploma Sender website to function properly.

   A link is provided at the bottom of every page that will provide direct access to instructions on how to turn off the pop-up blocker for the three most popular web browsers.

2. Before placing a document order, we suggest, previewing your available documents. Select [Preview Available Documents] from under the [My Documents] drop down menu on your Diploma Sender homepage.

3. Click the link on your homepage to order documents then select the document(s) that you need to order.

   When selecting multiple documents if all the documents are going to be using the same delivery method then you can place a single order. If you are ordering multiple documents and using multiple delivery methods (such as Fax and Postal Mail) you will need to place a separate order for each delivery method.

4. Select the delivery method for your documents. This page works from top down so you will first select your desired delivery method from the drop-down list.

   You only need to complete the recipients name and the information that goes with your delivery method. (If sending documents by fax you only have to fill out name and fax number).

5. Select the payment method for your order. Using a credit/debit card is the quickest payment method to receive your document order. When selecting Cashier’s Check / Money Order you will need to print the payment coupon at the end of the order to submit with your payment.

6. Review pending or completed orders at the bottom of your Diploma Sender account homepage.

   Under the [My Account] drop-down menu you can review the documents you have sent, your billing history, and your activity history. The [Activity History] will detail when orders were placed and when documents were mailed, faxed, or emailed.