

Nevada High School Equivalency (HSE) Test Site Policies

High School Equivalency Tests Available in Nevada:

GED Testing Service® and HiSET®

Availability of Both Computer-based and Paper-based Testing:

Test sites may choose to offer any or all approved assessments in any combination of computer- and paper-based testing methods.

Frequency of Computer- and Paper-based Testing:

Test sites shall offer a testing schedule that allows for reasonable candidate access for computer- and paper-based testing options.

Candidate Registration:

Testing candidates must register for the HSE test according to the test vendor's requirements.

Each HSE vendor has its own test-taker registration process:

- GED Testing Service®
 - Candidates must be registered GED Testing Service® prior to scheduling.
 - Candidates register online at [MyGED.com](https://www.myged.com) wherever they have access to the registration system.
- HiSET®
 - Candidates are registered through the testing site.

Each HSE test vendor provides an online interface to its registration system to its respective test sites. Test sites must use this interface to manage candidate information, verify identity, and manage a candidate's testing needs such as retests and accommodations.

If a test site chooses to use a paper form to collect candidate information initially, the test site must use an intake form that captures all required information for later input to the registration system. Paper forms containing Personally Identifiable Information (PII) must be stored and disposed of securely.

Candidate Scheduling:

Test sites are responsible for setting their own testing schedules and ensuring that schedules are kept up to date in vendor registration systems. Test sites should strive to schedule candidates to test at the time and location most convenient for them whenever possible.

Accommodations:

All disability accommodations requests and approvals are handled by respective HSE assessment vendors. Additionally, each vendor maintains a list of personal items and minor modifications that do not require pre-approval.

Unbiased Testing:

Examiners and proctors must not have a conflict of interest with test candidates (e.g., friends or relatives). Refer to each respective test publisher's policy to determine the extent that test site personnel may be involved with any related preparatory course.

Test Site Administration Fees Collection:

GED[®]

Test site administration fees (\$5 per subtest) are compensated per subtest according to a payment schedule agreed to by *Pearson VUE* and the test site. All testing fees are collected by *Pearson VUE*. Test sites may not charge additional fees for HSE testing.

HiSET[®]

Testing sites may charge test administration fees in addition to the cost of the tests. Test sites may charge up to \$5 per subset. Testing sites are responsible for collecting all fees from candidates prior to testing.

Credit Card Processing Fees:

Testing sites may charge for the recovery of merchant transaction processing fees when they accept payment in the form of credit cards, debit cards, and other non-cash methods. Fees must not exceed the actual amount charged by the processing company.

Vouchers

Third parties may wish to subsidize all or part of the cost of a test. Each vendor has its own voucher system. Third parties purchase vouchers and apply them to the cost of tests. Some vendors only provide vouchers in amounts equal to their prices and do not cover the test site

administration fee. Third parties and test sites may also enter into agreements where the third party pays the test site directly.

Test Site Costs:

Test sites are responsible for all costs associated with administering HSE tests.

Administering HSE Tests to 16- and 17-year-old candidates:

The board of trustees of a school district may, upon request and for good cause shown, grant permission to take the state-approved high school equivalency assessments to a person who resides in the school district and who is at least 16 years of age but less than 17 years of age. Written parental permission is also required.

Only test sites operating under the purview of either a Nevada school district or the Nevada System of Higher Education may administer HSE tests to candidates under the age of eighteen. All candidates under the age of eighteen must meet the stipulations provided by NAC 390.115 regarding school district approval and parental permission.

HSE Testing Program Definitions:

Test Site – Testing site that holds an HSE test site agreement with the Nevada Department of Education (NDE) and their respective HSE assessment vendors.

Chief Examiner – Individual responsible for conducting a secure and legally defensible HSE testing program. Chief Examiners must have a high school diploma or equivalent; must not receive material compensation from any HSE vendor; and must be trained as an HSE Chief Examiner and an HSE Examiner.

Examiner – A role responsible for administering and conducting HSE testing in a secure and legally defensible manner. Examiners must have a high school diploma or equivalent; must not receive material compensation from any HSE vendor; and must be trained as an HSE Examiner and an HSE Proctor. A testing program may have several examiners.

Proctor – A role responsible for conducting an HSE test session in a secure and legally defensible manner. Proctors must have a high school diploma or equivalent; must not receive material compensation from any HSE vendor; and must be trained as an HSE Proctor. A testing program may have several proctors.

Candidates – Individuals who are eligible to sit for an HSE test.

Nevada State High School Equivalency Administration:

Nancy Olsen, Nevada High School Equivalency Administrator
Arianna Florence, Nevada High School Equivalency Records Custodian
Kendra Wastun, Nevada High School Equivalency Records Custodian

Nevada Department of Education
Office of Career, Technical, and Adult Education
755 North Roop Street, Suite 201
Carson City, Nevada 89701
Telephone Number: (775) 687-7287