



HIGH SCHOOL EQUIVALENCY EXAMINATION POLICY & PROCEDURE MANUAL

TASC TEST DRC | JANUARY 2017



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Summary

The state of Colorado entered into contracts with three high school equivalency exams in April of 2016. The three State Board-authorized high school equivalency tests are the General Educational Development (GED®) Test, provided by the GED Testing Service (GEDTS®); the High School Equivalency Test (HiSET®), provided by Educational Testing Service (ETS); and the Test Assessing Secondary Completion (TASC test™), provided by Data Recognition Corporation|CTB (DRC|CTB).

Presentation of an official diploma or transcript received after passing one of these State-authorized tests is considered equivalent to a high school diploma in order to obtain education or employment in Colorado.

General Test Information

The Colorado State Board of Education has approved the Test Assessing Secondary Completion (TASC test™) as a high school equivalency examination (HSEE) for use as the qualifying instrument for the awarding of the Colorado High School Equivalency Diploma (HSED). This is one of three examinations approved by the state for certification of high school equivalency.

The Colorado Department of Education's (CDE) Office of Postsecondary Readiness coordinates administration of the TASC test in Colorado. This *Policy Manual* outlines the policies and procedures for the administration of the TASC test as a high school equivalency examination at testing centers approved by the state and TASC test DRC|CTB.

In addition to the policies and procedures outlined in this Policy Manual, the Colorado Department of Education and all testing centers within the state that are involved in the TASC test program, including test administration and determining eligibility of test takers, are required to comply with the policies described in the TASC test policy manual. A copy of the TASC test policy manual can be requested by contacting [TASC test_helpdesk@ctb.com](mailto:TASC_test_helpdesk@ctb.com).

Composition

The TASC test examination is composed of five content area tests. In order to earn Colorado's HSED testers must receive a passing score in all five content area tests.

The entire 5-module 2017 TASC test is approximately eight hours (tests can be taken one or more at a time) with the timing as follows:

- Reading – 85 minutes
- Writing – 110 minutes
- Mathematical – Part1 55 minutes & Part2 50 minutes (plus 15-minute break)
- Science – 75 minutes
- Social Studies – 75 minutes



Scoring

A minimum score of 500 is required for each TASC test subject area with additional requirement to score at least two out of eight on the Writing prompt to pass Writing. Students pass the TASC test overall when they have passed each of the five subject area tests.

Subtest Passing Scores

- Language Arts 500
- Mathematics 500
- Science 500
- Social Studies 500
- Writing 500 and at least 2 out of 8 on the Writing prompt

Registering

Registration to take the TASC test is done online at www.TASCtest.com. TASC test offers students the flexibility to test at any location, online or on paper. All testing fees must be paid at the time of scheduling. Downloadable instructions for examinees are available on the website for those that need them at <http://www.TASCtest.com/test-center-locations-for-test-takers.html>.

Eligibility: Enrollment, Age, Residency and Preparation

In order to be eligible to take the TASC test, HSE examination, testers must not be enrolled in or have graduated from an accredited high school. The minimum age to register for and test in Colorado is 16 years old. Testers under 17 years and more than 16 years of age must first be determined to be eligible per the age waiver policy. (See page 5 for age waiver policy)

Testers are not required to be residents of Colorado to test in the state. Colorado does not require testers to participate in an adult education preparation program or take the official practice test prior to testing. It is strongly recommended that testers prepare and study to better review the content and skills that will be measured on the test.

Fees & Retakes

The TASC test examination is composed of five content area test modules. For 2017, each individual test module costs \$28.30, for a total of \$141.50 for the complete examination.



Retake Policy

If a tester does not pass a test, they can retest. Retakes will be charged the usual TASC test subtest fee, plus any additional state- or site-imposed fees.

TASC test allows individuals to take the test three times (first attempt + two retakes) without any waiting period. After the third attempt, testers must wait 60-days after their last attempt before they can test again. Testers are advised to take this waiting period into account before attempting a test for a third time, as this could impact the timing of being able to apply for admission to a postsecondary institution or begin employment.

Accommodations

TASC test provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need. Test accommodations are individualized and considered on a case-by-case basis. All accommodation requests are processed through DRC|CTB's TASC test Accommodations Administrator. **The Colorado HSE Office does not approve any accommodation requests.**

In order to apply for TASC test Special Testing Accommodations, this request form should be completed by the TASC test Examinee (with the support of an Advocate, if desired) and, unless a recent individualized education program (IEP) is available, by a licensed professional Evaluator.

The Examinee should deliver the completed form to the TASC test Test Coordinator at the local testing site for processing and verification. Once it is verified, the form is to be submitted to DRC|CTB's TASC test Accommodations Administrator for review and approval.

The following additional important documents, available on the TASC test website at <http://www.tasctest.com/special-needs-accommodations.html>, should be reviewed and used by the Examinee, Advocate, and/or Evaluator when preparing the request form for submission:

- Overview of TASC test Accommodations
- TASC test Allowable Resources
- TASC test Prior Notification Form
- TASC test Accommodations Descriptions
- Examinee Guidelines for Requesting TASC test Accommodations
- Evaluator Guidelines for Requesting TASC test Accommodations
- TASC test Accommodations Approval Criteria



After the request form has been submitted to the TASC test Accommodations Administrator, the Examinee can email TASCTest_Helpdesk@ctb.com or call **888.282.0589** between 7:30 a.m. and 8 p.m. EST for questions about the status of a request.

Age Waiver Approvals

Typically, the Colorado TASC test is only available to individuals seventeen (17) years of age and older. Sixteen (16) year-olds are able to take the TASC test if they are approved by the DRC|CTB for an [Age Waiver](#). All of the requirements for applying for the TASC test Age Waiver are listed in the Age Waiver Application, or on the [TASC test website](#).

Individuals under the age of 16 may not apply for a TASC test Age Waiver.

Waivers for 16-year-olds

Sixteen (16) year-olds are only able to take the TASC test if they are approved for an [Age Waiver](#) for 16-year-olds. The age waiver requires 16-year-old testers to meet one of the conditions below and provide an original, typed letter on the letterhead of the requesting institution/agency, addressed to the applicant supporting one of the conditions below. The letter must be signed and come from the institution/agency requiring the tester to take the TASC test. The Age Waiver and supporting documentation should be submitted to the DRC|CTB as noted on the Age Waiver form. ***If none of the conditions in the age waiver apply, the tester cannot be approved and must wait to test until the age of 17.***

Conditions allowing a 16-year-old applicant to take the TASC test (must meet at least one condition):

- Applicant requires a TASC test or High School Diploma because of admission or financial aid requirements for an educational or vocational program [C.R.S. 22-33-104.7(1)].
- Applicant has been expelled from school or denied admission in accordance with the provisions of C.R.S. 22-33-104.
- Applicant is enrolled in a “Pilot School” that has entered into an agreement with a school district or board of cooperative services to provide educational services enabling the applicant to successfully complete the TASC test [C.R.S. 22-33-104].
- Applicant has a probation condition requiring the attendance of an educational program or to work toward the attainment of a high school diploma or TASC test [C.R.S. 18-1.3-204].
- Applicant has a parole condition requiring the attendance at an educational program or to work toward the attainment of a high school diploma or TASC test [C.R.S. 19-2-207].



- Applicant is subject to the jurisdiction of the juvenile court and the judicial officer or administrative hearing officer who has responsibility for the case finds that sitting for the TASC test is in the best interest of the student [C.R.S 22-33-104.7(2)].

Credit Recovery

The sole purpose of the TASC test is to provide an opportunity for those who have not graduated from high school to earn the Colorado High School Equivalency Diploma by measuring the major academic skills and knowledge associated with a high school program of study.

These tests may not be used as a means of awarding academic credit, as a measure of student progress in instructional programs, or as a means of awarding alternative credentials to currently enrolled high school students.

School districts using TASC tests for the purpose of awarding credit for high school classes may result in DRC|CTB suspending the TASC test Testing Program operations in specific testing center(s) or statewide.

Identification Requirements

Per TASC test Policy a tester is required to provide one valid form of identification on the day of the test. The ID must be **government-issued** and **non-expired**.

The identification **must** also include:

- Name
- Address
- Date of birth
- Signature, and
- Photograph

The following types of identification will be accepted:

- Passport
- Driver's license
- Learner's Permit
- National/State/Country Identification Card
- Any other form of government-issued ID (national or foreign), including Matricula Consular



Testers may be required to provide more than one form of identification to meet the requirements above. If a tester does not provide the proper IDs at the testing center, the tester will not be allowed to test and may lose a portion of their payment.

Alternate Identification Approval

Per DRC|CTB Policy, any alternate form of identification must be approved by DRC|CTB and the Colorado TASC test Administrator. Any alternate ID approvals will be standardized statewide and will NOT be done on an individual basis. Approved alternate ID verifications will be sent out directly to testing centers. If you believe an alternate form of identification should be added to the approved list, please share that information with your TASC test Program Manager for consideration. At this time, no alternate ID verifications have been approved.

Language Versions and Combination of Scores

The TASC test is available in English and Spanish versions. The Spanish version of the test is available at any authorized testing center. The High School Equivalency Diploma (HSE) can be earned in English and Spanish versions. Examinees can combine English and Spanish tests together to earn HSE credential.

Requests for HSE Documents

All requests for originals or copies of HSE Diplomas and Transcripts, as well as verification of completion of a HSE Diploma are done through Diploma Sender at www.diplomasender.com. This includes verification for third-party agencies such as employers and verification agencies.

No HSE Diplomas or Transcripts can be provided by the Colorado HSE office. (Instructions for obtaining HSE documents from Diploma Sender can be found on page 13.)

Corrections & Probations Verifications

All in- and out-of-state corrections facilities (for federal corrections see below) & probation offices can get verification of a HSE diploma for inmates or those on probation at no cost from Diploma Sender. This is for verification only. Ordering a copy of the diploma or transcript still requires payment.

Requests from corrections facilities & probation offices to get verification of a HSE Diploma are to be sent the Correctional Facility Verification document from Diploma Sender, which includes a process for signing up as a third party to access information on Diploma Sender and verify



consent of the tester to release the verification to the corrections facility or probation office. Diploma Sender can provide support for these requests and setting up this process by contacting agency support@diplomasender.com.

Federal Corrections

Testers who took the TASC test exams in a federal corrections facility (in any state) can obtain their HSE documents through Diploma Sender.

Military

Testers who took the TASC test at military testing centers can obtain their HSE documents through DANES (Defense Activity for Non-Traditional Education Support).

Rescinding/Voiding HSE Diploma

The Colorado Department of Education does not rescind HSE diplomas and/or void TASC test scores. If a tester would like to re-enroll into high school after receiving his or her HSE Diploma, the tester must contact the district in which they would like to enroll to verify their policies on enrolling students that have already earned their HSE Diploma and passed the TASC test.

Test Center Approval

Official testing centers are approved by the test publisher, in consultation with the state administrator.

Any testing center seeking approval should complete a DRC|CTB TASC test Test Center MOU available from a DRC|CTB TASC test Sales Representative.

In determining need, a new testing center seeking to be approved should take the following into consideration:

- Centers must meet all requirements of the test publisher.
- Centers must be open to the public and serve a geographic area, not a particular school or program.
- A new center should not reduce testing significantly at a previously established center. If a center seeking to be approved is in close proximity to an established center, both centers should work together to establish testing schedules that complement, **not compete with**, one another.
- The distance that testers must travel should be considered, as should the population of urban areas. A map of currently approved testing centers can be found [here](#).



- Centers should seek the advice of adult education programs, community based organizations, and other testing centers in the area concerning the need for testing.
- Supportive documentation from other testing centers in proximity, adult education programs, and/or community based organizations, verifying need for testing will be taken into consideration.

Tester Data

The Colorado TASC test Testing Office and Test Center Administrators can access tester data through the DRC|CTB's online reporting system. The State High School Equivalency TASC test Test Administrator approves access to these systems for all users.

At such point that these systems limit access to data for individual testing centers and for collecting consent for release of information to preparation programs, the HSE Administrator will reevaluate access to these systems.

Examinees can access score results online via the TASC test Examinee Portal.



Appendices

Resources

Diploma Sender

- www.diplomasender.com
- Phone: 855-313-5799
- Email: support@diplomasender.com
- Address: PO Box 722050, Norman, OK 73069

Local test center or Customer Services and Sales Support:

TASC test Customer Support

- Toll-free telephone: 888.282.0589
- Toll-free FAX: 877.800.9389
- TASCtest_helpdesk@ctb.com

Contact information for educators, perspective Test Centers:

Angelica Gordon

- Phone: (831) 920-5605
- agordon@datarecognitioncorp.com



Frequently Asked Questions (FAQs)

- How do I obtain a copy of my TASC test transcript and/or High School Equivalency Diploma?
 - Go to the Diploma Sender web site at www.diplomasender.com and register. Your SS# is usually your ID number when asked. You can pay online with a debit or credit card and have it faxed, emailed (this is received the same day of request) or mailed to yourself or someone else. The customer service phone number for Diploma Sender 855-313-5799 can be given if an individual's information is old and not in the current data base as an Archive Search will need to be done.

- How do I schedule to take the test?

You must register at www.TASCtest.com. After you register, you can schedule a test and search for testing centers by zip code. You can select the test site and see their hours of operation. You can request to schedule one test at a time and pay for one test at a time or schedule all 5 tests on the same day if the testing site can accommodate you. The cost for each subtest is \$28.30 or a total of \$141.50 for all five tests.

- Do I have to take all five tests at the same time?
 - No, you can take as little as one test at a time.

- How long do I have to wait before I retake a section that I failed and do I have to retake all sections or just the one I did not pass?
 - You do not have to retake all the sections – only the one/s you did not pass. You can retake the one/s you did not pass two times, but if you still do not pass, you will have to wait 60 days from the time of the last retake before you can retake again. The cost for each subtest is \$28.30.

- Do the scores for the 2014 TASC test expire?
 - Colorado does not have a policy about scores expiring if the whole battery of tests is not completed by a certain time. Because there are new forms available each testing cycle, it makes it easier for DRC|CTB to make small adjustments to the test as needed, lessening the chance of a completely new test series being introduced for many years. If it is decided that a new test series will be introduced and there is a need for a score expiration cut off, there would be at least one year's notice if not more.

- How old do I have to be to take the TASC test?



- Anyone 17 years old or older can go to <https://colorado.tasctest.com/> and register and schedule to take the TASC test.
 - If you are 16 years old, you will have to submit an Age Waiver which can be found on our web site www.TASCtest.com under the information listed for Colorado. All requirements for submitting an Age Waiver are supplied on the [Age Waiver](#) form. You must first register at www.TASCtest.com before submitting the age waiver. **Please make sure to follow the directions and include a letter of support as indicated on the age waiver form.**
 - If you are under the age of 16 you cannot submit an Age Waiver.
- Is there any way that I do not have to pay to take the TASC test?
- There are some programs that offer support to pay for taking the TASC test. Contact your local testing center or preparation program to find resources in your area. We cannot endorse any specific program or school, and it is up to the tester to research any programs that may finance taking the TASC test.
- Where can I take TASC test preparation classes and are any free?
- There are some programs that offer low- or no-cost HSE preparation classes. We cannot endorse any specific program or school, and it is up to the tester to research any preparation programs.
 - The link below to “Colorado Adult and Family Literacy Directory” lists Colorado adult education programs that get federal funding to support their programs. Many of these offer TASC test preparation classes.
- Am I required to take the Practice Test before I take the Official TASC test?
- No, but it is always a good idea to take the TASC test Readiness Assessment before taking the TASC test. The TASC test Readiness Assessment is only available at some test preparation programs, so call to inquire if they make the test available. Taking the TASC test Readiness Assessment is a good way to see how you will do on the Official TASC test. That way if you need help in a particular area you can then take preparation classes.
- I am an employer/educational institution looking for verification/copy of a TASC test score? How do I obtain?
- You will need to go to the Diploma Sender web site www.diplomasender.com and register as a “Third Party.” Then, you can request a verification/copy of that



individual's TASC test results. If you have questions, please call Diploma Sender at 855-313-5799, or email them at agency@diplomasender.com.

- What do I do if I want to take the test in Spanish?
 - When you schedule at www.TASCtest.com , you will be asked what language you want to take the test in – English or Spanish. You can then check the box for Spanish.

- Am I able to combine TASC test versions taking some in Spanish and some in English?
 - Yes, you can combine exams in English and Spanish.

- I passed some subtests on another HSE test, can I take the TASC test?
 - Yes, you are able to take the new TASC test and maintain two records. You may need to verify with any employers or institutions of higher education how having multiple records will impact you.



Diploma Sender Instructions

Click [here](#) for a print friendly version of these instructions

The Colorado Department of Education uses [Diploma Sender](#), an external internet-based service to help test takers order TASC test documents via email, fax and mail. These are not issued automatically and the Colorado HSE Office does not provide these documents.

Visit [Diploma Sender](#) to order:

- High School Equivalency Diploma
- TASC test Transcript
- Letter of Verification of Diploma

How to Order

Create an account at www.diplomasender.com

- Select the “CLICK HERE TO SIGN UP” link
- Enter your email address and create a password
- Provide your identification information
- Use the exact name used when tested
- A social security number is usually your ID number
- If records are not found, click on “Registration Support”
- Those who tested in 1992 or earlier, may need to request an archive search at the bottom of the page

If you have problems or questions:

- Online chat - "Click here to chat" button on bottom right. Available Mon-Fri, 8 a.m. – 4 p.m. MST;
- Click on the “Contact Us” link on the top of the page; or
- Call customer service at 855-313-5799

Cost

Anyone who passes the TASC test can order initial/original documents, the diploma and transcript, at no charge. There is also no charge for postage. Initial/original documents are mailed for free.



- \$15 for all replacement/duplicate documents. Payment can be made with a debit or credit card, cashier check, money order, or Paypal.

Delivery Options

- Email – Same day
- Fax – Same day
- U.S. Mail – Within five to 10 business days

These turnaround times depend on having an electronic copy of the record. Accessing archive records requires additional time.

Contact Diploma Sender

- www.diplomasender.com
- Online chat available Mon-Fri, 8 a.m.– 4 p.m. MST
- For help using the Diploma Sender website: support@diplomasender.com
- Diploma Sender Customer Service: 855-313-5799 (\$6 additional fee for ordering over the phone)



Test Center Approval

Per Colorado Revised Statutes 22-33-102 (8.5), the department of education approves testing centers to administer the state board approved high school equivalency examination, based on geographic need and testing volume.

Official testing centers are approved by the test publisher, in consultation with the state administrator when the following have been documented:

- Need for a new testing site, based on geographic location and testing volume in the region.
- Willingness of center personnel to meet all testing center requirements specified by the test publisher as determined by the authorizing agency.

Determining Need for Testing Center

In determining need, a new testing center seeking to be approved should take the following into consideration:

- Centers must meet all requirements of the test publisher.
- Centers must be open to the public and serve a geographic area, not a particular school or program.

Please complete the following information:

Name of Requesting Agency:			

Street Address:			

City:	County:	State:	Zip:

Agency URL:			

Primary Test Administrator Name:			

Phone:	Email:		



(continued)

Please provide a brief description of your organization & why you wish to administer the TASC test:

Please outline and document the need for a TASC testing center at your location.

**Please return this completed request and any supporting documentation
to: Cori Dreger, State High School Equivalency Administrator
Dreger_c@cde.state.co.us**