



High School Equivalency Test (HiSET) Test Day Observation

Center ID:

Visit Date:

Location:

Primary Contact:

Shop ID:	
Location:	
ETS – HiSET Test Administration Visit:	
Test Location:	
Primary Contact:	

Date of observation: _____

Arrival Time: _____ (Enter in HH:MM format)

Departure Time: _____ (Enter in HH:MM format)

Please enter the total time traveled in 15 minute increments: _____

Total time at observation: _____

Test Supervisor Name and Title: _____

Test Supervisor Telephone number: _____

Number of test booklets ordered for this location: _____

Were the test booklets counted at this location? _____

How many test booklets did you count at this location? _____



Pre-Administration Review—Paper-Pencil Testing

1. Where and by whom were the cartons of testing materials received at the school?
2. If the testing materials were not delivered directly to the HiSET Supervisor, when did the HiSET Supervisor receive them?
3. Did the HiSET Supervisor **count** the testing materials upon receipt?
4. Did the HiSET Supervisor store the boxes of testing materials in a secure area?
 - 4a. If no, why not?
5. Did the HiSET Supervisor immediately advise the Chief Examiner if there was a problem with the test booklet shipment?
 - 5a. If there was a problem reported, please describe the problem.
6. Describe the test booklet storage location (room, cabinet, etc.) where the testing materials are stored (storage of boxes on the floor of a daily use office is not considered secure).
7. Is access limited to the HiSET Supervisor and one or two other authorized staff members?
 - 7a. If no, explain why.
8. Will a master key open the door to the described storage location?
 - 8a. If yes, how many staff members at the site are assigned master keys?

Pre-Administration Review—Computer-Based Field Test

9. Was there a pre-test of the equipment to ensure functionality prior to test day?
10. Does the site have enough computers to test all students?
11. Does the site utilize a computer lab or multiple classrooms?
12. Are the computers positioned to prevent test-takers from seeing their neighbor's screen?
13. Are the computers separated into testing carrels?
14. Are the computers wired or wireless? Yes/No. Explain.
15. How many students are testing on desktops or laptops?
16. How many students are testing on tablets (e.g., iPad, Android)?
17. How many proctors versus test-takers are present?
18. Are the computer labs being actively monitored by a video recording system?
19. Did site staff log in to the student-testing interface in the computer-based testing application? (Major infraction; contact ETS immediately).



20. Are testing materials with test taker information, such as pre-ID answer documents or student login tickets, left unsecure?

Administration Plans—Paper-Based Testing

21. Did the HiSET Supervisor recount the testing materials on the morning of the test?
- 21a. If no, why not?
22. Did the HiSET Supervisor provide training for test site staff?
- 22a. If no, why not?
- 22b. If yes, when?
23. Has the HiSET Supervisor named a qualified backup Supervisor in case of his/her absence?
- 23a. If yes, who?
24. Will the exam be held offsite?
- 24a. If so, what is the full address and the name of the facility where the testing will take place?
- 24b. If the testing is at an offsite facility, describe the seating arrangement at the facility.
25. Were HiSET Supervisors instructed to collect test booklets during extended breaks (breaks lasting longer than 10 minutes, including lunch)?
- 25a. If no, why not?
26. How will the unused test booklets be stored during testing? Will the Chief Examiner recount the test booklets to ensure receipt of each test booklet from each room's HiSET Supervisor?

Facilities Audit

27. Number of rooms scheduled:
28. Proposed number of test takers per room:
29. Types of rooms used:
30. How many HiSET Supervisors administered the test?
31. Number of rooms visited during this observation:
32. List any provisions made for test takers with disabilities (for example, large-print test booklets, calculators, larger writing surfaces, elevators, etc.).

Administration Review

33. Did HiSET Supervisor account for testing materials after receiving them from the Chief Examiner?
- 33a. If not, please explain.
34. Are testing rooms free of test taking aids (English or mathematics charts/graphs containing tips and/or formulas) that were relevant to the test being administered?
- 34a. If no, please explain.
35. Did HiSET Supervisor allow only authorized visitors into the testing room?
- 35a. If not, please explain.
36. Did HiSET Supervisors ensure that test takers did not have improper items or aids in the testing room?
- 36a. If no, please explain.
37. Did the HiSET Supervisors ensure that test-takers did not access cell phones during the test administration?
- 37a. If no, please explain.
38. Were unused testing materials accessible only to testing staff during the administration? (Please note any instances where unused test booklets sat openly on the teacher's desk.)
39. Did HiSET Supervisors make certain that at least one staff member was present at all times in each testing room?
- 39a. If no, please explain.
40. Did HiSET Supervisors distribute testing materials in accordance with the *Directions For Administration*?
- 40a. If no, please explain.
41. Did HiSET Supervisors refrain from reading HiSET test booklets and not permit anyone other than the test takers to read the books?
- 41a. If no, please explain.
42. Did HiSET Supervisors read directions verbatim?
- 42a. If no, please explain.
43. Did HiSET Supervisors take appropriate action if a student was suspected of cheating? (Write "yes" if no cheating was observed.)



44. During extended breaks (breaks lasting longer than 10 minutes and lunch breaks); did HiSET Supervisors collect and secure all test booklets?

44a. If no, please explain.

45. Did HiSET Supervisors collect test booklets from each test-taker individually in each testing room?

45a. If no, please explain.

46. Did HiSET Supervisors count the test booklets before dismissing the test-takers?

46a. If no, please explain.

Overall Summary

47. Did the HiSET Supervisor thoroughly document any irregularities on the Supervisor's Irregularity Report?

47a. If no, why not?

48. List and describe any irregularities that occurred during this administration.

49. Please list any items you discussed with the HiSET Supervisor that have not already been covered by previous questions in this report.

50. Did the HiSET Supervisor immediately correct any discussed testing room issues, such as rooms left unattended, testing staff reading test booklets, students using cell phones, etc.?

51. Did the HiSET Supervisor use any special procedures that might be helpful to other HiSET Supervisors? If yes, please describe:

What is your overall impression of this administration (applicable for observations only)?

Additional Comments: