



TEST ASSESSING
SECONDARY COMPLETION™



TASC Test Introduction Guide for Test Centers

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TASC Test: An Introduction

The TASC Test Assessing Secondary Completion™ is a secure, reliable, and valid assessment used to assess the achievement of examinees on core content areas taught and assessed as part of typical national high school curricula. The TASC test measures high school equivalency (HSE) and College and Career Readiness in five subject areas: Reading, Writing, Mathematics, Science, and Social Studies.

The TASC test is a partnership between Data Recognition Corporation and each state which decides to use the test.

The purpose of this *Introduction Guide for Test Centers* is to provide an overview of the TASC test and administration process. For more detailed information and instructions, please reference the contact information listed on page 8.

Content

The TASC test delivers the newest HSE content available. It is aligned to Office of Career, Technical, and Adult Education (OCTAE) National College and Career Standards for Adult Education, Next Generation Science Standards, and Social Studies national frameworks.

The TASC test assesses five subject areas: Reading, Writing, Mathematics, Science, and Social Studies.

Test Timing

The maximum length of time for the full English test is 7.5 hours and the full Spanish test is 8 hours. View a detailed breakdown of the TASC test times below:

Subset	English	Español
TASC Test Reading Literacy	85 Minutes	85 Minutes
TASC Test Writing	110 Minutes – Includes 45 Minutes for Essay Writing	110 Minutes – Includes 45 Minutes for Essay Writing
TASC Test Mathematics	55 Minutes (Section 1) 50 Minutes (Section 2)	55 Minutes (Section 1) 50 Minutes (Section 2)
Social Studies	75 Minutes (Section 1)	75 Minutes (Section 1)
Science	75 Minutes (Section 1)	75 Minutes (Section 1)

Format

TASC test is available to test takers in two formats: paper-and-pencil and computer-based testing. It's also offered in English and Spanish with large print, Braille, audio, and online assessment accommodations.

Participant Roles and Responsibilities

Administrators are essential to a high quality testing experience for TASC test examinees. Three staffing positions can be filled by the TASC test administrators: State or Area Administrator, Test Coordinator, and Examiner. All staff members must be trained in the general administration of secure, standardized tests, and in the administration of the TASC test.

State or Area Administrator

The State or Area Administrator is responsible for secure and legally defensible operation and administration of the TASC test. Protocol can depend on the designated state or area. This position holds the responsibility of setting the policy for staffing requirements.

Test Coordinator

The Test Coordinator is responsible for supporting the State or Area Administrator in conducting secure and legally defensible TASC test administrations.

To be a Test Coordinator, the staff member must have prior experience proctoring and administering tests. A high school diploma or equivalent is required, and a Bachelor's degree or equivalent professional experience preferred. The Test Coordinator must also:

- Be qualified to supervise a testing center and all its Examiners
- Show strong communication and customer service skills
- Be able to lift up to 20 lbs.
- Have experience in Microsoft Office®, Windows® applications, Mac® OS application, the Internet, and email
- Be able to quickly troubleshoot computer and software issues during testing

Examiner

The Examiner is under the direction of the Test Coordinator. One Examiner is required for every 20 test takers.

The Workstation

The TASC test workstations vary depending upon the testing format, providing different accommodations for paper-and-pencil based testing and computer-based testing.

All workstations should be outfitted with comfortable seating and sufficient tabletop space for working with scratch paper. The space designated for each examinee should allow for a private and secure testing environment.

It is recommended that individual workstations be given four-to-five feet of space, with partitions. The maximum number of computers is dependent on the local network and bandwidth.

Workstation Preparation

When preparing a space for testing, ensure that it is clean, well-lit, and free from noise and distractions, such as bells and telephones. In some cases, adjustments to the test setting may be needed for examinees requiring testing accommodations.

The testing area should contain a separate area for staff to work without distracting examinees. The Examiner should have adequate space to monitor and view the test takers at all times.

To remove all distractions, the Examiner should remove or cover all classroom visual aids, such as wall posters. Place a "Do Not Disturb" sign on the outside of the door to the testing room. During every testing session, use the board to indicate starting and stopping times.

Materials

Paper-and-Pencil Testing

Your state's education department may be responsible for ordering the TASC test materials. DRC will fulfill and ship the order—including the test booklets, Examiner's Manual, and answer booklets—to the test site, which should store the materials securely.

Test materials to be distributed to each examinee for each paper-and-pencil subject-test administration include:

- Reusable test booklet (available in English and Spanish in standard, large print, audio CD, and Braille editions) for the subject area test
- Answer booklet
- Colored scratch paper (with lines for the Writing test)
- No. 2 pencils with erasers

For Mathematics and Science tests, each examinee should additionally receive:

- Reference sheet for both Mathematics Part 1 and Part 2
- Scientific calculator for the Mathematics (Part 2 only) and Science tests

As an administrator, you are also required to provide the following at your test center:

- A “Do Not Disturb” sign to hang on the outside of the door to the testing room
- Allowable resources or formally approved special testing accommodations

Computer-Based Testing

Your state education department may be responsible for ordering test materials.

The primary materials needed to administer a subject-area test during a computer-based testing session include:

- Test Tickets (one Summary Ticket for the Examiner, one Individual Ticket for each examinee)
- Colored scratch paper (with lines for the Writing test)
- No. 2 pencils with erasers
- Examiner's Manual
- Test Coordinator's Manual
- Examiners administrative forms and supplies

Note: For each test session, the Test Coordinator prints the Individual Tickets (which contain each examinee's secure login information) and a Summary Ticket (which contains the secure test access code for the subtest) and provides the tickets to the Examiner.

Additionally, the test center must provide the following:

- A “Do Not Disturb” sign to hang on the outside of the door to the testing room
- Allowable resources or formally-approved special testing accommodations

Standard Testing Procedures

Eligibility

Individuals are eligible to take the TASC test if they aren't enrolled in high school and haven't yet received a high school equivalency (HSE) diploma, or if they have not already received a high school diploma recognized by the state. Please check with your state department of education for additional requirements.

Registration

A prerequisite for testing with either paper-and-pencil or online exams is online registration of examinees. Using the TASC test online registration portal you can schedule examinees, track form assignments, view test scores and manage test administrations, including verification of examinee eligibility.

Testing Schedule

To plan your testing schedule, you must review the test and test directions in advance.

In addition to online registration, examinees that wish to test online must be entered into the online assessment system.

Note any examinees that require accommodations, and allow for sufficient time to prepare. Allow examinees the time they need to fill in the identification information and complete the scheduled tests. There is one scheduled 15-minute break between each part of the Math test.

Security

To ensure testing fairness, always secure test materials in a locked storage space when not in use. Examinees must not be exposed to the test questions or content prior to the actual testing. During and after testing, examinees may not share test questions or answers with others.

Examinees should be notified prior to testing that all electronic devices, including cell phones, digital cameras, hand-held scanners, pagers, or games must be stored in a secure area outside the testing room, or at the front of the room in view but out of reach of the examinees.

If a security breach occurs or is suspected, the Examiner must immediately inform the Test Coordinator. The Test Coordinator will then investigate the situation. If a breach is still suspected, the State or Area Administrator and DRC should be notified.

Protocol

Following the instructions exactly ensures consistent testing conditions in all testing sites. Directions should be read exactly as they are written. Administrators are responsible for assisting examinees with test-taking mechanics without inadvertently giving hints or clues that might indicate an answer or eliminate a choice.

The Examinee Experience

All examinees, regardless of their preferred mode of testing, will need to present their eligibility credentials when they check in at the test center on test days. Test centers may elect to schedule examinees to complete the biographical questions in advance of test to streamline the testing process.

Paper-and-Pencil Testing

When administering the test to examinees, the Examiner is to use the test book and Examiner’s Manual. The Examiner will read aloud all directions and keep track of the timing of each test section. Examiner instructions will appear as the following:

Information that is only for Examiners and is not to be read aloud is printed in this type style.



The directions Examiners are to read aloud to the examinees are preceded by **SAY** and are printed in bold type.



This symbol accompanies anything concerning the timing of the test.



For the paper-and-pencil test only, this symbol indicates places where you may want to use a test book to show sample questions or to make sure examinees have turned to the correct page.



This symbol indicates sections where calculators may not be used.

Computer-Based Testing

To administer the test, all computers must have the delivery client software installed. The icon reading “TASC Test Online Assessment” indicates that the software is installed. Ensure each computer has the software, and once they have been assigned a test session, examinees will use their respective computers to complete the assessment.

After double-clicking on the red software icon on the desktop, examinees can follow this process to begin the TASC test:

1. Sign in with the access code provided by the Examiner.
2. Click “Start” from the Welcome page when ready.
3. After completing the section, click “Yes, I have finished” to complete the session. This step is automatically skipped if time expires.

Computer-Based Testing Administration System

The TASC test online system is a secure site with private transmission of data, and it requires a login ID and password. You can access your information at any time, including the examinee database, test administrations, and reports.

When you set up the software, it will require a software download on each computer used for testing. Each computer will need a supported version of Java™ and Adobe AIR® or Flash® Player to install this Test Delivery Client.

The platform is known as the online assessment system (OAS), and it uses different names for the administration staffing roles. The Examiner is the OAS Proctor, and the Coordinator is the OAS Administrator.

You will use OAS to enter students, create test sessions, and access student scores. Access the following functions within the OAS navigation:

- Find a student
- Add/Edit a student
- Schedule a test session
- Find a test session
- Print a test session Summary Ticket

Scoring and Reporting

In order to ensure the timely receipt reports, Examiners should carefully review all test forms for accuracy. After all test administrations, examiners will need to log onto the online registration portal to close out any exams and print out a shipping manifest to return paper-and-pencil test forms to DRC for scoring.

Immediate scoring is completed for all selected-response and gridded-response items on the computer-based test; however, the scores for the exam are only complete after the essay has been scored at DRC. Similarly, paper-and-pencil tests are sent to DRC for scoring and reporting. The turnaround time from the date the exams arrival for scoring is ten business days.

For more information, visit the TASCTest.com website.

Following the instructions exactly ensures consistent testing conditions in all testing sites. Directions should be read exactly as they are written. Administrators are responsible for assisting examinees with test-taking mechanics without inadvertently giving hints or clues that might indicate an answer or eliminate a choice.

TASC Test Customer Support Toll-free telephone: 888.282.0589
(7:00 AM–8:00 PM Eastern Time)

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