

Directions for Administering *HiSET*® Paper-based Exams

The directions for administering the paper-based *HiSET*® exam are provided below. Test takers may follow along with these directions. All instructions are included in the test books for test takers as well.

Directions for All *HiSET* Tests

- ETS is obligated to report scores that accurately reflect your performance. For this reason, ETS maintains test administration and test security standards. Misconduct on your part will result in your dismissal from the test, forfeiture of your test fees and the cancellation of your scores by ETS.

Examples of misconduct are:

- possession of or use of any phones, personal digital assistant (PDA) or any other electronic, listening, recording, scanning or photographic devices
 - giving or receiving assistance of any kind
 - taking excessive breaks
 - leaving the testing room without permission
 - leaving the test center during the test administration
 - disturbing other test takers or behaving inappropriately
 - communicating about the test with any person other than the test administrator and/or proctor
 - removing a page or any part of a page from the test book
 - attempting to take the test for someone else
 - using any unauthorized aids such as books, papers, pamphlets, personal calculators, dictionaries or highlighter pens
 - no food or drink is permitted in the testing room
- All of your belongings should be put away, except for your identification documents and your pencils and eraser. The official time will be kept according to the test administrator's watch. You may use only a No. 2 or HB pencil to mark your answers on the answer sheet. Do not write in the test book or make any stray marks on it. You will be writing only on your answer sheet or on scratch paper if you need it. If you need scratch paper, please let the test administrator know. If you do not have a No. 2 pencil, please raise your hand and a test administrator will give you one.
 - Fill in the circles on your answer sheet completely, and do not make any stray marks when marking your answers. If you erase, do so carefully and thoroughly. You will not be allowed to clean up your answer sheet after time has been called.
 - When the time is called for a section, you *must* stop marking that section of your answer sheet and put your pencil down.
 - Take out your answer sheet and turn your test book over. Please check to see that it is the correct answer sheet for the test you are taking. Fill in the information on the front. For box #6, you can leave it blank. For box #7, you can find your test code on the back cover of your test book. Do not open your test book. Now complete page 2. Be sure to select the test you are taking, fill in the test form number (which can be found on the back cover of your test book), complete the certification statement in the bottom left-hand corner of your answer sheet and sign your full name. If you have any questions, raise your hand.
 - If, at any time during the test, you believe you have a defective test book, raise your hand.
 - Open your test book and read the instructions.

Directions for Administering the *HiSET* Math Test

- You are taking the *HiSET* Mathematics test. The test book contains a total of 55 multiple-choice questions. You will have 90 minutes for this test.

- Open to the first page. Read the directions and begin your work.

— — — — — At 85 minutes — — — — —

- There are five minutes remaining for the Mathematics test.

— — — — — At 90 minutes — — — — —

- Please stop work on Mathematics and put your pencil down. Close your test book and keep it closed on your desk. In approximately one week, ETS will post a score report for you under your profile on the HiSET portal.
- Check your answer sheet to see that you have printed and signed your full name in the box provided. Now take out your identification and have it ready for inspection when your test book is collected.
- Since we must verify that we have a test book and answer sheet from each of you, we ask your cooperation for a short time until all materials have been collected and counted. Remain in your seat until the test administrator collects your test book and answer sheet.
- The test administration is now over. Gather your belongings and exit the building quietly, as students in the other rooms may still be testing. Thank you for your cooperation.

Directions for Administering the *HiSET* Science, Social Studies and Reading Tests

- You are taking the *HiSET* (Science/Social Studies/Reading) test. The test book contains a total of ___ multiple-choice questions. You will have ___ minutes for this test.

| Test | Questions | Time |
|-------------------|-----------|------------|
| Science | 60 | 80 minutes |
| Social Studies | 60 | 70 minutes |
| Reading - English | 50 | 65 minutes |
| Reading - Spanish | 50 | 80 minutes |

- Open to the first page. Read the directions and begin your work.
— — — — — At 75/65/60/75 minutes — — — — —
- There are five minutes remaining for the (Science/Social Studies/Reading) test.
— — — — — At 80/70/65/80 minutes — — — — —
- Please stop work on (Science/Social Studies/Reading) and put your pencil down. Close your test book and keep it closed on your desk. In approximately one week, ETS will post a score report for you under your profile on the HiSET portal.
- Check your answer sheet to see that you have printed and signed your full name in the box provided. Now take out your identification and have it ready for inspection when your test book is collected.
- Since we must verify that we have a test book and answer sheet from each of you, we ask your cooperation for a short time until all materials have been collected and counted. Remain in your seat until the test administrator collects your test book and answer sheet.
- The test administration is now over. Gather your belongings and exit the building quietly, as students in the other rooms may still be testing. Thank you for your cooperation.

Directions for Administering the *HiSET* Writing Test

- You are taking the *HiSET* Writing Test. The test book contains 60 multiple-choice questions and 1 essay question. You will have 120 minutes for this test.

- Open to the first page. Read the directions and begin your work.

— — — — — At 110 minutes — — — — —

- There are ten minutes remaining for the Writing test.

— — — — — At 115 minutes — — — — —

- There are five minutes remaining for the Writing test.

— — — — — At 120 minutes — — — — —

- Please stop work on Writing and put your pencil down. Close your test book and keep it closed on your desk. In approximately one week, ETS will post a score report for you under profile on the HiSET portal.
- Check your answer sheet to see that you have printed and signed your full name in the box provided. Now take out your identification and have it ready for inspection when your test book is collected.
- Since we must verify that we have a test book and answer sheet from each of you, we ask your cooperation for a short time until all materials have been collected and counted. Remain in your seat until the test administrator collects your test book and answer sheet.
- The test administration is now over. Gather your belongings and exit the building quietly, as students in other rooms may still be testing. Thank you for your cooperation.