

17-18 HiSET® TESTING FEES & SCHEDULE

(FEES ARE NON-REFUNDABLE)

www.caj.scusd.edu

Test: Complete 5-Section Battery* *(Required for 1st-Time Examinees)* ----- \$100.00
 Single Section ----- \$25.00
 Re-Test (each section after 3rd test in a calendar year) ----- \$25.00

SCHEDULING, CHANGING, OR CANCELLING* TESTING APPOINTMENTS MUST BE DONE IN PERSON, AT LEAST 1 BUSINESS DAY PRIOR TO TESTING DATE. A GOVERNMENT ISSUED PHOTO ID & HiSET® HOMEPAGE ARE REQUIRED.

DAYS	TEST	TIME
Mondays	Math	8:45 am
Mondays	Science	10:45 am
Fridays	Reading	8:45 am
Fridays	Writing	10:15 am
Fridays	Social Studies	1:15 pm

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 No Testing

Schedule Subject to Change Without Notice

See Website for Most Updated Version

CAJ's HiSET® TESTING INFORMATION and POLICIES

Eligibility Requirements

- ❖ 18 years or older, or within 60 days of 18th birthday regardless of school enrollment status.

Payment of Fees

Fees are paid by cash, credit card, money order, or cashier's check only at the school's Main Office prior to the testing date. **All first-time examinees must pay for the Complete HiSET® Test Battery** at the time of registration, prior to taking the first test. Each of the five tests may be taken a maximum of three times during the period of time from January 1 to December 31 (*retest fees will apply*). Those who fail to pass any of the tests on the third try must wait until January 1 of the next year to start re-testing.

Fees are non-refundable.

Complete HiSET® Test Battery (5 sections/3 attempts each section).....	\$100.00
Single Test.....	\$25.00
Re-test (each section after 3 rd test in a calendar year)	\$25.00

Registration and Scheduling

- ❖ To register for the HiSET® exam test takers must first create a user account on hiset.ets.org to establish an "ETS number" Once ETS number is established, a conformation email will be sent to testers. Testers must log into their HiSET® profile. The "HOME PAGE" should display their first and last name, and ETS number. Print this page and bring it along with a **current, government issued** photo identification, and the payment for the test to Charles A Jones. Office hours are Monday - Friday 8:30am-3:30pm
- ❖ Complete a test registration card and all other forms necessary for HiSET® test registration. (Meeting dates and test schedules available in the main office and on the website.)
- ❖ Sign up early for each test. One or more days in advance of test session is required. Examinees CANNOT sign up to test on the day of the test.
- ❖ Arrive 15 minutes early to your scheduled test. (*Late arrivals or failure to attend will result in you not being able to test on that day, and require you to reschedule*).

NOTE: Examinees may take only the scheduled test during each testing session.

Identification

All examinees must present a **current, government issued** photo identification. Acceptable identification includes a state driver's license or Department of Motor Vehicles identification card, U. S. passport, U. S. issued employment or work visa, or tribal identification card. Identification must include examinee's name, birth date, signature, photograph, and address.

NOTE: Birth certificates, school identification cards, check cashing cards, and bus passes are not acceptable forms of identification.

On Test Day

Report to Room 302 with approved ID and wait to be called in by the HiSET® Examiner.

NOTE: Examinees arriving late will not be tested and will need to reschedule after paying any required rescheduling fees.

Test Reminders

- ❖ Bring approved ID, appointment confirmation, and payment receipt to every testing session.
- ❖ **Turn off** all cell phones and other electronic devices. Your test will be taken if seen or heard during testing session.
- ❖ Examinees are not permitted to leave testing room during the course of testing. If an examinee leaves the testing room, the test he/she is working on will be invalidated.
- ❖ Examinees are not permitted to use their own scratch paper. All necessary test items are provided by the test center.
- ❖ No hats or hoodies are permitted in testing room

*Cancellation Policy

To cancel a reserved time slot, cancellations must be requested directly to office personnel **in person**, by 3pm, at least 1 business day prior to the reserved testing date. Phone calls, voicemails, and email messages are **not** acceptable forms of cancellation requests.

Scores

In general, it usually takes 7-10 days for each test to be scored. To access your HiSET® scores: **1)** Go to: hiset.ets.org **2)** Login to your user profile **3)** In main menu, click the "My HiSET Scores" link, **4)** print if desired, **5)** log off.

If you do not have access to a computer, you may use a computer in our Training Center located in room # 106.