

# 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. **The Complete HiSET® Test Battery** fees are due at the time of registration, PRIOR to taking the first subtest. Each of the five subtests may be taken a maximum of three times during the period from January 1 to December 31. Those who fail to pass any of the subtests 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 subtests/3 attempts each subtest).....	\$150.00
Subtest – SINGLE – (includes \$20 State Fee and two retests) .....	\$60.00
Subtest – RESET - Re-test (includes two retests attempts within a 12-month period).....	\$40.00

## Registration and Scheduling

- ❖ To register for the HiSET® exam test takers must first create a user account on [hiset.org](http://hiset.org) to establish a "HiSET ID number" Once HiSET ID number is established, a confirmation email will be sent to testers. Testers must log into their HiSET® profile. **The "MY ACCOUNT" should display their first and last name, address, city, state, zip code, phone number and HiSET ID number.** Print this page and bring it along with a **current, government issued** photo identification, and the payment for the test to the school office. Office hours are **Monday - Thursday 8:30am-3:30pm. The school office is Closed on Friday.**
- ❖ 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 and **proof of residency**. 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 #203 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 business days for each test to be scored. To access your HiSET® scores: **1)** Go to: [hiset.org](http://hiset.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.