

# Missouri Option Program and HiSET® Testing Guide



2020-21

 Missouri  
DEPARTMENT OF ELEMENTARY & SECONDARY  
EDUCATION™



HiSET®

## TABLE OF CONTENTS

Introduction	3
Frequently Asked Questions About Missouri Option Programs	4
Missouri Option Program Assurance Standards	6
HiSET® Associate Role	8
How to Create a New Test-Taker Account	9
Customer Type and State ID	12
ETS Student ID Number Log	14
Scheduling an Appointment to Test	14
Accommodations for Test Takers with Disabilities or Health-Related Needs	20
Fees, Payments and Refunds	21
Test Payment – Guide to HiSET® Vouchers	24
Educational Testing Service (ETS) W-9 Tax ID Form	27
Missouri High School Equivalency (HSE) Testing Centers	27
Student Identification Requirements for Testing Center Access	27
HiSET Test Calculator Policy	28
HiSET® Test Score Reports and Student Transcripts	29
Dropout Management	34
Missouri Option Resources and HiSET® Test Preparation Information	37
Student Resource – Considerations for Military Service	38
Sample Missouri Option Student Agreement Form	41
Sample HiSET Test-Taker Bulletin and ID Attestation Letterhead	44

# MISSOURI OPTION PROGRAM AND HISET® TESTING GUIDE

(Updated 1/2020)

## INTRODUCTION

This guide provides Missouri Option Program operators with the processes, instructions, forms, and links for the following actions:

- Set up Missouri Option student profiles in the HiSET® system
- Schedule Missouri Option students for the HiSET® exam
- Assist with testing accommodations
- Arrange for payment of HiSET® exam(s)
- Ensure student identification requirements are met for testing
- Access student test score reports for high school transcripts
- Find test center locations and contact information
- Find information on Missouri Option and HiSET® test resources

The Missouri Option Program is an effective means to retain students, decrease drop-out rates and improve college and career readiness. Missouri school districts and charter schools planning to operate a Missouri Option Program during the school year are required to complete the [Missouri Option Program Compliance Plan](#) located in the DESE web applications (see instructions below).

### Compliance Plan Instructions – MO Option Program 2019-2020

For access and management permissions for the Missouri Option Compliance Plan, please see the following link to the DESE **Web Systems User ID Request Form**:

[https://dese.mo.gov/sites/default/files/dac\\_forms/MO5002377.pdf](https://dese.mo.gov/sites/default/files/dac_forms/MO5002377.pdf)

- Complete the form by entering the LEA (district) information at the top and then your contact information in the spaces provided.
- Under GRANTING ACCESS near the bottom of the form, select Compliance Plans (Fed. & State) Admin and submit the form to your district Web Applications User Manager for approval.
- Once approved, “Compliance Plans (Federal and State)” will be added to your Web Applications Menu.

### Web Applications Menu

- After selecting Compliance Plans (Federal and State) from the menu, you will see your district’s Compliance Plans – LEA Home page.
- In the search box, go to “Planning Document – Show all Document Types” and select “**Missouri Option Program Assurance Standards**” from the dropdown box and click the “Search” button.
- You will then see the Assigned Planning Documents with the Missouri Option Program Assurance Standards covering the past three years. **Only the 2019-2020 Plan with the current “Team Member” information needs to be submitted.**

- Click on the 2019-2020 Plan, then click on “Manage Team” to enter and save each person’s contact information.
- Back on the Compliance Plan, you will notice that there is a district agreement box at the bottom of the Assurance Standards that will need to be checked.
- When finished, click the “Save and Submit to DESE” button and our office will receive a notification that you have done so. Our office will review/record information from the submission and will acknowledge receipt and approval.

## FREQUENTLY ASKED QUESTIONS

### **Missouri Option Program**

In 2002, the Missouri Department of Elementary and Secondary Education (DESE) initiated the Missouri Option Program. The program is approved by the Missouri State Board of Education. The Missouri Option Program has been used by about half of Missouri’s local education agencies (LEAs) as an effective means to retain students, decrease dropout rates, and increase the number of students who are prepared for postsecondary education opportunities or to enter the workforce.

### **What is the Missouri Option Program?**

The Missouri Option Program is designed to serve students who lack the credits necessary to graduate with their class and are at risk of leaving school without a high school diploma. The program specifically targets students who are 17 to 20 years of age and are at least one year behind their cohort group or, for other significant reasons identified in the local Missouri Option Program plan, are unable to complete their diploma with their cohort group.

Graduation through the Missouri Option Program is not dependent on Carnegie credit attainment. It is a competency-based program approved by the State Board of Education that utilizes a high school equivalency exam as mastery for graduation purposes. The HiSET® is the exam sanctioned by the state for the Missouri Option program. It is developed and distributed by the Educational Testing Service (ETS). Missouri Option students who successfully pass the exam and complete all other program requirements are eligible to receive a high school diploma.

**Note – A credential that includes the word "diploma" will be awarded. The LEA issues a "regular" high school diploma (the same as awarded to all students by local boards of education).**

### **How does the Missouri Option Program benefit a school?**

Local education agencies with an approved Missouri Option Program help students who are at risk of not graduating to remain in school, allowing them to successfully graduate. Once the LEA issues a high school diploma, participants are then counted as graduates. Additionally, an LEA can continue to count these students in its average daily attendance (ADA) for purposes of state aid while the students are enrolled in the program.

### **How does the Missouri Option Program benefit a student?**

Missouri Option Program instructors provide ongoing academic/career advisement with supplemental guidance and counseling as needed. Students have access to all educational programs and services available in the LEA, receive valuable academic and life-skills instruction, earn a high school diploma, and, upon successful completion of program requirements, are eligible to participate in commencement ceremonies.

### **What is required of Missouri Option Program students?**

Students must participate in a minimum of 15 hours of academic instruction per week. Students must also be enrolled in other school-supervised instructional activities (career education courses, elective classes, work experience, etc.) that lead to the student's classification by the LEA as a full-time student. The LEA should provide a level and quality of education that ensures the integrity of the Missouri Option Program and locally issued high school diploma. Local education agencies may have additional requirements when issuing a regular high school diploma that are consistent with what is required of all students. Missouri Option students must take the required End-of-Course exams (EOCs) – Algebra I (or Algebra II if Algebra was taken prior to high school), English II, Biology and American Government. State law also requires that all graduate candidates take a course in government and the functions of government and pass the required tests related to Civics and the U.S. and Missouri Constitutions. Participants must also complete half-unit courses in Personal Finance and Health and complete 30 minutes of CPR instruction and training in the proper performance of the Heimlich maneuver.

### **If a student takes the HiSET®, what documentation will the LEA receive from the state verifying the student's results?**

The HiSET® tests are designed to measure the major academic skills and knowledge associated with a high school program of study. Students enrolled in the Missouri Option Program take (and must pass) the HiSET® tests in order to demonstrate and document the attainment of high school-level skills. The HiSET® Score Report is one of the academic components required for the awarding of a high school diploma by the local education agency, and as such, is placed in the student's permanent record.

### **What happens if a student fails to complete the Missouri Option Program?**

Occasionally, a student fails to complete all of the program requirements necessary to be awarded a diploma. In these instances, the passing scores on the HiSET® belong to the student, and the LEA should provide guidance on how to obtain a Missouri High School Equivalency Certificate through the DESE High School Equivalency Office (573-751-3504).

### **What are the requirements for the faculty in the Missouri Option Program?**

Teachers working in this program must have a valid Missouri teaching certificate in any content area or in Adult Education and Literacy (AEL).

### **Are specific funds available to support the Missouri Option Program?**

No grants are available, but LEAs do receive state aid for student attendance (ADA).

## ASSURANCE STANDARDS MISSOURI OPTION PROGRAM

### 1.0 Program Eligibility Standards

- 1.1 Students enrolled in the Missouri Option Program are exempted from the requirement to earn a specific number of credits for graduation purposes.
- 1.2 Each Missouri Option Program candidate is enrolled as a full-time student in the district in accordance with the criteria prescribed in Assurance Standards 4.2 and 4.3.
- 1.3 Student participation in the Missouri Option Program is voluntary.
- 1.4 Selection criteria for the Missouri Option Program are not ethnic, racial, or gender biased.
- 1.5 Students are 17 years of age or older.
- 1.6 Students are at least one year behind their cohort group in the credits needed to graduate or for other significant reasons identified in the local plan are unable to complete their diploma with their cohort group (class). Cohort is defined as the year that a student enrolled in kindergarten.
- 1.7 Participation in the Missouri Option Program requires that 17 year-old students and a parent/guardian sign a consent form. For unaccompanied homeless youths, the requirement presents barriers to the identification, enrollment, attendance and success in school and is waived in accordance with the McKinney-Vento Act.
- 1.8 Students served by the Missouri Option Program are able to demonstrate the ability to read independently in English at the 11th grade level sufficient to successfully complete instruction and testing.
- 1.9 Students with disabilities show evidence of a current Individual Education Plan (IEP) or Section 504 Plan, which indicates that participation in the Missouri Option Program is appropriate for the student. The IEP or Section 504 Plan documents any special education services and related aids and services necessary for successful completion of the program, including the testing component.
- 1.10 Missouri Option Program participants have access to all educational programs and services available in the school district. For information on the eligibility to participate in high school activities, please contact the Missouri State High School Activities Association (MSHSAA) at [email@mshsaa.org](mailto:email@mshsaa.org) or by calling 573-875-4880.

### 2.0 Program Instructor Standards

- 2.1 Missouri Option Program instructor(s) have a valid Missouri teaching certificate in any subject at any grade level, including an Adult Education and Literacy (AEL) certification.

### 3.0 Program Counseling Standards

- 3.1 Counselor(s) have a valid Missouri Counseling Certificate.
- 3.2 Guidance and counseling services are provided to Missouri Option students consistent with the high school program.
- 3.3 Ongoing postsecondary and career advisement is provided by the Missouri Option Program instructor(s) and counselor(s), with supplemental guidance and counseling provided as needed.

#### 4.0 Academic Instruction and Assessment Standards

- 4.1 Instructional content is appropriate for 11th grade or higher and aligns with the HiSET® Missouri High School Equivalency Exam sub-tests: Writing, Social Studies, Science, Language Arts Reading, Language Arts Writing and Mathematics.
- 4.2 Missouri Option students are engaged in a minimum of 15 hours of academic instruction per week, which may include computer-assisted instruction.
- 4.3 Missouri Option students are also enrolled in other school-supervised instructional activities (Career Education courses, elective classes, volunteer experiences, work experience, etc.) that lead to the student's classification by the school district as a full-time student.
- 4.4 As prescribed in Section 170.011, RSMo, to be eligible for graduation from high school in Missouri, students satisfactorily pass a course of instruction in the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States, as well as the electoral process. Students must pass an examination on the provisions and principles of the Constitution of the United States and of the state of Missouri, and in American history and American institutions. All students entering grade 9 after July 1, 2017, are required to pass an examination on the provisions and principles of American civics.
- 4.5 Missouri Option students pass half-unit courses in Personal Finance and Health Education as per 5 CSR 20-100.190. Prior to graduation, all high school students must receive 30 minutes of CPR instruction and training in the proper performance of the Heimlich maneuver. Instruction must be included in the district's existing health or physical education curriculum.
- 4.6 All Missouri Option students participate in appropriate state assessments, including all required End-of-Course (EOC) assessments.
- 4.7 Students are encouraged to enroll in [Missouri Connections](#) for exploration of postsecondary and occupational activities.

#### 5.0 Graduation Standards

- 5.1 All Missouri Option students take and pass the HiSET® exam as a competency-based assessment for a HiSET® score report and complete all of the requirements set forth in these standards to be eligible for a high school diploma.
- 5.2 Student certificates will reflect a regular high school diploma as awarded to all students by local boards of education. Student transcripts will include a *HiSET®* and *Missouri Option Score Report*.
- 5.3 Upon passing the HiSET® exam and fulfilling all Missouri Option and district program requirements, fifth-through seventh-year seniors receive a high school diploma and graduate.
- 5.4 Students who are in the program for other significant reasons and successfully pass the HiSET® exam before the end of the school year are engaged in a school-supervised course of study or employment/volunteer work equivalent to full-time student status (30 hours a week) until the end of the school year, or may be released according to district policy.
- 5.5 The Missouri Option Program does not circumvent compulsory attendance regulations or facilitate an early exit. For information regarding conditions for early exit, please see the [Graduation Requirements for Students in Missouri Public Schools](#), page 7 - **Number of Semesters of Attendance Required**: "Local boards of education may, by policy, permit students who have met all state and local graduation requirements to exit high school earlier than the usual eight semesters."
- 5.6 Graduates of the Missouri Option Program are eligible to participate in a high school graduation ceremony with their peers.

## ETS HISET® ASSOCIATE ROLE GUIDE

### What is an Associate?

The Associate role was designed to allow coordinators and managers in some specialized programs, such as Missouri Options, correctional education, and Job Corps, to manage HiSET® testing for groups of test takers from a single profile.

### How do I become an Associate?

In Missouri Options, ***all school contacts that had HiSET® profiles in 2018-2019 have been approved by the state and transitioned to Associate status in 2019-2020.*** If you are **new** to Missouri Options in 2018-2019, you will need to

1. email your request to [desemoooption@dese.mo.gov](mailto:desemoooption@dese.mo.gov) or call 573-751-3190, and
2. provide your first and last name, the name of your school district/charter, e-mail address, phone number and the program building name.

Instructions for creating a username and password will be sent to your email from an Educational Testing Service (ETS), Test Administrative Services (TAS) representative. The link to login is provided in the screen shots that follow.

### What can I do as an Associate?

- Create and manage Test Taker accounts
- Schedule and manage Test Taker appointments
- Access, review and print Test Taker score reports

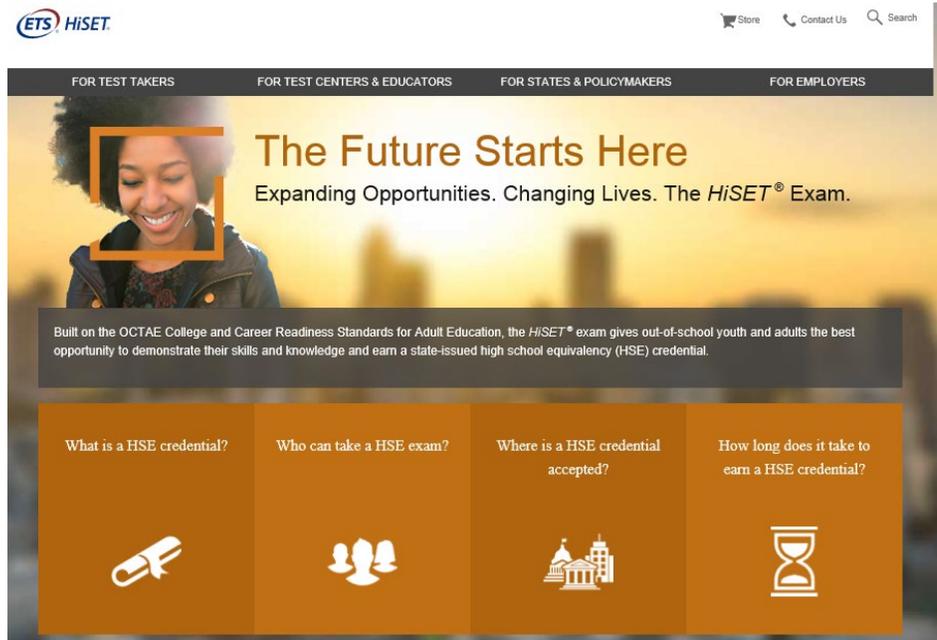
### Note:

- Student candidates will **NOT** receive login credentials for their accounts, since they are managed by the designated Associate (Option teacher/administrator).
- All contact information including address, phone number and email address should be the school's/agency's contact information and **not** the student candidate's personal contact information.
- Account-related emails are sent to the HISET® Associate for each test taker, using a general email address (your school email address), not a personal one.
- Collect personal contact information (email, phone and address) from the student candidate at the time of intake, or when they begin HISET® testing. This will give you the information necessary to change the candidate profile when he or she exits your program.

## HOW TO CREATE A NEW TEST-TAKER ACCOUNT

Prior to creating a new test-taker account, collect test-taker information using the Candidate Registration Form, available here: [http://hiset.ets.org/s/pdf/candidate\\_registration\\_form.pdf](http://hiset.ets.org/s/pdf/candidate_registration_form.pdf).

Open the HISET® main webpage at <https://hiset.ets.org/>.



Click on “For Test Centers and Educators.”



Click on “Log In/Create Account.”

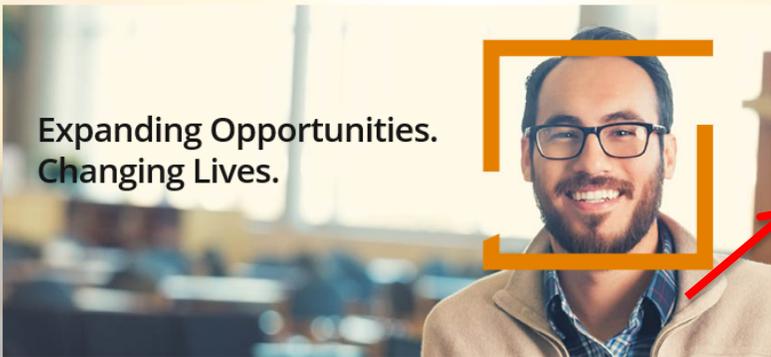


ETS HiSET

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HOME ABOUT TEST ADMINISTRATION SUPPORTING RESOURCES

Home > Test Center Staff and Adult Educators Home



Expanding Opportunities.  
Changing Lives.

**Support for you, so you can support your test takers. The HiSET® Program.**

In 2014, ETS broke new ground in adult education with the HiSET® exam — an affordable, accessible high school equivalency test option. Now the fastest-growing exam in the market, the HiSET exam is offered to millions of out-of-school youth and adults across the country. The HiSET program is making a powerful difference in adult education with exceptional customer service and program support to ensure success.

**For Test Centers & Educators**

**HiSET Account for Test Center Staff**

Use your secure account to print test day rosters, assist test takers and more.

**Log In/Create Account**

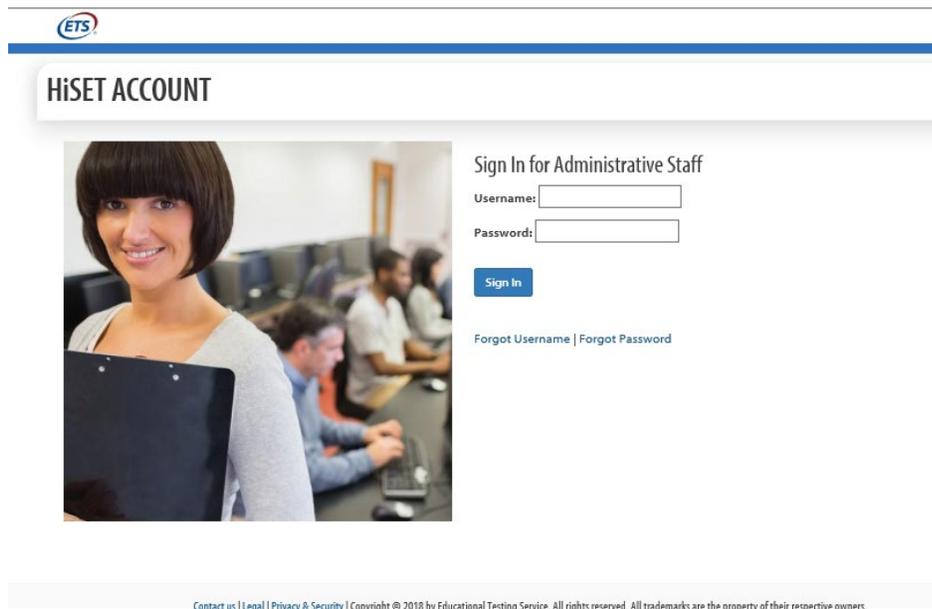
[Become a test center.](#)

**Contact Test Administrative Services**

Assistance for Test Center Staff with ordering test materials, account information, e-learning, general questions regarding procedures and test site scheduling.

**Phone:** 1-800-257-5123  
**Email:** [hiSET@ets.org](mailto:hiSET@ets.org)

Enter “Username” and “Password.”



ETS

## HiSET ACCOUNT



**Sign In for Administrative Staff**

Username:

Password:

[Sign In](#)

[Forgot Username](#) | [Forgot Password](#)

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Click “Sign In.”

From here, select “Create New Test Taker Account.”

ETS FOR STATES / TEST CENTER STAFF Missouri Supervisor Home Sign Out

## My HiSET Home

Missouri Supervisor Associate : Missouri , KANSAS CITY PUBLIC SCHOOLS

### Manage Test Takers

- Create New Test Taker Account
- Search Test Takers

### Resources

- Identification Requirements
- HiSET Bulletin
- Candidate Test Center Search
- Requirements by Jurisdiction/Agency
- What to Bring on Test Day
- Prepare for the Test

- Personal Information
- Change Password
- Security Question

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Candidate-required information fields are identified with an asterisk (\*). These required fields are necessary to complete the account creation process.

ETS HiSET Missouri Supervisor Home Sign Out

## Create a Test Taker Account

\* Required Information

Personal Information Additional Information Background Information Review and Submit

**Name must match ID -** Enter your Name and Date of Birth exactly as it appears on the identification (ID) document (without accents) that you plan to bring to the test center on test day. If your name does not match your ID, you will not be allowed to take the test and will not receive a refund. For more information, see [ID Requirements](#). Note: if you have multiple first or last names on your ID, enter all of those names in the appropriate fields.

\* First/Given Name

Middle Initial

\* Last/Family Name

\* Date of Birth Month  Day

\* Gender  Male  Female

Social Security Number

**Highly recommended -** Failure to provide your Social Security Number (SSN) could delay your jurisdiction/state's processing of your credential. Some jurisdictions require a SSN in order to process your paperwork. ETS does not require your SSN for its own purposes, but will submit it to your jurisdiction/state with your test results.

## CUSTOMER TYPE & STATE ID

In the “Customer Type” drop down menu, choose the customer type that applies to your candidate group.

- For Options programs, choose “**OPTIONS.**”

Highly recommended - Failure to provide your Social Security Number (SSN) could delay your jurisdiction/state's processing of your credential. Some jurisdictions require a SSN in order to process your paperwork. ETS does not require your SSN for its own purposes, but will submit it to your jurisdiction/state with your test results.

Customer Type

\* Email Address

The candidate will not be able to login into the registration portal. Please enter the email address of the HiSET associate supervising this candidate.

Address

\* Country/Location

\* Address Line 1

Address Line 2

\* City

State/Province/Territory

Postal Code



You will use a general school email address to capture all candidate related emails. **DO NOT use a candidate's personal email address until the candidate leaves your program.** This address can be your work email account. However, we recommend that your school or agency create a general email account specifically for HiSET® testing because testing and payment confirmations emails will be sent to that account.

Additionally, it is **VERY important that you enter your school's address and phone number for each test taker.** Student's personal address/phone number cannot be used in any managed candidate group, including Options.

## STATE ID

### Correctly Coding Option Students in HiSET® portal – The Two-Part Process Required

1. When registering your student(s) in the HiSET® system, choosing “Options” as the “Customer Type” is the **first step** in coding your students correctly.
2. The **second step required** is the **STATE ID**, and if not entered correctly, will result in your student being coded as a “General” or “Adult” tester, and not affiliated with your program. Under “**Additional Information – Background Information,**” you are asked to enter the state ID that you have been provided (see “Background Information” screen below). You **MUST** enter the word **OPTIONS plus your 6-digit county/district code** in the box provided exactly as follows: Sample - **OPTIONS123456** - **All CAPITAL letters, an “S” on the end of the word OPTIONS, no**

**spaces, no dashes.** If you do not know the six-digit county/district code for your program, please use the [school directory](#) for an alphabetical listing of all Missouri school districts and charter schools. Note that the six-digit code is in parentheses next to the name of your school district or charter school. Sample: St. Louis City (115-115). Remove the dash for the state ID.

ETS HiSET Missouri Supervisor Home Sign Out

## Create a Test Taker Account

\* Required Information

Personal Information Additional Information Background Information Review and Submit

### Background Information

The information collected in this survey will be used for research, development and statistical purposes by ETS and your jurisdiction/state. This information is gathered with the intent of creating better products and better understanding of the customers we serve. We do not sell or provide the personal information collected and maintained in our databases to any outside entity for any purpose.

If you have been provided with a state ID enter it here

OPTIONS123456

ETS HiSET Missouri Supervisor Home Sign Out

ETS HiSET Missouri Supervisor Home Sign Out

## Create a Test Taker Account

Personal Information Additional Information Background Information Review and Submit

### Review and Submit

Review your information below. If you need to make a change, select Back to edit your information. Otherwise, select Submit to complete.

**Name must match ID-** Make sure your name matches the Identification (ID) document (without accents) that you plan to bring to the test center on test day. If your name does not match your ID, you will not be allowed to take the test and will not receive a refund. Once you click Submit, you will not be able to change your name.

**Name, Date of Birth, Gender and Social Security Number cannot be changed once your account is created.** Make sure your Name, Date of Birth, Gender and Social Security Number (if provided) are correct. Once you click Submit, you will not be able to change this information.

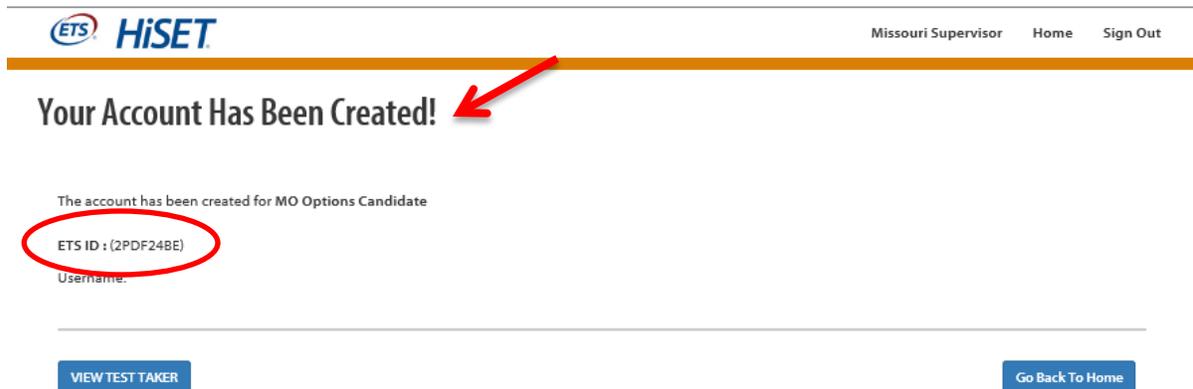
### Personal Information

First/Given Name	MO Options
Last/Family Name	Candidate
Date of Birth	9/8/1981
Gender	Female
Customer Type	OPTIONS
Email Address	admin@mooptions.org

When managing these candidates, you will log in to your own Associate account using your user name and password and search candidates by Name, DOB, and/or ETS ID (you will not use candidate log in credentials).

## ETS ID LOG MAINTENANCE

It is important that you maintain a log of all students' **ETS ID Number** found on the "Your Account Has Been Created!" screen. The ETS ID will assist you or HiSET® Customer Service personnel with locating your Option tester if questions arise or corrections become necessary.



ETS HiSET Missouri Supervisor Home Sign Out

### Your Account Has Been Created!

The account has been created for MO Options Candidate

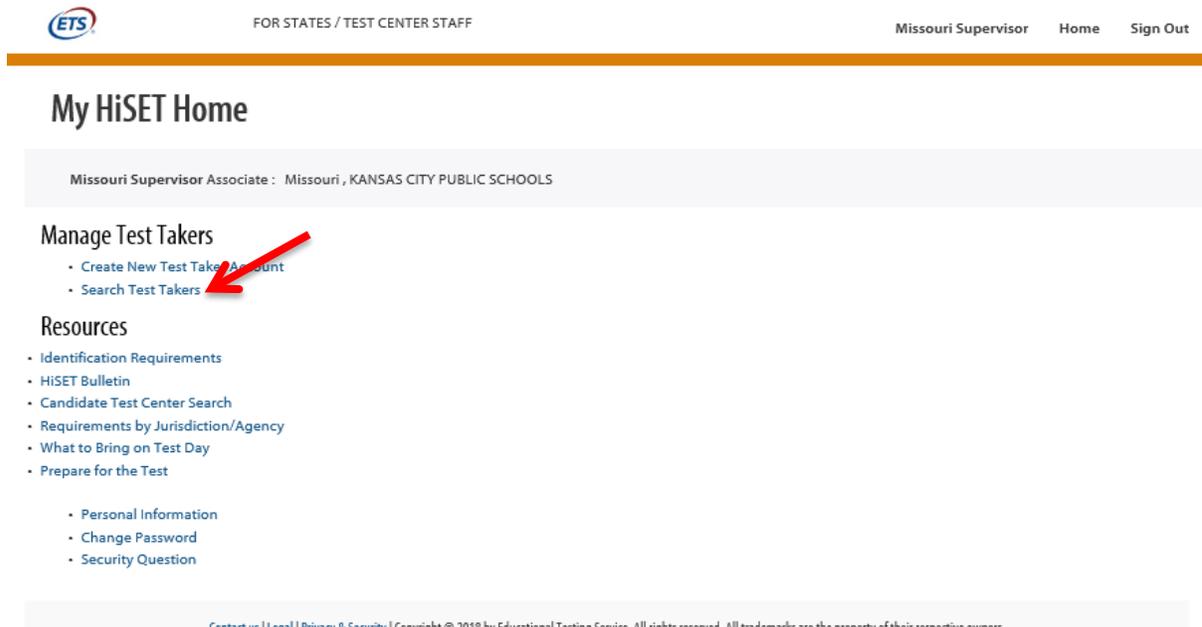
ETS ID : (2PDF24BE)

Username:

VIEW TEST TAKER Go Back To Home

## SCHEDULING AN APPOINTMENT TO TEST

From the Sign-In page, click on "Search Test Takers"



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### My HiSET Home

Missouri Supervisor Associate : Missouri, KANSAS CITY PUBLIC SCHOOLS

#### Manage Test Takers

- Create New Test Taker Account
- Search Test Takers

#### Resources

- Identification Requirements
- HiSET Bulletin
- Candidate Test Center Search
- Requirements by Jurisdiction/Agency
- What to Bring on Test Day
- Prepare for the Test
- Personal Information
- Change Password
- Security Question

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Enter your search criteria. You will need name and date of birth on the "By Test Taker Information" tab.

You may also search by name and ETS ID on the “By ID/Appointment Number” tab. Click “Search”

ETS FOR STATES / TEST CENTER STAFF Missouri Supervisor Home Sign Out

## Search for Test Takers

By Test Taker Information **By ID/Appointment Number**

Search Criteria (hide)  
Enter search criteria to find test takers affiliated with your test center or organization.

First Name   
Middle Initial   
Last Name   
SSN   
Date of Birth

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## Search for Test Takers

By Test Taker Information **By ID/Appointment Number**

Search Criteria (hide)  
Enter the test taker's Last Name and their ID or Appointment Number.

Last Name   
\* Enter one of the following:  
 ETS ID   
 Appointment Number

Search

Click on the Test Taker name or ETS ID to go to that individual's profile.



# Search for Test Takers

By Test Taker Information

By ID/Appointment Number

## Search Criteria

(show)

Search

Page: 1 of 1

5

# Results : 1

#	Name	Date of Birth	SSN	Address	Status
1	Candidate, MO Options ETS ID: 2PDF24BE	September 8, 1981		123 Main St Kansas City ,MO 64109	Active

Click the "Schedule New Appointment" button from the Test Taker Summary page.



Customer: MO Options Candidate ID: 2PDF24BE, Username: N/A

[Test Taker Home](#)

[Account Preferences](#) [View Cart](#)

# Test Taker Summary

Name: MO Options Candidate ETS ID: #2PDF24BE Type: OPTIONS

### Test Taker Profile

[Personal Information](#)

[Background Information](#)

### Test Info

[View Accommodations](#)

[View Orders](#)

[View Scores](#)

### Resources

[HiSET Bulletin](#)

[Prepare for the Test](#)

[Identification Requirements](#)

[Requirements by Jurisdiction/Agency](#)

[What to Bring on Test Day](#)

[Candidate Test Center Search](#)

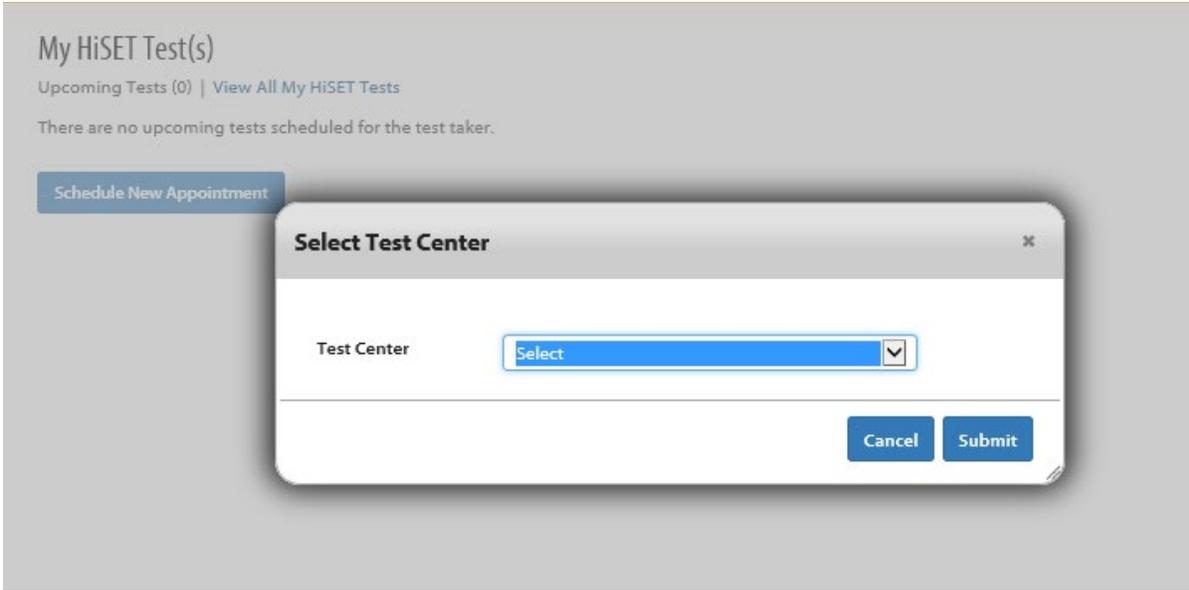
## My HiSET Test(s)

Upcoming Tests (0) | [View All My HiSET Tests](#)

There are no upcoming tests scheduled for the test taker.

Schedule New Appointment

Select the test center from the drop down menu and click "Submit."



Check your state requirement page to confirm that the test taker meets the minimum age requirements.

Check the box under “Eligibility Requirements” for your state, and click “Next.”

### Before You Register

Before you schedule a HiSET appointment online, please review the following information and indicate your agreement to the policies below. After agreeing to the policies below, you may be asked to sign in to your HiSET account or create an account if you do not already have one.

**Payment** - Be sure to have a credit/debit card (American Express®, Discover®, MasterCard®, VISA®, and JCB), your PayPal™ account or electronic check information ready. Test fees vary by state/province/territory. Some agency/jurisdiction and/or test centers may charge an additional fee.

**Disability Accommodations:** If you have a disability or health-related need and require testing accommodations, you must request your accommodations through ETS and schedule your appointment through an ETS representative. You cannot schedule your appointment online. See [how to request disability accommodations](#).

### State/Agency Requirements

Please read and agree to the eligibility requirements below. If you do not meet these requirements, you may be able to [find another test center](#) in a different state/territory/province (if you meet those requirements).

#### Missouri Eligibility Requirements

**Age:** You must be at least 16 years of age and out of high school to take the HiSET exam. If you are 16 years of age, you must also have completed at least 16 units toward high school graduation.

**Residency:** You must be a resident of Missouri to take the HiSET exam.

**Identification:** You must present identification on test day at the HiSET test center. A valid permanent or temporary Missouri license (Driver, Nondriver, Intermediate, Commercial or Instruction (learners) permit), U.S. passport, or U.S. military ID. Outdated or expired identification will not be accepted.

See [additional requirements for your state](#).

I confirm that I have read and communicated the eligibility requirements for the state or jurisdiction to the test taker.

[Back](#) [Cancel](#) [Next](#)

Review the “Confirm Your Personal Information” screen. Click “Edit” in the top right column if the information requires edits. Click “Next” if no edits are needed.

## Test Registration

Schedule New Appointment for MO Options Candidate

Confirm Your Personal Information

ETS ID	2PDF24BE	<a href="#">Edit</a>
First/Given Name	MO Options	
Middle Initial		
Last/Family Name	Candidate	
Date of Birth	9/8/1981	
Gender	Female	
Social Security Number		
Customer Type	OPTIONS	
Country/Location	United States	
Address Line 1	123 Main St	
Address Line 2		
City	Kansas City	
State/Province/Territory	Missouri	
Postal Code	64109	
Phone	8164187000	
Type	Landline	
Alternate Phone		
Type		
Email Address	admin@mooptions.org	

### Additional Information

Preferred Language For Test Taking English

Primary Speaking Language English

[BACK](#)

[CANCEL](#)

[NEXT](#)

Select test date and test(s) from the drop down menu. Click “Add to Cart.”

### Schedule New Appointment for MO Options Candidate

**Appointment Information**

\* Required Information

Test Center: Crowder College - Cassville - CBT, ([Change Test Center](#))

\* Test Language:  English  Spanish

Test Delivery Method: Computer

\* Test Date and Time:

April 2018							May 2018							June 2018							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
1	2	3	4	5	6	7			1	2	3	4	5							1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	

**Date Selected : April 14, 2018**

\* Select Tests :

Select the tests you want to take during the times available below. Once you have finished, select Add to Cart. You can review your appointments, schedule more appointments, or checkout from the shopping cart.

Test Start Time	Test Title
09:30 AM	Math <input type="button" value="v"/>
11:00 AM	Science <input type="button" value="v"/>
12:30 PM	Writing - Language Arts <input type="button" value="v"/>
02:00 PM	No Test Selected <input type="button" value="v"/>
03:30 PM	No Test Selected <input type="button" value="v"/>

Cancel

Add To Cart

Confirm cart information and click on “Proceed to Checkout.”

## Your Shopping Cart

If you believe you have a valid promotional code and need help scheduling your HiSET appointment, please contact customer service at 1-855-MyHiSET.

### Test Registration and Services

• HiSET Policies: Click Here for [Reschedule policies](#) and [Cancellation policies](#)

Testing Program	Product	Product Information	Actions	Price	
	TEST	<b>Math (Computer, English)</b> Test Date/Time: Saturday April 14, 2018 - 9:30 AM Test Center: Crowder College - Cassville - CBT (HSTC12070A)	<a href="#">View/Edit Test Registration</a> <a href="#">Remove</a>	\$10.00	
		<b>Test Center Fee</b>		\$7.00	
	TEST	<b>Science (Computer, English)</b> Test Date/Time: Saturday April 14, 2018 - 11:00 AM Test Center: Crowder College - Cassville - CBT (HSTC12070A)	<a href="#">View/Edit Test Registration</a> <a href="#">Remove</a>	\$10.00	
		<b>Test Center Fee</b>		\$7.00	
	TEST	<b>Writing - Language Arts (Computer, English)</b> Test Date/Time: Saturday April 14, 2018 - 12:30 PM Test Center: Crowder College - Cassville - CBT (HSTC12070A)	<a href="#">View/Edit Test Registration</a> <a href="#">Remove</a>	\$10.00	
		<b>Test Center Fee</b>		\$7.00	
	<b>Missouri State fee</b>				\$10.00

**Subtotal:** \$61.00

Final amount will be calculated on the next page

[Register For a New Test](#)

[Proceed to Checkout](#)

Proceed to the payment section. Online payment options include vouchers, credit cards, electronic check, etc.

## ACCOMMODATIONS FOR TEST-TAKERS WITH DISABILITIES OR HEALTH NEEDS

**DISABILITY ACCOMMODATIONS** – You cannot schedule HiSET® appointments online for a test taker who may require accommodations for a disability or health-related needs. You must request accommodations through ETS and schedule the appointment through an ETS representative. Please see how to request a disability accommodation by clicking and following this link: <https://HiSET®.ets.org/take/disabilities/>.

## Fees, Payment and Refunds

### HiSET® Test Purchase Update for 2019

Prices for HiSET® testing will remain unchanged. The cost for purchasing all five subtests is \$98.75 total. Option programs can still purchase any number of subtests at any time, from one to all five. There are still two free retakes with each subtest purchase (the test taker must pay the customary \$7 fee to the testing center for each retake).

**HiSET® Test Retake** – Please note that promotional codes are no longer required to schedule test retakes. Testers are still eligible for two free retakes between January 1 and December 31.

### HiSET® Testing Process

Three new versions of the HiSET® subtests are published and released each year on January 1. A student has three tries to pass each of the subtests beginning on January 1 and ending on December 31 each year.

- If testers fail all three attempts of the same subtest within the calendar year (Jan.-Dec.), they must wait until next January 1 to purchase a new version of the subtest (whether they are in an Option program or attempting to test on their own).
- If testers fail two attempts of the same subtest in calendar year 2019, and retake the third time and fail in February of 2020, they would be eligible to purchase and take two more attempts in that calendar year, since the three new versions were released January 1, 2020.
- Even with a free retake of the subtest, the test taker still must pay the customary \$7 fee to the testing center.
- The \$10 fee to the State of Missouri per subtest is paid only once every 12 months.
- There is still the same 12-month window from date of subtest purchase to use all three testing opportunities.

### Payments

Missouri Option programs can pay for exams through an online HiSET® account or by phone to a customer service representative (1-855-694-4738). Acceptable payment methods include vouchers (see p. 25), prepaid cash cards/PayPal accounts, credit cards, gift cards, etc.

### Monitor testing charges

Contact HiSET® Customer Service (1-855-694-4738) if you think your Option program was overcharged for the purchase of a HiSET® exam.

## FREQUENTLY ASKED QUESTIONS REGARDING HiSET® TEST PAYMENTS

### How much does it cost to take the HiSET® exam in Missouri?

- The price for the first subtest is \$27.75 (\$10.75 ETS fee, \$10 annual state fee, and \$7 test center administration fee).
- You will receive two retests per subtest purchased.
- If you need to retake a subtest you must pay the \$7 test center fee.
- The \$10 state fee is an annual fee and is only collected once every 12 months.

### I only have cash. How can I pay for my HiSET® exam?

You must pay for the exam at the time you schedule it online or by phone, so you aren't able to pay with cash. However, if you only have cash, you may

- purchase a prepaid PayPal® My Cash Card and fund a PayPal® account;
- purchase a VISA®, MasterCard® or American Express® gift card; or
- open a free checking account and pay with an electronic check (eCheck).

If you are purchasing a prepaid credit card or gift card, be sure to check the cards before you purchase them for any restrictions that might prevent you from using them in our registration system, such as restrictions against using the card for online purchases. To learn more about how you can use one of these payment methods, download the [Cash Options for HiSET® Test Takers flyer \(PDF\)](#).

### How do I pay for the HiSET® exam if I am scheduling through my online account?

If you are scheduling online, you may pay by

- debit card or credit card (American Express, Discover®, MasterCard®, VISA® and JCB®);
- PayPal®; or
- eCheck.

### Can I pay by paper check?

No, paper checks are not accepted. You may open a free checking account and pay with an electronic check (eCheck).

### How do I pay for the HiSET® exam if I am scheduling my appointment by phone?

If you are scheduling by phone (1-855-694-4738), you may pay by debit card or credit card (American Express®, Discover®, MasterCard®, VISA® and JCB®). You cannot use a PayPal® account to pay over the phone.

## What is the refund policy?

The refund policy is as follows:

- **Test Fee** – You are eligible for a full refund of your test fee if you cancel at any time up until 11:59 p.m. local time the day before your scheduled appointment.
- **State, Jurisdiction or Test Center Fee** – You are not eligible for a state, jurisdiction or test center fee refund. These fees are nonrefundable.

### **What if something unexpected happens on test day, I don't cancel, and I cannot make my scheduled appointment? Can I get a refund?**

ETS understands things happen that are outside your control and has processes in place to evaluate and approve refunds for ETS-collected HiSET® test fees. Exception cases are handled and evaluated for refund eligibility on a case-by-case basis. Exception cases refer to

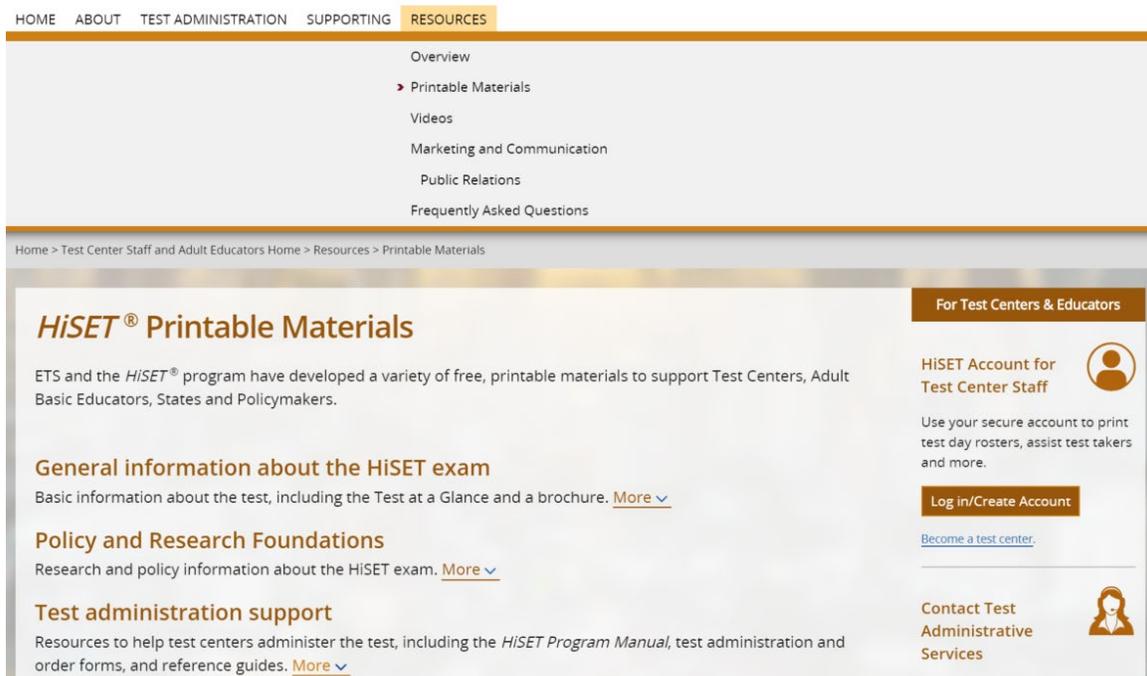
- events caused by ETS, test center or tester, or
- events beyond the control of all parties. (e.g., severe weather, power outages, etc.).

## GUIDE TO HiSET® VOUCHERS

To request a voucher, please open the HiSET® main webpage at <https://HiSET®.ets.org/>. Click on “For Test Centers and Educators.”



Click on “Resources,” then select “Browse documents...” to access “Printable Materials.” Under “Test administration support,” download the Voucher Order Form.





**Voucher Order Form**

Form to be used when a third party purchases a HiSET exam for a test taker

[Download \(PDF\)](#) | File size: 301 kb

This will open a PDF of the Voucher Order Form ([https://hiset.ets.org/s/pdf/voucher\\_order\\_form.pdf](https://hiset.ets.org/s/pdf/voucher_order_form.pdf)). It is not necessary to sign into the website in order to navigate to the Vouchers Order form. In fact, navigating to this order form while signed in on your TCA account is much more difficult. Please be sure to sign out of your account beforehand.

Please note the fax number in the top right hand corner. Voucher requests must be faxed to this number for processing. This is a secure line designed to protect your organization’s payment information.

**PLEASE NOTE – Expired Vouchers Policy**

*Organizations or individuals who have purchased vouchers have up to six months from the date of expiration to notify us that they would like to be issued new voucher numbers for those that have not been redeemed. After this date, the voucher will be removed and unavailable for further use. Voucher expiration dates are set at 18 months from the issued date. Please contact us at HiSET Institutional Services at 1-855-694-4738, option 5 or email [HiSET@vouchers@ets.org](mailto:HiSET@vouchers@ets.org) so we can assist you with this process.*

**Payment Options When Placing an Order**

**Using credit card or company check as payment**

- Voucher order forms with **credit card or company check payment** will be processed in 7-10 business days from the receipt of order form. Make checks payable to ETS and include “HiSET® Vouchers” in the memo line.

**Using Purchase Orders as Payment**

**Vouchers paid by purchase order require approximately 21 days for processing.** Helpful tip – Having the invoice sent directly to your email and providing payment through ACH will greatly reduce the processing time. **This timeframe is in addition to the length of time you need to process payment internally.**

- Purchase orders must be remitted for payment within 30 days of receipt of invoice. Your purchase order number is used to create and send an invoice requesting remittance. This invoice will be sent to the email address provided in the “Bill To” column on the order form. Payment on this ETS invoice requires a check or direct

deposit payment.

- If paying by check, send to the remittance address found on your invoice. Make checks payable to ETS, and include “HiSET® Vouchers” in the memo line.
- Remitting on invoices from a purchase order can be made by ACH (direct deposit). The required ETS account information can be found on your invoice.

### **Voucher Processing**

- Vouchers will be issued after full payment is received.
- Paper vouchers are issued only for mail-in requests and for ceremonies where candidates are presented a voucher by ETS.
- ETS will provide a voucher template upon request.
- There is a processing fee of \$1.50 for each voucher.

**Note that when considering payment options, payment by credit card allows for the quickest turnaround time of your voucher order (up to 10 business days). The second best option for quick processing is by check (up to 14 business days).**

### **Voucher Expiration**

- Vouchers expire after 12 months.
- Requesters will be provided new voucher numbers for unused or expired vouchers within six months of expiration.

### **Voucher Redemption**

- A voucher number is exhausted when a test taker sits for an assessment or reschedules a testing event.

### **Cancellation and Refund Policy**

- There are no monetary refunds for unused vouchers. If a candidate is a “no show” or “cancellation”, the voucher will be considered used. Credit will not be offered in these situations. If a center is unable to administer a test, the voucher is still considered used.

### **Standard Reporting**

- ETS will provide the requestor with an annual report of unused voucher codes and reissued new codes.

## IRS W-9 Form

### Request for Taxpayer identification Number and Certification

- If your school district's or charter school's purchase order process requires a signed Taxpayer Identification Number and Certification form, please contact the Educational Testing Service (ETS):

**Phone** – 1-855-MyHiSET (1-855-694-4738) — toll free  
Monday–Friday, 9 a.m. to 7:45 p.m. ET

**Email** – [HiSET@ets.org](mailto:HiSET@ets.org)

## HIGH SCHOOL EQUIVALENCY TESTING CENTERS

Follow this link for a directory of authorized high school equivalency testing centers in Missouri:  
<https://dese.mo.gov/adult-learning-rehabilitation-services/high-school-equivalency/testing-locations>

## WHAT WILL HAPPEN ON TEST DAY?

See the *HiSET® Test-taker Bulletin* on pages 44-46 of this guide for more information about test day, including when you should arrive, procedures and more. If you have questions about anything, contact your test center.

## POSITIVE IDENTIFICATION REQUIREMENTS FOR THE HiSET® EXAMINATION

**SECTION ONE** – Local testing centers are responsible for the positive identification of examinees. For admittance to the test center on the day of testing, each examinee is required to provide the on-site test examiner with one CURRENT (unexpired) form of photo identification:

- A PERMANENT Missouri License
  - Driver, Non-driver, Intermediate, Commercial or Instruction (learners) permit
- A TEMPORARY Missouri License
  - Driver, Non-driver, Intermediate, Commercial or Instruction (learners) permit
- U.S. passport and MO address in the HSE or ETS system as proof of residency
- U.S. passport card and MO address in the HSE or ETS system as proof of residency
- U.S. Military Identification and MO address in the HSE or ETS system as proof of residency

**Please note – Photocopies of documents are not acceptable.**

**SECTION TWO** – Students who are taking the HSE examination as part of the **Missouri Option Program** can use any of the above pieces of identification, or one of the following:

1. School-issued identification card or badge (student ID) that shows **all** of the following:

name, address, date of birth, signature, and photograph and eligibility in the HSE or ETS online system as proof of residency.

2. **Student ID Attestation Letterhead** - If the school-issued student ID just shows **some**, but not all of the required information above or the school does not provide a student ID, **the student ID may be substituted with all the required information below on school letterhead and signed by the Missouri Option teacher or other school personnel**, confirming the validity of the student information:
  - a. A photograph of the student
  - b. The student's name
  - c. The student's signature
  - d. The student's residential address
  - e. The student's date of birth

**(Please see sample "Student ID Attestation Letterhead" on page 47)**

**Unacceptable** documents as evidence of ID include (but are not limited to)

- X** General Demographics Forms from School Districts
  - X** Out-of-state licenses (driver and non-driver, both permanent and temporary) even if current and valid;
  - X** Tribal IDs (no federally recognized or state-recognized tribes in Missouri; identification document of tribal affiliation tends to refute Missouri residency rather than substantiate it);
  - X** Permanent resident cards (issued by the U.S. government to citizens of other countries who permanently and lawfully reside in the United States);
  - X** Matricula Consular (issued by the Mexican government to Mexican citizens residing outside of Mexico); and
  - X** Passports issued by any country other than the United States.
- Individuals from other states can be Missouri residents for purposes of HiSET® testing by virtue of participation in residential programs in Missouri.
  - Job Corps and the Missouri Division of Youth Services (DYS) can have test takers who are participants in residential programs and who follow the ID requirements explained in SECTION TWO of the memo, if they do not have any ID document from SECTION ONE of the memo.

Questions regarding these requirements should be addressed to the Missouri High School Equivalency office at 573-751-3504.

## **HiSET TEST CALCULATOR POLICY**

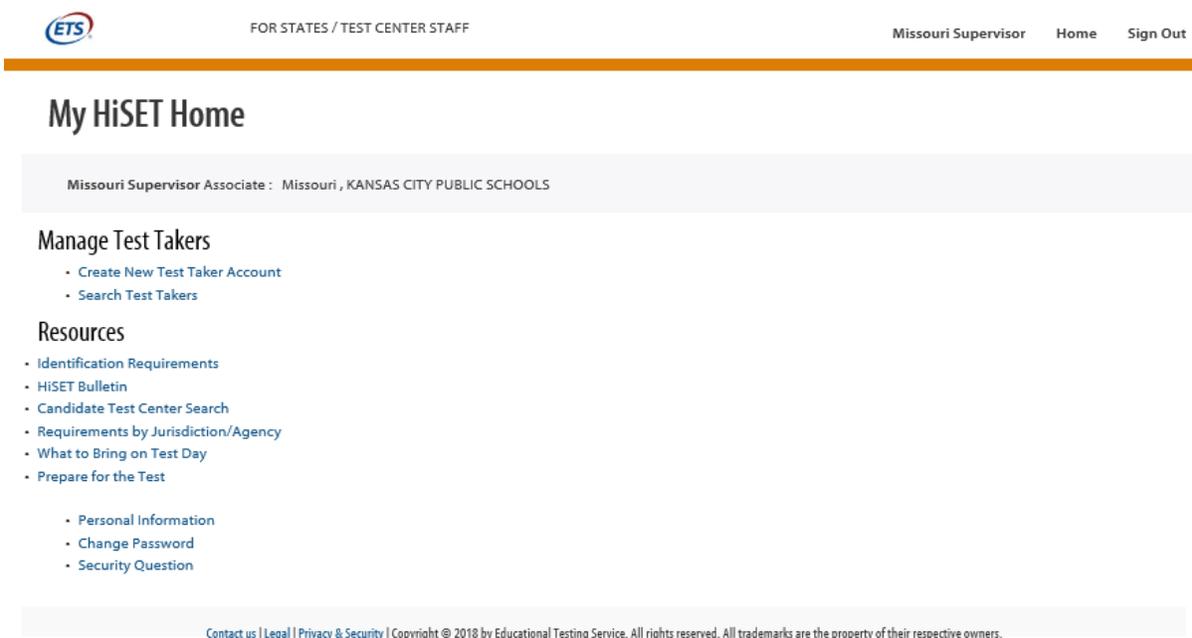
Missouri test takers have the choice of using the DESE-provided Sharp-EL-240SAB hand-held calculator or the computer embedded calculator on the Computer-Based HiSET Test.

## HiSET® TEST SCORE REPORTS ON STUDENTS' TRANSCRIPTS

### How do I check HiSET® test score reports?

Log into your Associate account, choose "Search Test Takers."

Missouri Option students who completed all state and local high school graduation requirements of the program **must have the HiSET® Test passing Score Reports recorded on their transcript.**



The screenshot shows the 'My HiSET Home' dashboard for a Missouri Supervisor. At the top left is the ETS logo. The navigation bar includes 'FOR STATES / TEST CENTER STAFF', 'Missouri Supervisor', 'Home', and 'Sign Out'. The main heading is 'My HiSET Home'. Below it, a grey bar displays 'Missouri Supervisor Associate : Missouri , KANSAS CITY PUBLIC SCHOOLS'. The dashboard is divided into two main sections: 'Manage Test Takers' and 'Resources'. 'Manage Test Takers' includes links for 'Create New Test Taker Account' and 'Search Test Takers'. 'Resources' includes links for 'Identification Requirements', 'HiSET Bulletin', 'Candidate Test Center Search', 'Requirements by Jurisdiction/Agency', 'What to Bring on Test Day', and 'Prepare for the Test'. A second 'Resources' section includes links for 'Personal Information', 'Change Password', and 'Security Question'. At the bottom, a footer contains the text: 'Contact us | Legal | Privacy & Security | Copyright © 2018 by Educational Testing Service. All rights reserved. All trademarks are the property of their respective owners.'

Enter your search criteria. You will need name and date of birth on the “By Test Taker Information” tab.

You may also search by name and ETS ID on the “By ID/Appointment Number” tab. Click “Search.”

ETS FOR STATES / TEST CENTER STAFF Missouri Supervisor Home Sign Out

## Search for Test Takers

By Test Taker Information **By ID/Appointment Number**

Search Criteria (hide)

Enter search criteria to find test takers affiliated with your test center or organization.

First Name

Middle initial

Last Name

SSN

Date of Birth

ETS FOR STATES / TEST CENTER STAFF Missouri Supervisor Home Sign Out

ETS FOR STATES / TEST CENTER STAFF Missouri Supervisor Home Sign Out

## Search for Test Takers

By Test Taker Information **By ID/Appointment Number**

Search Criteria (hide)

Enter the test taker's Last Name and their ID or Appointment Number.

Last Name

\* Enter one of the following:

ETS ID

Appointment Number

Search

Click on the Test Taker name to go to that individual's profile.

 FOR STATES / TEST CENTER STAFF Missouri Supervisor [Home](#) [Sign Out](#)

---

## Search for Test Takers

[By Test Taker Information](#) [By ID/Appointment Number](#)

Search Criteria  
[\(show\)](#)

[Search](#)

Page: 1 of 1 # Results : 1

5

#	Name	Date of Birth	SSN	Address	Status
1	Candidate, MO Options ETS ID: 2PDF24BE	September 8, 1981		123 Main St Kansas City ,MO 64109	Active

Choose the "View Scores" hyperlink in the left margin.

 FOR STATES / TEST CENTER STAFF

---

Customer: MO Options Candidate ID: 2PDF24BE, Username: N/A [Test Taker Home](#) [Account Preferences](#) [View Cart](#)

## Test Taker Summary

Name: MO Options Candidate ETS ID: #2PDF24BE Type: OPTIONS

Test Taker Profile

- [Personal Information](#)
- [Background Information](#)
- Test Info
  - [View Accommodations](#)
  - [View Orders](#)
  - [View Scores](#) 
- Resources
  - [HiSET Bulletin](#)
  - [Prepare for the Test](#)
  - [Identification Requirements](#)
  - [Requirements by Jurisdiction/Agency](#)
  - [What to Bring on Test Day](#)
  - [Candidate Test Center Search](#)

### My HiSET Test(s)

Upcoming Tests (0) | [View All My HiSET Tests](#)

There are no upcoming tests scheduled for the test taker.

[Schedule New Appointment](#)

[← Back](#)

Click the “View Test Taker’s Comprehensive Score Report” button.

The student’s Score Report will be displayed as a PDF file. Total Passing Score and individual test scores with college-readiness are displayed.

### HiSET Comprehensive Report for All Five Test Subjects

The comprehensive score report includes your highest score for each of the five HiSET subtests. A new comprehensive report is created each time you take the test.

[View Test Taker’s Comprehensive Score Report](#) 

### Score Reports for Individual Tests

Show Scores in:  Test Title:

Appointment Number	Test Date	Test Title	Action/Status	Score Hold/Release
7234182164440785	Nov 19,2013	Math	<a href="#">View Score</a>	
1340243537128112	Nov 19,2013	Writing - Language Arts	<a href="#">View Score</a>	
5403212028567445	Nov 19,2013	Reading - Language Arts	<a href="#">View Score</a>	
5224685242604355	Nov 19,2013	Science	<a href="#">View Score</a>	
3518588315262075	Nov 19,2013	Social Studies	<a href="#">View Score</a>	

[Back to Test Taker Summary](#)

## HISET SCORE REPORT REQUIREMENTS for the OPTION STUDENT TRANSCRIPT

Missouri Option student transcripts should include copies of the **HiSET COMPREHENSIVE SCORE REPORT** and the **MISSOURI OPTION SCORE REPORT**.

**HISET COMPREHENSIVE SCORE REPORT:** Print the PDF HiSET® Comprehensive Score Report and provide it to your counseling office for inclusion in the student’s transcript. In the Assessment section, a summary of the score report can be recorded on the student’s transcript (see example below), and a hard copy should be stapled to it as well. If student transcripts are stored electronically, scan and attach the HiSET® Score Report to the student transcript.

**MISSOURI OPTION SCORE REPORT:** Missouri Option Score Reports must also be printed and placed into the students’ official high school transcript. The reports are located in DESE’s **Web Application System** secure website. Only authorized Missouri Option Program personnel may access this application. As the Missouri Option Coordinator or Teacher for your school district, you will first need to obtain a **user name** and **password** for the DESE Web Application system in order to access student score reports.

- Please see your district/ agency **user manager** to complete the [Web Systems User ID Request Form](#). The designated user manager for the district/agency can make additions/changes for staff members for access to specific, appropriate applications.

- If you do not know who your district/ agency user manager is, contact the Superintendent’s office, or you may contact the Office of Data System Management at 573-751-2643 for assistance.
- When completing the form, check the box labeled HSE-Missouri Option Program, located near the bottom of the center column.
- When the Web Systems User ID Request Form is approved, the user manager will unlock the HSE menu item on the DESE web application so you are able to access Missouri Option Score Reports.

### **Accessing the Missouri Option Score Report**

If you have a user name and password, you can access a student’s score report on the DESE High School Equivalency (HSE) site by first logging into the [DESE Web Applications](#) system.

- Select “HSE” from the menu.
- Select “Search Optional Examinee.”
- Enter the student’s name and date of birth only (no SSN).
- Click “Select” once you have pulled up student’s profile.
- Click on “Print Optional Result Letter.” The student’s official Missouri Option Score Report will open as a PDF form and be ready for printing.
- Print and place a copy of the Missouri Option Score Report into the student’s transcript as part of the permanent record. The final comprehensive HiSET® Score Report should also be attached on the transcript.

### **Sample Transcript Record**

#### ASSESSMENTS

High School Equivalency Test – ETS/HiSET® - \*PASSED\*

Test Date – 1/09/2020

Missouri Option Program – High School Graduate

#### HiSET® Scores

Math 14

Science 12

Social Studies 16

Language Arts Reading 10

Language Arts Writing 9

Total Scaled Score 61 (Passed)

## DROPOUT MANAGEMENT

### What do I do when a candidate drops/leaves my program?

It depends on the status of the student when he or she chose to drop out of high school:

1. Dropped out of high school without taking the HiSET® test
2. Dropped out of high school before passing the HiSET® test
3. Passed the HiSET®, but dropped out of high school before graduating

### Scenarios 1 and 2 - Missouri Option students who dropped out before testing or before passing the HiSET® test

Missouri Option students who have dropped out, have taken the HiSET®, and have passed some but not all of the subtests, will retain their passing HiSET® scores for application towards future HiSET® testing. **You, as the Associate, must switch the status of your students from “Option” to “General” when they drop and you must remove the “State ID” from the Background Information section.** Please see the directions and screen shots below for guidance.

The “Customer Type” must be changed in the HiSET® system and the State ID must be removed for all of the above scenarios. Before changing the customer type, you must change the email address, phone number and address in the candidate profile to reflect the former student’s personal information, not agency information that you entered when managing the account as an Associate.

To do this, click on “Personal Information” in the left margin of the “Test Taker Summary” page. While on the “Personal Information” page, change the candidate’s phone number, email address and home address to reflect the personal information you collected previously.

#### Test Taker Summary

Name: MO Options Candidate ETS ID: #2PDF24BE Type: OPTIONS

Test Taker Profile

- [Personal Information](#)
- [Background Information](#)

Test Info

- [View Accommodations](#)
- [View Orders](#)
- [View Scores](#)

Resources

- [HiSET Bulletin](#)
- [Prepare for the Test](#)
- [Identification Requirements](#)
- [Requirements by Jurisdiction/Agency](#)
- [What to Bring on Test Day](#)
- [Candidate Test Center Search](#)

#### My HiSET Test(s)

Upcoming Tests (0) | [View All My HiSET Tests](#)

There are no upcoming tests scheduled for the test taker.

[Schedule New Appointment](#)

Once changes have been made to the candidate’s personal contact information, click again on the “Personal Information” hyperlink in the left margin.

Click the change button next to “Customer Type.” In the pop-up window, select “General Customer” from the “Customer Type” dropdown. Enter the candidate’s email address in the “Email” field. If you do not have a personal email address for the dropout, you will need to save what you have entered in order to make the change. **Note** – the dropout may contact HiSET® Customer Service at any time after he or she exits your program to make changes.

## Update Profile

**Personal Information**

\* Required Information

Customer Type	OPTNS	<a href="#">Change</a>
ETS ID	2PDF24BE	
First/Given Name	MO Options	
Middle Initial		
Last/Family Name	Candidate	
Date of Birth	9/8/1981	
Gender	Female	



Customer Type

\* Type: General Customer

\* Email: candidate@moptions.org

Please enter only Test Taker's email ID.

SAVE CANCEL

**The “Customer Type” can be changed only once. The Customer Type cannot be changed back from “General” to “OPTIONS” by an Associate. A request must be made to the HiSET® Customer Service at 1-855-MyHiSET®.**

The **next step** required to change the dropped student's HiSET status is to **REMOVE the STATE ID** under "**Additional Information – Background Information**".

ETS HiSET Missouri Supervisor Home Sign Out

## Create a Test Taker Account

\* Required Information

Personal Information Additional Information Background Information Review and Submit

### Background Information

The information collected in this survey will be used for research, development and statistical purposes by ETS and your jurisdiction/state. This information is gathered with the intent of creating better products and better understanding of the customers we serve. We do not sell or provide the personal information collected and maintained in our databases to any outside entity for any purpose.

If you have been provided with a state ID enter it here

On the "Background Information" screen (see above), you **MUST DELETE** the word **OPTIONS plus your 6-digit county/district code** that is entered in the box provided. **Remember to SAVE these changes**

If the candidate has scheduled tests pending, there are two options:

- Wait until after the candidate's last test is taken to change the customer type.
- Cancel the appointment and reschedule the test after the "Customer Type" has been changed.

### Scenario 3 - Students who passed the HiSET®, but dropped before graduating

Some Missouri Option students fail to complete all of the program requirements necessary to be awarded a diploma. On occasion, students will successfully complete the HiSET® and not complete all of the state-required courses for graduation. In these instances, the passing scores belong to the student, and the district should provide guidance to them on how to obtain their **Missouri High School Equivalency Certificate**. Please see the following sample format that districts may use to provide students with the necessary information to successfully obtain this certificate.

Dear [Student's Name]:

If you took any portion of the HiSET® exam during your high school enrollment, the passing scores belong to you. The passing scores will be applied as follows:

- If you passed some, but not all, of the five HiSET® subtests and then dropped out, your status will be changed from Options to Adult/General Population in the ETS and DESE systems. Your passing HiSET® scores will remain valid and will be applied to any future testing attempt that you may make.
- If you took and passed the entire HiSET® test battery (all five subtests), and then dropped out without graduating, you have earned and are entitled to a **Missouri High School Equivalency Certificate**. In order to receive your certificate, you must make a request to the Missouri High School Equivalency (HSE) Office:  
HSE/Adult Education  
PO Box 480  
Jefferson City, MO 65102  
(573-751-1248)

When making a request for your certificate, you must provide the following:

- Name of your former school district
- Full name
- Date of birth
- Social Security number
- Current home address and phone number

Once your passing scores have been confirmed, the HSE Office will mail your **Missouri High School Equivalency Certificate** to the address that you provided. Your status will be changed in the state system to “Adult”, making it possible for you to obtain free copies of your [official transcript](#).

## HISET® TEST PREPARATION RESOURCES – WEBSITES AND QUICK LINKS

Please see the topics and links below for updates to the HiSET® exam content (Test at a Glance) and new resources, including printable materials for the classroom, low cost test prep materials and a list of test prep providers and products.

### A Road Map for Instructors - HiSET Website Resources:

[https://hiset.ets.org/s/pdf/educator\\_roadmap.pdf](https://hiset.ets.org/s/pdf/educator_roadmap.pdf) Please be sure to investigate each hyperlink in the document, including the **Mathematics Formula Sheet, Free Practice Tests, Writing Response Scoring Guide**, etc.

HiSET® Test at a Glance: [https://hiset.ets.org/s/pdf/2020\\_taag.pdf](https://hiset.ets.org/s/pdf/2020_taag.pdf)

HiSET® Test Prep Resources Page: <https://hiset.ets.org/resources/prep/>

HiSET® Printable Materials: <https://hiset.ets.org/tcs-ae/resources/printable/>

**Essential Education's *HiSET Academy*™ Online Study Tool:** Created in conjunction with the HiSET program, this online study tool provides access to over 200 hours of lessons in math, reading, writing, science and social studies, and provides a personalized learning plan. Learn more about the [HiSET Academy™ Online Learning Program](#)

**Additional test prep providers:** [View a list of products from other test prep providers](#) that can help you prepare for the HiSET exam.

**Practice Tests – Quick Reference Guide:**

[https://hiset.ets.org/s/pdf/practice\\_test\\_quick\\_reference\\_guide.pdf](https://hiset.ets.org/s/pdf/practice_test_quick_reference_guide.pdf) **Free practice tests:** Free practice tests to allow test takers to experience what it's like to take the HiSET® exam

**Printable Practice tests:** Continue to build your knowledge with printable practice tests available for just \$10 per subtest. [Purchase the practice tests.](#)

**HiSET Test Prep Materials:** <https://hiset.ets.org/prepare/materials/>

**HiSET® Study Companion:** [https://hiset.ets.org/s/pdf/study\\_companion.pdf](https://hiset.ets.org/s/pdf/study_companion.pdf)

## **STUDENT RESOURCE – CONSIDERATIONS FOR MILITARY SERVICE**

[www.careersinthemilitary.com](http://www.careersinthemilitary.com)

For many young people, the Armed Forces may be a source of training and education opportunities that can help them find a job when their tour of duty is over. Nearly 100 percent of military careers have related civilian credentials. Each branch of the military offers money for college or continuing education based on your enlistment contract. Remember that military life requires a long-term commitment and a willingness to follow orders.

Choosing a military career pathway is a major step in a person's life. Think it over carefully and talk about it with your family, friends, guidance counselor, and visit recruiters in your local Armed Forces Career Center. Discuss what you hope to gain from the military and what the military will expect of you—including the possibility of combat. If at all possible, try to talk things over with someone close to your own age who is in the service or has recently been discharged.

To determine if military service is for you, consider these eligibility criteria:

**Age:** 18 yrs. (17 with parent's permission) and a US citizen or legal immigrant

**Physical conditions:** evaluated on a case-by-case basis; the need to use certain medications automatically prohibit military service, i.e. epilepsy, asthma medications

**Law violations :** some may be waived  
(juvenile records are not sealed for military clearance)

**Education:** high school diploma and some GED or HiSET slots (check with a recruiter) , no drop-outs

**Marital/Dependency:** no single parents; you cannot give up custody to join the military  
(a single parent may be considered for a Reserve component)

**What is involved in the entrance process?**

- A face-to-face meeting in your home or at a recruiting office to determine eligibility
- ASVAB-CEP pre-test
- An appointment at Military Entrance Processing Station (MEPS).

**Generic Requirements:**

- High school diploma or equivalency
- Passing ASVAB score
- Passing physical examination

Each branch of the military has different physical training/fitness requirements involving running, push ups and sits ups to be performed within a specific amount of time. Weight standards must also be met.

**Testing:** [www.asvabprogram.com](http://www.asvabprogram.com)

The ASVAB-CEP is a multi-aptitude test battery that assesses a student’s ability to learn new skills and is a predictor of success in training and education programs regardless of post-secondary intention. The ASVAB-CEP is now the only career planning resource that allows students to explore multiple paths to success – college, certificates, apprenticeships, licensure programs, or the Military – all in one place.

The ASVAB-CEP consists of eight short individual tests covering Word Knowledge, Paragraph Comprehension, Arithmetic Reasoning, Mathematics Knowledge, General Science, Electronics Information, and Auto and Shop Information. Not only do you receive a score on each of these individual tests, you also receive a composite score, which is the result of several individual tests combined to yield three academic scores: Verbal, Math, and Science and Technical Skills. Every skill in the military has a rating: psychological, physical and cognitive.

Each branch of the military has a *cut-off score* for enlistment. Your ASVAB score determines eligibility for particular skill training areas or Military Occupational Specialty (MOS). If you fail to achieve the cutoff score the first time you take the ASVAB test, **you must wait 30 days before taking the test again**. If you fail to achieve the cut-off score the second time you are tested, you must wait six months to retest. Failure to achieve the cut off score on the third or any subsequent tries requires a one-year waiting period before you can retest.

In order to use you score for enlistment in military service, you would need to take the ASVAB-CEP in your junior or senior year, or when you apply for military service. Information on the ASVAB-CEP is available through your high school guidance office. Sample questions can be found in the *Student Resources Section* at [www.asvabprogram.com](http://www.asvabprogram.com). Ask your guidance counselor how to get a copy. In addition, *ASVAB-CEP Study Guides* are available in bookstores. The Internet also has a number of good sites offering free ASVAB practice questions.

## Reserve Opportunities

Most branches of the Armed Forces offer a “Reserve” program. Being in the Reserves is a program that calls for limited time away from home. After completing basic recruit training and technical training, you can return home. Usually, most of your tour in the Reserves is spent just one weekend a month at a nearby Reserve unit.

More information is available at these numbers or websites.\*Reserve Options Available in Most Branches

<b>Military Branch</b>	<b>Phone</b>	<b>Website</b>
Army*	1-800-USA-ARMY	<a href="http://www.goarmy.com">www.goarmy.com</a>
Marines*	1-800-MARINES	<a href="http://www.marines.com">www.marines.com</a>
Navy*	1-800-USA-NAVY	<a href="http://www.navy.com">www.navy.com</a>
Air Force*	1-800-423-USAF	<a href="http://www.airforce.com">www.airforce.com</a>
Coast Guard*	1-877-NOW-USCG	<a href="http://www.gocoastguard.com">www.gocoastguard.com</a>
MO National Guard	1-800-526-MONG	<a href="http://www.moguard.com">www.moguard.com</a>

## MISSOURI OPTION PROGRAM STUDENT AGREEMENT FORM (SAMPLE)

High School Name \_\_\_\_\_

### Missouri Option Program Agreement

The Missouri Option Program instructor and/or principal will review all items in this agreement with the potential student and the parent or adult guardian. The student and parent/guardian(s) are required to initial after each numbered guideline and sign at the conclusion to indicate and assure an understanding and compliance of the rules governing the program.

1. Students must be at least 17 years old, in or beyond their senior year in high school, and be able to complete the program and graduate before their 21<sup>st</sup> birthday.  
\_\_\_\_\_
2. Students will be given an assessment as soon as possible to ensure they have a reading and math level of at least 9<sup>th</sup> grade at entrance, progressing to 11<sup>th</sup> grade level at time of testing (the HiSET® Test content area reading level is set at 11<sup>th</sup> grade level).  
\_\_\_\_\_
3. In order to participate in the graduation ceremony, students must have fulfilled 100 percent of the following requirements prior to graduation day. \_\_\_\_\_
  - a. Complete required classroom hours (See item 4)
  - b. Complete required work hours (if participating in work-study - see item 5)
  - c. Pass the HiSET® test (See item 6)
  - d. Take all required EOCs
  - e. Pass the United States and Missouri Constitution tests (See item 7)
  - f. Pass an American Government class
  - g. Pass a Health class
  - h. Pass a Personal Finance class
  - i. Complete 30 minutes of CPR instruction and training in the proper performance of the Heimlich maneuver
  - j. Complete classroom coursework (see item 8)
  - k. Pay all fines, book fees, lab fees, etc., due to the school district
4. Students must attend class a minimum of 15 academic hours per week, except for school holidays and closings. Academic work will be completed on a computer in small groups, independently, or one-on-one with the Missouri Option instructor. **According to school district policy, a student may be dropped from the program if he or she misses a total of 10 school days. Students must be current on school hours in order to take the HiSET® test. A minimum of 90 percent of the required school hours should be completed in order to graduate.** \_\_\_\_\_

5. Students must also be engaged in some other school-sponsored activity at least 15 hours per week. That can include elective classes, career and technical classes, a work study program, community volunteer work, etc.
6. Those choosing to participate in a work component must have an approved job or volunteer placement working a minimum of 15 hours per week average prior to enrollment in the Missouri Option Program. Students must maintain employment at a job or volunteer placement for a minimum of 15 hours per week over the course of the semester or until they have passed the HiSET® test and met all of the requirements for graduating through the Missouri Option program. \_\_\_\_\_
7. Appropriate and ongoing documentation, such as paycheck stubs and/or volunteer verification forms, must be submitted to the Missouri Option instructor at a minimum of once per month. **A student may be dropped from the program if he or she does not provide work or volunteer documentation within the stated time frame.**  
\_\_\_\_\_
8. The HiSET® test will be taken at one of the Missouri state-sponsored testing centers. Students must meet the minimum score determined by ETS/HiSET® for each subtest and composite score in order to pass this exam. **The test may only be taken three times in one calendar year (Jan.-Dec.).** \_\_\_\_\_
9. Students will complete a course of U.S. Government. The test covering the United States Constitution and the Missouri Constitution must be passed with a minimum score of 76 percent in order to graduate. The Missouri Option Instructor or Social Studies Teacher will administer the Constitution test. If your transcript shows that you have already passed the U.S. Constitution, this requirement is considered fulfilled.  
\_\_\_\_\_
10. Students will complete all coursework in class to prepare for the HiSET® test as well as assigned research projects. \_\_\_\_\_
11. Students failing an initial subtest can retake it up to two more times in a calendar year (January 1-December 31) for a \$7 testing center fee per test. \_\_\_\_\_
12. Students should successfully pass several practice exams with an “overachieving” score before taking the actual HiSET® test. The Missouri Option instructor will administer the practice tests. \_\_\_\_\_
13. On the day of the test, each student must bring a valid Missouri driver’s license or Missouri photo ID to the testing center for admittance. \_\_\_\_\_

14. Receipt of test scores online may take a week or more. Classroom hours in accordance with item 4 must be completed before test scores will be revealed to the student. Until verification of your scores is received, you must continue to attend class and continue to work the minimum of 15 hours per week. You may use this time to complete any of the required academic work towards graduation. \_\_\_\_\_
15. After passing the test and meeting the other program requirements, you will be allowed to graduate with or after your cohort class (your kindergarten class). This program is not intended to be an early graduation program. \_\_\_\_\_
16. Students must provide paper, pencils, pens and a calculator. \_\_\_\_\_
17. The same rules and procedures apply to Missouri Option students as apply to any student attending the high school. A copy of the *Student/Parent Handbook* will be provided. \_\_\_\_\_
18. Noncompliance with program guidelines regarding school attendance, work or behavior may result in dismissal from the program. \_\_\_\_\_
19. Classroom hours are from 7:30 a.m. to 10:51 a.m. on Monday, Tuesday, Thursday, and Friday and from 7:30 a.m. to 10:00 a.m. on Wednesday. \_\_\_\_\_

All items of the Missouri Option Program Agreement have been explained satisfactorily, and by signing, we consent to abide by the agreement.

**Missouri Option Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Missouri Option Instructor** \_\_\_\_\_ **Date** \_\_\_\_\_

**High School Principal** \_\_\_\_\_ **Date** \_\_\_\_\_

Welcome to the Missouri Option Program! We look forward to working with you and helping you meet your goals.

## HiSET® TEST-TAKER BULLETIN AND AGREEMENT (SAMPLE)

Regardless of where you take the HiSET® exam, you need to schedule your appointment ahead of time. Be sure to arrive at the testing center with plenty of time before the test starts; at least 15 minutes prior to testing is recommended for both paper-based and computer-based exams. If you arrive late, you may not be admitted into the testing session and your test fees will not be refunded. If you arrive too late to test and the appointment was one made using one of your retake credits, the credit will not be returned to you. The testing session will be actively monitored by test center staff. This includes staff walking around and entering and leaving the testing room.

### Checking in

When checking in, you will be asked for identification. Your ID must have four things:

1. Your name exactly as it is entered on your registration and appointment confirmation
2. Your signature
3. Your date of birth
4. A recent, recognizable photograph

If the test center administrator questions your first ID, you will be asked to provide a second ID that matches the above requirements. Please make sure to review all the sections regarding ID requirements found within the “What will happen on test day?” section of this *Bulletin*.

The HiSET® exam administration is strict in its standards.

- Your identification will be verified at check-in and then each time you enter the testing room.
- Seating is assigned.
- No food or drinks are allowed in the testing session, so be sure to eat and drink before you arrive.
- The test center provides everything you need to take the test, including the test booklets and answer sheets, scratch paper, calculators (if applicable), and pencils.
- If you have a problem with your computer when you take your test or if you have a general question about the test process, raise your hand to get the test center administrator’s attention.
- Each test is scheduled for a specific amount of time, and you may not leave the testing session until the test administrator dismisses you for a scheduled break or at the end of all of your testing for the day.
- Testing premises are subject to videotaping.
- Weapons or firearms are not permitted in the test center.

### What should I bring with me on test day?

On the day of your test, you will need to bring the following items to the test

center:

- Acceptable and valid ID as required by your state or jurisdiction
- Payment for the test center administration fee (if applicable)
- Layered clothing so you can adapt to a range of room temperatures
- A copy of your practice test, if required by your state or jurisdiction; again, please check the requirements of the state or jurisdiction in which you want to test.

**You cannot take any other materials into the testing room, including these:**

- Any phone, PDAs and other electronic, recording, listening, scanning and photographic devices
- Calculators that have been brought in by the test taker
- Books, pamphlets or notes
- Highlighter pens
- Mechanical pencils or pens
- Mechanical erasers
- Stereos or radios with headphones
- Watch alarms (including those with flashing lights or alarm sounds)
- Watch calculators
- Rulers
- Dictionaries (including electronic)
- Translators
- Papers of any kind

Also, you may not use or access your cell phone during the test or during breaks to check messages, make a call or to check the time. **Test takers with accommodations may be allowed to bring certain items listed above, such as highlighter pens or rulers.**

### **Scratch paper**

You will receive three pieces of scratch paper before you begin the test. You cannot remove a page or a portion of the scratch paper and must return all three pieces in their entirety when you are finished testing. If you are observed using any unauthorized documents or unauthorized papers other than the designated scratch paper by the test administrators, the documents will be confiscated.

### **Breaks**

Test takers who are taking multiple subtests in one day can take a break between subtests. Timing will not stop if you take an unscheduled break, so you should be prepared to proceed with your test without interruption once it begins. If you take an unscheduled break, you will not be able to access the following items: phones, calculators, books, pamphlets, notes, watches, dictionaries, translators and papers of any kind. Friends or relatives who accompany you to the test are not permitted to wait in the test center or be in contact with you while you are taking the test. Communication in any form is not permitted during the test administration, including breaks.

**Head coverings and headgear**

Head coverings (headgear) worn for religious or medical purposes are permitted. Typical head coverings may include hats, turbans, scarves and yarmulkes. You may not remove or put anything into the head covering during the test.

**Misconduct**

Both order and security must be maintained at the test center; therefore, if you fail to adhere to the policies of the test center and/or cause a disturbance you may be dismissed from the testing session, your scores will not be reported and your test fee will be forfeited.

Some examples of misconduct include

- accessing or using testing aids,
- giving or receiving information,
- discussing the content of the test,
- creating a disturbance during the test session,
- taking the test for someone or having someone take the test for you,
- failing to follow instructions of the test center staff,
- bringing a weapon or firearm into the test center, and
- removing or attempting to remove test content from the test center. Under no circumstances may test content or any part of the test content be removed, reproduced and/or disclosed by any means (e.g., hard copy, verbally, electronically) to any person or entity.

**NOTE: Discussion or sharing of test content or answers during the test administration, during breaks, and after the test is prohibited.**

**AGREEMENT**

I have read this HiSET® Test-Taker Bulletin, had all questions satisfactorily explained, and by signing below, agree to abide to the policies and procedures listed.

**Missouri Option Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Missouri Option Instructor** \_\_\_\_\_ **Date** \_\_\_\_\_

# SAMPLE

(Your School's Letterhead Here)

## HiSET® Test-Taker ID Attestation

### Big Timber, Missouri Option Program



(Photo Example Source: U.S. Department of State-Bureau of Consular Affairs)

**Name:** David Nygn  
**Date of Birth:** 10/20/2002  
**Address:** 110 W. Main St.  
Big Timber, MO 65012

**Test-Taker Signature:** \_\_\_\_\_

As the Big Timber, Missouri Option Program Director, I confirm the validity of the test-taker information provided above.

**Authorized Missouri Option Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Note: This identification document is valid for the current school year only.**



## Contact Us

573-751-3190

[desemooption@dese.mo.gov](mailto:desemooption@dese.mo.gov)

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).