

MISSOURI OPTION TEST SCHEDULING SPREADSHEET

(Alternate *HiSET*[®] test scheduling procedure)

The ***Missouri Option Test Scheduling Spreadsheet*** (see next page) provides an alternative method for teachers and administrators to schedule *HiSET*[®] tests for their Options students. Please note the following features and instructions:

- It is best suited for scheduling ***multiple students for multiple tests, all at the same time.***
- There is a choice for test sequence.
- It is intended for long-range scheduling, providing the best opportunity for you to lock in a testing date for your students before the end of the year.
- Scheduling and receiving confirmation with this method can take up to five (5) business days to complete. Therefore, it is **not** the recommended method if you are scheduling ***near the time the of the desired test date.***
- For more immediate assistance with scheduling ***close to a test date***, Options Supervisors should call HiSET customer service representatives for assistance at 1-855-MyHiSET (1-855-694-4738) Monday–Friday, 8 a.m.–6:45 p.m. (Central Time).

DIRECTIONS:

- Supply all requested information on the HiSET scheduling spreadsheet.
- Payment for tests may be made by providing the **voucher number** in the voucher column. If using a credit card, indicate “**credit card**” in the voucher column and a HiSET customer service representative will call the Option coordinator/teacher at the phone number provided on the form to take credit card payment.
- Please be sure to provide the student’s **Test Taker ID** from the HiSET registration site and your LEA’s six digit **county/district code (XXX-XXX)**. You may follow this link to an alphabetical listing of all LEA county/district codes in parenthesis.
[http://mcds.dese.mo.gov/quickfacts/Missouri%20School%20Directory/2014/School%20Directory%20\(All%20Districts\).pdf](http://mcds.dese.mo.gov/quickfacts/Missouri%20School%20Directory/2014/School%20Directory%20(All%20Districts).pdf).
- After completing the spreadsheet, please email it to HiSETOptionsSupport@ets.org.
- The form must be received a week in advance of the first requested test date in order to ensure all requests are scheduled and testing dates are confirmed via the email provided in the Test Taker profile.

