



ORANGE COUNTY DEPARTMENT OF EDUCATION
ACCESS HISET® TESTING CENTER
HiSET® REGISTRATION INFORMATION

PLEASE WRITE LEGIBLY-Registration must be completed at least 2 business days prior to test date

Name: _____

DOB: _____

In order to register for the HiSET® exam, you will need to follow all of the steps below.

THE NAME & DATE OF BIRTH ON YOUR HISET® ACCOUNT MUST MATCH YOUR PHOTO ID. IF THE NAME & DATE OF BIRTH DO NOT MATCH, YOU WILL NOT BE REGISTERED FOR TESTING

- 1. You must have an e-mail account. My email is: _____
2. You must log onto the HiSET® webpage (http://hiset.ets.org) to create a test taker account, and obtain an ETS ID number as follows:

- Find the area marked "For Test Takers" located in the upper left-hand corner of the page.
Click on Sign in/Sign Up
Once you have gone through the whole process and created your test taker account, log out and log back in. Your ETS IS number will be located on the top of the page. We cannot register you without this number.

My ETS ID Number: _____

My User Name: _____

My Password: _____

FOR OFFICE USE ONLY

My HiSET® appointment(s):

Reading Appointment: _____

Social Studies Appointment: _____

Science Appointment: _____

Math Appointment: _____

Writing Appointment: _____

Reading {50 questions, 1 hour 5 minutes- English, 1 hour 20 minutes-Spanish} Social Studies {60 questions, 1 hour 10 minutes}
Science {60 questions, 1 hour 20 minutes} Math {55 questions, 1 hour 30 minutes}
Writing {60 questions + essay, 2 hours}

CHECK IN BEGINS 15 MINUTES PRIOR TO THE START OF TESTING- LATE ARRIVALS WILL NOT BE ADMITTED



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ACCESS HiSET® TEST CENTER

EXAMINEE RESPONSIBILITIES

PLEASE WRITE LEGIBLY

Last Name: _____ First Name: _____ MI: _____

I CERTIFY THAT I FULLY UNDERSTAND THE FOLLOWING:

1. I must present valid **{non-expired}** government-issued photo I.D. which match the name **&** date of birth on my HiSET® profile **exactly** when I report for the High School Equivalency Test {HiSET®} **&** registration. Additional documentation *may* be required.
2. I must be a California resident and present supporting current, non-expired documentation.
3. **I must arrive at the testing room on the assigned test day AND at the assigned arrival time.**
4. Once I sign up for a test date, I **must** take the test on that date. If I fail to report for testing or **fail to report on time** and do not notify the HiSET® office a minimum of two business days PRIOR TO THE TEST DATE AND ARRIVAL TIME recorded on my registration, **I will forfeit my payment in full.**
5. I may take the HiSET® test three times total within one calendar year {January through December}.
6. I **may not** change my language preference once testing has begun.
7. The test fee is non-refundable and non-transferable, and the money order must be recent.
8. I have read, understand, and agree to abide by the Orange County Department of Education’s Rules of Conduct.

Examinees Signature: _____

HiSET® RELEASE OF INFORMATION

HiSET® test results are confidential. All inquiries done in person require I.D. Scores cannot be released without the examinee’s written authorization-photo ID is also needed. You may access your scores through your HiSET® account.

SCORE RELEASE AUTHORIZATION

Applicants may sign below to authorize an agency’s/teacher’s access to their scores.

I hereby authorize release of my HiSET® test results to the following:

AGENCY/TEACHER: _____

Examinee’s Signature: _____ **Date:** _____





ORANGE COUNTY DEPARTMENT OF EDUCATION
ACCESS HiSET® TESTING CENTER
TEST CENTER RULES OF CONDUCT

All examinees must read the following and agree to abide by these and any other rules of the Orange County Department of Education’s ACCESS HiSET® Test Center. They have been created to ensure all examinees have the best test experience possible. Failure to comply may result in any of the following **DISCIPLINARY ACTIONS**: dismissal from the testing room, invalidation of the answer sheets, replacement materials fee, and/or loss of testing privileges at this facility.

1. All cell phones **must** be turned off **{not on silent or vibrate}** and put away during the testing period, along with all other personal items {purses, bags, books, folders, etc.}. **Any use of cell phones or any other electronic device {except the approved calculator issued by the ACCESS HiSET® Test Center staff} is strictly prohibited.** *No personal items are allowed at your desk while testing with the exception of your photo ID.*
2. Examinees are not permitted to leave the testing room during any test. Breaks are provided between test sections. If a break is needed during testing, raise your hand and you will be assisted. Please note, *the clock will not stop if a break is permitted.* **You may not use your phone or leave test center grounds during any break.**
3. Examinees may not mark in any test booklet. If found, the examinee must immediately report marks to the examiner. A **\$50 per test booklet replacement fee** will apply to those who mark in test booklets. Tests will not be scored until this fee is paid.
4. No food is allowed in the test room.
5. **Please refrain from reading out loud.**
6. Examinees may NOT talk to one another (including on the way out) or exhibit any suspicious behavior, such as looking at other’s answer sheets during testing.
7. Copying someone else’s answers or use of unauthorized aids is NOT permitted. All forms of cheating are strictly prohibited. Examinees caught cheating will be removed from the test room, payment forfeited and their test will not be scored.
8. Examinees with questions during a test must raise their hand; the proctor will come to them. This is done to ensure the testing room is kept as quiet as possible.
9. No disturbances will be permitted. Rude or inappropriate behavior is strictly prohibited. Fighting or threatening others is cause for immediate removal and possible prosecution.
10. Each examinee **must** show a **current valid government photo I.D.** to be admitted to each testing session.
11. No weapons or look-alike weapons may be brought into the testing room.
12. No illegal substance or look-alike may be brought into the testing room.
13. Any individual exhibiting signs of recent alcohol or drug consumption will be asked to leave the test center.
14. Smoking/Vaping is prohibited on test center property.
15. Examinees must return from approved break{s} at the appointed time. Examinees who return from a break past the appointed return time, will **NOT** be permitted to continue testing.
16. **Examinees that cannot test at their appointed date and time and fail to notify the ACCESS HiSET® Test Center TWO BUSINESS DAYS BEFORE the test date will forfeit their testing fee in full.**
17. **LATE ARRIVALS WILL NOT BE PERMITTED. Late arrivals/"No Shows" will forfeit their testing fee in full. Late arrivals/"No Shows" must pay the testing fee again when making another appointment.**
18. Examinees must follow all directions of the ACCESS HiSET® Test Center staff and **cooperate fully** while participating in the HiSET® test.

I have read, understand, and agree to abide by these Rules of Conduct as listed above. I understand that failure to comply may result in the consequences listed above.

Signature

Date

Examinee’s Name – Please Print



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IMPORTANT WARNING! Please review before paying for the high school equivalency test. The test fee is NON-REFUNDABLE

Rescheduling Policy: If you need to reschedule your test appointment, you must notify the test center a minimum of two business days prior to your scheduled test date and time.

No-Show/Late Policy: If you fail to report for or arrive late for the test appointment, you will forfeit your payment in full.

Pre-Payment/Payment Policy: If you pay for all tests at once, your test fee will expire one year after your original payment. If you fail to complete all sections of the HiSET® within one year of your original payment, you will have to pay \$30 per section to complete testing. Test fees are non-transferable and the money order must be recent.

Identification Policy: You must present your valid government issued I.D. at the time of registration AND at each test appointment. Failure to bring your I.D. will EXCLUDE you from testing.

I have read and understand the above policies. X _____ Date _____

PLEASE WRITE LEGIBLY

Registration form with fields for Last Name, First Name, Street Address, Apt. #, City, Zip, Phone, Examinee No. {ETS#}, Date of Birth, How did you hear about us?, and questions about attending adult school and previous testing.

TO BE COMPLETED BY STAFF ONLY

{NON-REFUNDABLE} Payment accepted by:

- Math, Reading, Social Studies, Writing, Science, Sections x \$30.00 each

OR

\$150 for the entire battery

Total Amount _____

Test Appointment Date{s} _____

Arrival Time _____