# High School Equivalency and Proficiency Programs Summer Convenings Notetaking Guide

California Department of Education | August 2023

## Welcome

### Agenda—Today’s Topics

#### California’s Two Testing Programs

* Proficiency
* Equivalency

#### California’s Two Test Vendors

* GED® Testing Services
* PSI

#### Historical Records

* California High School Proficiency Exam (CHSPE)
* High School Equivalency (HSE) Exams

## California’s Programs

### Eligibility for Each Program

#### Proficiency

* Currently enrolled in high school
* Enrolled in grade ten for one school year or longer
  + This applies to
    - students that are credit deficient and unable to move forward to the second semester;
    - students currently enrolled in the second semester of tenth grade; **or**
    - students sixteen years old, or older.

There is no state residency requirement for the Proficiency Program.

#### Equivalency

* Not enrolled in high school
* At least eighteen years of age, or at least seventeen years of age and credit deficient (less than 100 units of credit) or confined to an institution or correctional facility
* California residency requirement

The California Department of Education (CDE) HSE Eligibility Requirements web page: <https://www.cde.ca.gov/ta/tg/gd/hseligibilityreqs.asp>.

[Insert notes here.]

### Proficiency Program Overview

* The CHSPE went through several iterations. The last exam the CDE utilized was the Stanford Achievement Test Series Tenth Edition, known as the SAT10, which was discontinued.
* The CDE is partnering with the HSE vendors to utilize the language arts and mathematics subtests to implement the Proficiency Program.
* The Proficiency Program will begin testing on the new HSE platforms this fall.

[Insert notes here.]

## California Vendors

### Equivalency Program Overview

* Equivalency was established in 1943.
* In 2014, California added the use of the HiSET® test as an approved equivalency exam.
* In 2022, the HiSET changed from ETS to PSI.

California uses two vendors to offer our equivalency tests—GED Testing Service and HiSET.

[Insert notes here.]

### Benefits

* Access to testing, 24 hours a day, 7 days a week, 365 days a year
* Free prep materials on each vendor's website:
  + - GED® FAQ web page: <https://ged.com/faq/>
    - HiSET® Exam Test Prep Resources web page:   
      <https://hiset.org/test-takers-hiset-test-prep-materials/>
* The exams are aligned with College and Career Readiness Anchor Standards.
* The Certificate of Proficiency is accepted by all **California Community Colleges, California State University**, and **University of California, Davis**.
* The Certificate of Equivalency is accepted across the United States and internationally.

[Insert notes here.]

### Homeless and Foster Fee Waiver

* Fee waivers are available for individuals under the age of 25 who have been either homeless or a foster youth.

The Homeless and Foster Youths Fee Waiver for HSE and Proficiency Tests flyer (PDF): <https://www.cde.ca.gov/ta/tg/gd/documents/hfyfeewaiver.pdf>.

[Insert notes here.]

### Test Accommodations

Test accommodations are available for both exam programs for anyone with disabilities. There are two types of accommodations to know about.

#### Universal Accommodations

Accommodations that do not require preapproval is considered universal and are available to all students. Examples include

* tinted or colored transparent overlays;
* scratch paper (to be collected by test center personnel at end of testing session); and
* earplugs (not attached to any electronic device).

[Insert notes here.]

#### Requested Test Accommodations

Accommodations that are reviewed on a case-by-case basis and may include requests for

* extra testing time;
* extra breaks; and
* a separate testing room.

Test takers must submit a request (within the required vendor’s time frame) to the vendor for these accommodations and provide the appropriate documentation.

The GED Accommodations web page: <https://ged.com/en/faq/accommodations/?gclid=Cj0KCQjwnrmlBhDHARIsADJ5b_ltSMIGASJX6KqvpqWURfw0NQ2h1CeSb065Rq4SWEOEQzAzRSh9DmsaAnonEALw_wcB>.

The HiSET Accommodations for Test Takers with Disabilities or Health-Related Needs web page: <https://hiset.org/test-takers-accommodations/>.

[Insert notes here.]

## Subtests

### Equivalency

#### GED has four subtests:

* Reading/Writing
* Mathematics
* Social Studies
* Science

#### HiSET has five subtests:

* Reading
* Writing
* Mathematics
* Social Studies
* Science

[Insert notes here.]

### Proficiency

#### GED requires two subtests:

* Reading/Writing
* Mathematics

#### HiSET requires three subtests:

* Reading
* Writing
* Mathematics

[Insert notes here.]

## Testing Modes

* Students can choose the vendor for the particular test.
* Individuals can choose to take a paper and pencil or computer-based test in a testing site.
* They may also choose to take the test at home, on their personal computer, through live proctoring.

[Insert notes here.]

## Tests: Scoring

* The Proficiency passing scores are a score of at least 165 (GED)   
  or 15 (HiSET) per subtest.
* The Equivalency passing scores are a score of at least 145 (GED)   
  or 8 (HiSET) per subtest.

[Insert notes here.]

## Options after Passing the Proficiency Exam

* Students may remain enrolled in high school and take classes at junior college.
* They can exit high school with parent or guardian permission to begin attending higher education or their career.
* They can take the remaining HSE subtests to earn the HSE Certificate.

[Insert notes here.]

## California’s Credentials

* Difference between transcripts and certificates
* Distinctions when ordering copies
* Handling historical records

### Credentialing

#### Transcripts

* All of the test taker details and test scores
* What employers and higher institutions of education require to prove passing

#### Certificate

* A ceremonial, wall hanging, without many details other than the student's name

[Insert notes here.]

## Ordering HSE Credentials

GED and HiSET have separate ordering web pages, and because of this, orders must be placed with the correct vendor.

The first step is to place an order with Parchment. If records are not found in Parchment, then the CDE can assist in further research.

* For GED certificates or transcripts, please call 888-906-4031 or visit the GED CredentialingTM State of California web page at <https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=ubqYdzmPIkzFilMp>.
* For HiSET certificates or transcripts, please call 1-888-662-0874 or visit the parchment HiSET—California web page at <https://www.parchment.com/u/registration/24172917/institution>

[Insert notes here.]

## California’s HSE Historical Scores (Records)

#### Historical Records

* GED has been testing students since 1943
* Pre-digital age
* Ordering historical records
* 2014 to Present

There are still some students looking for their historical records that have not yet been entered into the Parchment database, and therefore an order for official credentials cannot be placed. However, the first place to direct test takers is to the appropriate Parchment website to create Parchment ticket. If Parchment does not have the records, they will reach out to the CDE.

[Insert notes here.]

#### Handling Historical HSE Paper Records

This topic only applies to GED passer records, since HiSET began in 2014 when scores were already digitized.

Historical records at your site may be the only ones in existence if they have never been digitized or entered into the state database (which mirrors Parchment).

If you have historical GED records at your site that you would like to transfer to the CDE or GED, please let us know by contacting our office.

The HSE Office email: [Hseoffice@cde.ca.gov](mailto:Hseoffice@cde.ca.gov)

[Insert notes here.]

## CHSPE Historical Scores

#### Historical CHSPE Scores

Since the SAT10 has now been retired, the records are now considered CDE historical records.

The CDE is now processing transcript and certificate orders for CHSPE historical records.

When requesting duplicate credentials, students should be prepared to provide

* your name at the time of testing;
* your date of birth; and
* the approximate year and location of testing.

CHSPE passers may only request duplicate CHSPE credentials from CDE. The CHSPE passer must fill out and sign the transcript request form found on the website below and mail the request form along with proper payment to the CDE address provided on the form.

The CDE California High School Proficiency Examination web page: <https://www.cde.ca.gov/ta/tg/sp/>.

### Contact Us

CDE HSE Office

* Email: [HSEoffice@cde.ca.gov](mailto:HSEoffice@cde.ca.gov)
* Phone: 916-445-9438

CDE CHSPE Office

* Email: [CHSPE@cde.ca.gov](mailto:CHSPE@cde.ca.gov)
* Phone: 916-445-9449

**Thank You!**