



Test Center Coordinators of Record
Please disseminate this memo to all Examiners at your test center(s)

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

ADULT CAREER AND CONTINUING EDUCATION SERVICES (ACCES)
ADULT EDUCATION PROGRAMS AND POLICY and HSE TESTING
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To: Test Center Administrators and Coordinators of Record and Examiners

Topic: Test Materials – Timeline for Return and Training Opportunities

Date: May 24, 2019

Test Material – Timeline for Return:

The High School Equivalency Office (HSE) is anticipating a high volume of testing in June, 2019. Adult Education Preparation Programs (AEPP), which have obligations to the National Reporting System (NRS), require that TASC™ results be processed by 8.15.19. In order to process TASC™ results in a timely manner, test materials must be received by both Data Recognition Corporation (DRC) and the NYSED HSE Office within the required timeline of five (5) business days.

It is imperative that Adult Education Preparation Programs are properly credited for their efforts when TASC™ examinees, who were previously enrolled in their programs, pass the exam and are awarded HSE diplomas, and that all examinees received their test results expeditiously.

Training Opportunities for Test Center Coordinators of Record and Examiners:

In person training is required for all newly appointed Coordinators of Record and Examiners. All approved Coordinators of Record and Examiners are required to complete both an annual NYSED HSE refresher webinar and DRC's annual webinars for each new test series.

Most returning Coordinators of Record and Examiners have already completed both NYSED's webinar for the MNO series. If a Coordinator of Record and Examiner missed the announcement for training, there are opportunities listed on the NYSED HSE Announcement page: <http://www.acces.nysed.gov/hse/high-school-equivalency-hse>. Please regularly check the NYSED HSE Announcements page for updates and training opportunities.

DRC's MNO webinar series should have been completed in December, 2018. If a Coordinator of Record or Examiner missed the announcement from DRC for MNO webinars, please complete:

1. NY TASC Test MNO – [Level 2 Registration & Scheduling](#)
2. NY TASC Test MNO – [Level 2 Paper-Based Testing](#)
3. NY TASC Test MNO – [Level 2 Computer-Based Testing](#)
4. NY TASC Test MNO – [Level 2 Accommodations](#)
5. [NY TASC DRC Insight Technical Training, Live Webinar](#)
6. [TASC Test Refresher Comprehensive Training](#)

If you have difficulty accessing the trainings, please contact DRC at: contact@datarecognitioncorp.com

Thank you,
NYSED HSE Office