

Establish a Public GED or HiSET Testing Center in Montana

Initial Determination

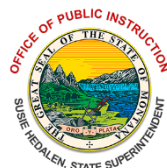
- Determine if there is a High School Equivalency (HSE) testing center within a 30-minute drive of the proposed new HSE testing center location. All public HSE testing centers are listed on the [OPI HSE Website](#).
 - If another testing site is within a 30-minute drive, coordinate services.
- Review [OPI GEMS](#) graduation and dropout data to help determine local dropout rate along with data showing consistent and verifiable need for HSE testing. Entities that anticipate one or more test administration days per month will be considered. HSE test centers are encouraged to offer both the GED and HiSET assessments to provide choice and flexibility for constituents.

HSE Examiner Qualifications and Training

- Individuals instructing potential candidates for the HSE tests cannot be appointed as Chief Examiners, Test Administrators, or Proctors, or otherwise have any access to any secure HSE testing materials.
- An HSE test center must have a Chief Examiner (CE) and may have one or more Test Administrators (TA) to operate.
 - A CE is responsible for the overall integrity and security of the test center, serving as the main point of contact for the Office of Public Instruction (OPI) and the public. The CE must hold a bachelor's degree from an accredited college, or university, with previous standardized test administration experience. The CE must also attend an annual (or as scheduled) mandatory training meeting. Chief Examiners must attend required state meetings.
 - A TA must hold an associate degree from an accredited college, or university, with previous standardized test administration experience. The TA reports to the CE.
- Proposed examiner will forward academic transcripts to the OPI HSE Administrator showing degree awarded and include a brief description of standardized test administration experience.
- Upon approval, the prospective examiner will review HSE policy and manuals, complete eLearning Modules, in-person training requirements, and return proof of completion to the OPI HSE Administrator.

HSE Test Center Approval Process

- After training is complete, the CE will complete the computer-based room approval process.
 - For GED, complete the [Become a Test Center Application](#).
 - For HiSET, review the [Test Center Requirements](#) document and provide IT with test center specifications.
 - OPI will provide the test center security checklist and require photo documentation of the room as it is to be used on testing day.



For more information, contact the OPI High School Equivalency Helpline at 406-444-4151 or OPIHSE@mt.gov.