

LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION

GUIDELINE NO. 106 (Rev.)
August 15, 2018

SUBJECT: COLLECTION OF FEES FOR HIGH SCHOOL EQUIVALENCY TEST
ADMINISTRATION

- I. Background
- II. Test Fees
- III. Out-of-Center Testing
- IV. In-Center Testing
- V. Requesting for Refunds

This revision replaces Guideline No. 106 issued on June 16, 2011. The content has been updated to provide information regarding the High School Equivalency Testing program, the collection and forwarding of approved fees and clarification regarding refunds.

I. BACKGROUND

The CA Department of Education accepts three distinct tests to certify high school equivalency, the **High School Equivalency Test (HiSET)**, the **Test Assessing Secondary Completion (TASC)**, and the **General Education Development Test (GED)**. Passage of any of these test results in a High School Equivalency Certificate issued by the California Department of Education. Currently the Division of Adult and Career Education utilizes the HiSET which is administered by the HSE Test Center program at two main test centers (in-center testing) and at adult school sites (out-of-center testing) throughout the district.

II. TEST FEES

Effective August 15, 2018, approved fees for the HSE tests are as follows:

	Paper-Based	Computer-Based
HiSET® Full Battery	\$175	\$150
HiSET® Subtest	\$30 each	\$25 each

III. OUT-OF-CENTER TESTING

Adult schools have been assigned as testing sites and will be responsible for collecting fees prior to test administration. Clients referred from neighboring adult schools or centers will be required to pay fees at the school or center designated as the testing site. The examinee/client is to be

informed of the NO REFUND policy prior to paying for the test. Each school must use the High School Equivalency Test Admittance Ticket (Attachment D) to record payment for each examinee. This form serves as both the receipt and Test Admittance Ticket and must be shown to the proctor at each test session. An NCR version of the form will be sent to the schools in both English and Spanish. Clients will keep the original. The duplicate will be given to the test administrator/test proctor.

The fees collected are deposited into the school's special HSE-testing trust account. From that account, a check is made payable to the Los Angeles Unified School District and is to be forwarded to the Adult Fiscal Service Section, using the transmittal sheet (Attachment A), within two weeks of the completion of testing. All fees collected should be forwarded whether the examinee tested or not.

Immediately after testing, the test site's financial manager completes and sends a reconciliation sheet (Attachment B and/or C) to the HSE Test Center, Abram Friedman Occupational Center, Room 503. This reconciliation sheet will indicate the number of students paying full or partial fees, it is also to be sent to the Adult Fiscal Services Section.

Refunds will not be issued. Clients may reschedule at any LAUSD adult school or at the main HSE Test Center located at AFOC. The \$10 No Show/Late policy fee will be collected by the site where the new test appointment will be scheduled. The \$10 fee will only be collected if the client fails to notify the test administration staff (i.e., APACS or designated counseling/office staff) a minimum of 3 business days prior to the test appointment. Clients must have the original Test Admittance Ticket (Attachment D) to reschedule. All testing appointments are based on availability and on a first-come/first-serve basis.

IV. IN-CENTER TESTING

The main HSE Test Center is located at the Abram Friedman Occupational Center in Room 503.

All clients must come to the HSE Test Center to register prior to the test day. Fees will be collected by the student store. The HSE Test Admittance Ticket (Attachment D) will be used to record collection of fees.

The Bookstore at AFOC will hold fees in a HSE-testing trust account and will submit the fees monthly to the Adult Fiscal Service Section, using transmittal sheet (Attachment A). A reconciliation sheet (Attachment B and/or C) showing the breakdown of fees collected as well as a copy of the check remitted by AFOC to the District will be forwarded to the HSE Test Chief Examiner at the Test Center.

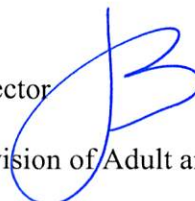
V. REQUEST FOR REFUNDS

Once a client has scheduled an exam, there is NO REFUND as mentioned in Section II. Clients may reschedule their test appointment at a LAUSD adult school site or at the main HSE Test Center located at AFOC. Clients must have the original HSE Test Admittance Ticket (receipt) in order to reschedule a test appointment. No Show/Late fees will be collected if applicable.

For assistance, contact Ted Nelson, Assistant Budget Director, at (213) 241-3788 or by email at ted.nelson@lausd.net or Monica Balbuena, High School Equivalency Chief Examiner, at (213) 241-3729 or by email at monica.balbuena@lausd.net.

APPROVED: Joseph Stark, Executive Director

DISTRIBUTION: All Schools and Offices, Division of Adult and Career Education



LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

High School Equivalency Test Center

H.S.E. TEST FEE TRANSMITTAL SHEET

_____ Test Date

_____ Name of School

_____ Check No.	_____ Date	\$ _____ Amount
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_____ Date	_____ Signature	, Principal
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_____ Date	_____ Signature	, Financial Manager
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Distribution:

Original: Adult Education Fiscal Services Section
Beaudry Building, 18th Floor

Copy: HSE Chief Examiner

Copy: School File

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education



High School Equivalency Test Center

1646 South Olive Street, Room 503
Los Angeles, California 90015
(213) 765-2573

HSE Test Fee Reconciliation Sheet

For **COMPUTER**-Based Testing

Prices effective August 15, 2018

School	Test Dates		
Number of examinees taking the entire test battery-first time		@\$150.00	
	Quantity		Total
Number of examinees retesting 5 tests		@\$125.00	
	Quantity		Total
Number of examinees retesting 4 tests		@\$100.00	
	Quantity		Total
Number of examinees retesting 3 tests		@\$75.00	
	Quantity		Total
Number of examinees retesting 2 tests		@\$50.00	
	Quantity		Total
Number of examinees retesting 1 test		@\$25.00	
	Quantity		Total
Number of No Show/Late Fees		@\$10.00	
	Quantity		Total
		TOTAL	Total

Signature _____

Financial Manager/Accounting Clerk

This sheet is to be forwarded to:
HSE Chief Examiner
HSE Test Center
1646 South Olive Street, Room 503
Los Angeles, California 90015

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education



High School Equivalency Test Center

1646 South Olive Street, Room 503
Los Angeles, California 90015
(213) 765-2573

HSE Test Fee Reconciliation Sheet

For **PAPER**-Based Testing

Prices effective August 15, 2018

School	Test Dates		
Number of examinees taking the entire test battery-first time		@\$175.00	Total
	Quantity		Total
Number of examinees retesting 5 tests		@\$150.00	Total
	Quantity		Total
Number of examinees retesting 4 tests		@\$120.00	Total
	Quantity		Total
Number of examinees retesting 3 tests		@\$90.00	Total
	Quantity		Total
Number of examinees retesting 2 tests		@\$60.00	Total
	Quantity		Total
Number of examinees retesting 1 test		@\$30.00	Total
	Quantity		Total
Number of No Show/Late Fees		@\$10.00	Total
	Quantity		Total
		TOTAL	Total

Signature _____
Financial Manager/Accounting Clerk

This sheet is to be forwarded to:
HSE Chief Examiner
HSE Test Center
1646 South Olive Street, Room 503
Los Angeles, California 90015

HiSET
 TASC

Los Angeles Unified School District/Division of Adult and Career Education

CBT
 PBT

High School Equivalency Test Center

High School Equivalency (HSE) Test Admittance Ticket

IMPORTANT WARNING!! Please review before paying for the high school equivalency test.

The test fee is NON-REFUNDABLE.

RESCHEDULE POLICY: If you need to reschedule your test appointment, you must notify the test center a minimum of **3 business days** prior to your scheduled test time **IN PERSON**. You may reschedule your test appointment at no charge. All rescheduling must be done **IN PERSON** by the examinee and you must have your **EXAMINEE NUMBER** with you.

NO SHOW/LATE POLICY: If you fail to **report for** or **arrive late** for the test appointment(s) noted on this form, you may reschedule your test, however, there is a \$10 per section **NO SHOW/LATE RESCHEDULING FEE**.

TEST COMPLETION POLICY: Your test fee will expire one year after your original test date. If you fail to take all sections of the High School Equivalency Test within one year of your original test appointment, you will have to pay \$25 per section to complete testing.

IDENTIFICATION POLICY: You must present your valid government issued ID at time of registration **AND** at each test appointment. Failure to bring your ID will **EXCLUDE** you from testing. The \$10 rescheduling fee will apply.

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

Signature

LAST NAME		FIRST NAME		Examinee Number (ETS# or TASC#)	
Street Address (include Apt#)			City	State	Zip
Phone	Date of Birth		Age	Sex	Race
Are you attending an adult school? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, which one? _____ HSE- DL or AC ² T student? <input type="checkbox"/> YES <input type="checkbox"/> NO		Have you taken a High School Equivalency test before? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, which one(s) <input type="checkbox"/> GED 2002 Series <input type="checkbox"/> 2014 GED <input type="checkbox"/> HiSET <input type="checkbox"/> TASC What year(s)? _____	

Take this ticket to the Bookstore to pay fee. Cash or money order preferred. (Credit or Debit card may incur a small additional fee.) This form must be validated by the Bookstore.

You MUST return to test registration office after making payment to complete registration.

TO BE COMPLETED BY STAFF ONLY

First time Tester.

___ Entire Battery \$150.00

Retester

\$25.00 per section

___ Math ___ Writing

Original- Client

Yellow-Test Center or Counseling Office

Proof of Payment will be printed here.
(NON-REFUNDABLE)
Bookstore Validation

Check here if
 AC2T or HSE – DL