

Procedure: 5.2.4.p1. Test-Taker Conduct for High School Equivalency Exams and Diploma Programs

Revised:

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I. PURPOSE

The Technical College System of Georgia (TCSG) is responsible for providing adult education at the primary and secondary levels throughout the State of Georgia. TCSG shall administer the High School Equivalency and High School Diploma (HSE/HSD) Credentialing options and issue High School Equivalency and Diploma Credentials in accordance with the policies of the American Council on Education and comparable to the Georgia High School graduation requirements set by the State Board of education for public school programs.

II. RELATED AUTHORITY

O.C.G.A. § 20-4-11 – Powers of Board

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties

O.C.G.A § 20-4-18 – Management and Control of Adult Literacy and Postsecondary Technical Education Programs and Schools

TCSG State Board Policy – 5.2.4. High School Equivalency (HSE) Testing and Diplomas

TCSG State Board Policy – 5.2.6. Student Discipline within Adult Education Programs

TCSG State Board Policy – 5.2.8. Requirements for Establishing GED® or HiSET® Testing Centers

TCSG Procedure – 6.7.2p1. Student Discipline

TCSG Procedure – 6.7.2p2. Student Conduct Codes

GED® Program Policy Manual

HiSET® Test Taker Bulletin

III. APPLICABILITY

All work units, Technical Colleges, and testing centers associated with the Technical College System of Georgia.

IV. DEFINITIONS

Testing Misconduct: fraudulent or unethical behavior, including when someone or something other than the registered test taker assists or completes a portion or all of the test.

Student: all persons taking courses at the Technical College or TCSG-funded adult education program, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but have a continuing relationship

with the Technical College are also considered "test takers."

Test Taker: Any individual registered to take a High School Equivalency exam in the state of Georgia.

VI. PROCEDURE:

- A. Any student or test taker found by the High School Equivalency testing service to have engaged in testing misconduct on a High School Equivalency exam is subject to any sanctions imposed by the High School Equivalency testing service, which may include:
 1. Requiring the candidate to forfeit testing fees;
 2. Holding or canceling the test taker's HSE scores;
 3. Rescinding the candidate's credential;
 4. Imposing a ban on future HSE testing; and
 5. Referring the matter to law enforcement and pursuing any appropriate legal prosecution.
- B. Any sanctions imposed by one HSE testing service due to testing misconduct also apply to other Georgia HSE tests and diploma programs.
- C. TCSG reserves the right to impose additional sanctions that it deems necessary or appropriate pursuant to TCSG policies and procedures.
- D. After a determination that a test taker has engaged in testing misconduct, the Adult Education Assistant Commissioner and the testing service provider will notify the test taker of the allegation(s) and appropriate sanction(s).
- E. Any student or test taker subject to additional sanctions by TCSG may appeal any such sanction to the Office of Adult Education within five business days of notification of the decision via a written notice of appeal. The appeals process is outlined below.
 1. If a sanction is appealed, the test taker will then have the right to appear in a hearing to present evidence and/or testimony within fifteen business days of the notification to appeal. The hearing will be before a Hearing Body assigned by the Technical College System of Georgia Commissioner or their designee.
 2. The test taker is responsible for presenting their case; therefore, advisors are not permitted to speak or participate directly in any hearing before a Hearing Body. There shall be a single official record of all hearings before the Hearing Body, such as a tape recording.
 3. The official record shall be the property of the Technical College System of Georgia.
 4. The standard of proof in all hearings shall be a preponderance of the evidence.
 5. The TCSG Commissioner or their designee shall deliver the decision to the test taker who filed the original appeal within fifteen business days from the last date of the hearing. The decision of the TCSG Commissioner or their designee shall be final and binding.

VII. RECORD RETENTION:

Documents shall be held for five years from the date of the sanction(s). If an appeal or litigation is started before the end of the five-year period, the records must be retained until all appeals or litigation involving the records have been resolved and final action taken.