

# High School Equivalency Testing Contact Hour Policy

***Minnesota Adult Basic Education (ABE)***

**Policy Development Date: July 1, 2001**

**Policy Implementation Date: July 1, 2001**

**Latest Policy Revision Date: January 31, 2019**

## Policy Overview

**Background**

***Policy Purpose***

This policy is meant to support high school equivalency testing centers operated by ABE consortia and their members. Currently, the GED® is the approved high school equivalency test operating in Minnesota. Many ABE programs’ high school equivalency testing centers struggle financially. It is important have access to high school equivalency testing throughout Minnesota. The intent of this policy is to provide revenue to an ABE consortium for the purpose of supporting high school equivalency testing centers that are operated by a member of an ABE consortium.

## Policy Definition

***Starting February 1, 2019***

Starting February 1, 2019, the typical number of hours that would be counted for a single examinee is 9 hours and 15 minutes per GED® battery. This includes the actual testing time plus the required tester check in and check out process. GED testing contact hours cannot be double counted by different programs for the same dates and times.

Here are the standard contact hours per subject test with the GED®, which includes standard testing time plus the check in and check out time (rounded to the nearest 15 minutes):

* Mathematics: round to 150 minutes (2 hours, 30 minutes)
* Reasoning through Language Arts (RLA): round to 180 minutes (3 hours)
* Science: round to 120 minutes (2 hours)
* Social Studies: round to 105 minutes (1 hour, 45 minutes)

Additional time per subject test can be counted for testers needing accommodations as long as contact hours are accurately being counted and rounded to the nearest 15 minutes. Contact hours for retesting can also be counted. (See the “Eligible Participants” section below for more information.)

***From January 1, 2014, to January 31, 2019***

Starting January 1, 2014, approved ABE consortia may count the hours that a program participant spends testing at a Minnesota GED® testing center that is operated by a member of an ABE consortium. However, hours may be counted only for examinees that were enrolled and that received instructional help (with a Personal Education Plan, or PEP) at the ABE consortium prior to taking the official GED® test.

Starting January 1, 2014, the maximum number of hours that may be counted for a single examinee is 445 minutes, which can be rounded to 7.5 hours. Only time for an eligible test-takers’ first attempt in each content area may be counted. Re-testing time may not be counted.

***Prior to January 1, 2014***

From July 1, 2001, to December 31, 2013, approved ABE consortia may count the hours that a program participant spends testing at an official Minnesota GED® testing center. However, hours may be counted only for examinees that were enrolled and that received instructional help (with a PEP) at the ABE consortium prior to taking the official GED® test.

From 2002 to 2013, the maximum number of hours that may be counted for a single examinee is 7.5 hours. Only actual test-taking time may be counted. Re-testing time may not be counted.

## Policy Details

***Eligible Participants***

Testing hours for examinees can only be counted by the ABE consortium’s high school equivalency testing center if the student completes an intake form with the ABE program. The tester does not need to be enrolled in classes. ABE programs that are operating high school equivalency testing centers can ask recommend pre-testing and potential enrollment as an ABE student in activities that include instruction, goal setting and post-testing, but that is not required.

***Required Documentation***

The counting of testing hours by a consortium is contingent upon having a written agreement between the consortium and the ABE member organization that is operating the high school equivalency testing center. Written agreements are not needed when the consortium’s fiscal agent organization is operating the high school equivalency testing center. The agreement shall include a description of how hours are reported to the consortium and the ratio/quantity of funds transferred to the organization operating the testing center. In the agreement, the state ABE office suggests that only a small administrative cost (such as 5% - 8%) should be charged by the consortium on these funds. This administrative charge should not exceed 15%. A consortium may have an agreement with more than one testing center as long as each high school equivalency testing center is operated by a member of the ABE consortium.

ABE consortia need to accurately enter the high school equivalency testing contact hours in the state ABE database and tag the type of hour as GED® or High School Equivalency Testing. It is the ABE consortium’s responsibility to check these hours for accuracy. If an ABE consortium is found to be recording high school equivalency testing contact hours as regular ABE contact hours, the ABE consortium would need to pay the federal money for those contact hours back to the state, in the case of an audit or accountability review.

MDE added a separate line to the Table A in the Minnesota ABE data system for high school equivalency testing hours. This separate reporting of testing hours will provide a clear idea of the "cost" of this policy and the amount of revenue it generates.

## For More Information, Questions and Contacts

This policy, along with other ABE policies and resources, can be found online at the [Minnesota ABE Web Site’s page for Law, Policy and Guidance](http://www.mnabe.org/abe-law-policy/mn-abe-policies) (http://www.mnabe.org/abe-law-policy/mn-abe-policies).

If you have any questions about the Minnesota ABE policies, contact [Brad Hasskamp](mailto:brad.hasskamp@state.mn.us), Adult Secondary Credential and Education Policy Specialist, at (651) 582-8594 or brad.hasskamp@state.mn.us.