

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: High School Equivalency Testing Centers (EFCD)	Section E: Instruction	Page(s): 2
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Special Programs	Policy: EFCD	
Subtitle: High School Equivalency Testing Centers	Date Adopted: 8-01-20	

Purpose

An official high school equivalency testing center shall be located at one or more College District facilities designated by the Board.

Procedure

Wharton County Junior College (WCJC) offers high school equivalency testing at the Wharton, Richmond, and Sugar Land campuses. Each campus has a designated Testing Center and designated certified staff to ensure the provision of suitable conditions for administering all tests.

Selection, Requisition, Storage, and Security of Test Materials

The Texas State Board of Education currently recognizes two high school equivalency exams: the GED and the HiSET. The WCJC Testing Centers are authorized to offer the GED test to those eligible Texas residents who are 16 years of age or older.

As a Pearson VUE Authorized Test Center, the GED high school equivalency test is administered through an online portal provided by Pearson VUE with no physical testing documents maintained by the WCJC Testing Centers. Testers must bring a current government-issued, photo ID with them to present to the testing administrator as proof of identification and residency. If their government-issued, photo ID does not show proof of Texas residency, testers must also bring documentation showing proof of Texas residency.

Testers are encouraged to leave all personal items at home. Any personal items brought into the Testing Center will be placed in locked storage for the duration of the test. Testers will be monitored throughout the testing session via video surveillance.

All records related to testing services are considered part of a student's educational record and are protected under the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99). Testing records and scores may only be disclosed to the student, an individual whom the student has designated, in writing, as having permission to access their records, or an individual working at the college who has a legitimate educational interest.

Emergency Plan

The WCJC Testing Centers follow all emergency procedures detailed in the WCJC All Hazards Plan.

Other Operational Matters

As a Pearson VUE Authorized Test Center, WCJC Testing Centers follow the guidelines of Pearson VUE including the yearly certification of its testing staff.

Testing Information

Comprehensive information related to the Testing Centers, including all operations and offerings, may be found on the WCJC website at <https://wcjc.edu/Admissions/testing/>.

Information related to the Testing Centers, including all operations and test offerings, may also be found in the WCJC Student Handbook, which is updated and published annually on the WCJC website.

Testing Fees

Those fees which are required through the appropriate state regulatory agencies or test provider may be charged following approval by the WCJC Board of Trustees. Testing fees are published on the WCJC website.

Annual Report

Reports of the number of tests administered are submitted by the Testing Coordinator for review and approval by the WCJC Board of Trustees on a monthly basis. A year-end report, including the number of tests administered and funds received, is presented to the Board annually each October for the preceding fiscal year.

Date Prepared: 10-5-20 (AAA)

Revised date: