

WYOMING COMMUNITY COLLEGE COMMISSION

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www.communitycolleges.wy.edu

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16 and 17 Year Old: Age Waiver Application for High School Equivalency (HSEC) Testing

Requirements for Credential Testing:

The minimum HSEC testing age in Wyoming is 18 years old. You may not test if you are currently enrolled in school or have received an accredited high school diploma. If you are 16 or 17 you may request an age waiver for testing. To be considered, you will spend a minimum of 12 hours working with an approved Adult Education (AE) center preparing to submit your Age Waiver Application including verification that you are ready to test. During the 12 hours, you will be required to take at least one TABE test, complete required paperwork, and take an official practice test for each section of the High School Equivalency Examination. All applications must be approved by the state office **prior** to testing. Applicants for virtual testing must earn a passing score on all official practice tests in order to receive approval on the age waiver application.

Verification of Eligibility: In accordance with federal regulations all enrolled participants are required to submit verification of program eligibility by:

1. Verification of a valid social security number
2. Proof of identity: Valid REAL ID from any state, valid U.S. passport/passport card, photo ID card issued by federal, state or local government, U.S. military card, tribal ID card, or other documents as permitted by the State
3. Proof of lawful presence: non-U.S. individuals with a legal presence in the USA will have to verify their legal presence in the United States

Age Requirement: You are requesting special permission to participate in HSEC testing. Your application will only be considered if you meet at least one of the following criteria:

1. The school district withdrawal verification is signed by the high school principal and/or designated high school counselor stating they are in agreement that the HSEC program is your best option and they describe all other options attempted to keep you enrolled in public education explored with you and your parent or legal guardian,
2. If you are home schooled,
3. If you are court ordered, or
4. If you are entering the United States armed forces. (17 years old only)

The following must be included (if required) for your Age Waiver Application to be complete:

1. If court ordered, a copy of the docket clearly showing the HSEC order and a required date of completion (if so ordered), or
2. For 17-year-old candidates entering the United States armed forces, a letter on the service branch letterhead stating when you are entering the military.

Transcripts, Verifications, and Credentials: DiplomaSender is the exclusive provider of the State of Wyoming diploma and transcripts for examinees, authorized by the Wyoming Community College Commission. All examinees are encouraged to register for an account with DiplomaSender. You will have access to your academic record with the ability to order HSE documents. First-time examinees will receive a complimentary set of documents.

Website: DiplomaSender.com

Call: 1-855-313-5799

Email: support@diplomasender.com

Testing: Wyoming does not allow test takers to combine test forms for a high school equivalency credential. A GED and HiSET test may not be combined for a high school equivalency credential. Likewise, a HiSET test in Spanish and one in English may not be combined for a high school equivalency credential.

Instructions:

Programs submitting the application must verify that the applicant:

1. has at least one valid TABE score indicating readiness to test
2. has at a minimum, 12 hours of instruction
3. is registered on the LACES database as an AE student
4. has a 'Well Prepared' OPT score entered in LACES

The following **must be submitted as a packet** for the Age Waiver Application to be considered.

- **Demographics**. Must include you and your parent or legal guardian's signature. The application will not be considered and will be returned for failure to provide all required signatures.
- **Pretest Verification**. Submit this form to the local Adult Education center for completion.
- **School District Withdrawal Verification**. Submit this form to the local high school where you live. If home schooled, submit the form to your local school district office or the high school you would attend if enrolled in public school.

No student will be granted an exception from completing an age waiver. If you do not have the required documentation for the Age Waiver Application, you will not be granted an age waiver and will not be allowed to test.

Once a complete Age Waiver Application has been submitted it will be processed by the HSEC program in 2 business days.

Submit Age Waiver Applications to: Wyoming Community College Commission, HSEC Program
2300 Capitol Avenue, 5th Floor, Suite B, Cheyenne, WY 82002

If you have questions about this application, contact the Wyoming Community College Commission at cathleen.reed3@wyo.gov or diane.mcqueen@wyo.gov.

16 and 17-Year-Old Waiver Application
Demographics

PLEASE TYPE OR PRINT IN INK (Candidate Information)

Name: Mr. Ms. _____ Date: _____

Mailing Address: _____ Date of Birth: _____

_____ Social Security #: _____

City, State Zip: _____ Phone Number: _____

Type of Test: CBT PBT Virtual Testing

Test Vendor: GED® HiSET HiSET ID #: _____ (HiSET applications submitted without a HiSET ID # cannot be processed)

Mark the reason for the waiver request.

<input type="checkbox"/> Home Schooled <input type="checkbox"/> Online Academy OR <input type="checkbox"/> School withdrawal: Required documentation: Completed school district withdrawal verification

<input type="checkbox"/> Court Ordered: Required documentation: Copy of court order

<input type="checkbox"/> Armed Forces: Required documentation: Letter from Branch of Service 17 Years Old ONLY

Briefly explain the circumstance checked. (Use back of this sheet or additional pages if needed.) _____

X _____
Applicant's Printed Name

X _____
Parent's or Legal Guardian's Printed Name

X _____
Applicant's Signature

X _____
Parent's or Legal Guardian's Signature

Your Adult Education Center will be notified by e-mail of approval or denial. If you have questions about the approval process, please call (307) 777-7775.

FOR WYOMING COMMUNITY COLLEGE COMMISSION ADMINISTRATIVE USE ONLY:

Approved Partially Approved Denied Additional Information Required

Reviewed by: _____ Date: _____

Comments:

Authority: The Privacy Act of 1974, 5 USC 552a, authorizes the collection of this data. **Purpose:** The Wyoming High School Equivalency Certificate (HSEC) Program will use this data to process and track an Age Waiver Application for approving an exception to underage testing. **Routine Uses:** The information will be used by and disclosed to Adult Education and HSEC staff that needs the information for activities related to your education. HSEC staff may share the data with other agencies as necessary for federally reportable education requirements. **Disclosure:** Furnishing this information (including your SSN) is voluntary; however, failure to furnish the data may delay or prevent the approval of your Age Waiver Application or any other lawful education related activity for which it has been requested.

16 and 17 Year Old Age Waiver Application
School District Withdrawal Verification

Instructions: Submit this form to the local school district office.

Wyoming High School Equivalency Certificate policy states that unless court ordered a HSEC candidate must not be currently enrolled in an accredited school or have received a high school diploma. In order to verify that the candidate is eligible to participate in the HSEC program the following information is needed.

According to policy, the local school district must provide a certification the HSEC candidate has withdrawn from school **OR** was never enrolled. This must be signed by the school district representative.

Candidate's name: _____

This student is currently enrolled in this school district: Yes No If no, date withdrawn: _____

Last Grade Completed: _____ Total high school credits to date: _____ Total required for graduation; _____

Was this student home schooled: Yes No Unknown

Is the candidate incarcerated?: Yes No Where? _____

School name, address and phone: _____

Statement regarding High School Equivalency as the best option for candidate:

Verified by: _____

Title: _____

Date: _____

Email: _____

Please return completed form to the local Adult Education Office at:

Local AE programs must upload this form into the student's LACES account before the commencement of study.

**16 and 17 Year Old
Age Waiver Application
Pretest Verification**

To be completed by the Adult Basic Education Instructor.

Wyoming HSEC policy states that an age waiver applicant must demonstrate the ability to obtain passing scores prior to applying for the waiver. In order to verify that the candidate is eligible to participate in the HSEC program, the following information must be provided.

Candidate's name: _____ Verified Date _____

Subject		GED	PPT6A	PPT7	PPT8	OPT6A	OPT7	OPT8	OPT9	OPT 10	OPT 11	OPT12
Math	Score											
	Date											
Writing (or RLA)	Score											
	Date											
Reading	Score											
	Date											
Science	Score											
	Date											
Social Studies	Score											
	Date											

(If using HiSET: Scores must be 'Well Prepared' (WP) at a minimum. If using GED Ready, a "Likely to Pass" (LTP) is required in all subjects.)

All tests MUST be proctored at a WY Adult Education Center. Free Practice Tests (FPT)'s many NOT be used as part of the Age Waiver Application.

Facility name, address and phone number: _____

Comments: _____

AE Instructor(s) [Name & Email]: _____

Chief Examiner Name, e-mail: _____

Other contact, Name, e-mail: _____

Only AE/Testing staff on this form will be notified of waiver decisions. State Staff can not decide who to include.



HiSET® Program Language Arts — Writing Test

Writing Response Scoring Guide

Score	Explanation
1	<p>INADEQUATE COMPETENCE</p> <p><i>Essays at this score point demonstrate inadequate competence in writing an argument on a given topic.</i></p> <p>A typical response in this category exhibits ONE OR MORE of the following characteristics:</p> <ul style="list-style-type: none">• provides little or no evidence of understanding the topic• may present a position on the topic but provides little evidence of the ability to develop or organize a response• copies and/or paraphrases all ideas from the provided texts• has severe problems in language and sentence structure that persistently interfere with meaning• contains pervasive errors in grammar, usage or mechanics that result in incoherence
2	<p>LIMITED COMPETENCE</p> <p><i>Essays at this score point demonstrate limited competence in writing an argument on a given topic. Their positions may be unclear, and they may develop their positions with little relevant reasoning or support.</i></p> <p>A typical response in this category exhibits ONE OR MORE of the following characteristics:</p> <ul style="list-style-type: none">• is unclear or seriously limited in presenting or developing a position on the topic• provides few relevant reasons or examples in support of its claims and/or may rely too heavily on the texts without integrating or interpreting the text information• is poorly focused and/or poorly organized• has serious problems in language and sentence structure that can interfere with meaning• contains serious errors in grammar, usage or mechanics that may obscure meaning

Score	Explanation
<p>3</p>	<p>SOME COMPETENCE</p> <p><i>Essays at this score point demonstrate some competence in writing an argument on a given topic and develop their positions with reasoning that may lack clarity and with support that may lack development or that is vague.</i></p> <p>A typical response in this category exhibits ONE OR MORE of the following characteristics:</p> <ul style="list-style-type: none"> • has an evident position on the topic, but it may be vague • presents generalizations without specific support or reasons simplistically when developing a position; may use examples from the provided texts, but fails to integrate or misconstrues the meaning of some of them • may lack focus and/or clear organization in places or may lack connections or transitions between ideas • has problems in language and sentence structure that result in a lack of clarity • contains occasional major errors or frequent minor errors in grammar, usage or mechanics that can interfere with meaning
<p>4</p>	<p>COMPETENT</p> <p><i>Essays at this score point demonstrate competence in writing an argument on a given topic and develop their positions with generally clear reasoning and relevant support.</i></p> <p>A typical response in this category largely accomplishes all of the following:</p> <ul style="list-style-type: none"> • presents a generally clear position on the topic • develops a position using some relevant reasons or examples from the provided texts and/or personal experience, although some support may be uneven • maintains adequate focus and organization, although transitions may be simple • demonstrates satisfactory control of language, conveying ideas with acceptable clarity • generally demonstrates competent control of the conventions of standard written English but may have some errors

Score	Explanation
<p>5</p>	<p>CLEARLY COMPETENT</p> <p><i>Essays at this score point demonstrate clear competence in writing an argument on a given topic and develop their positions with valid and reasoned support.</i></p> <p>A typical response in this category largely accomplishes all of the following:</p> <ul style="list-style-type: none"> • articulates a generally clear and considered position on the topic • develops a position well, using generally sound reasoning or examples integrated from the provided texts and/or personal experience • presents a focused and generally well-organized position, connecting ideas appropriately • conveys ideas clearly, using appropriate vocabulary and sentence variety • demonstrates clear competency with the conventions of standard written English but may have minor errors
<p>6</p>	<p>HIGHLY COMPETENT</p> <p><i>Essays at this score point demonstrate a high degree of competence in writing an argument on a given topic and develop their positions with effective and well-reasoned support.</i></p> <p>A typical response in this category largely accomplishes all of the following:</p> <ul style="list-style-type: none"> • articulates a clear and well-considered position on the topic • develops a position effectively and sufficiently, using generally persuasive reasoning or examples integrated from the provided texts and/or personal experience • presents a coherently organized position, connecting ideas effectively • conveys ideas precisely, using effective vocabulary and sentence variety • demonstrates a high degree of competence with the conventions of standard written English (i.e., grammar, usage and mechanics) but may have minor errors