Effective July 1, 2016, the HiSET™ is the only test available to students in Tennessee who wish to obtain their High School Equivalency Diploma.

As of July 1, 2015, the State of Tennessee Department of Labor and Workforce Development has granted Adult Education programs vouchers to pay the testing fees of all students whose scores reflect they are prepared to take the HiSET test. This means there may be NO costs associated with achieving a high school equivalency diploma!

WHAT WE TEACH: The HiSET test requires a thorough knowledge of reading, writing, and math skills and the ability to use critical thinking skills to solve problems. Career and College Readiness Standards (CCR) curriculum is taught in classes. Adults should be able to read a wide variety of texts embedded with content such as charts, diagrams, and graphs, and be able to pull information from the material to draw conclusions and predict outcomes. They will need a solid grasp of the conventions of writing, including grammar, punctuation, and usage. Students will be required to write an essay on a given topic using information from the given text they may also have to write several extended response answers in the Social Studies and Science tests. Some of the math on the HiSET test will include: calculator skills, solving linear equations, quadratic equations, scientific notation, probability, functions, polynomials, trigonometry, imaginary numbers, coordinate systems, transformations, and working with geometric figures and formulas.

WHO QUALIFIES FOR OUR SERVICES: We accept all adults, 18 years of age and older, who need to improve basic skills (Adult Basic Education classes), prepare for the High School Equivalency exam, or improve their English language skills (English Language Learner/ELL classes in some areas). Seventeen-year-old students must have been released from compulsory attendance in the school system in which they reside and have a referral form signed by the director of schools in the county in which they reside before attending orientation. All students must have a valid government issued photo ID and Social Security Card with them at orientation.

HOW TO GET STARTED: TCAT Athens District 4 Adult Education offers an enrollment/orientation for new students, as required by Tennessee Department of Labor and Workforce Adult Education program. We accept new students during several enrollment sessions offered at offices in McMinn, Bradley, Hamilton, Sequatchie, and Rhea counties during the day or evening. Students may attend classes in: Rhea, Meigs, McMinn, Bradley, Polk, Hamilton, Marion, Grundy, Sequatchie, and Bledsoe counties. Enrolling students will receive information about the program and Basic Skills instruction from a teacher. After that, they are given the Comprehensive Adult Student Assessment System (CASAS) or Test of Adult Basic Education (TABE) Test which gives us a diagnostic reading of students’ current skill levels in reading and math.

Students will meet with an advisor who will assign a class schedule appropriate for each student’s levels. The new enrollees may begin classes immediately following this meeting. If a student’s scores qualify, they may take classes online. If a student qualifies, for the Official Practice Test (OPT) before classes are attended, this will be scheduled and administered by trained staff. The OPT is a mandatory prerequisite for taking the HiSET test at any state approved testing facility.

HOW CLASSES ARE ARRANGED: There are six levels of adult education as defined by the National Reporting System (1 being the lowest and 6 being the highest). Adult Education offers classes for Levels 2 & 3 combined and levels 4-6 combined. Level 1 students may have access to a volunteer tutor. Enrolling students are assessed to determine their skill levels so they can be assigned to a class with students of similar abilities and a curriculum based on skills they
need to learn for the high school equivalency test (HSE). Students attend class to master the skills taught at that level and are post-tested to demonstrate progress and to promote to the next level. Students continue to attend classes until they reach upper level 4- Levels 5/6 and according to the OPT3, are prepared for the HSE test. The minimum attendance required before re-taking the CASAS/TABLE test to check for growth and preparedness for the OPT is 40 hours.

**WHEN CLASSES ARE HELD:** Most classes meet several times a week (depending on the location) for 1 ½ to 3 hours per session. Classes meet year-round with a 1 week administrative break in July and again in December. We offer day and evening classes at several locations across the 10 county district. Our classes are relatively small with less than 20 students per class. Teachers are all highly qualified with regular staff development training by the state of TN.

**HOW LONG WILL IT TAKE?** The length of time it takes to be prepared for the official high school equivalency test depends entirely on the student. It depends on how well prepared they already are, how quickly they learn, and how much time they have to spend studying outside of class.

**WHO RECOGNIZES THE HSE?** Most employers and colleges accept an HSE diploma just as they would a regular high school diploma. All state of Tennessee community colleges and TCATs accept the HSE diploma. Students who pass at the College and Career Readiness or Honors level can be confident that they have achieved a level of knowledge and skills that will prepare them well for college or employment.

**WHEN IS A STUDENT READY FOR FINAL TESTING?** Once students have proved they are ready for the HiSET test, via CASAS/TABLE test scores, we will administer the HiSET Official Practice Test (OPT), a required prerequisite for HSE testing. When their OPT test scores show that they are prepared for the test, our staff will help them register for testing offered at several locations in our area. The state voucher that covers the cost of the HiSET test is based on qualifying scores of the OPT.

**HOW TO GET A COPY OF YOUR DIPLOMA:** If you have taken the GED or HiSET test and need a copy of your diploma or transcript, please log onto [www.diplomasender.com](http://www.diplomasender.com). If you tested prior to July 1, 2015 or outside of the state of TN, the cost is $17. There is no cost for students who go through a state program such as our Southeast Tennessee Adult Education program. Beginning July 1, 2015. *The first copy is free. Additional copies re $17 each.

You can reach us at our toll free number 1-844-688-7944, via Private Message on our Facebook Page: https://www.facebook.com/SoutheastTNadulteducation/, or by email leslie.travis@tcatathens.edu or grant.roddy@tcatathens.edu

Main office hours are 8am-4:30 PM M-F in Hamilton, Bradley, McMinn, and Rhea Counties. Interested adults may call any of these offices for information and orientation registrations.