

SPECIAL PROGRAMS  
HIGH SCHOOL EQUIVALENCY TESTING CENTERS

EFCD  
(LOCAL)

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

**Procedures**

The District President or designee will develop written procedures concerning the operation of the center and administration of the test. The procedures will:

1. Address the selection, requisition, and ~~permanent~~ storage of ~~restricted~~ test materials;
2. Address the provision of a suitable place for administering the test;
3. Address test security;
4. Include a written emergency plan; and
5. Address other operational matters as appropriate.

**Testing  
Information Schedule**

The District President or designee will ~~annually~~ publish information about the available testing opportunities on the College District's website and schedule in appropriate College District publications.

**~~Chief Examiner~~**

~~The District President or designee will designate a qualified chief examiner and will seek authorization for the designation of that individual, as well as any subsequent changes to the chief examiner, from the Texas Education Agency (TEA). The chief examiner will attend training annually as required by law.~~

**~~Fees~~**

~~In accordance with law, the Board will approve a fee for the administration of the tests, and the College District will submit the amount and any subsequent changes to TEA for approval.~~

**Annual Report**

The District President or designee will report to the Board annually concerning the center, including the number of tests administered and the ~~funds~~fees received for administering the test.