An official high school equivalency testing center will be located at one or more College District facilities.

**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 storage of 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**

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

**Fees**

If permitted by the Texas Education Agency (TEA) and the test provider, the Board may approve a fee for the administration of a test.

**Annual Report**

The District President or designee will report to the Board annually concerning the center(s).