

**NEW POLICY**

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

PROCEDURES

The District President or designee shall develop written procedures concerning the operation of the center. The procedures shall:

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. Include a written emergency plan; and
4. Address other operational matters as appropriate.

TESTING SCHEDULE

The District President or designee shall annually publish a testing schedule in appropriate College District publications.

CHIEF EXAMINER

The District President or designee shall designate a qualified chief examiner and shall 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 shall attend training annually as required by law.

FEES

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

ANNUAL REPORT

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