

ASSESSMENT

HANDBOOK



**HISEP ASSESSMENT HANDBOOK
2007**

Released December 2006

Disclaimer

The NCTVET reserves the right to change the contents of the *HISEP Assessment Handbook* at any time.

Copyright © 2006 NCTVET All rights reserved.

TABLE OF CONTENTS

Introduction.....	1
The High School Equivalency Programme (HISEP).....	2
The High School Equivalency Diploma	2
Eligibility	2
Assessment and Evaluation.....	3
Minimum Requirements for Certification	4
Availability of Assessments.....	5
Application Procedures.....	6
Fees	7
Registration Process.....	7
Test Centres	8
Test Regulations.....	8
Test Security	9
Test Materials.....	10
Assessment Results.....	11
Appeal Procedure.....	12
Statement of Competence	12
Transcripts.....	12
Issuance of Diplomas.....	13

Appendices:

A – High School Equivalency Programme - Rating Conversion Rating Scale

B – HISEP Performance Levels

C – Fee Structure for HISEP Assessments/Materials

D – High School Equivalency Programme – Statement of Competence

Glossary

Introduction

In 2003, in response to concerns about the lack of secondary level certification among the workforce, three (3) partners- the HEART Trust/NTA/National Council on Technical and Vocational Education and Training (NCTVET), the Ministry of Education and Youth (MOEY) and the Jamaican Foundation for Lifelong Learning (JFLL - formerly known as JAMAL) - collaborated to develop the High School Equivalency Programme (HISEP).

The High School Equivalency Programme is self -directed and self instructional, providing flexible training and certification opportunities to adults who wish to attain secondary level qualifications in their own time and pace. Under HISEP, persons may be awarded a diploma which provides a number of benefits to individuals and employers.

For the *learner*, the HISEP Diploma

- ✓ provides relevant qualifications that are recognized
- ✓ ensures a better match of pay to ability and responsibility, and
- ✓ equips the individual to gain access to further educational opportunities

The HISEP Diploma also helps the *employer* to

- ✓ find the right workers
- ✓ measure workers' academic and knowledge competencies, and
- ✓ recognize workers' achievements

In fulfilment of its mission,

“to promote quality outcomes in training, assessment and certification within the Technical and Vocational Education system in response to labour market demands”,

the National Council on Technical and Vocational Education and Training (NCTVET) is the body authorized to award the High School Equivalency Diploma to persons who have met the requirements for certification.

The HISEP Assessment Handbook describes the NCTVET policy and procedure framework for the registration, assessment and certification of the programme.

THE HISEP MISSION

“To provide an opportunity for adult learners to access secondary level certification and so promote lifelong learning and improve employability”

1. THE HIGH SCHOOL EQUIVALENCY PROGRAMME (HISEP)

- 1.1 The High School Equivalency Programme (HISEP) is designed to offer secondary level certification to adults. Successful completion of the programme requirements will result in the award of the High School Equivalency Diploma.

2. THE HIGH SCHOOL EQUIVALENCY DIPLOMA

- 2.1 The High School Equivalency Diploma is a statement of achievement that reflects the holder’s ability to demonstrate general education competencies necessary to the workplace and further studies.

Before a Diploma can be awarded, learners must demonstrate general education competencies by successfully completing the Final Assessment for the five subjects.

- 2.2 The five subjects are:

1. Language & Communication
2. Literature, Culture & the Arts
3. Mathematics
4. Science & Technology
5. Society & Citizenship

3. ELIGIBILITY

- 3.1 Applications are open to anyone 18 years and over who either did not complete secondary level education, or who completed with inadequate or no certification. Applicants must prove a minimum of grade 6 educational competence through a diagnostic English and Mathematics assessment to qualify for entry to the High School Equivalency Programme. Upon completing the requirements of HISEP Learning Materials, learners can then apply to sit a Practice Test.

4. ASSESSMENT AND EVALUATION

4.1 The Assessment Process

The Assessment process developed by the National Council on Technical and Vocational Education and Training (NCTVET) will reflect a sampling of learning outcomes across each subject and involves two phases:

Phase 1 – Practice Tests

Phase 2 – Final Assessments

4.1.1 Phase 1 – Practice Tests

A Practice Test is compulsory for each subject. The Practice Test is a half-test intended to indicate the learner's readiness to sit the Final Assessment. Learners must earn a passing score on the Practice Test in order to qualify for the corresponding Final Assessment. Learners are allowed up to two (2) attempts for each subject per year. Practice Tests scores maintain valid for three (3) years.

4.1.2 Phase 2 – Final Assessments

Final Assessments are comprised of Final Tests and Portfolio Assessment; these will be administered by the NCTVET.

The Components of the Final Assessments

Subject	Paper I	Paper II	Paper III	Portfolio
Language & Communication	✓	✓	✓	
Literature, Culture & the Arts	✓	✓		✓
Mathematics	✓	✓		✓
Science & Technology	✓	✓		✓
Society & Citizenship	✓	✓		✓

4.1.2.1 Final Tests

A Final Test is comprised of up to three papers.

Paper I consists of 40-50 Multiple Choice questions to be completed within 1 ¼ hour.

Paper II consists of written response type questions. The time allowed for Paper II will be approximately 2 hours.

Paper III is twenty-minute oral interview **for Language and Communication.**

Prior to sitting a Final Test, applicants must successfully complete the:

- i) Practice Test for that subject; this must be done at least three months prior to the date of the Final Test.
- ii) portfolio requirements for the subject (where applicable)

4.1.2.2 **Portfolios**

A portfolio will be used to provide evidence of competencies that require more involved work. Where applicable, the portfolio score accounts for 20% of the final assessment.

The Approved HISEP Centre shall provide portfolio guidance and scoring services to learners who wish to register for the Final Tests.

- Each portfolio that is accepted for grading by the Approved HISEP Centre must include the contents and format stipulated by the NCTVET for that test period.
- The Approved HISEP Centre will be responsible for coordinating the marking and submission of portfolio scores and samples in accordance with stipulated guidelines.
- Portfolios shall be graded using the NCTVET approved mark schemes and rating conversion table.
- Portfolio grading forms and samples should be delivered to the Registrar's Office, NCTVET no later than one month before the scheduled date of the learner's Final Test.
- The Approved HISEP Centre will, at the end of each year, evaluate the strengths and weaknesses of the portfolio programme in operation at the institution and initiate the necessary measures to effect adjustments.
- The Approved HISEP Centre is required to retain copies of the portfolio grading forms for at least 3 years after submission to the NCTVET. Portfolios should be returned to the learners after the final results are published.

5. **MINIMUM REQUIREMENTS FOR CERTIFICATION**

5.1 A rating scale ranging from 1-5, where 1 is the highest and 5 is the lowest, will be used to score all assessments. A candidate must have a rating of at least 3 in all five HISEP subjects on the Final Assessment to be eligible for certification. (*See the Rating Conversion Scale in Appendix A and the Performance Levels in Appendix B*)

5.2 **Exemptions**

Candidates will be considered for exemption provided that:

- application for exemption is made accompanied by the relevant proof of fee payment
- proof of certification is submitted
- prior certification meets equivalency requirements

Exemptions will not be granted for more than three (3) subjects. Persons with five (5) secondary level subjects may not need to do the HISEP.

Exemptions from HISEP subjects will only be considered as outlined in the table below.

HISEP Subjects	Equivalent subjects (at CXC, GCE, SSC, O' Level)
Mathematics	Mathematics
Language & Communication	English A*
Science and Technology	Integrated Science and Information Technology (**IT)
Society & Citizenship	Social Studies
Literature, Culture & the Arts	English B

5.3 Equivalencies

The following passes will be accepted as equivalent credits for HISEP subjects:

- i) CXC/CSEC subjects at General Proficiency Grades I and II (prior to June 1998)
- ii) CXC/CSEC subjects at the General Proficiency Grades I, II and III (effective June 1998 and after)
- iii) CXC/CSEC Basic Proficiency Grade I
- iv) SSC National Assessment Levels 4 and 5
- v) GCE O Level Grades A – C

Prospective candidates with qualifications not listed (in 5.3 above) may be considered on a case by case basis.

* Exemption for Language & Communication will be granted on the basis of the candidate's performance on a brief oral communication assessment as well as the equivalent pass in English A.

** Where a candidate has passed Integrated Science but not IT, proof of basic computer literacy will be required. This may either be assessed by the National Council on Technical and Vocational and Training (NCTVET) or certification from a reputable training institution may be submitted for consideration.

6. AVAILABILITY OF ASSESSMENTS

6.1 Learners are required to register and sit the Practice Tests at an Approved HISEP Centre. Approved HISEP Centres should be contacted for the fees, application forms and timetables for this service.

Final Tests will be scheduled twice yearly by the NCTVET. Applications for these tests should be made through an Approved HISEP Centre.

7. APPLICATION PROCEDURES

7.1 Application for Assessment

- 7.1.1 Application forms, bank vouchers and information packages will be available at Approved HISEP Centres and the HISEP Secretariat.
- 7.1.2 All sections of the application form must be completed in block capital. Incomplete applications will not be processed.
- 7.1.3 Qualifying Practice Test scores must be entered on the application form for the Final Tests by the Approved HISEP Centre. Completed forms must be submitted to, verified and signed by the HISEP Centre Coordinator prior to submission to the NCTVET.
- 7.1.4 Only original forms will be accepted. Neither photocopied forms nor fax application forms will be accepted. Late applications will attract a fee.
- 7.1.5 Approved HISEP Centres must submit applications for the Final Tests to the Registrar by the stipulated deadline. The appropriate copy of the bank voucher must be submitted with the completed application form as proof of payment of the relevant fees. Applications will not be processed without this proof of payment. Candidates who have paid their test fees in full should be identified by ticking (✓) the box “Fees Paid” on the application form.

7.2 Application to Re-sit Final Assessment(s)

- 7.2.1 Learners may apply to re-sit either the Final Test or the Portfolio, providing it is done within three years of the date of the first sitting.
- 7.2.2 After three years has elapsed, both the Portfolio and the Final Test for the outstanding subject(s) will have to be repeated by the candidate.
- 7.2.3 The application form must be completed and accompanied by proof of payment of the relevant fee by the stipulated application deadline date.

7.3 Withdrawal of Application

- 7.3.1 Request for withdrawal of application must be made in writing by the Coordinator of the Approved HISEP Centre. (*See section 8.2 under “Refund of Fees”*)

7.4 Confirmation of Receipt of Application

- 7.4.1 Approved HISEP Centres will receive confirmation of the receipt of the applications and their status. It is the responsibility of the Approved HISEP Centre to make contact with the Registrar’s Office to ensure that the application forms have been received.
- 7.4.2 The application form(s) will be returned to the Approved HISEP Centre for amendment if incorrect or insufficient registration information is submitted. The Centre should return the amended form(s) within three weeks of the date of the attached letter in order for the application to be processed.

7.4.3 The NCTVET reserves the right to accept or refuse applications for assessments. In exercising this right, the NCTVET may refuse applications that do not meet the test regulations, which are received after the closing dates or for which the correct fees are not paid.

The NCTVET also reserves the right to cancel an application at any stage of the process if any irregularities are found.

8. FEES

8.1.1 A fee structure is applied to the following areas:

- (i) Test Registration
- (ii) Practice Test
- (iii) Final Examination fee (per subject)
- (iv) Exemption
- (v) Appeal
- (vi) Re-sit assessment
- (vii) Transcripts
- (viii) Amendment of Registration Data

8.1.2 Fees must be lodged at any branch of the **National Commercial Bank (NCB) to the account of HEART Trust/NTA – NCTVET Account # 211888458**. All fees must be paid in full.

8.1.3 The NCTVET reserves the right to alter its fees at any time. Therefore, Approved HISEP Centres should maintain contact with the NCTVET for updates on the revised fees. (*See Appendix C for the Fee Structure*)

8.2 Refund of Fees

8.2.1 The registration fee is not refundable.

8.2.2 The subject fee may be refunded in full only if the learner is prevented by accident or illness from sitting the final tests. A written request accompanied by a medical certificate must be sent to the Registrar's Office within three weeks of the date of that test.

8.2.3 Refund of the subject fee may be allowed if a learner(s) withdraw(s) 2 months prior to the tests. Request for refund must be submitted, in writing, to the Registrar. (*See section 7.3 'Withdrawal of Application' for correct procedure*)

9. REGISTRATION PROCESS

9.1 Registration Numbers

Applicants will be assigned a personalized registration number. Registration numbers must be used in all assessments, future correspondence and enquiries to Approved HISEP Centres and the Registrar/NCTVET.

9.2 Notification of Candidacy

- 9.2.1 All Centres will receive a verification report which gives a profile on all candidates' registration. The report will include the registration numbers and subjects to be assessed.
- 9.2.2 The HISEP Centre Co-ordinator should check the report to ensure that all applications submitted have been processed. If a name is missing, or if incorrect data is printed, the Registrar's Office/NCTVET should be contacted **immediately**. This report should be retained by the Centre for future reference.
- 9.2.3 The candidate's name will appear on all NCTVET documents as it was originally entered on the application form unless an amendment is made before the results are generated.
- 9.2.4 Any required amendments to candidate details should be documented on an amendment form and submitted to the Registrar by the Approved HISEP Centre Co-ordinator in order for corrections to be effected. Amendment forms sent by fax will not be accepted.

10. TEST CENTRES

- 10.1 Test centres will be assigned by NCTVET and will be required to provide:
- (i) separate desks and chairs with sufficient space to prevent candidates from copying or communicating with each other.
 - (ii) proper lighting and ventilation in the examination room.
 - (iii) a clock showing the correct time and visible to every candidate.
 - (iv) adequate provision/arrangement for security of test papers and other materials which are of the property of the NCTVET.
- 10.2 Examination rooms must be prepared by the Centres, following the guidelines given by the NCTVET.

11. TEST REGULATIONS

11.1 Test Dates and Time

Timetables for the Final Tests will be sent to Approved HISEP Centres at least two weeks prior to the test date.

All tests should be held on the date and time specified on the timetable. In exceptional cases where the scheduled time cannot be adhered to, permission must be granted through the Registrar for a postponement. However, examiners may delay the start time of a test by up to one (1) hour without prior consultation with the Registrar. If the starting time is delayed, the administration time should be adjusted accordingly.

Punctuality must be observed at all times. Candidates should be in the examination rooms at least fifteen (15) minutes before the start of the test.

Candidates, who for reasons beyond their control, arrive late for a test should only be allowed extra time of ten (10) minutes to read the instructions on the front page of the test paper and complete the front page of the answer booklet. No additional time will be allotted for completion of the paper.

11.2 **Special Needs Candidates**

Special arrangements may be made to accommodate candidates with physical disabilities during Practice and Final Tests. However, the requests must be made in writing at the time of the application for assessment.

12. **TEST SECURITY**

12.1 **General**

12.1.1 Candidates should not be allowed to enter the examination room before the invigilator(s) arrive(s).

12.1.2 Candidates must present their ID to the examiner and sign the attendance register prior to writing the test. Failure to sign may result in the candidate being recorded as absent.

12.1.3 **Only registered candidates can sit the tests.** A new candidate **cannot** be added at the Centre, nor can a new candidate replace a registered candidate who is absent from the test. This is a violation of the test regulations and warrants the disqualification of the test scripts of the person(s).

12.1.4 Registration numbers **must** be used in all tests and in all future correspondence and enquiries with the NCTVET.

12.1.5 The invigilators shall remain in the examination room throughout the course of a test.

12.2 **Test Papers**

Test papers will be delivered in sealed packages. The packages will also contain answer booklets, candidates' attendance registers and examiner's reporting forms.

The test packages should only be opened in the presence of candidates in the examination room after all candidates have been seated.

12.3 **Conduct during the administration of tests**

12.3.1 A candidate found committing any of the following offenses will be disqualified from the test:-

- communicating with another candidate
- copying from another candidate's script
- giving assistance to another candidate
- using unauthorized material
- engaging or committing any act which may be deemed as dishonest.

12.3.2 Candidates at all times must respect the authority of the examiner/invigilator during the test with respect to:-

- (i) commencement time
- (ii) termination time
- (iii) conduct during test
- (iv) settlement of candidates' enquiries, queries etc.

12.3.3 If there is any dissatisfaction with the ruling of the examiners/invigilators, the issue may be referred to the Special Projects Unit, NCTVET or the Approved HISEP Centre Co-ordinator at the end of the test.

12.3.4 A thorough investigation will be carried out by the NCTVET where irregularities are suspected. This may result in the cancellation of either the result of the candidate's paper or the entire assessment.

13. TEST MATERIALS

13.1 Answer Booklet

13.1.1 Test questions must be answered only in the answer booklets, on the computerized answer sheets or other materials provided.

13.1.2 All information must be filled in legibly in the right hand column and the upper half of the left hand column on the front page of each answer booklet and the left hand column of the computerized answer sheet.

13.1.3 The candidate's registration number, question and page numbers must be written at the top of every page of the answer booklet(s).

13.1.4 All writing must be done on the ruled section of the page only. No writing must be done in the right and left hand margins of the page. Only black or blue ink must be used. Inks in other colours and coloured pencil may be used only for diagrams etc. Soft drawing pencil - No.2 - must be used to answer multiple choice questions. Instructions must be followed carefully when using the computerized answer sheets since these sheets will be marked electronically.

13.1.5 If more than one answer booklet or sheet is used, candidates must ensure that all scripts are securely fastened together with the strings provided.

13.1.6 Answers must be numbered in accordance with the numbering on the question paper.

13.1.7 Rough work must be done on paper provided; this must be handed in to the examiner along with the answer booklets, question booklets and spoilt scripts, at the end of the tests. No NCTVET stationery must be taken from the examination room.

13.2 **Question Booklet**

13.2.1 Candidates should not communicate with each other once they have received the question booklets.

13.2.2 Candidates, when instructed by the examiner, should leaf through each page of the question booklet to ensure all pages are included.

13.2.3 The question booklets **must** not be marked. They must be handed back to the examiner at the end of the test. They must **not** be taken away. No question is to be copied onto other material; this is a breach of the test security.

13.3 **Other Materials**

13.3.1 All candidates should provide themselves with drawing/mathematical instruments, pens, pencils etc.

13.3.2 Calculators are **ONLY** allowed for the Paper II of the Final Test for Mathematics.

13.3.3 Books and other written materials are not allowed in the examination room.

14. **ASSESSMENT RESULTS**

14.1 The NCTVET will release assessment results as soon as possible after they have been processed, but no later than one month after they have been ratified.

14.2 Border line cases will be considered before the release of the test results if warranted.

14.3 A computer print-out of all results will be sent to the Approved HISEP Centre which entered candidates for assessment(s). The print-out provides a breakdown of the ratings of the subjects for each candidate. The report will indicate whether the candidate was recommended or not recommended for certification.

14.4 Assessment results will not be given on the telephone. It is the responsibility of the HISEP Centre Coordinator to inform individual candidates of their scores.

14.5 Care should be taken in the handling of this document as it contains the confidential scores of candidates.

15. APPEAL PROCEDURE

- 15.1 A learner may request a review of the test results if he/she is dissatisfied with the rating achieved or feels that an error may have been made during the processing of the results.
- 15.2 Requests for review must be made within six months of the official release of the assessment results.
- 15.3 Requests for review must be submitted in *writing* and should be accompanied by the proof of payment for the appeal. It should clearly indicate the name and registration number of the learner, subject area and the Approved HISEP Centre at which the learner was registered.
- 15.4 The NCTVET cannot guarantee that the findings of the review will be concluded before the next sitting of tests. Therefore, it is advised that if a learner wishes to re-sit in the next sitting, he/she should submit an application with the appropriate fees paid pending the outcome of the review. If a change occurs in the learner's result then he/she may wish to withdraw the application. (*See section 8.2 "Refund of fees" for correct procedures*)
- 15.5 The appeal fee is refundable only if the review results in an improvement in the learner's score.
- 15.6 The result of the review is final and no further requests for appeal of that sitting will be entertained.

16. STATEMENT OF COMPETENCE

- 16.1 A Statement of Competence will be issued to all learners on the completion of the assessment, whether or not learners have been recommended for certification. The Statement will list the subjects as well as the ratings achieved. Candidates who were absent from all parts of the assessment for a subject(s) will not be issued a Statement of Competence. (*See Appendix D*)

17. TRANSCRIPTS

- 17.1 Transcripts of candidates' performance on the final assessment will be prepared on request. This will be sent directly to educational/training institutions, scholarship/award/loan bodies, prospective or current employers. Transcripts will **not** be issued to candidates.
- 17.2 Requests for transcripts can only be made in writing by the candidate to the Registrar and accompanied by the relevant fee voucher. The candidate should state the purpose of the transcript and the address to which the transcript is to be sent.

18. ISSUANCE OF DIPLOMAS

- 18.1 The NCTVET reserves the right to withhold/cancel the diploma if it is proven at any time, that there was any irregularity during the administration of the tests.
- 18.2 The diploma shall bear the signatures of the Chairman and Registrar.
- 18.3 The diploma remains the property of the NCTVET and may be recalled if the award is revoked or amended. There will be a penalty for altering a diploma.
- 18.4 All awards will be issued to the Approved HISEP Centre Co-ordinator. The Centre Co-ordinator must acknowledge receipt of awards by signing and returning the delivery document to the Registrar.
- 18.5 Centres should ensure that the correct names have been entered on the application forms and hence, the diploma. Amendment of incorrect names and changes in registration details are to be indicated on the amendment form. The NCTVET will not accept responsibility if correct procedures are not followed. However, if the error was made by the NCTVET, the diploma will be replaced at no additional cost.
- 18.6 NCTVET cannot accept responsibility for the loss or damage of award documents between the Approved HISEP Centre and learner. It is therefore advised that learners collect their awards personally from the Approved HISEP Centre and sign for them on receipt.
- 18.7 The diploma is irreplaceable i.e., only one diploma will be issued to a learner. Therefore, in case of a lost or damaged diploma, another Statement of Competence will be given along with a letter to confirm that the learner participated in the tests.

APPENDICES

Appendix A

HIGH SCHOOL EQUIVALENCY PROGRAMME RATING CONVERSION SCALE

A rating scale of **1** to **5** is used for all forms of assessment. The rating conversion scale given below should be used to standardize scores. **All scores must be presented as a rating** (i.e. 1 to 5) when reporting to the Registrar, NCTVET.

SCORE {%	RATING
100 – 85	1
84 - 65	2
64 – 50	3
49 - 45	4
Below 45	5

Cut off score – 50%

As stated, the performance of learners calculated in percentages **MUST** be converted using the rating scale above. Ratings **1** to **3** indicate competency in the areas being assessed. Performances rated at 4 and 5 indicate the need for additional training and practice. This intervention should be accomplished prior to any further assessments being done.

Appendix B

HISEP PERFORMANCE LEVELS

1	Learner has demonstrated a working knowledge of the subject and can perform adeptly, with initiative and adaptability to problem situations with a mastery of technical knowledge.
2	Learner has demonstrated sufficient knowledge and ability in the subject to perform satisfactorily and apply working rules for problem solution with correct related language usage.
3	Learner has demonstrated sufficient knowledge and ability to perform in some aspects of the subject and requires assistance.
4	Learner has demonstrated limited knowledge and ability to perform in some aspects of the subject.
5	Learner has not demonstrated sufficient evidence of the knowledge, ability and attitudes in the subject to facilitate a judgment to be made.

Appendix C

FEE STRUCTURE FOR HISEP ASSESSMENTS/MATERIALS

Assessment Fees

COMPONENT	PER LEARNER \$
One time Registration fee (valid for 3 years)	500.00
Final Examination (per subject)	750.00
Late entry fee (only for final tests)	750.00
Practice Test (per subject)	250.00
Appeals	650.00
Transcript/ Statement of Competence	250.00
Amendments	800.00
Application for exemption (per subject)	300.00

Materials

<u>Learning Materials</u> per stage (each of 5 stages) per part (Language & Communication only – each of 2 parts) per subject (each of 5 subjects) entire package for five subjects	400.00 1000.00 2000.00 9000.00
Required Learning Outcomes document	1000.00

N.B. All fees must be paid at any National Commercial Bank to the NCTVET Account # 211888458

Appendix D

STATEMENT OF COMPETENCE



HIGH SCHOOL EQUIVALENCY PROGRAMME STATEMENT OF COMPETENCE

Name of Learner: Joy Brown
Registration Number: 79010700803
HISEP Centre: Jamaican Foundation for Lifelong Learning
Assessment Date: November 2006

Codes	Subjects	Ratings		
		EWA	Portfolio	Final
	SCIENCE & TECHNOLOGY	3	1	2
	SOCIETY & CITIZENSHIP	2	1	2
	MATHEMATICS	1	2	2
	LANGUAGE & COMMUNICATION	1	1	1
	LITERATURE, CULTURE & THE ARTS	1	2	2

n/a – not applicable for the respective subject

Registrar's Signature

Date

GLOSSARY

Amendment	A change or correction
Candidate	A learner seeking an award
Certification	Certification is the issuance of a formal document recognising that a person has attained a standard of proficiency in a set of skills, knowledge and attitude that has been identified as a requirement for employment.
Competency	A set of measurable skills, knowledge and attitudes obtained through formal and non-formal education, work experience or life experiences. These knowledge, skills and attitudes are required to perform work activities to the standards required in employment.
Final Test –	The summative test for a HISEP subject. This may be comprised of either two or three papers.
HISEP	The High School Equivalency Programme. It is an adult education programme designed to offer secondary level certification to adults.
HISEP Approval	This is the process by which the JFLL grants approval to an organization (such as a school, college or training provider) to offer training and assessment services for the High School Equivalency Programme. It may also be referred to as “centre recognition” or “centre registration”.
JFLL	The acronym for the Jamaican Foundation for Lifelong Learning
Learner	An adult who is on the HISEP learning path
Learning Materials	This is the name for course materials used in the High School Equivalency Programme

MOEY	The acronym for the Ministry of Education and Youth
NCTVET	The acronym for the National Council on Technical and Vocational Education and Training which is the authorized body to award the High School Equivalency Diploma to persons who have met the requirements for certification.
Portfolio	A formally presented document that showcases prior learning or experience. It is a collection of candidate's work which supports a claim of competence.
Practice Test	This is a half-test intended to assess the learner's readiness to sit the Final Assessment
Statement of Competence	This is a record of the performance ratings awarded to a candidate in the HISEP final assessment.
Transcript	This is an official document recording the candidate's achievements within a training institution or programme. The transcript identifies subjects taken, ratings achieved and awards granted.
Ratification	The formal acceptance of scores or ratings presented as evidence of a candidate's performance in a skill area as a result of assessment.
Registration	The act of enrolling for formal testing