



JOB SEEKERS



YOUR FUTURE STARTS HERE

1 Get your high school diploma or equivalent

All industry and skilled jobs require a high school diploma. If you do not have a diploma, you will need to pass the high school equivalency test for your state.

The path to your high school equivalency diploma

1. Prepare for the high school equivalency test.

There are many providers of Adult Education (AE) in West Virginia that offer adult education and literacy services. Classes are available from the low-literacy skill level through diploma prep level. In addition, English as a Second Language classes are also available.

Services include one-on-one tutoring and preparation for the high school equivalency exam, distance education, workplace skills and workshops for students interested in post-secondary education and financial basics. These classes focus on small group instruction for adults who need to improve reading or reading comprehension, writing, spelling and basic math in order to prepare for the test.

Visit the West Virginia Department of Education Adult Basic Education website to select a test preparation center near you. Contact the preparation site to learn more about class times and schedules. Select the site/schedule and attend the classes to prepare for the test.

For a complete list of center locations and contact information, visit:



wvabe.org/class_directory/index.cfm

3. Take the high school equivalency.

WHAT DOES THE HIGH SCHOOL EQUIVALENCY DIPLOMA TEST MEASURE?

The exam measures the academic knowledge and proficiency equivalent to those of a high school graduate. It covers five content areas:



Language Arts – Reading

Time limit: 65 minutes

Test Format: multiple-choice questions

Subject areas:

- Literary texts (75%) with at least one selection from each of the following areas:
 - Poetry
 - Drama
 - Prose Fiction before 1920
 - Prose Fiction after 1960
- Nonfiction texts (25%) with two from any two of the following areas:
 - Nonfiction Prose
 - Critical review of visual and performing arts
 - Workplace and community documents



Language Arts – Writing

PART I

Time limit: 75 minutes

Test Format: multiple-choice questions

Subject areas:

- Organization
- Sentence Structure
- Usage
- Mechanics

PART II

Time limit: 45 minutes

Test Format: Essay

Subject area: Topic to be assigned



Mathematics

Time limit: 90 minutes

Test Format: multiple-choice questions

Subject areas:

- Geometry
- Algebra
- Arithmetic measurement
- Number relations
- Data analysis

Calculators:

- Part I — Test center will provide a Casio FX-260 calculator
- Part II — No calculator use permitted



Social Studies

Time limit: 70 minutes

Test Format: multiple-choice questions

Subject areas:

- History (United States or Canada, 25%; World, 15%)
- Geography (15%)
- Civics and Government (25%)
- Economics (20%)



Science

Time limit: 80 minutes

Test Format: multiple-choice questions

Subject areas:

- Physical Science (physics and chemistry, 35%)
- Life Science (45%)
- Earth and Space Science (20%)

HOW DO I SCHEDULE A TESTING APPOINTMENT?

Contact your local adult education center. For a complete listing of test locations visit:



wvde.state.wv.us/tasc/test-locations.html

GETTING YOUR TEST RESULTS

Official scores of your TASC TM results or GED results are kept by the West Virginia Department of Education High School Equivalency Records. Your original diploma and transcript will be mailed to you at no charge.

For more information on how to obtain your scores or request additional transcripts or replacement diplomas visit:



wvde.state.wv.us/tasc/scores-and-transcripts.html

GO ON TO
STEP 2
to identify your skills
& learn job etiquette

