



# ASD

Anchorage School District

## Assessment & Evaluation

5530 E Northern Lights Blvd.

Anchorage, AK 99504

907-742-4420 - 907-742-4430 (f)

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### **High School Graduation Qualifying Examination Retakes with a Certificate of Achievement Information Sheet**

#### **Anchorage School District Procedures:**

1. Person(s) who hold a certificate of achievement and would like to take the HSGQE retest must submit a written request with current contact information to the Assessment and Evaluation Department of the Anchorage School District. The **written request** must be received by Assessment and Evaluation (A&E) no later than **30** days prior to the first day of testing. The written request can be personally delivered to:

Assessment and Evaluation, Anchorage School District,  
Boniface Education Center, 5530 E. Northern Lights Blvd.  
or mailed to Assessment and Evaluation, Anchorage School  
District, P. O. Box 196614, Anchorage, AK 99519-6614.
2. **Verification of Certificate of Achievement:** Once the district receives the written request, the person must present evidence that they hold a certificate of achievement. If the person delivers their written request to the Assessment and Evaluation Department (as outlined in step one), they can bring their certificate of achievement and personal identification at the same time. The person must also provide a current mailing address.
3. **Verification of Eligibility for Testing Accommodations and/or Modifications:** Students under age 22 on an IEP or 504 while enrolled in school must provide this information to the Assessment and Evaluation Department of the Anchorage School District when requesting to take the HSGQE retest. Following verification of the information, arrangements will be made prior to testing to review the IEP or 504 plan and determine the appropriate accommodations and/or modifications for the test administration.
4. **Verification of Tests Needed:** Once A&E has verified that the person holds a certificate of achievement, A&E staff will verify the remaining tests that the person needs to take in order to be eligible for a H.S. diploma.
5. **Arrangements for Testing:** A&E will inform the person of the date, time and location of the testing and make arrangements for test materials to be available at the testing site for the person.
6. **Mailing of HSGQE Reexamination results:** A&E will mail the results of the HSGQE Reexamination to the address provided by the person.

7. **Requesting a diploma:** If the student passed all remaining subject tests and is eligible for a diploma, the steps for receiving their diploma depend upon whether the person received their certificate of achievement from a school within the district or out-of-district.
- a. **In-district:** A&E will post the results on SMS and notify the Executive Director of High School Education and the principal of the school that awarded the Certificate of Achievement that the student is eligible for a diploma. The principal will work with their registrar to order a diploma and issue the high school diploma to the person within 90 days after receiving notification.
  - b. **Out-of-district:** To request a high school diploma, the person must submit to the district in which a person earned a certificate of achievement, written notification that the person has passed the HSGQE. This notification must include verification in writing from the district that administered the HSGQE that the person passed the HSGQE and must include the person's HSGQE scores.

In order to receive this verification from the Anchorage School District, the person must provide a written request to:

Assessment and Evaluation, Anchorage School District,  
P.O. Box 196614, Anchorage, AK, 99519-6614.

The request must include the name of the school district, school district mailing address, and contact person to mail the person's verification of the HSGQE reexamination results.

Additional information: Contact Assessment and Evaluation at 742-4420.

**State of Alaska Department of Education & Early Development State Regulation:**

**4 AAC 06.771. High school graduation qualifying examination reexamination**

✚ (a) A person, including a person older than school age as determined under [AS 14.03.070](#) and 4 AAC [06.076](#), who holds a certificate of achievement issued in accordance with [AS 14.03.075](#), may take the high school graduation qualifying examination (HSGQE) after exiting high school until the person passes the HSGQE.

(b) A district must provide an opportunity to take the HSGQE to a person who

(1) is eligible to take the HSGQE under (a) of this section;

(2) submits a written request to take the HSGQE;

(3) presents evidence that the person holds a certificate of achievement issued in accordance with [AS 14.03.075](#) , regardless of whether the person earned the certificate in another district in the state; and

(4) pays any fees assessed under (g) of this section.

(c) Examinations administered to persons under this section must be given on the same test dates as those that the department sets under 4 AAC [06.755\(a\)](#) for the administration of the HSGQE.

(d) A district shall administer the HSGQE to a person under this section in a school test center in accordance with 4 AAC [06.755\(b\)](#) , (c), and (d), and shall follow the examination security requirements in 4 AAC [06.765](#).

(e) Only the district, or a school in the district, in which a person earned a certificate of achievement may issue a high school diploma under this section.

(f) To request a high school diploma under this section, a person must submit, to the district in which a person earned a certificate of achievement, written notification that the person has passed the HSGQE. Notification must include verification in writing by the superintendent, or the superintendent's designee, of the district that administered the HSGQE that the person passed the HSGQE, and must include the person's HSGQE scores.

(g) A district may charge the person any fee assessed under a validly adopted district policy to recover the cost to the district for administering the HSGQE under this section. A district may charge a fee each time a person takes the HSGQE. A district may charge the person any fee assessed under a validly adopted district policy to recover the costs associated with issuing a high school diploma under this section.

(h) Within 90 days after receiving notification in accordance with (f) of this section and any fees assessed under (g) of this section, a district shall issue a high school diploma to the person.

✚ **History:** Eff. 3/25/2004, Register 169

✚ **Authority:** [AS 14.03.075](#)

[AS 14.07.020](#)