TEST DATES – November 19, 2016 and April 22, 2017

For the most up-to-date information, visit the ETS TExES website at www.texes.ets.org.

Policies in this Registration Bulletin are in effect from September 1, 2016, through August 31, 2017.
Texas Education Agency Privacy Policy

Because of laws protecting confidentiality and privacy, only you can register yourself for a test or make inquiries regarding your registration status.

Texas Education Agency (TEA) and Educational Testing Service (ETS) are committed to protecting the integrity of personal information provided during the registration process, as well as any information generated internally that is specifically pertinent to you, and to keeping all such information secure from unauthorized access and use.

Accordingly, it is the policy of TEA and ETS not to share your private information with anyone other than TEA, ETS, relevant employees, agents, contractors or professional advisors, and any institution, entity or person required or authorized by law to receive and/or access this information. See the ETS Privacy Policy at www.ets.org/legal/privacy.
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</tr>
<tr>
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</tr>
</tbody>
</table>
If you have questions about anything in this Registration Bulletin, you may contact the offices listed below for further information. In all written correspondence, please include your full name, mailing address and phone number, and indicate the test(s) about which you are requesting information. Include your TEA ID number, if available.

GENERAL INQUIRIES: ETS
Contact ETS for test registration-related issues and questions/issues regarding payment, authorization letters and score reporting.

U.S. Mail
ETS–Texas Educator Certification Program
PO Box 6001
Princeton, NJ 08541-6001

Overnight Mail
ETS–Texas Educator Certification Program
Document Processing
1425 Lower Ferry Road
Ewing, NJ 08618-1414

Phone
1-800-205-2626 (U.S., U.S. Territories and Canada)
1-609-771-7393 (all other locations)
Monday–Friday 8 a.m.–5 p.m. Central time

Fax
1-973-735-0156
or
1-866-484-5860

Email
tasc-asl_inquiries@ets.org

Web
www.texas.ets.org

TESTING/CERTIFICATION: EPPs
Contact your advisor, director or certification officer at your EPP if you have questions about which test(s) you need to take or about the certification requirements for EPP candidates.

TESTING/CERTIFICATION: TEA
Contact TEA if you have questions about out-of-state or out-of-country candidates, additional certification by examination, charter school testing or temporary teacher certificates.

U.S. Mail
Texas Education Agency (TEA)
Division of Educator Testing and Certification
Room 5-100
1701 North Congress Avenue
Austin, TX 78701-1494

Phone
1-512-936-8400, option 2

Fax
1-512-936-8231

Web
www.tea.texas.gov

ETS DISABILITY SERVICES
Contact ETS Disability Services to obtain information and registration materials.

U.S. Mail
ETS Disability Services
PO Box 6054
Princeton, NJ 08541-6054

Phone
1-866-387-8602 (U.S., U.S. Territories and Canada)
1-609-771-7780 (all other locations)
Monday–Friday 7:30 a.m.–4 p.m. Central time

Fax
1-609-771-7165

Email
stassd@ets.org

Web
See “Alternative Testing Arrangements” at www.texas.ets.org
CONTACT INFORMATION (continued)

TEST CENTER COMMENTS

Mail
ETS–Texas Educator Certification Program
Test Administration Services
Mail Stop 34-Q
Princeton, NJ 08541-6051

Fax
1-609-771-7710

Email
TexasTas@ets.org

Test center comments for TASC and TASC–ASL tests must be submitted to ETS in writing by mail, email or fax. Comments must be submitted or postmarked no later than two days after your test date. Comments filed with the test administrator will not be acted upon.

TEST QUESTION INQUIRIES

If you think there is a problem with the way the interview was conducted that affected your ability to sign effectively, tell the test administrator as soon as you finish the test interview, or send a letter to the address listed below postmarked within two days of your test date.

ETS–Texas Educator Certification Program
Test Question Inquiries
PO Box 6667
Princeton, NJ 08541-6667

In your letter, state the name and address of the center, the test date and the name of the test.

TEST PREPARATION RESOURCES

Test preparation materials are available on the ETS TExES website at www.texes.ets.org.

If you have questions about preparing to take a TASC or TASC–ASL test, contact your advisor, director or certification officer at your EPP.

Visit the ETS TExES website at www.texes.ets.org for the most up-to-date information.
REGISTRATION

See pages 13–20 for detailed information about test registration.

► You can register online or by phone. A wide variety of electronic payment methods are available. Registration by mail is available only for test takers who are requesting Monday testing. (See page 18 for information about payment under “Fees for Tests and Related Services.” See pages 13–20 for more information on registration.)

TEST TAKERS WITH DISABILITIES OR HEALTH-RELATED NEEDS

► ETS is committed to serving test takers with disabilities or health-related needs by providing services and accommodations that are reasonable and appropriate given the purpose of the test. Testing accommodations are available for test takers with disabilities or health-related needs who meet ETS requirements.

► If you are requesting testing accommodations you must register through ETS Disability Services and have your accommodations approved before you register to test. Do not schedule your test until your accommodations are approved, and do not register online. Documentation review takes approximately six weeks once your request and documentation are received. You should submit your request as early as possible before your preferred test date.

► The 2016–17 Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs for TExES™, TExMaT™, TASC™ and TASC–ASL™ contains contact information, a list of some of the accommodations ETS most frequently approves and provides, procedures for requesting testing accommodations and registration forms. The Supplement should be used together with the information in this Registration Bulletin. The Supplement and the Registration Bulletin can both be downloaded free of charge from the “Alternative Testing Arrangements” section of the ETS TExES website at www.texes.ets.org. Disability documentation policy statements and forms are available through the ETS website at www.ets.org/disabilities/documentation.

► To request a large-print copy of this Registration Bulletin, contact ETS Disability Services. (See “Disability Services” on page 5.)

► See ETS’s “Tips for Test Takers with Disabilities” available online at www.ets.org/disabilities/tips.

FREE TEST PREPARATION MATERIAL

► Preparation Manuals: Enhanced preparation manuals are available as web pages in the TASC Test Preparation Resources section of the ETS TExES website at www.texes.ets.org. The test preparation manuals include detailed test descriptions, authentic sample responses and test-taking strategies.

► Strategies and Tips: The Strategies and Tips section under TASC Test Preparation Resources on the ETS TExES website includes Reducing Test Anxiety and Study Tips: Preparing for the Texas Educator Certification Tests. These booklets contain general information about TExES tests, the types of questions you may encounter in the tests, and study tips for preparing to take the tests.

► Alternate Format Preparation Materials: If you need preparation materials in an alternate format, please contact ETS Disability Services. See page 5 for contact information.
ON TEST DAY

► Test sessions are scheduled throughout the day.
► Each test session is 30–45 minutes in length. Part of this time is for directions and completing forms. The actual test interview lasts approximately 20 minutes.
► **You must arrive at the designated test center no later than the Test Reporting Time listed in your authorization letter.** If you arrive after that time, you will not be admitted and your test fee will be forfeited. (See “Arrival Time” on page 21.)
► Personal items other than ID documents are not allowed in the testing room. This includes phones; tablets; PDAs; all watches, including digital, analog and smart watches; and any other electronic, recording, listening, scanning or photographic devices. If you are seen using or accessing any of these electronic devices and/or transmitting data, including but not limited to text messaging, email and photographs, your device may be inspected and/or confiscated. You may not access your phone during the test or during breaks to check messages or to check the time. You will be asked to remove and store your watch before you enter the testing room.
► Jewelry is prohibited, except for wedding and engagement rings. Do not wear other jewelry to the test center.
► Clothing and other personal items that include, but are not limited to, hair accessories, neckties, bowties, hats, scarves, jackets and outerwear are subject to inspection by the test center administrator. Refrain from wearing such items as tie clips, cuff links, ornate clips, combs, barrettes, headbands and other hair accessories on test day, as you may be prohibited from wearing them in the testing room.
► Before the test, you will receive instructions from test center staff regarding where to store personal items. You may also be asked to empty your pockets. You will not have access to your personal items during the test administration except for food, beverages and medication, which may be accessed during a break.
► If you fail to follow the instructions of the test center staff, you will not be permitted to test and your test fee will not be refunded. Any violation of these procedures during the test or during breaks may result in dismissal from the test center and/or cancellation of your test scores.
► Test centers and ETS assume no responsibility for personal items including watches, jewelry or devices that you choose to bring to the test center.
► Review the ID requirements on pages 22–25 and take the required documents with you. Without the required ID documents, you may not be permitted to test and your test fees may be forfeited.
► You may not leave the test center during the test administration or during breaks. If you leave the test center, you will be dismissed and your scores will be canceled.

*For other important information regarding the test day, see*

► Test Center Procedures and Regulations (page 28)
► Cancellation of Test Scores by You (page 31)
► Cancellation of Test Scores by ETS (page 31)
Overview
Texas Administrative Code (TAC) §230.21(b) requires every person seeking educator certification in Texas to perform satisfactorily on comprehensive examinations. The purpose of these examinations is to ensure that each educator has the prerequisite content and professional knowledge necessary for an entry-level position in Texas public schools. The Texas Examinations of Educator Standards™ (TExES™) program was developed for this purpose.

The Texas Assessment of Sign Communication™ (TASC™) (072) and the Texas Assessment of Sign Communication–American Sign Language™ (TASC–ASL™) (073) are extensions of the TExES program for certification to teach students who are deaf or hard-of-hearing and for teachers of ASL as a foreign language, respectively.

What's New in 2016–17

Educator Certification Test Retake Policy Change
Candidates are limited to five attempts to take a certification test. The five attempts include the first attempt to pass the examination and four retakes. The five attempts include any of the test approval methods (PACT, EPP, out of state, charter, and CBE). All attempts taken before September 1, 2015 count as one attempt. If a candidate chooses to register again for the same test after completion of the fifth testing attempt, scores will not be counted towards certification and candidates will assume responsibility for test fees paid. The Texas Education Agency (TEA) is implementing this change to Texas Education Code §21.048 in response to HB 2205, 84th Texas Legislature, 2015. For more information, please consult with your preparation program and see the ETS-TExES website at www.texes.ets.org.

Test and Service Refunds
Effective July 23, 2016, all past and future processed test and service orders will be refundable up to 180 days from completion of initial order payment. The 180-day refund policy begins with the date the initial payment transaction was processed. If a test or service order is changed (e.g., change of test date), the 180-day refund policy applies to the date the registration was initially processed. If you wish to cancel an order prior to 180 days from the initial transaction, you will be refunded according to the “Canceling a Test Registration” policy found on page 19.

Payment Processing
Effective July 23, 2016, test fee payment processing is provided by Texas.gov, the official website of Texas. The price of this service, which is not refundable, includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

You may be required to process two individual payments to complete an order transaction. This is determined by the services being requested in the final order. Failure to complete both payments will result in cancellation of your order.

The TASC and TASC–ASL Tests

► The TASC is for candidates who plan to teach students who are deaf or hard-of-hearing. The TASC assesses sign communication proficiency within one or more of several sign communication systems used in Texas classrooms.
► The TASC–ASL is for candidates who plan to teach ASL as a Language Other Than English. The TASC–ASL assesses proficiency in American Sign Language (ASL) exclusively.

Both tests use an interview format. An experienced interviewer conducts a 20-minute, one-on-one conversational interview with a candidate. The interview is videotaped, and the videotape is viewed by scorers who rate the candidate’s expressive and receptive sign communication proficiency.

The TASC and TASC–ASL are designed to assess your sign communication ability.
► During the testing session, you will be videotaped as you respond to signed questions that allow you to demonstrate your proficiency in signed communication.
► Your sign communication proficiency will be measured against an established standard of competence.
► You will not be rated based on the content of your responses, but rather on how well you are able to communicate your ideas and understand the interviewer.

The TASC and TASC–ASL may be taken at any time during your academic career after you have decided to seek certification as a teacher of deaf or hard-of-hearing students, or as a teacher of ASL as a foreign language.
Who Is Required to Take the Tests?

**TASC**

All persons seeking certification to teach students who are deaf or hard-of-hearing (i.e., seeking the Teacher of the Deaf and Hard-of-Hearing certificate) and who wish to teach in a sign communication classroom must pass the TASC. The TASC requirement is in addition to other certification requirements already in effect (see page 11). Sign communication means communication through the language of ASL or any of several manual systems. The TASC assesses sign communication in ASL or any of the following signing systems:

- Contact Sign (CS)
- Morphemic Sign System (MSS)
- Signed English (SE)
- Signing Exact English (SEE)

**IMPORTANT NOTE:** Individuals who seek the Teacher of the Deaf and Hard-of-Hearing certificate to teach in a classroom in which another communication method (such as oral/aural or cued speech) is predominantly used are not required to pass the TASC for certification. Instead, their communication proficiency is assessed by their EPPs. They may be required to pass the test for assignment purposes, however. Successful completion of the TASC–ASL may be used toward meeting requirements for the Teacher of the Deaf and Hard-of-Hearing certificate. Therefore, individuals who must pass the TASC and who also anticipate seeking the ASL certificate in the future might choose to take the TASC–ASL test instead of TASC with the understanding that only ASL grammar, structure and syntax are to be used when taking the TASC–ASL.

**TASC–ASL**

All persons seeking certification to teach ASL as a foreign language in public schools must hold an ASL certificate. Anyone seeking ASL certification must pass the TASC–ASL. To pass the TASC–ASL, you must maintain ASL vocabulary, grammar and syntax throughout the videotaped interview and you may not incorporate other sign systems (such as Signed English or Contact Sign) in your responses. Depending on your circumstances, other requirements for certification may also apply (see page 12). Successful completion of the TASC may not be used toward meeting requirements for teaching ASL as a foreign language in the public schools, even if the TASC interview is in ASL.
Certification Requirements

**Teachers of Students Who Are Deaf or Hard-of-Hearing**

Below are the requirements for teachers seeking the Teacher of the Deaf and Hard-of-Hearing certificate. All teachers who seek certification to teach in a signed communication classroom must pass the TASC. Persons who seek to teach in a classroom where other communication methods are primarily used are not required to pass the TASC for certification; however, they may be required to pass the test for assignment purposes.

<table>
<thead>
<tr>
<th>Your Current Status</th>
<th>To Obtain the Teacher of the Deaf and Hard-of-Hearing Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have never been certified as a teacher.</td>
<td>Complete preparation requirements at an approved EPP in Texas and pass the following tests:</td>
</tr>
<tr>
<td></td>
<td>TEES Pedagogy and Professional Responsibilities</td>
</tr>
<tr>
<td></td>
<td>EC–12 (160)*</td>
</tr>
<tr>
<td></td>
<td>AND</td>
</tr>
<tr>
<td></td>
<td>TEES Deaf and Hard-of-Hearing (181)</td>
</tr>
<tr>
<td></td>
<td>AND EITHER**</td>
</tr>
<tr>
<td></td>
<td>TASC (072) or TASC–ASL (073)</td>
</tr>
<tr>
<td>You hold a valid Texas standard or lifetime teacher certificate in another subject or area.</td>
<td>Pass both of the following tests:</td>
</tr>
<tr>
<td></td>
<td>TEES Deaf and Hard-of-Hearing (181)</td>
</tr>
<tr>
<td></td>
<td>AND EITHER**</td>
</tr>
<tr>
<td></td>
<td>TASC (072) or TASC–ASL (073)</td>
</tr>
<tr>
<td>You possess a deaf education certificate issued by another state or country.</td>
<td>Have your credentials reviewed and approved by TEA and pass the following tests:</td>
</tr>
<tr>
<td></td>
<td>TEES Pedagogy and Professional Responsibilities</td>
</tr>
<tr>
<td></td>
<td>EC–12 (160)*</td>
</tr>
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<td>AND</td>
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<td>AND EITHER**</td>
</tr>
<tr>
<td></td>
<td>TASC (072) or TASC–ASL (073)</td>
</tr>
</tbody>
</table>

* A temporary exemption certificate is available for individuals who have a hearing impairment so severe that they cannot process linguistic information with or without amplification (TEC §21.048[d][1]). Contact TEA at 1-512-936-8400 (voice) or through Relay Texas at 1-800-735-2989 for more information. TASC is only required for individuals wishing to teach in a sign communication classroom.

** All persons seeking certification to teach students who are deaf or hard-of-hearing (i.e., seeking the Teacher of the Deaf and Hard-of-Hearing certificate) and who wish to teach in a sign communication classroom must pass the TASC. All persons seeking certification to teach ASL as a foreign language in public schools must hold an ASL certificate. Anyone seeking ASL certification must pass the TASC–ASL.
American Sign Language Teachers

Individuals must be certified in American Sign Language (ASL) to teach ASL in Texas public schools (TAC §240.1). Persons must meet the requirements below to obtain ASL certification.

<table>
<thead>
<tr>
<th>Your Current Status</th>
<th>To Obtain the American Sign Language (ASL) Certificate</th>
</tr>
</thead>
</table>
| You have never been certified as a teacher. | Complete preparation requirements at an approved EPP in Texas and pass the following tests:  
  TExES Pedagogy and Professional Responsibilities EC–12 (160)*  
  AND  
  TExES American Sign Language (ASL) (184)  
  AND  
  TASC–ASL (073) |
| You hold a valid Texas standard or lifetime teacher certificate in another subject or area. | Pass both of the following tests:  
  TExES American Sign Language (ASL) (184)  
  AND  
  TASC–ASL (073) |
| You possess an ASL certificate issued by another state or country. | Have your credentials reviewed and approved by TEA and pass the following tests:  
  TExES Pedagogy and Professional Responsibilities EC–12 (160)*  
  AND  
  TExES American Sign Language (184)  
  AND  
  TASC–ASL (073) |

* A temporary exemption certificate is available for individuals who have a hearing impairment so severe that they cannot process linguistic information with or without amplification (TEC §21.048[d][1]). Contact TEA at 1-512-936-8400 (voice) or through Relay Texas at 1-800-735-2989 for more information. TASC is only required for individuals wishing to teach in a sign communication classroom. This exemption is not available for the American Sign Language examination (184).
## Getting Ready to Test

There are several steps you need to consider before you register, while you prepare, and on the day you take a TASC or TASC–ASL test. Use the information in the chart below to help organize your testing strategy and gather all the information you need to register, prepare and take a TASC or TASC–ASL test.

**NOTE:** The information below is for planning purposes only. It is important that you read and understand the Registration Bulletin, including the Rules of Test Participation, for more detailed information about what you need to do before you take a TASC or TASC–ASL test.

<table>
<thead>
<tr>
<th>☑ Task</th>
<th>Refer to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify which test(s) you need to take for certification.</td>
<td>Approval to Test on page 14 and TASC and TASC–ASL Tests Offered on page 20.</td>
</tr>
<tr>
<td>Determine if you are eligible to take a TASC or TASC–ASL test and gain approval to test.</td>
<td>Approval to Test on page 14.</td>
</tr>
<tr>
<td>Review the Registration Bulletin.</td>
<td></td>
</tr>
<tr>
<td>Choose a test center and date to take your test.</td>
<td>Test Centers on page 20.</td>
</tr>
<tr>
<td>Ensure you have read the important ID requirements and have valid forms of ID before creating your TEA account.</td>
<td>Identification (ID) Requirements on pages 22–25.</td>
</tr>
<tr>
<td>Create your TEA account on the TEA website using your legal name, which must match the documents you will present at the test center.</td>
<td>Creating Your TEA Account on page 15. Correcting or Updating Your TEA Educator Profile on page 15.</td>
</tr>
<tr>
<td>Create your ETS TExES testing account.</td>
<td>Creating Your ETS Testing Account on page 16.</td>
</tr>
<tr>
<td>Register for the test(s) you plan to take.</td>
<td>How to Register on page 16.</td>
</tr>
<tr>
<td>Review the guidelines of what to bring with you on test day.</td>
<td>What to Bring to the Test Center on page 22.</td>
</tr>
</tbody>
</table>
Approval to Test

A TASC/TASC–ASL test may be taken if one of the following criteria is met:

**Educator Preparation Program (EPP) Candidates**

If you are fulfilling the requirements in an SBEC-approved EPP, you must receive approval to take a certification examination from your EPP. There are several types of teacher training programs:

- **University Initial** — a program usually delivered as part of a baccalaureate program that includes student teaching
- **University Post Baccalaureate** — a program that may be offered to an individual who already holds at least a bachelor’s degree and is seeking certification
- **University Alternative Certification Program** — an Alternative Certification Program offered by a university
- **Alternative Certification Program** — a nontraditional EPP for individuals who hold bachelor’s degrees or higher that may involve university course work or other professional development experiences as well as intense mentoring and supervision

After you receive approval from your EPP, if you are a first-time testing candidate, you must go to the TEA website at [www.tea.texas.gov](http://www.tea.texas.gov) (click the “TEAL Login” on the top toolbar) and create an account. When you create your account you will complete an Educator Profile and obtain a TEA ID number. You will be able to view your approved tests in your Educator Profile under “View Examinations.”

Once you have viewed your approved exams, go to the ETS online registration system and create an ETS testing account. (See “Creating Your ETS Testing Account” on page 16.) You will register to test through your ETS testing account.

If you have already taken a Texas Educator Certification Program test and you want to register for a test that you have not previously been approved to take, you must get approval from your EPP to take that test. Once you have approval to test, you can go to your testing account on the ETS TExES website and register to test.

Further information about EPP programs and a list of approved EPPs is available on the TEA website at [https://secure.sbec.state.tx.us/SBECOnline/approvedprograms.asp](https://secure.sbec.state.tx.us/SBECOnline/approvedprograms.asp).

**Out-of-State/Out-of-Country Candidates**

If you are certified and hold an acceptable teaching credential from another state, a U.S. Territory or another country and are seeking to be certified in the equivalent field(s), you must have your credentials reviewed by TEA.

To have your credentials reviewed, you must go to the TEA website at [www.tea.texas.gov](http://www.tea.texas.gov) and click on the “TEAL Login” on the top toolbar to create your TEAL account. Once there, you can create an Educator Profile, then complete an online application for review of credentials and submit the appropriate documents by mail to TEA. After your credentials have been reviewed, you will be emailed information regarding the tests that you are approved to take.

Once you have approval to test, go to the ETS online registration system and create an ETS testing account. (See “Creating Your ETS Testing Account” on page 16.) You will register to test through your ETS testing account.

**Certification-by-Exam Candidates**

If you hold a bachelor’s degree and a Texas classroom teaching certificate, you may add classroom certification areas by successfully completing the appropriate examination for the area(s) you are seeking.

If you already have an Educator Profile on the TEA website and a TEA ID number, use your TEA ID number to create an ETS testing account and register for an exam on the ETS TExES website. (See “Creating Your ETS Testing Account” on page 16.) A list of exams that you are eligible to take will be displayed in your ETS testing account. This is where you will register to test.

If you do not know your TEA ID number, go to your Educator Profile on the TEA website to retrieve it. If your teaching certificate was issued before 2002, you must create a new TEAL account on the TEA website and follow the step-by-step instructions to establish your account. Once completed, you’ll be able to access your Educator Profile to obtain your TEA ID number. (See “Creating Your TEA Account” on page 15.)

**NOTE:** TEA Division of Educator Testing and Certification is not responsible for approving certification-by-exam candidates. Test takers with questions regarding testing approvals should call TEA at 1-512-936-8400 and select option 2 to speak with a certification/credentialing specialist.
Information About Your Name

The first and last name shown in your TEA account must exactly match the first and last name on the ID documents you will present on the day of the test.

It is your responsibility to ensure that the first and last name on your admission ticket match the ID documents you will present on the day of the test. If your ID documents do not match the name you use when you register, you may be prohibited from testing, your test fees may be forfeited and/or your test scores may be canceled.

► You must supply your entire last (family) name. If you have a multiple-part last name, be sure to supply your complete last name (e.g., Pena-Delgado or Suarez Thomas) as it appears on the ID documents you will present on the day of the test.

► Be sure to provide your entire first (given) name. Do not register under a nickname and do not register with only an initial as your first name.

► If you register by phone, please be sure you are registered under your entire name as it appears on your ID.

Creating Your TEA Account

► Go to the TEA website at www.tea.texas.gov and click on the “TEAL Login” on the top toolbar.

► If you have already established a new TEA Login (TEAL account), enter your user name and password to access your Educator Profile.

► If you have not yet established a TEAL account, click “Request New User Account,” and follow the step-by-step instructions. Once your TEAL account is fully established, you will have access to your Educator Profile.

► Review the information in your Educator Profile often to ensure it remains current and matches your full name exactly as it appears on your ID.

► It is important that your TEA Educator Profile contains your mailing address, email address and phone number. All updates and corrections to your TEA Educator Profile must be done on the TEA website; be sure to click the Continue button to save your updates. One hour later, the updates will appear in your ETS testing account. You should check the TEA website on a regular basis to make sure all of your information is current. (See “Correcting or Updating Your TEA Educator Profile,” on this page.)

► Your TEA Educator Profile will contain your assigned TEA ID number. A TEA ID number is used for identification throughout the certification and test registration process.

► Print your TEA Educator Profile so that it will be easily accessible when you register to test on the ETS TExES website at www.texas.ets.org.

Correcting or Updating Your TEA Educator Profile

It is extremely important to keep the information in your TEA Educator Profile up-to-date because the information you enter is uploaded into the ETS registration system. Occasionally, ETS and TEA staff may need to contact you in the event there is a last-minute change in a test administration reporting address or reporting time change. Keeping the information current in your Educator Profile, especially your phone number and email address, is your responsibility. By doing so, you enable ETS and TEA staff to contact you if the need arises.

You can update your mailing address, phone number and email address at any time by logging in to your TEAL account and then accessing your Educator Profile on the TEA website at www.tea.texas.gov. Changes or corrections to your name, gender or date of birth must be done by submitting the requested documentation via email or regular mail. To submit such a change or correction, go to the TEA website and select the Texas Educators button from the menu at the top of the screen. Then select Contact Educator Certification and click on the link for emailing or contacting TEA Educator Certification and Standards. You will see instructions for documenting and submitting these requests. All changes must be made in conjunction with your primary ID documents. The information in your Educator Profile must match the identification document(s) you will present at the test center.
After updating your Educator Profile on the TEA website, please confirm the changes by logging in to your testing account on the ETS TExES website and clicking on “Modify Your Profile” to confirm that the information retrieved from TEA is correct. Testing account updates are made periodically throughout the day so if your change does not appear immediately, check again in a few hours.

If there are any discrepancies in the data, call ETS Customer Service at 1-800-205-2626.

Creating Your ETS Testing Account

If you register online
► You must create an ETS testing account the first time you access the ETS online registration system.
► You may use a different user name and password for your ETS testing account than you did on your TEA account; however, all other information must be identical to the information you entered in your TEA account. Be sure to enter your full name exactly as it appears on your ID.
► Go to the ETS TExES website at www.texas.ets.org, select “Your Account” and follow the guidelines for creating an account in the ETS registration system. You must create an account in the ETS registration system. This is where you will register to test. You cannot register to test through your account on the TEA site.
► You must provide your TEA ID number, your first and last name and your date of birth. Charter school candidates will be given a TEA ID number during the process of creating their testing account.

If you register by phone or by mail
If you register by phone or mail, your ETS testing account will be created for you using the information you supply over the phone or on your paper registration form. This information must match the information in your TEA account. If it does not, your registration cannot be processed and you will be unable to test.

NOTE: You must have your TEA ID number ready when you call.

Once your ETS testing account has been created, you will be sent an email that will include a user name for your ETS testing account. To get a password, go to the ETS TExES website and select “Your Account.” Because you already have a user name, you will access your account as an existing user. Go to login and enter your user name; then select “Forgot Password.” A temporary password will be emailed to you. You can then log in to your account with your user name and temporary password. You will be prompted to change your temporary password when you log in.

After you create your account
You will be able to:
► register for any exam you are approved to take
► view your registration and make changes if needed
► reschedule or cancel your registration
► place orders for services, such as score review
► check the status of previously placed orders
► view and/or print your score report
► change your password
► change options for receiving text/email test prep messages
► return to your account at any time

You cannot update your TEA Educator Profile through your testing account in the ETS registration system. You must go to the TEA website at www.tea.texas.gov to update your TEA Educator Profile. (See “Correcting or Updating Your TEA Educator Profile” on page 15.)

Be sure to record your user name and password and keep them in a secure place for future use. Remember that the information entered in your ETS testing account must match the information in your TEA Educator Profile. Step-by-step registration directions are available on the ETS TExES website under “Register.” (See “New User Set-up Quick Start Guide” and “Test Registration Quick Start Guide.”)

How to Register
Before you register, please read the information in this Bulletin under “Information About Your Name” on page 15.

Online at www.texas.ets.org
► Available 24 hours a day, 7 days a week.
► Online registrations must be completed and submitted no later than 11:59 p.m. Central time on the registration deadline date. Test dates and registration deadlines are on page 20.
► If you have questions or need help registering online, call Customer Service at 1-800-205-2626.

Phone
► Call 1-800-205-2626, 8 a.m.–5 p.m. Central time, Monday–Friday, excluding holidays.
► You must make the call yourself. No one else will be allowed to register for you.
REGISTRATION INFORMATION (continued)

U.S. Mail
► Available only for test takers who are registering for a Monday test date.
► A registration form can be downloaded from the TASC/TASC–ASL section of the ETS TEEXES website. Submit the completed form to the address listed on the form.
► If you have questions about registering by mail, call ETS Customer Service at 1-800-205-2626.

Test Dates and Registration Deadlines
The TASC and TASC–ASL tests are scheduled to be administered two times during the 2016–17 testing year. The registration deadlines are strictly enforced; exceptions are not made. See page 20 for the 2016–17 TASC and TASC–ASL test dates, registration deadlines and score reporting dates.

Online and Phone Registration
► Registration must be completed and submitted no later than 11:59 p.m. Central time on the deadline date.

Mail-In Registration
► Registration forms for those requesting Monday testing must be received no later than the registration deadline.

Forms received after the deadline will be returned unprocessed.

Selecting a Test Session
TASC and TASC–ASL test sessions are scheduled throughout the day. During registration you will be asked to select a morning or afternoon session. You will be informed of your testing time in your authorization letter. Every effort will be made to grant your request for a morning or afternoon session. However, it may not be possible to grant your request because of test center capacity limits at the time your registration is received. Please note the following restrictions:
► You cannot take the same test twice on the same day.
► A session request can only be selected when you register.
► Some test centers do not offer sessions in both the morning and afternoon.

► If you register and select a test session and then make subsequent changes to your test and/or test center selection(s), you will be required to pick from the sessions that are available at the test center at the time of the change.
► The session you select at registration and your scheduled appointment time cannot be modified on the day of the test.

Sign Communication Systems for TASC
Test takers registering to take TASC will be asked to identify the sign communication system they would like to use for the test. If you are registering online, you will need to send an email to txtopt-tasc@ets.org indicating your choice of sign communication system. If you are registering by mail, you will select your sign communication system on your registration form.
► American Sign Language (ASL)
► Contact Sign (CS)
► Morphemic Sign System (MSS)
► Signed English (SE)
► Signing Exact English (SEE)

Interpreter Services
Test takers registering to take TASC or TASC–ASL have the option to request interpreter services for the test administration. Interpreters are responsible for interpreting for the test administrator and anyone else who will be checking the test taker in and reading directions on how to complete the required forms before the interview session. No interpretation is permitted during the interview and interpreters are not allowed in the test room at any time during the interview. Interpreters cannot provide feedback to test takers, whether hearing or deaf, regarding sign vocabulary. If you are registering online, you will need to send an email to txtopt-tasc@ets.org indicating your need for an interpreter. If you are registering by mail, you will indicate whether you need an interpreter on the registration form.
Authorization Letters
Test interviews are scheduled appointments. Instead of an admission ticket, you will be sent an authorization letter with all of the necessary information for the test administration. **Do not print an admission ticket.** The online admission ticket will not provide you with the information you need for the test administration. Authorization letters will be sent by email and U.S. mail approximately 7–10 days prior to the test administration date. To be admitted to the test, you must bring your authorization letter and valid and acceptable identification document(s). If you have not received an authorization letter one week prior to the administration date, please call Customer Service at 1-800-205-2626 or email tasc-asl_inquiries@ets.org.

Monday Testing
Monday testing will be arranged only for those whose religious convictions prevent them from testing on Saturday or those who are members of the U.S. armed forces and have duties that prevent them from testing on Saturday. To register you must submit the following by mail:

- A completed “Monday Testing” registration form
- Correct fees
- A letter signed by your cleric on letterhead stationery confirming your affiliation with a recognized religious body whose convictions prevent you from testing on Saturday or a copy of your military orders.

Online and phone registration are not available for Monday testing. A registration form specifically for Monday testing can be downloaded from the “Alternative Testing Arrangements” section of the ETS TExES website. When completing your registration form, leave the test center code number and test center name blank. Fill in the city and state where you wish to test. You will be assigned to the closest available test center. Registration forms must be **received** by the registration deadline.

**NOTE:** You cannot test on a Saturday and then take the same test on the following Monday.

Military Spouse Career Advancement Accounts (My CAA) Program
The Texas Educator Certification Program is an approved vendor for the Military Spouse Career Advancement Accounts (My CAA) Program. If you meet the My CAA requirements, you must request financial assistance through My CAA for the test(s) you wish to take. The financial assistance must be requested under the Program Provider **Texas Educator Certification Program (ETS).** After you receive approval, contact Customer Service at 1-800-205-2626. A representative from ETS will work directly with you regarding the registration and testing process. Phone and online registration are not available for My CAA testing.

Fees for Tests and Related Services

**Test Fee**
$131*  Test fee (per test)

* Test fee payment processing is provided by Texas.gov, the official website of Texas. The price of this service, which is not refundable, includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State. You may be required to process two individual payments to complete an order transaction. This is determined by the services being requested in the final order. Failure to complete both payments will result in cancellation of your order.

**Special Services (nonrefundable)**
$20  Test, test center, test date or test session change

**Score Review Services**
$75  TASC/TASC–ASL score review
$140  Expanded Diagnostic Feedback

Effective July 23, 2016, all past and future processed test and service orders will be refundable up to 180 days from completion of initial order payment. The 180-day refund policy begins with the date the initial payment transaction was processed. If a test or service order is changed (e.g., change of test date), the 180-day refund policy applies to the date the registration was initially processed. If you wish to cancel an order prior to 180 days from the initial transaction, you will be refunded according to the “Canceling a Test Registration” policy found on page 19.

**Payment**

- Online and phone payments can be made by credit/debit card (American Express®, Discover®, MasterCard® and VISA®). Any credit/debit card branded with one of the above four accepted credit card logos can be processed.
Information about payments sent by mail is on the form for the service you are requesting.

**Payment Policies**

- All fees are stated in U.S. dollars.
- All outstanding balances with ETS must be paid in full prior to registering for any ETS-administered tests.
- All payments must be for the full amount.
- Cash and paper checks are not accepted for payment.
- If you have a balance due on your account, your score(s) may be withheld. You will receive your score(s) as soon as the total outstanding balance has been cleared by either you or your financial institution, unless your scores are being withheld for any other reason. (See “Cancellation of Test Scores by ETS” on page 31.)
- Services may be withheld for nonpayment of fees.
- Refunds of test fees will be made in U.S. dollar denominations. (See “Canceling a Test Registration” on this page for information regarding refunds.)
- There are no refunds for Value-Added fees.
- Additional policies for payments made by mail are on the form for the service you are requesting.
- ETS reserves the right to add or remove payment methods at its own discretion.

**Change Requests**

If you are affiliated with an EPP, you must be pre-approved by your program for the new test you are planning to take. Changes in registration will be processed only if seats are available at the requested test center, on the requested date and at the requested time.

Requests to change your test, test date, test center or test session can be made:

- Online at [www.texas.ets.org](http://www.texas.ets.org).
- By calling Customer Service at 1-800-205-2626. You must make the call yourself. No one else will be allowed to request changes for you.
- By completing and submitting a Change Request form. The Change Request form can be downloaded from the Download Library on the ETS TExES website. Completion and submission instructions and payment policies are on the form.
- A test date can only be changed to a date within the current testing year.

If you are registered for Monday testing or you are testing with accommodations, you cannot reschedule online; you may only reschedule using the Change Request form.

The deadline for making changes is the registration deadline listed on page 20 of this Registration Bulletin.

A non-refundable $20 processing fee is charged for all TASC/TASC–ASL registration changes; this is in addition to the $131 test fee. If you submit your request via the ETS TExES website at [www.texas.ets.org](http://www.texas.ets.org), you must pay your change request fee by credit/debit card (American Express, Discover, MasterCard and VISA). If you submit your request by mail, you must include payment for the change fee along with your request.

### Canceling a Test Registration

You may cancel a test registration through your testing account on the ETS TExES website.

If you are registered for Monday testing (for military or religious reasons) or military testing, or you are requesting testing accommodations, you cannot cancel online. You may only cancel by phone.

Refunds of test fees will be issued based on the original payment method. If your original payment was made by credit/debit card, a refund will be processed immediately to your credit/debit card. Check with your credit/debit card company regarding its processing time for crediting your account.

If you are absent, arrive late or are denied admission to the testing center for any reason, including lack of proper identification, you will not be entitled to a refund. See cancellation deadlines and refund information below.

- If the cancellation is processed online or by phone by the registration deadline, the full test fee will be refunded, minus a refund fee of $55.
- Cancellations processed online or by phone after the registration deadline will not be eligible for a refund.

**My CAA Testing**

You must cancel My CAA registrations through the ETS representative who processed your registration. The cancellation policies for TASC and TASC–ASL tests apply to My CAA registrations. ETS will contact My CAA to credit your financial assistance voucher minus the refund fees. (See cancellation deadlines and refund information above.)
Test Retake Policy

If you do not pass a TASC or TASC–ASL test, you can retake it at any future test administration.

If you are affiliated with an EPP, check with your program to see if you need approval to retest. Contact them for further information.

Test takers are required to pay the test fee when registering to retake a test.

ETS and TEA reserve the right to cancel scores if the test retake policy is violated for any reason.

NOTE: You are limited to five attempts to take a certification test. The five attempts include the first attempt to pass the examination and four retakes. All attempts taken before September 1, 2015 count as one attempt. If you choose to register again for the same test after completion of the fifth testing attempt, scores will not be counted towards certification and you will assume responsibility for test fees paid. For more information, please consult with your preparation program and see the ETS-TExES website at www.texes.ets.org.

Your five attempts include any of the test approval methods (PACT, EPP, out of state, charter, and CBE). If you are unable to successfully pass the examination after five attempts, you will not be allowed to take the examination again unless the State Board for Educator Certification (SBEC) waives the limitation for good cause. If you are not able to pass an examination that is a requirement for a given certification, you will not be able to be issued a probationary or standard certificate in that certification field.

TASC and TASC–ASL Tests Offered

The following tables list the TASC and TASC–ASL tests offered and provide the code for each test. More information about the tests, including the test frameworks, the interview format and study resources, is available on the preparation manual web pages for the TASC and TASC–ASL tests. These enhanced preparation manuals can be found on the ETS TExES website at www.texes.ets.org.

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Test Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas Assessment of Sign Communication</td>
<td>072</td>
</tr>
<tr>
<td>Texas Assessment of Sign Communication–American Sign Language</td>
<td>073</td>
</tr>
</tbody>
</table>

You may register for one or both tests at any scheduled test administration. All test sessions are approximately 30–45 minutes long. (See “Selecting a Test Session” on page 17 for information about test sessions.)

TASC and TASC–ASL Test Dates, Registration Deadlines and Score Reporting Dates

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
<th>Score Reporting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/19/16</td>
<td>10/21/16</td>
<td>12/9/16</td>
</tr>
<tr>
<td>4/22/17</td>
<td>3/24/17</td>
<td>5/12/17</td>
</tr>
</tbody>
</table>

NOTE: Monday testing is on the Monday following the regular administration. (See page 18 for information about Monday testing.)

All requests for Monday testing and testing accommodations should be submitted as early as possible. Because of space, staff and time constraints, there can be no assurance that requests received after the registration deadline can be accommodated.

Test Centers

The most current information regarding test centers is available on the ETS TExES website. Test centers are listed by the general area in which they are located and may not be within the actual city limits.

Test centers are selected based on availability and appropriateness of the facilities for the specific test administration.

Test center locations are subject to change in the event of scheduling conflicts or other factors. If it becomes necessary to change a test center location, every attempt will be made to seek a new test center located in the same general area as the one you initially selected.

Assignment to a test center depends on available space. The name and address of your test center assignment will be listed in your authorization letter.

TASC and TASC–ASL Test Center Locations

<table>
<thead>
<tr>
<th>Arlington</th>
<th>Nacogdoches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin</td>
<td>San Antonio</td>
</tr>
<tr>
<td>Houston</td>
<td></td>
</tr>
</tbody>
</table>
ON THE DAY OF THE TEST

Before You Go to the Test Center

Before you arrive at the test center, there are a number of important things you should do:

► **Verify your test location and reporting time** —
  Test locations and reporting times occasionally change. Although every effort will be made to contact you if there is a change, you should access your ETS testing account and view your admission ticket 24 hours before your test. If there is a change, it will be updated in your testing account. On rare occasions, test centers may be closed or have a delayed opening due to inclement weather conditions. If you are scheduled to take a TASC/TASC-ASL test and are unsure if your test center is open, check the ETS TExES website at [www.texas.ets.org](http://www.texas.ets.org) for information about test center delays and closures.

► **Gather your authorization letter** — You must bring your authorization letter with you to the test center.

► **Assemble your identification (ID) documents** — See “Identification (ID) Requirements” on pages 22–25 to be sure your documents will be accepted. You will not be admitted to the test without the correct documents. Be sure that the first and last names on your authorization letter match your ID documents. All updates to your information must be completed through your TEA Educator Profile on the TEA website prior to reporting to the test center. Note that all changes made to your TEA Educator Profile will transfer to your ETS testing account within an hour. If your name has changed recently, see “Recent Name Change” on page 24.

► **Review the general guidelines and the list of what to bring to your test center.**

► **Test-related information written on clothing, ID documents or on any parts of the body is prohibited.**

► **Dress comfortably and come prepared for varying room temperatures.** If you need to remove an item of clothing during the test (e.g., sweater), you will be instructed to place it in the storage area provided by the test center at check-in. If no storage area is available, the item of clothing may be hung on the back of your chair. If you leave the testing room to go to the storage area, this will be treated as an unscheduled break; i.e., you will be asked to sign out/in of the testing room, show ID, etc. **Note:** The exam clock will not stop during this time.

Arrival Time

► **You must arrive at the designated test center before the reporting time** listed on your authorization letter.

► **If you arrive after the reporting time, you will not be admitted, and your test fees will be forfeited.** It is your responsibility to allow plenty of time to arrive by the designated time, regardless of whether there is traffic congestion, road construction, bad weather, car accidents, poor directions or any other incident that may delay arrival.

► **On occasion, weather conditions or other circumstances beyond the test administrator or ETS’s control may require a delayed start or the rescheduling of your test.** See “Cancellation of a Test Administration” on page 29.

General Guidelines

The following general guidelines apply during the entire test session, which begins when you are admitted to the test center, include breaks and ends when you leave the test center.

► **Test centers do not have large waiting areas. Friends or relatives who accompany you to the test center are not permitted to wait in the test center or be in contact with you while you are taking the test.** Except for ETS-authorized observers, visitors are not permitted in the testing room while testing is in progress, including during breaks.

► **Test takers on testing premises are subject to videotaping, photographing, fingerprinting, signature comparison and other forms of ID comparison.** ETS reserves the right to ensure the security of test content by using electronic scanning devices (e.g., handheld metal detectors/wands). If you refuse to participate in these security measures, you will not be permitted to test and you will forfeit your registration and test fees. This is in addition to the requirement that you must present valid and acceptable identification.

► **If you have health-related needs that require you to bring equipment, beverages or snacks into the testing room or to take extra or extended breaks, you need to follow the accommodations request procedures in the Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs.** See page 7.
ON THE DAY OF THE TEST (continued)

► You may be required to remove your eyeglasses for close visual inspection. The inspection will take a few seconds and will be done at check-in and upon return from breaks.

► Personal items other than ID documents are not allowed in the testing room. This includes phones; tablets; PDAs; all watches, including digital, analog and smart watches; and any other electronic, recording, listening, scanning or photographic devices. If you are seen using or accessing any of these electronic devices and/or transmitting data, including but not limited to text messaging, email and photographs, your device may be inspected and/or confiscated. You may not access your phone during the test or during breaks to check messages or the time. You will be asked to remove and store your watch before you enter the testing room.

► Jewelry is prohibited, except for wedding and engagement rings. Do not wear other jewelry to the test center.

► Clothing and other personal items that include, but are not limited to, hair accessories, neckties, bow-ties, hats, scarves, jackets and outerwear are subject to inspection by the test center administrator. Refrain from wearing such items as tie clips, cuff links, ornate clips, combs, barrettes, headbands and other hair accessories on test day, as you may be prohibited from wearing them in the testing room.

► Before the test, you will receive instructions from test center staff regarding where to store personal items. You may also be asked to empty your pockets. You will not have access to your personal items during the test administration except for food, beverages and medication, which may be accessed during a break. Food, beverages and tobacco are not allowed in the testing room.

► If you fail to follow the instructions of the test center staff, you will not be permitted to test and your test fee will not be refunded. Any violation of these procedures during the test or during breaks may result in dismissal from the test center and/or cancellation of your test scores.

► Test centers and ETS assume no responsibility for personal items including watches, jewelry or devices that you choose to bring to the test center. Test administrators are not permitted to collect and hold phones, watches or any other devices.

► Discussion or sharing of test content or answers during the test administration, during breaks and after the test is prohibited.

► On occasion, weather conditions or other circumstances beyond the test administrator or ETS’s control may require a delayed start or the rescheduling of your test. See “Cancellation of a Test Administration” on page 29.

► The test administrator will escort you to the room where the interview will be conducted.

► Test administrators will not honor requests for schedule changes.

NOTE: ETS and the TEA reserve the right to take appropriate action and/or notify appropriate authorities including, but not limited to, law enforcement authorities, if a test taker responds in a threatening or disturbing way to essay or speaking questions or communicates with ETS or other individuals either verbally or in writing in a threatening or disturbing manner.

What to Bring to the Test Center

► Your authorization letter. If you do not bring your authorization letter, you may not be permitted to test. On rare occasions, test centers may be closed or have a delayed opening due to inclement weather conditions. If you are scheduled to take a TASC/TASC-ASL test and are unsure if your test center is open, check the ETS TExES website home page at www.texes.ets.org for information about test center delays and closures.

► Valid and acceptable identification document(s) with a name, signature and photograph. Your ID will be checked before you are admitted. (See “Information About Your Name” on page 15 and “Identification (ID) Requirements” on this page and pages 23–25.)

Identification (ID) Requirements

All test takers are responsible for bringing valid and acceptable identification each time they report to a test center. It is your responsibility to ensure that your ID documents are up-to-date and available on the day of the test.

► As outlined in “Information About Your Name” on page 15, you are responsible for ensuring that the name you use when you register exactly matches the first and last name on the ID document(s) you will present at the test center. The name you use when you register is the one that will appear in your authorization letter.
If the test administrator questions the ID you present, you may be required to provide supplemental ID. If positive confirmation cannot be made, you may not be permitted to test or your test score may be withheld.

All test takers are encouraged to bring at least two forms of acceptable ID each time they report to a test center. Prior admission to a test center based on a given ID document does not ensure that this document will be considered acceptable. Test centers are not required to hold your seat if you leave the center to obtain acceptable identification.

Admission to the test center and completing the test does not ensure that the ID you provided is valid or that your scores will be reported. All reported cases of questionable ID are subject to review and approval by the ETS Office of Testing Integrity (OTI) either during or after the test administration. ETS reserves the right to withhold and/or cancel scores in the event that the ID requirements set forth herein are not met.

Your test fees will not be refunded if you are not permitted to test or if your scores are withheld or canceled because of invalid or unacceptable ID.

**ID Document Requirements**

With few exceptions, ID documents must meet all of the following requirements. Each ID document must:

- bear the test taker’s **first and last name** exactly (excluding hyphens, accents and spaces) as it appears at the time of registration and in the authorization letter
- be an **original** document; photocopied documents are not acceptable
- be **valid**: expired documents (bearing expiration dates that have passed) are not acceptable
- bear a recent **photograph** that clearly matches the test taker
- bear the test taker’s **signature** (the name and signature on the ID documents must match)

See “Unacceptable ID Documents” later in this section.

See **Exceptions and Requirements on the following page if**:

- you have a multiple-part last name (e.g., Pena-Delgado or Suarez Thomas)
- you only have a first name and no last name, or vice versa
- your name has recently changed

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**Acceptable Primary ID Documents**

The following ID documents are acceptable for admission to a test center within your country of citizenship:

- Passport (must be current)
- Government-issued driver’s license (including provisional driver’s license as outlined under “Driver’s License Renewals”)
- State or Province ID card (including those issued by motor vehicle agencies)
- National ID card
- Military ID card

**Acceptable Supplemental ID Documents**

- You may be required to provide a supplemental ID if the test administrator questions your primary ID document and/or if your primary ID document is otherwise valid and acceptable but does not bear your full name, photograph and signature.
- Supplemental ID documents may **not** be used to resolve name discrepancies. The last name on your primary ID **must** match (excluding hyphens, accents and spaces) the name in your authorization letter.

The following ID documents are generally acceptable as supplemental ID:

- Government-issued ID card (including, but not limited to, those issued by educational institutions earlier in this section)
- Student ID card
- Confirmation of identity letter from your educational institution. This letter must be typed or printed on the original letterhead of the educational institution you attend(ed) and, in addition to meeting all of the ID Document Requirements listed earlier in this section, must include your date of birth and the date issued. Additionally, a school official’s signature and the school seal must be present and both must overlap your photograph. Such letters are valid for only one year from the date issued.
Unacceptable ID Documents

The following documents are not acceptable as primary or supplemental ID under any circumstances:

▶ Any document that is photocopied or expired
▶ Any document that does not bear your last name exactly as it appears in your authorization letter
▶ International driver’s license
▶ Draft classification card
▶ International student ID
▶ Credit/debit card of any kind
▶ Notary-prepared letter or document
▶ Birth certificate
▶ Social Security card
▶ Employee ID card
▶ Any temporary ID (excluding driver’s license renewal exception)
▶ Diplomatic, consulate or embassy ID card (e.g., Mexican Matricula Consular card)
▶ Voter registration card

Exceptions and Requirements:

Multiple-Part Last Name

▶ If the ID document you will present on the day of the test contains a multiple-part last name (e.g., Pena-Delgado or Suarez Thomas), the name in your authorization letter must exactly match your ID (excluding hyphens, accents and spaces). See “Information About Your Name” on page 15. You cannot use a supplemental ID to resolve last name discrepancies.

▶ If the attendance roster or authorization letter lists a multiple-part last name and your ID document does not, you will not be admitted. The name you used when you registered must exactly match the ID.

Single First or Last Name

▶ If you only have a first name and no last name, or vice versa, put that name in both the First Name and Last Name fields when you create your TEA account. As long as the first and last name in your account are exactly the same and match the single name on your identification document, you will be admitted to test.

Recent Name Change

▶ If your authorization letter bears your maiden name and your ID bears your married name or vice versa because you were married or divorced between the time you registered and the test date, you may be permitted to test if you bring an original marriage certificate or divorce decree that was issued between the date you registered and the test date.

▶ If your name has changed for any other reason, contact the ETS Office of Testing Integrity (OTI) before you register to test to have your ID documents approved. See “Unable to Meet ID Requirements” on page 25.

Driver's License Renewals

▶ If your driver’s license has expired, but you present it along with your original Department of Public Safety renewal certificate, these two documents together are acceptable if the names on both documents match exactly. If a provisional driver’s license is issued in lieu of a renewal certificate, this will be accepted as a primary ID document if it contains your photo, signature and an expiration date.

Testing Outside Your Country of Citizenship/ U.S. Non-Citizen Testing Within the U.S.

▶ You must present a valid passport with your name, photograph and signature as your primary ID document.

▶ If you are not a U.S. Citizen and you are testing within the U.S., you must present a passport that meets all of the ID document requirements listed earlier in this section.

▶ If your passport is not written in English-language letters, you must also present as supplemental ID at least one of the documents listed under Acceptable Supplemental ID Documents earlier in this section. This document must also contain your name, a recent, recognizable photo and be in English. If you do not have a supplemental ID and the test center staff cannot read the language in which it is written, you may not be permitted to test.

▶ Diplomatic and embassy ID cards cannot be used as primary identification in place of a passport.

▶ The following documents can be used in place of a passport if presented along with at least one of the documents listed under Acceptable Primary or Acceptable Supplemental ID Documents earlier in this section.
  • Permanent Resident Card/Resident Alien Card (Form I-551 or I-151)
  • Temporary Resident Card (Form I-688)
  • Employment Authorization Card (Form I-688A, I-688B or I-766)
• Mexican Border Crosser Card (This form of ID may be accepted only at test centers within 25 miles of the Mexican border.)

U.S. Military
► If your military ID does not contain your signature, you must present a supplemental ID.
► If you are in the U.S. military and the expiration of your driver’s license has been extended or deferred by the issuing state, the license can be used as a supplemental ID along with your U.S. military ID. Depending on the state, the extension or deferral may consist of either a sticker affixed to the license with the designation “military” printed in place of an expiration date or a separate document carried with the license, usually with a notation that the driver’s license is valid until a specific time period after discharge from service.

Unable to Meet ID Requirements
If you have been granted political asylum, have refugee status or are otherwise unable to meet the identification requirements, you must contact the ETS Office of Testing Integrity (OTI) at least 7 days before registering to test. You must receive approval from OTI before you may register. You should also be prepared to submit any requested documents to OTI for review prior to receiving approval. If you do not contact OTI before you register, and as a result you are not permitted to test or your test scores are withheld, your test fees will not be refunded.

Questions About ID Documents
For general questions about acceptable ID, call ETS Customer Service at:
1-800-205-2626 (U.S., U.S. Territories and Canada)
1-609-771-7393 (all other locations)

Compliance with Testing Rules
By registering for a TASC or TASC-ASL test, you are agreeing to abide by the Rules of Test Participation below and all rules and requirements specified or referenced in this Registration Bulletin and communicated to you, orally or in writing, at each test administration for which you have registered.

On the day of your test, a confidentiality statement will be presented to you after you sign in at the test center. It will ask you to indicate your agreement to the conditions set forth in the current Registration Bulletin, including the Rules of Test Participation and the rules communicated to you orally or in writing at the test administration. If you indicate that you do not accept the terms of the agreement, your test will terminate, you will not be permitted to test and you will receive no refund or credit of any kind.

Rules of Test Participation
1. Compliance: I understand that if I fail to comply with the rules and requirements specified or referenced in the current Registration Bulletin, including these Rules of Test Participation, and communicated to me, orally and/or in writing, at the test administration, or if I take any prohibited actions, my test results may be voided, no refund will be issued, no portion of the testing fee can be applied toward the cost of any future testing fees, I may not be permitted to register for current or future test administrations, my registration may be canceled, I may not be allowed to test, I may be required to test under controlled conditions, and legal proceedings and actions may be pursued as well as any other remedies that the Texas Education Agency (TEA) and/or ETS may deem appropriate. In addition, I understand that violation of any Rules of Test Participation may be a violation and may constitute sufficient grounds to take action against, revoke, suspend and/or deny a certificate and constitute grounds for legal action.

2. Registration: I have read and agree to the “Fees for Tests and Related Services” section of the current Registration Bulletin. I understand that if any or all fees that are applicable to me are not paid in full for all test dates and/or tests for which I have registered, or if I do not indicate my agreement to abide by all applicable rules, I may not be permitted to register for current or future test administrations, and/or my score report may not be produced and/or my score(s) may be voided.

3. Withdrawal or Absence from Test Administration: I may cancel a test in which I am registered for and receive a partial refund if I cancel my registration for a continuous test at least two full days before my scheduled testing time (not including the day of the request and the day of the test) and/or by the end of the registration period for limited-administration tests. If I cancel my registration for a continuous test less than two full days before my scheduled testing time and/or after the registration end date for limited-administration tests, or if I am absent from the test administration, I will receive no refund or credit of any kind. See “Fees for Tests and Related Services” for refund policies.
4. Purpose of Testing: I am seeking admission to an educator preparation program, seeking certification in the State of Texas, and/or I am currently a teacher in a charter school seeking highly qualified status. I understand that the tests are administered for the purpose of Texas educator certification and are to be taken only by individuals who are seeking educator certification, who are applying for admission to a state-approved educator preparation program, who are out-of-state teachers applying for Texas educator certification or are current charter school teachers seeking highly qualified status. I certify that I am taking the test(s) for which I have registered for a purpose stated above.

5. Identification: I understand that I will not be admitted to the testing room if I do not have the proper identification. Identification document requirements are defined under “Identification (ID) Requirements.” I understand that I will be required to provide a signature at the test site and that copies of my identification documents may be made, a digital photograph may be taken, and a video recording or other security measure may be employed at the administration, which may be used for identity verification. Additional screenings may be required by test center administrators. If I am refused admission to the test, for any reason, I will be considered absent from the test and will receive no refund or credit of any kind.

6. Late Arrival: I understand that if I arrive after my scheduled reporting time, I may be refused admission, in which case I will be considered absent, and I will receive no refund or credit of any kind.

7. Test Administration: I authorize the test administrators to serve as my agents in maintaining a secure test administration. I agree to follow all reasonable instructions given to me either orally or in writing at or during the test administration, including but not limited to instructions to relocate me during the test. I agree not to communicate with other test takers or any unauthorized persons in any way during the test administration nor to engage in any other form of misconduct. I agree not to engage in behavior that would disrupt or unfairly affect the performance of myself or other test takers. I agree to provide a signature, to provide identification as described in Rule 1, may be taken as deemed appropriate by the TEA and ETS.

If I fail to comply with these provisions, I may be dismissed from the test, my score may be voided without refund or credit of any kind, and other actions, as described in Rule 1, may be taken as deemed appropriate by the TEA and ETS.

8. Test Security
   a. Test Property: I understand that all test materials and any portion thereof or information relating thereto (referred to below as the “Test Materials”) are the sole property of the TEA and ETS. I understand that my responses, without the identification of my name, may be used for research, development, and implementation of testing programs, rater training, or study materials, or other purposes associated with the program. I understand and acknowledge that the Test Materials were developed at great cost and are required to be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed. I have not received or reviewed any Test Materials prior to taking the test and no Test Materials will be available for me to review after the test. I am not permitted to take (and I will not take) any Test Materials or handwritten or printed notes (referred to below as “Notes”) reflecting or recording anything about Test Materials from the testing room or to disassemble, copy, or reproduce the Test Materials in whole or in part by hand or with the use of any electronic, or other type of, device of any nature.

   b. Test Materials: I understand that I will not be permitted to bring, access, or use prohibited devices or unauthorized aids during the test. These include, but are not limited to, notes, any type of phone, electronic communication devices, visual, audio recording, scanning, photographic, or listening devices, or any device with an on/off option, scratch paper, calculators (except when approved as a testing accommodation), all watches (e.g., calculator, computing, digital, analog, watches with alarms, smart watches, stopwatches), calculator manuals, or any other unauthorized aid (collectively referred to below as “Unauthorized Aids”). Throughout the test administration, I will have nothing at my workstation but my identification documents and the pencil and scratch paper provided by the test administrator. I may use the scratch paper provided for any intermediate work I need to do to answer specific questions. However, only answers and writing samples that I record on the computer will be scored. I understand and agree that if test administrators have a reasonable suspicion that I have or may have in my possession any Test Materials, Notes, Prohibited Devices, and/or Unauthorized Aids, I will immediately turn over any such Test Materials, Notes, Prohibited Devices and/or Unauthorized Aids in my possession to the test administrators at any time upon their request. If I should fail or refuse to do so, or if the test administrators believe in good faith that I have not turned over all such Test Materials, Notes, Prohibited Devices, and/or Unauthorized Aids in my possession, the test administrators may search my personal possessions for such Test Materials, Notes, Prohibited Devices, and/or Unauthorized Aids and may remove them. Any such Test Materials, Notes, Prohibited Devices, and/or
Unauthorized Aids that I may have may be retained for as long as may be required for the purpose of pursuing the remedies specified in Rule 1 above. Test administrators, ETS, and the TEA are not responsible for Unauthorized Aids or other prohibited materials confiscated by test administrators or otherwise turned over by me. In the event of a possible breach of test security, I agree to cooperate with the testing personnel and I hereby consent to any such reasonable search of my possessions that may occur as a result of such a search before my dismissal from the test site. Moreover, I hereby waive any claim that I might otherwise have based upon any such search or contact. I also understand that a breach of security might result in my name being reported to the TEA and to ETS; my score may be voided without refund or credit of any kind; and other actions, as described in Rule 1, may be taken as deemed appropriate by the TEA and ETS.

9. Plagiarism: ETS reserves the right to cancel the scores of test takers when, in its judgment, there is evidence that a writing or speaking response includes, for example, text that is substantially similar to speech found in other TExES responses, or quotations or paraphrasing of language or ideas from published or unpublished sources used without attribution. Such responses do not reflect the independent speaking or compositional writing skills that the tests seek to measure.

10. Nondisclosure of Test Materials: Because of the great cost expended to develop the Test Materials, because of the obvious necessity that they be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed, and because any disclosure of part or all of the contents of the Test Materials to anyone might render them unusable for future test administrations, I promise and agree that I will not disclose the Test Materials or any part of them (including the form, subject matter, substance, and wording of any test question or any answer thereto) to anyone. I understand and agree that if I should violate this agreement of nondisclosure, I may be liable in damages for costs (including redevelopment costs) incurred as a result of any breach of this agreement, and I may also be subject to other legal and equitable remedies (including injunctive relief) for any such breach. I understand that violation of any Rules of Test Participation may constitute sufficient grounds to take action against, revoke, suspend, and/or deny a certificate and constitute grounds for legal action.

11. Test Dismissal: I understand and agree that, after admission to the test center, I may not leave the test center facility for any reason until I have been officially dismissed and all of my Test Materials have been collected by a test administrator. I understand that once I have completed the test, or at the end of the test administration, my Test Materials will be collected, and I will be dismissed. Once dismissed, I must leave the test center and I will not be readmitted.

12. Test Score Reporting and Cancellation: I understand that my test score(s) will be reported to me; to the TEA; to the educator preparation program provider; and to any provider, entity or person authorized or required by law, inclusive of the TEA’s compliance with applicable Open Records Requests, to receive this information. Unless I cancel my scores at the end of the test, my scores will be reported. I understand that any information provided as a part of registration may be used to report scores or to contact me regarding test- or program-related issues.

13. Voided Score: I understand that if I fail to comply with the rules and requirements set forth in the current Registration Bulletin, including these Rules of Test Participation, and communicated to me, orally and/or in writing, at the test administration, or if doubts are raised about the validity or legitimacy of my registration or my score(s), ETS will notify the TEA and other parties as deemed appropriate. The TEA and ETS reserve the right to void my test score(s) if, in their sole opinion, there is adequate reason to question its validity or legitimacy due to circumstances within or beyond my control. Other actions, as described in Rule 1, may be taken as deemed appropriate by the TEA and/or ETS.

14. Rights and Obligations Regarding Test Administration: I understand and agree that liability for test administration activities, including but not limited to the adequacy or accuracy of Test Materials and equipment, the adequacy or accuracy of the registration and administration processes or conditions, the adequacy of test site facilities, the adequacy or accuracy of score reports, the adequacy or accuracy of scoring, the adequacy or accuracy of information provided to me in connection with the TExES program and the adequacy of protection of test taker information, will be limited to score correction or test retake at no additional fee. I waive any and all rights to all other claims, specifically including but not limited to claims for negligence arising out of any acts or omissions of the TEA and ETS (including the employees, agents, contractors or professional advisors of the TEA and ETS).

15. Program Changes: I understand that the testing program is subject to change at the sole discretion of the TEA.
ON THE DAY OF THE TEST (continued)

16. Rules: I understand that should any of these rules or any other requirement or provision contained in the current bulletin be declared or determined by any court to be illegal or invalid, the remaining rules, requirements and provisions will not be affected and the illegal or invalid rule, requirement or provision shall not be deemed a part of the current bulletin. The headings of each of the Rules of Test Participation are for convenient reference only. They are not a part of the rules themselves; they do not necessarily reflect the entire subject matter of each rule; and they are not intended to be used for the purpose of modifying, interpreting or construing any of these Rules of Test Participation. I agree that any legal action arising in connection with my registration for or participation in a test administration shall be brought in the state and federal courts governing Princeton, New Jersey, and I consent to the personal jurisdiction of such courts.

17. Liability: ETS, including its subcontractors, shall not be liable to test takers, schools, school districts, colleges, universities, state agencies, other score users, or anyone else making claims by or through them for any damages, except as indicated in this Registration Bulletin. These damages which ETS and its subcontractors will not be liable for include, but are not limited to: direct, indirect, special, incidental, consequential, exemplary, or punitive damages, which are caused by, arising from, or otherwise related to the failure of the test center or test administration personnel, test takers, or school personnel. Any failure of such persons to comply with ETS’s and its subcontractors’ test security and test administration policies and procedures, whether or not ETS has been advised of the possibility of such damages, will not incur liability in any part by ETS.

Test Center Procedures and Regulations

By submitting your registration for a TASC or TASC–ASL test, you are agreeing to abide by all procedures and policies contained in this Registration Bulletin and/or communicated to you at the test administration for which you have registered.

This Registration Bulletin and all other applicable rules of the State Board for Educator Certification (Texas Administrative Code, Title 19, Part 7) govern your participation in the TASC and TASC–ASL assessments.

NOTE: ETS takes test security very seriously. Although tests are administered under strict supervision and security measures, testing irregularities may sometimes occur. Please contact ETS as soon as possible after the test to report any observed irregular behavior — for example, the test being administered in a system or language other than what was requested, someone taking a test for someone else or having access to test questions before the exam.

All information will be held in strictest confidence. Reports of cheating or fraud will be investigated thoroughly and offenders will be prosecuted to the full extent of the law.

Email: TSReturns@ets.org
Phone: 800-353-8570 (United States only)
1-609-406-5430 (all other locations)
Fax: 1-609-406-9709
Monday–Friday 7:30 a.m.–5:30 p.m. Eastern time

Dismissal from a Test Center

A test administrator is authorized to dismiss you from a test session and/or your scores may be withheld and ultimately canceled and your test fees forfeited for any actions that violate the policies and procedures set forth herein and/or communicated at the test center including, without limitation, the following:

► attempting to take the test, or taking the test, for someone else or having someone else take the test for you, or attempting to take the test for you

► failing to provide acceptable identification as described herein

► obtaining improper access to test content, a part of the test, or information about the test (this includes having test questions or answers in advance of the test administration and bringing preknowledge of test information into the test center in any form including, but not limited to, identification documents, prohibited devices and any other method listed as an aid in connection to the test)

► using any aids in connection with the test, including, without limitation, sign language books, pamphlets, notes, pagers, beepers, stereos or radios with head-phones, all watches, dictionaries, translators and any handheld electronic, listening, recording, scanning or photographic devices
ON THE DAY OF THE TEST (continued)

► having any type of phone, tablet, PDA, watch or any other electronic, listening, recording, scanning or photographic device in the test center. If you are seen using, or found to be in possession of, any of these devices before, during or after the test administration, your device may be inspected and/or confiscated and you will be dismissed from the test. Your test fees will be forfeited and your scores will be canceled, even if dismissal is not enforced on the day of the test.

► failing to follow the instructions of test center staff

► creating a disturbance (Disruptive behavior in any form will not be tolerated. The test administrator has sole discretion in determining what constitutes disruptive behavior.)

► except as specifically required for purposes of administering or taking the test, attempting to give or receive assistance (Discussion or sharing of test content or answers after the test is prohibited.)

► removing or attempting to remove test content from the test center (Under no circumstances may test content or any part of the test content be removed, reproduced and/or disclosed by any means [e.g., hard copy, verbally, electronically] to any person or entity.)

► bringing a weapon or firearm into the test center

► bringing food, beverages or tobacco into the testing room, unless you have received prior approval due to a disability or health-related need

► leaving the test center building during the test session

► leaving the waiting room or the testing room without permission

► taking excessive breaks during the test session

► referring to, looking through or working on any test when not authorized to do so, or working after time has been called

► failing to follow any of the test administration regulations contained in this Registration Bulletin, given by the test administrator or specified in any test materials

ETS and TEA reserve the right to take any and all actions — including, but not limited to, barring you from future testing and/or withholding or canceling your scores — for failure to comply with test administration regulations or the test administrator’s directions. If your scores are canceled, they will not be reported, and your registration and test fees will not be refunded. In addition, violations of confidential test security and/or disclosure of test content to any person or entity may result in administrative denial of a certificate application, and/or sanctions against an existing educator certificate.

Cancellation of a Test Administration

In the event it becomes necessary or desirable for ETS or TEA to cancel a test administration for reasons beyond its control, including without limitation, severe weather conditions, natural disaster (e.g., flood, fire), terrorist acts, acts of vandalism, hazardous conditions at the test center or some other event, a cancellation announcement will be posted as soon as possible on the ETS TExES website at www.texas.ets.org. The cancellation announcement will also be available as a recorded phone message at 1-800-205-2626. You will be advised by email, phone or U.S. mail as soon as the test administration has been rescheduled. It is imperative that you keep the contact information, especially your phone number and email address, in your Educator Profile on the TEA website up-to-date so you can be contacted quickly if the need arises.

Unless ETS or TEA cancels a test administration at a given test center, the test administration will be conducted as scheduled, barring circumstances preventing prior notification of cancellation (e.g., natural disaster, terrorist acts). If you miss a test administration that has not been officially canceled, you will be considered absent and will not receive a refund or credit of any kind.

Submitting Comments

If you have comments about the test center or the conditions under which you took a test, please submit your comments in a letter via mail, email or fax to the appropriate address under “Test Center Comments” on page 6. All comments must be sent directly to ETS. Comments sent to your EPP or TEA, or filed with the test administrator, will not be acted upon. Comments to ETS must be submitted or postmarked no later than two days after the date of your test.

ETS employs stringent quality-control procedures in preparing test materials. However, if you wish to comment about a test question for any reason, notify the test administrator at your test center or send a letter to the address under “Test Question Inquiries” on page 6 postmarked within two days of your test date.
Test Scores and Passing Standards

The TASC and TASC–ASL have been designed to elicit a representative sample of a candidate’s sign communication proficiency. The videotapes from the TASC and TASC–ASL are scored on a five-point scale using a holistic scoring process. The principle underlying the holistic scoring process is that performance during the interview will be evaluated on the basis of overall sign communication proficiency. That is, while a candidate is provided with tasks across a range of communication levels, scorer judgments will be based on how well the candidate communicates overall.

In holistic scoring, scorers evaluate the effectiveness of responses in terms of a set of overall descriptions of communication. The scoring process is holistic in that the score assigned to a candidate’s performance reflects the overall effectiveness of the candidate’s communication. For the TASC and TASC–ASL, “sign communication proficiency” is defined as the ability to communicate successfully both expressively and receptively.

At least three scorers view each videotape and, working in collaboration, rate the candidate’s proficiency. Persons selected to be scorers are experts in sign communication. All have extensive experience in the education of the Deaf, ASL instruction or a related area. Scorers, as well as interviewers, can be individuals who are deaf, hard-of-hearing or hearing.

Scorers use the TASC or TASC–ASL holistic rating scales to assign an overall score to the candidate’s performance. The holistic rating scales present the criteria used for evaluation of the candidate’s performance.

Each scale is a five-point scale, with “E” the lowest rating and “A” the highest. Each point on the scale represents a degree to which effective communication is demonstrated in the candidate’s performance. The score point descriptions reflect typical levels of performance at each score point.

The passing score for the TASC and TASC–ASL (i.e., the minimum level of sign communication proficiency required for an entry-level educator to perform successfully in Texas schools) is set at Level C. TEA adopted the passing standards based upon recommendations of committees of Texas educators. Thus, performances rated at Levels A, B or C are considered to be passing performances on the TASC or TASC–ASL.

NOTE: On the TASC–ASL, you must respond only in ASL; use of non-ASL signing, including non-ASL grammar, will hurt your performance and may lower your holistic score.

Analytic Feedback Scales

The TASC and TASC–ASL Analytic Feedback Scales in the test preparation manuals for TASC and TASC–ASL provide additional information that further defines the criteria for effective sign communication. As a part of the scoring process, candidates who do not pass the test receive feedback on their score report indicating the performance characteristics in which they may need improvement. For the TASC and TASC–ASL, these performance characteristics have been defined as range of communication; comprehension and intelligibility, as demonstrated through fluency; vocabulary/grammar; and use of space.

Reporting Your Test Scores

Your score report will be available to you via your testing account on the ETS TExES website. It will provide information about your passing status and other performance information. Also provided is an explanation of how to read your score report. (See “Test Scores and Passing Standards” on this page for information on the passing requirements for TASC and TASC–ASL tests.)

Score reports are posted by 5 p.m. Central time on the score reporting date. (See page 20 for the 2016–17 TASC and TASC–ASL test dates, registration deadlines and score reporting dates.)

Your scores are automatically made available to TEA and to your EPP (if applicable). Your score report is for your information only; there is no need to send it to TEA or your EPP. Under no circumstances will ETS or TEA release your score information by phone, fax, email or in person.

Paper score reports are not mailed. It is suggested that you print a copy of your online score report for your permanent records.

NOTE: Application for certification does not proceed automatically based upon receipt of your scores by TEA. To apply for certification, you must go to the TEA website at www.tea.texas.gov and follow the application for certification instructions.
Delay of Test Scores

Under some circumstances, scores may be delayed.

- Scores for newly developed or substantially revised tests may be delayed in order to set passing score standards and/or perform post-administration statistical analyses.
- Scores may be delayed due to problems with registration, failure to comply with the policies and procedures set forth in this Registration Bulletin and/or with instructions given by the test administrator.
- Scores will be delayed if there are problems with your payment. (See “Fees for Tests and Related Services” on page 18 for more information.)
- Your scores may be permanently voided if you are completing certification requirements and you have not provided proof that you have approval to test. (See “Approval to Test” on page 14 for more information.)

Score Reporting Dates

For TASC and TASC–ASL test score reporting dates, see page 20.

Scoring Services

Score Review

Test takers who do not pass may request score review. Score review can be requested through the ETS TEExES website at www.texas.ets.org or by completing the Score Review Request form and mailing it to the address on the form with the correct payment. You may not request more than one score review per test session. (See “Fees for Tests and Related Services” on page 18 for information about payment.) The Score Review Request form can be downloaded from the ETS TEExES website. Your request must be submitted online or received within three months of the test date.

The results of the score review process will be available within four to six weeks after receipt of the request and payment.

In the event that the score review process results in a change in your score, whether up or down, you will be notified, the score review fee will be refunded and a corrected score report will be posted to your ETS testing account and transmitted to TEA. If the original score is confirmed, you will be notified and your fee will not be refunded.

Expanded Diagnostic Feedback Service

The Expanded Diagnostic Feedback service offers a comprehensive review of test takers’ responses by selected Scoring Leaders in order to provide detailed and customized feedback identifying the specific problem areas that most contributed to their nonpassing scores. This service is available to all test takers with nonpassing scores for TASC (072) and TASC–ASL (073) exams taken during the 2016–17 testing year.

A form to request Expanded Diagnostic Feedback can be downloaded from the TASC/TASC–ASL section of the ETS TEExES website at www.texas.ets.org. Test takers should complete this request form and submit it along with payment. (See “Fees for Tests and Related Services” on page 18 for more information.) Requests must be received within three months of the test date. Expanded Diagnostic Feedback will be mailed within one month of receipt of the request and payment.

Canceling Your Scores

Cancellation of Test Scores by You

If you decide that you do not want your scores reported after taking a TASC or TASC–ASL test, you must cancel them at the test center immediately following the test by filling out a Score Cancellation form.

If you choose to cancel your scores, you will not receive a refund or credit of any kind.

If you request that your scores be canceled, they will not be reported to you, to TEA or to any EPP. Your scores will not be entered into any TASC/TASC–ASL records; therefore, after the cancellation of your scores, you will not be able to have your scores reported for any purpose.

Cancellation of Test Scores by ETS

ETS strives to report scores that accurately reflect the performance of every test taker. Accordingly, ETS’s standards and procedures for administering tests have two primary goals: giving test takers equivalent opportunities to demonstrate their abilities and preventing any test takers from gaining an unfair advantage over others.

To promote these objectives, ETS and TEA reserve the right to cancel any test score when, in ETS or TEA’s judgment, a testing irregularity occurs; there is an apparent discrepancy in a test taker’s identification; the test taker engages in misconduct or plagiarism, copying or communication occurs or the score is invalid for another reason. In addition, if ETS or TEA has information that they consider sufficient to indicate that a test taker has engaged in any activity that affects score validity, such as having someone other than the candidate
TEST RESULTS AND SCORE REPORTING (continued)

take the test, obtaining test questions or answers via the Internet, email, SMS, text messaging or postings, disclosing any test question or answer in chat rooms, message boards or forums, SMS, or text message, it will result in score cancellation and/or any other action ETS deems appropriate, including banning from future tests and prosecution to the full extent of the law. You must agree to these terms and conditions when you register for the test and on test day.

When, for any of the above reasons, ETS cancels a test score that has already been reported, it notifies score recipients that the score has been canceled. Further action may be taken, including denying, revoking and/or suspending a teaching credential or certificate. Other actions, as described in “Test Center Procedures and Regulations” may be taken as deemed appropriate by TEA and/or ETS.

Testing Irregularities
“Testing irregularities” refers to problems with the administration of a test. Testing irregularities may result from actions of test takers, test center administrators, ETS or natural or man-made causes. When testing irregularities occur, they may affect an individual or groups of test takers. Such problems include, without limitation, administrative errors (such as improper timing, improper seating, defective materials [e.g., improper test forms] and defective equipment); improper access to test content; and other disruptions of test administrations (such as natural disasters or other emergencies). When testing irregularities occur, ETS may decline to score the test or cancel the test score. When, in ETS’s sole judgment, it is appropriate to do so, test takers will be given the opportunity to take the test again as soon as reasonably possible without charge.

Identification Discrepancies
When, in ETS’s judgment or the judgment of test administrators, there is a discrepancy in a test taker’s identification, the test taker may be dismissed from the test center. In addition, ETS may decline to score the test or may cancel the test score if the documents or photos from the test day cannot be validated or if ETS has evidence that you did not appear for the test. ETS will also cancel scores, ban the test taker from future testing and notify score recipients of the cancellation if anomalous activity is detected after scores have been reported. If test scores are canceled by ETS, test fees are forfeited.

Misconduct
When ETS or a test administrator finds that there is misconduct in connection with a test, the test taker may be dismissed from the test center and/or ETS may decline to score the test or withhold and ultimately cancel the test score. If scores are canceled, test fees are forfeited. Misconduct includes, but is not limited to, noncompliance with the “Test Center Procedures and Regulations,” on page 28 of this Registration Bulletin.

Invalid Scores
ETS may also cancel scores if, in its judgment, there is substantial evidence that they are invalid for any other reason. Substantial evidence means evidence that is sufficient to persuade a reasonable person. The substantial evidence standard is lower (i.e., requires less proof) than beyond a reasonable doubt and clear and convincing and preponderance of the evidence standards. Evidence of invalid scores may include, without limitation, unusual answers and inconsistent performance on the test. Before canceling scores pursuant to this paragraph, ETS notifies the test taker in writing about its concerns, gives the test taker an opportunity to submit information that addresses ETS’s concerns, considers any such information submitted and offers the test taker a choice of options. The options include voluntary score cancellation, a voucher to take the test without charge or allowing TEA to make a decision whether to accept the scores.
CONFIDENTIALITY OF INFORMATION

Privacy
TEA and ETS take the privacy of our test takers seriously and recognize your right to control the information about you that is stored by them. Their policies are designed to safeguard that information from unauthorized disclosure.

Because of laws protecting confidentiality and privacy, only you can register yourself for a test or make inquiries regarding your registration or test scores.

ETS takes reasonable precautions to protect the integrity of your personal information provided in connection with the registration process, as well as any information generated internally that is specifically pertinent to you, and to keep this information secure.

Your private information will not be made available to anyone but you; ETS and the TEA (including the employees, agents, contractors, or professional advisors of ETS and the TEA); the educator preparation program providers or employing agencies you indicate in your registration; and any educator preparation program provider, entity or person required or authorized by law to receive this information.

At the Test Center
You must show the required identification documents to be admitted to test. See “Identification (ID) Requirements” on pages 22–25.

Consent
Notwithstanding anything to the contrary in any other ETS or ETS affiliate’s (“ETS,” “we,” “us,” “our”) materials or agreements with you, you consent to the terms and conditions herein by registering for or taking an ETS test, creating an online account or using our website, providing survey information or requesting one of our services, or completing order or payment information.

You agree that we have the right to obtain, store, use and transmit your personal information including, full name, home address, email address, telephone number, Social Security number, passport number, biometric data such as fingerprints, photographs, audio recordings and video files, and your answers to other background information questions, the test you are registering for, test date, payment information, how you specifically use our website (“Personal Information”).

Purpose and Use of Personal Information, Photographs and Fingerprints
Your personal information can be used to:

► Complete any registration, purchases or other transactions you request online
► Improve products and services, and identify, develop and offer new or expanded products and services
► Improve and personalize your experience on the website
► Notify you about updates, products, services and/or special offers from ETS, its affiliates and selected third parties
► Ask you to participate in brief surveys or provide other information
► Generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our website

Based upon your specific relationship(s) with us, we may use your Personal Information in ways described in more detail in one or more other agreements.

Additionally, you consent to the transfer of your Personal Information within and outside of your country of residence and outside of the location where you have taken the test(s).

We disclose your Personal Information to certain third parties with whom we have a direct or indirect business or contract relationship, to provide the products and services you have requested.

You will have the ability to opt out of receiving certain communications from us, including voicemail or email. If you do not opt out immediately, but later decide that you would prefer not to receive email communications from us, please contact that particular testing program through www.ets.org. Remember, however, that we may still send email or call you in order to provide a product or service that you request.

Disclosure
Your personal information may be disclosed to those third parties that provide services to ETS and TEA, provided that they have contractually agreed to only use the personal information as needed to provide the services.
CONFIDENTIALITY OF INFORMATION (continued)

Security and Retention
ETS, TEA and their service providers shall at all times protect your personal information with operational, administrative, technical and physical security safeguards.

Unless your videotaped interview is being used in connection with an active security investigation, ETS and TEA shall retain it for a maximum of five years after the last test you have taken.

Individual Rights
You may at any time:
► request access to and correction of your personal information
► make any inquiries, requests or comments in relation to the use of your personal information
► withdraw your consent to the processing of your personal data; however, if you exercise this right, you may not be allowed to take any further tests and your scores may be canceled

Requests, inquiries or comments should be directed to ETS–Texas Educator Certification. See “Contact Information” on pages 5–6.

Score Information
Your score information is intended only for you and your EPP (if applicable). However, background information, as noted during the registration process, is reported to the state of Texas and some institutions.

ETS will not release your score information at the request of institutions or agencies except:
► for use in research studies, scoring and statistical analyses approved by TEA and that preserve your anonymity

► when information is required under compulsion of legal processes in which case your score record and the documents you completed that are retained at ETS may be released to third parties, e.g., government agencies, parties to a lawsuit, etc., if requested pursuant to a subpoena.

► Sections 205 through 208 of Title II of the Higher Education Act (HEA), as amended in 2008, require all states that require testing for licensure to provide that agency with annual performance data for students completing their state-approved teacher preparation programs. If you complete your preparation program in a given cohort year, your preparing institution will collect and forward your score information to the state for inclusion in the federally mandated educator preparation performance report. The report will contain aggregate data only and will not include any information that identifies test takers.

Note that whenever ETS has confirmed that you have submitted a TASC or TASC–ASL score directly to an educational institution, agency or district in satisfaction of one of its requirements, ETS will respond to requests for score review from that recipient.

Videotaped interviews may be used for training interviewers and scorers and in new test preparation materials. Test taker information, such as names and addresses, is not included when videotaped interviews are used for these purposes. Interviewed and scorer training is essential to ensure that tests are scored in a fair and consistent manner. The use of your videotaped interview will benefit future test takers by helping to improve the training of interviewers and scorers, just as the administration and scoring of your test will benefit from the use of prior test takers’ videotaped interviews. Test preparation materials demonstrate how the test is administered and the skills that are necessary to succeed.