TEST DATES

Paper-based Testing
September 9, 2017 and June 2, 2018

Computer-administered Testing
Information about test dates and registration deadlines is on page 21.

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

Policies in this Registration Bulletin are in effect from September 1, 2017, through August 31, 2018.
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](http://www.ets.org/legal/privacy).

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The policies and procedures set forth in this Registration Bulletin are effective only for the 2017–18 testing year and supersede all prior policies and procedures. Program policies, fees, terms and conditions are subject to change without prior notice. See the ETS TExES website at [www.texas.ets.org](http://www.texas.ets.org) for the most up-to-date information.
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CONTACT INFORMATION

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, admission tickets 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
texmat_inquiries@ets.org

Web
www.texes.ets.org

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.texes.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.
CONTACT INFORMATION (continued)

TEST CENTER COMMENTS

**Paper-Based Tests (PBT)**

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 PBT 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.

**Computer-Administered Tests (CAT)**

ETS–Texas Educator Certification Program
CAT Comments
PO Box 6051
Princeton, NJ 08541-6051

*Fax*
1-609-530-0581

*Email*
TexasCAT@ets.org

Test center comments for CAT 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 an error in a test question that affected your response, tell the test administrator as soon as you finish the test or send a letter to the following address **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 name of the test, the number and content of the question and the section in which it appeared.

TEST PREPARATION RESOURCES

Test preparation materials are available on the ETS TExES website at [www.texes.ets.org](http://www.texes.ets.org).

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

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Visit the ETS TExES website at

[www.texes.ets.org](http://www.texes.ets.org)

for the most up-to-date information.
Registration

See pages 12–23 for detailed information about test registration.

- **TExMaT™ Computer-Administered Tests (CAT)**
  You can register for the CAT Master Technology Teacher (MTT) test by phone only. (See pages 12–23 for more information on registration.)

- **TExMaT Paper-Based Tests (PBT)**
  You can register for the PBT Master Reading Teacher (MRT), the Master Mathematics Teacher (MMT) and the Master Science Teacher (MST) tests online or by phone. Registration by phone is available only during the emergency registration period. 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 17 for information about payment under “Fees for Tests and Related Services.” See pages 12–23 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 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 2017–18 Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs for TExEST™, 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](http://www.texes.ets.org). Disability documentation guidelines and forms are available through the ETS website at [www.ets.org/disabilities/documentation](http://www.ets.org/disabilities/documentation).

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

- See ETS’s “Tips for Test Takers with Disabilities” available online at [www.ets.org/disabilities/tips](http://www.ets.org/disabilities/tips).

Free Test Preparation Material

- **ETS TExES Website**: The Test Preparation Resources section of the ETS TExES website at [www.texes.ets.org](http://www.texes.ets.org) is organized to help you quickly locate the materials you need. Links to information about the tests, studying for a test, test familiarization, as well as preparation manuals, practice tests and other materials, have been added for easy reference.

- **Preparation Manuals**: Free preparation manuals for each test are available for download. Each preparation manual includes the test framework, a detailed test description, sample questions with answers and test-taking strategies. Supplemental resources are also listed in each manual.

- **Tests at a Glance**: A Test at a Glance for each test is also available for download. This is a great resource; it gives you a quick look at the basic information about the test: test name and code, length of test session, number and types of questions, number of domains and the approximate percentage of the test for each one, and finally, a complete list of the domains and competencies. The list of test titles on the ETS TExES website has links to each corresponding Test at a Glance.

- **Videos**: The CAT Test Center Tour shows you what it’s like to take a test at a computer-administered test center. The Interactive CAT Test Demonstration gives you a chance to see what a CAT test looks like and lets you practice navigating the test. You can access these videos from the Test Familiarization Videos section of the TExES Preparation Resources page at [www.texes.ets.org](http://www.texes.ets.org).

- **Strategies and Tips**: The Strategies and Tips section under 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

The PBT MRT, MMT and MST tests are offered at the morning session only. The CAT MTT test is offered both in the morning and the afternoon. Check your admission ticket for the test reporting time.

You must arrive at the designated test center no later than the Test Reporting Time listed on your admission ticket. If you arrive after that time, you will not be admitted and your test fee will be forfeited. (See “Admission to the Test” on pages 26–27.)

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., hand-held metal detectors/wands). See page 34 for further information. If you refuse to participate in these security measures, you may 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.

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; 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. If you bring a phone to the test center, it must be turned off. You may not access your phone during the test or during breaks to check messages, make a call or check the time. You will be asked to remove and store your watch before you enter the testing room.

Clothing and other personal items that include, but are not limited to, neckties, bowties, hats, scarves, jackets and outerwear are subject to inspection by the test center administrator.

Wedding and engagement rings and small earrings are permitted to be worn in the testing room after visual inspection. Test takers wearing large jewelry items, such as pendants or other hanging jewelry, objects and bracelets, will be asked to remove and store them before entering the testing room. Hair accessories such as clips, combs, barrettes and headbands will be closely inspected. Test takers wearing large hair clips or other objects in the hair such as buttons or other objects will be asked to remove and store them before entering 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 27–29 and take the required documents with you. Without the required ID documents, you will not be permitted to test and your test fees may be forfeited.

You may not leave the test center without permission during the test administration or during breaks. If you leave the test center, you may be dismissed, your test fees may be forfeited and your scores may be canceled.

The testing session will be actively monitored by test center staff. This includes staff walking around and entering and leaving the testing room.

For other important information regarding the test day, see

Test Center Procedures and Regulations (pages 32–33)
Cancellation of Test Scores by You (page 37)
Cancellation of Test Scores by ETS (page 37)
ABOUT THE TExMaT PROGRAM

Overview
The Texas Examinations for Master Teachers™ (TExMaT™) program has its origins in legislation passed in 1999 (House Bill 2307) that required the creation of the Master Reading Teacher (MRT) Certificate, the development of standards for the certificate and the development of a Master Reading Teacher test. The MRT Certificate was implemented as part of the Texas Reading Initiative to ensure that all Texas students are reading at grade level by the end of the third grade and that their reading knowledge and skills grow throughout their public school careers. The MRT test was the first test to be offered in the TExMaT program.

In 2001, the Texas Legislature passed legislation that created two additional categories of Master Teacher Certificates: the Master Mathematics Teacher (MMT) Certificates (Early Childhood–Grade 4, Grades 4–8 and Grades 8–12) and the Master Technology Teacher (MTT) Certificate. Tests for these certificates were first administered on June 28, 2003.

In 2002, Governor Rick Perry proposed the creation of an additional category of Master Teacher Certificate: the Master Science Teacher Certificate. In 2003, the Texas Legislature created Master Science Teacher (MST) Certificates for Early Childhood–Grade 4, Grades 4–8 and Grades 8–12. Tests for these certificates were first administered on October 21, 2006.

For more information about these certificates and their requirements, visit the Texas Education Agency (TEA) website at www.tea.texas.gov.

What’s New in 2017–18
Enhanced Candidate Registration System
A redesign of the candidate registration systems will be implemented October 2017. The new system will allow users greater flexibility when searching for a testing date and location. Users will be able to search by zip code or by calendar selection.
ABOUT THE TExMaT PROGRAM (continued)

TExMaT PBT Tests

Master Reading Teacher (MRT)
The purpose of the MRT test is to ensure that each educator certified as a Master Reading Teacher has the prerequisite content and professional knowledge necessary to perform satisfactorily in Texas public schools as a Master Reading Teacher. A Master Reading Teacher’s primary duties are to teach reading and to serve as a mentor in the field of reading instruction to other teachers.

► The MRT test is a criterion-referenced examination designed to measure a candidate’s knowledge in relation to an established standard of competence (criterion) rather than to the performance of other candidates.

► The MRT test contains two assessment modes: selected-response questions and a written-response case study assignment.

Master Mathematics Teacher (MMT)
The purpose of the MMT tests is to ensure that each educator certified as a Master Mathematics Teacher has the prerequisite content and professional knowledge necessary to perform satisfactorily in Texas public schools at certain grade levels as a Master Mathematics Teacher. A Master Mathematics Teacher’s primary duties are to teach mathematics and to serve as a mentor in the field of mathematics instruction to other teachers.

► There are three levels of Master Mathematics Teacher certification, each having its own test. The three levels are Early Childhood–Grade 4, Grades 4–8 and Grades 8–12.

► The MMT tests are criterion-referenced examinations designed to measure a candidate’s knowledge in relation to an established level of competence (criterion) rather than to the performance of other candidates.

► The MMT tests contain two assessment modes: selected-response questions and a written-response case study assignment.

Master Science Teacher (MST)
The purpose of the MST tests is to ensure that each educator certified as a Master Science Teacher has the prerequisite content and professional knowledge necessary to perform satisfactorily in Texas public schools as a Master Science Teacher. A Master Science Teacher’s primary duties are to teach science and to serve as a mentor in the field of science instruction to other teachers.

► There are three levels of Master Science Teacher certification, each having its own test. The three levels are Early Childhood–Grade 4, Grades 4–8 and Grades 8–12.

► The MST tests are criterion-referenced examinations designed to measure a candidate’s knowledge in relation to an established level of competence (criterion) rather than to the performance of other candidates.

► The MST tests contain two assessment modes: selected-response questions and a written-response case study assignment.
CAT Master Technology Teacher (MTT) Test

The Master Technology Teacher (MTT) test is administered separately from the other TExMaT tests via computer at specially equipped test centers. (See “CAT Test Center Locations in Texas” on page 23.)

The purpose of the MTT test is to ensure that each educator certified as a Master Technology Teacher has the prerequisite content and professional knowledge necessary to perform satisfactorily in the Texas public schools as a Master Technology Teacher. A Master Technology Teacher’s primary duty is to serve as a mentor in the field of technology instruction to other teachers.

► The MTT test is a criterion-referenced examination designed to measure a candidate’s knowledge in relation to an established standard of competence (criterion) rather than to the performance of other candidates.

► The MTT test is composed of four sections that are administered in two separate parts. Each part of the exam has two sections. Part 1 consists of a 90-question selected-response section and a case study question. Part 2 has one question designed to assess candidates’ understanding of spreadsheet functionality (using Microsoft® Excel® 2013) and one question where candidates demonstrate understanding of the creation and use of presentation software (using Microsoft PowerPoint® 2013).

Who Can Take the Tests?

MRT Certification

► If you have a classroom teaching certificate and at least three years of teaching experience, you must complete an SBEC-approved MRT preparation program and pass the MRT test.

► If you currently have a Texas Reading Specialist certificate, you must complete an SBEC-approved MRT preparation program. You do not need to take the MRT test.

MMT or MST Certification

► If you have a classroom teaching certificate and at least three years of teaching experience, you must complete an SBEC-approved MMT or MST preparation program and pass the MMT or MST test at the appropriate teaching level.

MTT Certification

► All candidates, regardless of certificates held, must complete an SBEC-approved MTT preparation program and pass the MTT test.

For information about MRT, MMT, MST and MTT preparation programs, testing and certification, contact TEA or visit the Educator Certification section of the TEA website at www.tea.texas.gov. Test preparation manuals are also available on the ETS TExES website at www.texas.ets.org.
# 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 TExMaT 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 TExMaT 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 TExMaT test.

## 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 currently 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.texas.ets.org](http://www.texas.ets.org).

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<th>Task</th>
<th>Refer to</th>
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<td>Identify the certification you wish to earn.</td>
<td>Consult with your EPP, district human resources department, principal, prospective employer, or the Teacher Assignment Chart available here: <a href="http://www.tea.texas.gov/Texas_Educators/Certification/">www.tea.texas.gov/Texas_Educators/Certification/</a></td>
</tr>
<tr>
<td>Identify which test(s) you need to take for certification.</td>
<td>Approval to Test on page 13 and TExMaT Tests Offered on page 20.</td>
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<tr>
<td>Determine if you are eligible to take a TExMaT test and gain approval to test.</td>
<td>Approval to Test on page 13.</td>
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<tr>
<td>Review the Registration Bulletin.</td>
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<td>Read the Rules of Test Participation.</td>
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<tr>
<td>Choose a test center and date to take your test.</td>
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<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 27–29.</td>
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<td>Create your TEA account on the TEA website using your legal name, which must match the identification documents you will present at the test center.</td>
<td>Creating Your TEA Account on page 13. Correcting or Updating Your TEA Educator Profile on page 14.</td>
</tr>
<tr>
<td>Create your ETS TExES testing account.</td>
<td>Creating Your ETS Testing Account on pages 14–15.</td>
</tr>
<tr>
<td>Register for the test(s) you plan to take.</td>
<td>How to Register on page 15.</td>
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<td>Review the guidelines of what to bring with you on test day.</td>
<td>What to Bring to the Test Center on page 26.</td>
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Approval to Test

**Educator Preparation Program (EPP) Candidates**

You must receive approval to take a TExMaT test from your Educator Preparation Program (EPP). There are several types of teacher training programs:

- **University Initial** — a program usually delivered as part of a baccalaureate program that includes clinical 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 and an additional degree
- **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 (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 examinations 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 pages 14–15.)

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.

If your TEA and ETS accounts have already been created, please confirm that the name on your ID documents still matches the name that appears in your accounts. If they do not, you must update your information.

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. 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 page 14.)
- 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 handy when you register to test on the ETS TExES website at www.texes.ets.org.

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.
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.texes.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 and PACT candidates are 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
► print (or reprint) your admission ticket(s)
► 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 14.)

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 TExES 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 for PBT MRT, MMT and MST Tests
Before you register, please read the information in this Bulletin under “Information About Your Name” on page 13.

Online at www.texes.ets.org
► Available 24 hours a day, 7 days a week, during the regular, late and emergency registration periods.
► Online registrations for PBT tests must be completed and submitted no later than 11:59 p.m. Central time on the registration deadline dates to be eligible for that registration period. Test dates and registration deadlines are on page 21.
► Registration for a PBT test during the late registration period incurs an additional $40 late registration fee. Registration during the emergency registration period incurs an additional $80 emergency registration fee. (See “PBT MRT, MMT and MST Tests” on page 21.)
► If you have questions or need help registering online, call Customer Service at 1-800-205-2626.

Phone
► Available for PBT tests only during the emergency registration period.
► 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.

U.S. Mail
► Available only for test takers who are registering for a Monday test date for a PBT test.
► A registration form can be downloaded from the TExMaT section of the ETS TExES website at www.texes.ets.org. Submit the completed form to the address listed on the form.
► Forms received during the late registration period must include the $40 late registration fee. (See “PBT MRT, MMT and MST Tests” on page 21.)
► Registration by U.S. mail is not available for emergency registration.
► If you have questions about registering by mail, call ETS Customer Service at 1-800-205-2626.

How to Register for the CAT MTT Test
Before you register, please read the information in this Bulletin under “Information About Your Name” on page 13.

Phone
► MTT registrations can be made by phone only.
► 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.

NOTE: Before your test date, you may be asked to provide a photo. If you refuse to participate, you may not be permitted to test and you will forfeit your test fees.
Selecting a Test Session

Test sessions are five hours long. The PBT MRT, MMT and MST tests are offered in the morning session only.

The CAT MTT test is offered in the morning and the afternoon. When you register for a test, you may select a morning or afternoon test session (if available at the chosen test center). 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 cannot be modified on the day of the test.
► Although every effort will be made to accommodate your request, session requests cannot be guaranteed.

PBT MRT, MMT and MST Test Dates and Registration Deadlines

The TExMaT MRT, MMT and MST tests will be administered two times during the 2017–18 testing year. The registration deadlines indicated below are strictly enforced; exceptions are not made. See page 21 for all 2017–18 TExMaT test dates, registration deadlines and score reporting dates.

Regular Registration

Online 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 regular registration deadline.

Late Registration

Online 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 late registration deadline.

A $40 nonrefundable late fee in addition to the standard test fee is required for registrations submitted after the regular registration deadline up to the late registration deadline.

A mailed-in registration forms for Monday testing received without the late fee or after the late registration deadline will be returned unprocessed.

Registration by mail is not available after the late registration deadline.

Emergency Registration

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

Phone Registration
► Registration must be completed no later than 5 p.m. Central time on the deadline date.

An $80 nonrefundable emergency registration fee in addition to the standard test fee is required for registrations submitted after the late registration deadline up to the emergency registration deadline.

The emergency registration deadline is the last possible date to register to test or reschedule.

CAT MTT Test Dates and Registration Deadlines

The MTT test will be administered two times during the 2017–18 testing year. All seating is on a space-available basis, so it is important to register early to secure registration for your preferred test date and test center. See page 21 for all 2017–18 TExMaT test dates, registration deadlines and score reporting dates.
Admission Tickets

You will need to print an admission ticket for each test for which you are registered. Your admission ticket will contain information about your reporting time and reporting address. If any of the information on your admission ticket is not accurate or if you have any questions about your test center assignment, call Customer Service immediately at 1-800-205-2626.

If you are taking a PBT test, the last page of the admission ticket lists your test taker information (your name, registration number, test center and test date/time). This page is part of your admission ticket and must be brought with you to the test center.

You must take your complete admission ticket with you to the test center on the day of the test. If you do not bring your admission ticket, or if the name on your admission ticket does not match exactly the name on your identification, you may not be permitted to test and your test fee may be forfeited. Be sure to keep a copy for your records.

Printing Admission Tickets

You can print your admission ticket by accessing your testing account on the ETS TExES website at www.texes.ets.org/your account.

Although every effort will be made to contact you if there is a change in either your testing location or reporting time, you should return to your testing account and view your admission ticket 24 hours before your test. If there has been a change (e.g., a different building than originally scheduled), you must print a new admission ticket.

If you have questions or need help printing an admission ticket, call Customer Service at 1-800-205-2626.

Monday Testing

Monday PBT 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 PBT testing. A registration form specifically for Monday PBT 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 late registration deadline.

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

Defense Activity for Non-Traditional Education Support (DANTES)

DANTES testing will be arranged for military personnel who are stationed outside the state of Texas and wish to take a TExMaT PBT test. If you meet this qualification, contact Customer Service at 1-800-205-2626 to coordinate testing at DANTES sites out of state.

Phone and online registration are not available for DANTES testing. A representative from ETS will work directly with you regarding the registration and testing process.

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 Fees

$131*  Test fee (per test)

* Test fee payment processing is provided by Texas.gov, the official website of Texas. The fee for this processing service, which is not refundable, supports 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 or test date change during regular or late registration period

$80  Test, test center or test date change during emergency registration period (for PBT MRT, MMT, MST tests)

$40  Late registration fee (for PBT MRT, MMT, MST tests)

$80  Emergency registration fee (for PBT MRT, MMT, MST tests)

$35  Additional processing fee for DANTES requests

Score Review Services

MRT, MMT and MST Score Review

$30  Selected-response section (not available for the TExMaT MTT test or any paper-based version of that test)

$40  Written-response section

$65  Selected-response and written-response sections

MTT Score Review

$75  Case study and performance assessments

Fees are subject to change without notice. Amounts listed are in U.S. dollars and are exclusive of any Value-Added or similar taxes or fees.

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, you will not be able to process test registrations or access your scores from previous testing events. You will be able to access your account (e.g., scores) 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 37.)

► 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 page 19 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.

► You can only change to a test date within the current testing year.

► You cannot change from a PBT MRT, MMT or MST test to the CAT MTT test or vice versa. To make such a change, you must cancel the test for which you are registered and then register for the new test. (See “Canceling a Test Registration” on page 19 for details.)

► If you are requesting testing accommodations, you cannot reschedule online; you may only reschedule using the 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. These requests must be received by the late registration deadline.
PBT MRT, MMT and MST Tests
Requests to change your test, test date or test center can be made:

► Online at 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 at www.texas.ets.org. Completion and submission instructions and payment policies are on the form. These requests must be received by the late registration deadline.
► If you are registered for Monday testing, you cannot reschedule online; you may only reschedule using the Change Request form.
► The deadline for making changes for PBT tests is the emergency registration deadline listed on page 21 of this Registration Bulletin.

► A non-refundable $20 processing fee is charged for all registration changes during the regular and late registration periods. This is in addition to the $131 test fee. Registration changes made during the emergency registration period incur a non-refundable $80 processing fee in addition to the $131 test fee. If you submit your request via the ETS TExES website at 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 with your request.

CAT MTT Test
► If you are registered for the CAT MTT test, you cannot use the Change Request form; you must make your request by phone.
► Changes for the CAT MTT test can be made up to two days before the test date.
► For CAT tests, a non-refundable $20 processing fee is charged up to the deadline for making changes.

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 PBT 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.

PBT MRT, MMT and MST Tests
► If the cancellation is processed online or by phone by the regular registration deadline, the full test fee will be refunded, minus a refund fee of $55.
► If the cancellation is processed online or by phone after the regular registration deadline but before the late registration deadline, the full test fee will be refunded, minus a refund fee of $65.
► Cancellations processed online or by phone after the late registration deadline will not be eligible for a refund.

CAT MTT Test
► If you register to test less than three days prior to the test date and then cancel, you will not be eligible for a refund.
► If the cancellation is processed online or by phone no later than three days prior to the test date, the full test fee will be refunded, minus a refund fee of $65.
► Cancellations processed online or by phone less than three days prior to the test date will not be eligible for a refund.

DANTES Testing
Fees for DANTES requests are not refundable.

My CAA Testing
You must cancel My CAA registrations through the ETS representative who processed your registration. The cancellation policies for PBT and CAT 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 PBT MRT, MMT or MST test, you can retake it at any future MRT, MMT or MST test administration.

The CAT MTT test can be retaken after 45 days. If you try to register to retake an MTT test, be aware that the registration system will only display test dates that are at least 45 days after the previous test date.

If you are affiliated with an EPP, check with your program to see if you need a new 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 currently 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.texas.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 Texas Education Agency 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.

TExMaT Tests Offered

The following tables list the TExMaT tests and the format in which they are offered and provide the code for each test. More information about the tests, including the test frameworks, test question formats and study resources, is available in the preparation manual for each test. Preparation manuals are available for download free of charge from the ETS TExES website at www.texas.ets.org.

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Test Code</th>
<th>Test Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Reading Teacher</td>
<td>085</td>
<td>PBT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Test Code</th>
<th>Test Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Mathematics Teacher EC–4</td>
<td>087</td>
<td>PBT</td>
</tr>
<tr>
<td>Master Mathematics Teacher 4–8</td>
<td>088</td>
<td>PBT</td>
</tr>
<tr>
<td>Master Mathematics Teacher 8–12</td>
<td>089</td>
<td>PBT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Test Code</th>
<th>Test Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Science Teacher EC–4</td>
<td>090</td>
<td>PBT</td>
</tr>
<tr>
<td>Master Science Teacher 4–8</td>
<td>091</td>
<td>PBT</td>
</tr>
<tr>
<td>Master Science Teacher 8–12</td>
<td>092</td>
<td>PBT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Test Code</th>
<th>Test Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Technology Teacher EC–12</td>
<td>086</td>
<td>CAT</td>
</tr>
</tbody>
</table>


Test Dates, Registration Deadlines and Score Reporting Dates

**PBT MRT, MMT and MST Tests**

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Regular Registration Deadline</th>
<th>Late Registration Deadline</th>
<th>Emergency Registration Deadline</th>
<th>Score Reporting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9/17</td>
<td>8/11/17</td>
<td>8/18/17</td>
<td>9/1/17</td>
<td>9/29/17</td>
</tr>
</tbody>
</table>

**NOTE:** Monday PBT testing is on the Monday following the regular PBT administration. (See page 17 for information about Monday testing.)

All requests for Monday PBT 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 regular registration deadline can be accommodated.

**CAT MTT Test**

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Period</th>
<th>Scores Available By</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/30/18 – 6/2/18</td>
<td>2/5/18 – 5/18/18</td>
<td>on 6/15/18</td>
</tr>
</tbody>
</table>

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

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 test center you initially selected.

Assignment to a test center depends on available space. The name and address of your test center assignment will be listed on your admission ticket.
## Test Centers

### PBT Test Center Locations in Texas*

<table>
<thead>
<tr>
<th>Region 1</th>
<th>Region 2</th>
<th>Region 3</th>
<th>Region 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edinburg</td>
<td>Kingsville</td>
<td>Victoria</td>
<td>Houston</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 5</th>
<th>Region 6</th>
<th>Region 7</th>
<th>Region 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaumont</td>
<td>College Station</td>
<td>Nacogdoches</td>
<td>Mt. Pleasant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 9</th>
<th>Region 10</th>
<th>Region 11</th>
<th>Region 12</th>
</tr>
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<tbody>
<tr>
<td>Wichita Falls</td>
<td>Dallas</td>
<td>Arlington</td>
<td>Waco</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 13</th>
<th>Region 14</th>
<th>Region 15</th>
<th>Region 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin</td>
<td>Abilene</td>
<td>Brownwood</td>
<td>None</td>
</tr>
<tr>
<td>San Marcos</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 17</th>
<th>Region 18</th>
<th>Region 19</th>
<th>Region 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lubbock</td>
<td>None</td>
<td>El Paso</td>
<td>San Antonio</td>
</tr>
</tbody>
</table>

### PBT Test Center Locations Outside Texas*

<table>
<thead>
<tr>
<th>Louisiana</th>
<th>Oklahoma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baton Rouge</td>
<td>Tulsa</td>
</tr>
<tr>
<td>Shreveport</td>
<td></td>
</tr>
</tbody>
</table>

* The MRT, MMT and MST tests may not be available at all test locations.
**REGISTRATION INFORMATION (continued)**

**CAT Test Center Locations in Texas***

<table>
<thead>
<tr>
<th>Region 1</th>
<th>Region 2</th>
<th>Region 3</th>
<th>Region 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brownsville</td>
<td>Corpus Christi</td>
<td>Victoria</td>
<td>Houston</td>
</tr>
<tr>
<td>Edinburg</td>
<td>Kingsville</td>
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<td>Stafford</td>
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<tr>
<td>Laredo</td>
<td></td>
<td></td>
<td>Texas City</td>
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<tr>
<td>McAllen</td>
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<tr>
<td>Weslaco</td>
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<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Region 5</th>
<th>Region 6</th>
<th>Region 7</th>
<th>Region 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaumont</td>
<td>College Station</td>
<td>Kilgore</td>
<td>Texarkana</td>
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<td></td>
<td>Kingsville</td>
<td>Marshall</td>
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<tr>
<td></td>
<td></td>
<td>Nacogdoches</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tyler</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 9</th>
<th>Region 10</th>
<th>Region 11</th>
<th>Region 12</th>
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</thead>
<tbody>
<tr>
<td>Wichita Falls</td>
<td>Commerce</td>
<td>Arlington</td>
<td>Killeen</td>
</tr>
<tr>
<td></td>
<td>Dallas</td>
<td>Bedford</td>
<td>Waco</td>
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<tr>
<td></td>
<td>Farmers Branch</td>
<td>Denton</td>
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<tr>
<td></td>
<td>Plano</td>
<td>Fort Worth</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stephenville</td>
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</table>

<table>
<thead>
<tr>
<th>Region 13</th>
<th>Region 14</th>
<th>Region 15</th>
<th>Region 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin</td>
<td>Abilene</td>
<td>San Angelo</td>
<td>Amarillo</td>
</tr>
<tr>
<td>San Marcos</td>
<td></td>
<td></td>
<td>Canyon</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 17</th>
<th>Region 18</th>
<th>Region 19</th>
<th>Region 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lubbock</td>
<td>Alpine</td>
<td>El Paso</td>
<td>Del Rio</td>
</tr>
<tr>
<td></td>
<td>Odessa</td>
<td></td>
<td>Eagle Pass</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>San Antonio</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Uvalde</td>
</tr>
</tbody>
</table>

* The MTT test may not be available at all test locations.
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 (e.g., a different building than originally scheduled), 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 TExMaT test and are unsure if your test center is open, check the ETS TExES website at www.texes.ets.org for information about test center delays and closures.

► Print your admission ticket — Log into your ETS testing account and print a copy of your admission ticket. You must bring your admission ticket with you to the test center.

► Assemble your identification (ID) documents —
   See “Identification (ID) Requirements” on pages 27–29 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 admission ticket match your ID documents. All updates to your information must be completed through your TEA Educator Profile on the TEA website prior to printing your admission ticket and 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 28.

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

► 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.

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

Arrival Time

► You must arrive at the designated test center before the reporting time listed on your admission ticket.

► 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 35.

General Guidelines

The following general guidelines apply to both PBT and CAT tests. See more specific procedures and regulations later in this section. All of these procedures and guidelines begin when you are admitted to the test center, include breaks and end when you leave the test center.

► The test duration listed on your admission ticket includes time for tutorials and directional screens that may be included in your test. Actual testing time may be less.

► 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.

► Jewelry is prohibited, except for wedding and engagement rings and small earrings. Do not wear other jewelry to the test center.
ON THE DAY OF THE TEST (continued)

► Note that not all test centers have secure storage for personal belongings. Test centers and ETS assume no responsibility for personal items including watches, jewelry or devices that you choose to bring to the test center.

► 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.

► Clothing and personal items that include, but are not limited to, neckties, bowties, hats, scarves, jackets and outerwear are subject to inspection by the test center administrator.

► Hair accessories such as clips, combs, barrettes and headbands will be closely inspected. Test takers wearing large hair clips or other objects in the hair such as buttons or other objects will be asked to remove and store them before entering the testing room. It is best not to wear such items as you may be prohibited from wearing them in the testing room.

► Personal items other than ID documents are not allowed in the testing room. This includes all backpacks, phones, tablets, PDAs, 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 or photographs, your device may will be inspected and/or may be confiscated. If you brought a phone with you to the test center it must be turned off. You may not access your phone during the test or during breaks to check messages, make a call, or check the time. You will be asked to remove and store your watch before you enter 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.

► You must have the test administrator’s permission to leave the room during the test. Any time lost cannot be made up.

► You are required to remain in the test center building. It is your responsibility to ask the test administrator for permission to leave the test center vicinity; for example, to go to the nearest restroom. If you leave the test center without permission, you may be dismissed, your test fees may be forfeited and your scores may be canceled.

► You may not use any aids in connection with the test, including, without limitation, pens, watches, calculators (except where approved as a testing accommodation), books, pamphlets, notes, unauthorized scratch paper, rulers, highlighter pens, scan pens, stereos or radios with headphones, dictionaries, translators, compasses, protractors and any handheld electronic, listening, recording, scanning or photographic devices. This includes during breaks.

► 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 for information about how to get the Supplement.

► The test administrator will assign you a seat.

► Your test may include exit evaluation questions. These questions are not scored and relate to your overall testing experience; your responses to these questions provide ETS with valuable information for future program enhancements.

► 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 35.

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

► An admission ticket for the test you are taking. If you do not bring your admission ticket, you will not be permitted to test. You should access your ETS testing account and view your admission ticket 24 hours before your test to confirm that there have been no changes to your reporting schedule. If there is a test center change (e.g., a different building than originally scheduled), it will be updated in your account. If there have been changes, or for a PBT test if the last page of your original admission ticket did not include your test taker information, you must print a new admission ticket. On rare occasions, test centers may be closed or have a delayed opening due to inclement weather conditions.

► 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 13 and “Identification (ID) Requirements” on pages 27–29.)

PBT MRT, MMT and MST Tests

► You should bring 3 or 4 sharpened No. 2 or HD pencils with good erasers. Pencils will not be supplied at the test center. Mechanical pencils and mechanical erasers cannot be used.

Calculators for the PBT MMT Tests

► Test takers taking the Master Mathematics Teacher EC–4 test will be provided with Texas Instruments TI-30X IIs scientific calculators at the test administration. Directions for use will not be provided at the test center. Do not bring your own calculator for this test.

► Test takers taking the Master Mathematics Teacher 4–8 and Master Mathematics Teacher 8–12 tests must bring a graphing calculator to the test and may bring a second calculator as a backup. Graphing calculators will not be provided at the test administration. Only the brands and models listed next may be used. Approved calculator brands and models are subject to change; if there is a change, test takers will be notified. The test administrator will clear the memory of your calculator(s) both before and after testing. Therefore, be sure to back up the memory on your calculator(s), including applications, to an external device before arriving at the test center.

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Approved Models</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casio</td>
<td>FX 1.0 series, FX-7400 series, FX-9750 series, CFX-9850 series, FX-9860 series, CFX-9950 series, CFX-9970 series, FX 2.0 (ALGFX2.0), FX-CG-10 (PRIZM)</td>
</tr>
<tr>
<td>Hewlett-Packard</td>
<td>HP 9g, HP 38g, HP 39 series, HP 40 series, HP 48 series, HP 49 series, HP 50 series, HP Prime</td>
</tr>
<tr>
<td>Sharp</td>
<td>EL-9300, EL-9600*, EL-9600c*, EL-9900</td>
</tr>
</tbody>
</table>

* Use of stylus is not permitted.

Admission to the Test

You must bring your complete admission ticket and the required identification documents with you. See “Identification (ID) Requirements” on pages 27–29. Without the required ID documents, you will not be permitted to test.

You may be photographed and fingerprinted as confirmation of your identity. If you refuse to be photographed and fingerprinted, you will not be permitted to test and your test fees will be forfeited.

PBT MRT, MMT and MST Testing

You must arrive at the designated test center no later than the Test Reporting Time listed below. If you arrive after that 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 your arrival.

<table>
<thead>
<tr>
<th>Session</th>
<th>Test Reporting Time</th>
<th>Test Session Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>7:30 a.m.</td>
<td>8 a.m.</td>
</tr>
</tbody>
</table>
The CAT MTT test is administered at various times in the morning and in the afternoon. You must arrive at the designated test center no later than the Reporting Time listed on your admission ticket.

**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.

**ID Verification**
ID verification at registration and/or check-in at the test center may include:
- Photo identification
- Fingerprinting/thumbprinting
- Videotaping
- Signature comparison

These verification methods are in addition to the requirement that you must present acceptable and valid identification. If you refuse to participate, you may not be permitted to test and you will forfeit your test fees.

- As outlined in “Information About Your Name” on page 13, 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 and the name in your TEA Educator Profile. The name you use when you register is the one that will appear on your admission ticket.

- 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.

- You may be required to show your ID and/or to sign a test center log or be fingerprinted at various points throughout the test administration.

- 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.

- 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 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.

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

- be an original document. Photocopied documents are not acceptable and documents cannot be presented on a cell phone or any other electronic device
- be a government-issued national/state/province identity card that is recognized by the country in which you are a citizen or permanent resident
- be valid; expired documents (bearing expiration dates that have passed) are not acceptable
- bear the test taker’s full name exactly (excluding hyphens, accents and spaces) as it appears at the time of registration and on the admission ticket
- 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 page 28 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
- you are in the process of renewing your driver’s license
- you are testing outside your country of citizenship
- you are not a U.S. Citizen and you are testing within the U.S.
- you are in the U.S. military
- you are unable to meet ID requirements
- you have any questions about the acceptability of your ID document(s)
Acceptable Primary ID Documents
The following government-issued ID documents are acceptable for admission to a test center within your country of citizenship:
► Passport (must be current)
► 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 on your admission ticket.

The following ID documents are generally acceptable as supplemental ID:
► Government-issued ID card (including, but not limited to, those listed under Primary ID Documents 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 ID document presented at the test center on a cellphone or any other electronic device
► Any document that does not bear your first and last name exactly as they appear on the admission ticket
► 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
► Any document that is not recognized by a government agency

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 on your admission ticket must exactly match your ID (excluding hyphens, accents and spaces). See “Information About Your Name” on page 13. You cannot use a supplemental ID to resolve last-name discrepancies.
► If the attendance roster or admission ticket 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 admission ticket 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 this page.

**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.

**ETS Office of Testing Integrity (OTI)**

Monday–Friday 7:30 a.m.–5:30 p.m. Eastern time

Phone: 1-609-406-5430 or 1-800-750-6991
Fax: 1-609-406-9709
Email: TSReturns@ets.org

**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 TExMaT 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 THE TEST (continued)

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 specified above, and to cooperate with testing personnel.

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

8a. 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.

8b. 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.

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 TExMaT 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 TExMaT program.
ON THE DAY OF THE TEST (continued)

PBT
The following procedures and regulations apply during the entire test session, which begins when you are admitted to the test center, ends when you leave the test center and includes breaks.

► Test administrators will not honor requests for schedule changes.
► Take your admission ticket and identification document(s) to the test center.
► Take 3 or 4 sharpened No. 2 or HB pencils with good erasers. Mechanical pencils and mechanical erasers cannot be used. Pencils and erasers will not be supplied at the center.
► No test taker will be admitted after test materials have been distributed.
► With the exception of your admission ticket, paper of any kind is not permitted in the testing room.
► The test administrator is the official timekeeper. You will not be permitted to continue the test or any part of it beyond the established time limit.
► Answers to selected-response questions recorded in the test book will not be scored. You may use the test book to work out your answers, but you must mark all of your answers on the separate answer sheet before time is called.
► You may not take pages or parts of pages out of the test book provided at the test center.
► At the conclusion of the test, you will be required to return your test book and answer sheet to the test administrator. These materials are the property of ETS.

CAT
The following procedures and regulations apply during the entire test session, which begins at sign-in, ends at sign-out and includes breaks.

► You will be required to write and sign a confidentiality statement at the test center. If you do not complete and sign the statement, you cannot test and your fee(s) will not be refunded.
► You may be required to sign the test center log before and after the test session and any time you leave or enter the testing room.
► ETS reserves the right to ensure the security of test content by using electronic detection scanning devices (e.g., hand-held metal detectors/wands). Failure to comply will result in dismissal from the test and forfeiture of your test fees.
► The test administrator will provide you with pencils and scratch paper that may be replenished after you have used all pages of the scratch paper initially given to you. You may not take your own scratch paper to the test or write on anything other than the scratch paper provided (e.g., computer or work-station, ID document), nor may you remove scratch paper or a piece of scratch paper from the testing room at any time. The scratch paper is provided to assist test takers in working out problems and for appropriate note taking during the timed sections of the test. Scratch paper should NOT be used before the test, during the untimed sections of the test or during breaks. At the conclusion of the test, you will be required to return all scratch paper to the test administrator. If you are observed using any documents or unauthorized papers other than the designated scratch paper distributed by the test administrator, they will be confiscated.
► If you need to leave your seat at any time, raise your hand; timing of the section will not stop.
► If at any time during the test you have a problem with your computer or need the test administrator for any reason, raise your hand.
► If a technical issue prevents you from completing your test, contact your test administrator or ETS Customer Service as soon as possible to reschedule.
► Testing premises are subject to videotaping.
► The maximum time allotted for untimed sections prior to the test is 30 minutes. The purpose of the untimed sections prior to the test is to become familiar with important information that will make your CAT testing experience as convenient as possible. The time you spend on the untimed sections should not be for any other purpose. Infractions will be reported to ETS and the test administrator is authorized to dismiss you from the test administration if you fail to follow directions.

Reporting Suspicious Behavior
ETS takes test security very seriously. Although TExMaT 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, someone copying from another test taker, taking a test for someone else, having access to test questions before the exam or using notes or unauthorized aids. All information will be held in strictest confidence.
Reports of cheating or fraud will be investigated thoroughly and offenders may be prosecuted to the full extent of the law.

Email: TSReturns@ets.org
Phone: 1-800-353-8570 (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, including refusal to allow a photograph and/or fingerprint to be taken
- 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)
- 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.
- failing to follow the instructions of test center staff
- using any aids in connection with the test, including, without limitation, calculators (except on tests where a calculator is permitted or when approved as a testing accommodation), all watches, books, pamphlets, notes, unauthorized scratch paper, rulers, pens, highlighter pens, scan pens or devices, stereos or radios with headphones, dictionaries, translators, compasses, protractors and any handheld electronic, listening, recording, scanning or photographic devices
- creating a disturbance (Disruptive behavior in any form will not be tolerated. The test administrator has sole discretion in determining what constitutes disruptive behavior.)
- attempting to give or receive assistance (Communication in any form is not permitted during the test administration. Discussion or sharing of test content or answers during the test administration, during breaks and 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.)
- tampering with a computer
- attempting to remove scratch paper or a portion of scratch paper from the CAT testing room or using scratch paper before the test, during untimed sections or during breaks
- 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 or during breaks without permission
- leaving the testing room without permission
- taking excessive or extended unscheduled breaks during the test session (Test administrators are required to strictly monitor unscheduled breaks and report test takers who take excessive or extended breaks.) Under no circumstance are you allowed to exit the test center facility during your break.
- referring to, looking through or working on any test or test section **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.

**Taking the CAT MTT Test**

The CAT MTT test is composed of four sections that are administered in two separate parts. A maximum of five hours is allowed to complete both parts. Each part of the exam has two sections.

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**Part 1**

- 90 selected-response questions
- One case study question

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**Part 2**

- One question designed to assess your understanding of spreadsheet functionality (using Microsoft Excel 2013)
- One question where you will demonstrate understanding of the creation and use of presentation software (using Microsoft PowerPoint 2013)

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Part 1 of the exam begins with the selected-response questions. At any point you can review any selected-response question that has previously been seen. After you have gone through all of the selected-response questions, you can see the case study question. At this time, both the selected-response questions and the case study question can be reviewed at will.

You can use as much of the five-hour time provided for the exam as desired for Part 1 of the exam. Upon completion of the selected-response questions and the case study, you will indicate to the test administrator you are finished with Part 1. **Part 1 of the exam must be completed before you can move on to Part 2.** At that point, the test administrator will give you access to Part 2 of the exam.

Once you move on to Part 2 of the exam, you cannot return to Part 1. In Part 2, you can work on the Excel question and the PowerPoint question in any order and can freely go back and forth between the Excel question and the PowerPoint question. The time for Part 2 of the exam is the remainder of the total five-hour time that was not used for Part 1 of the exam. For example, if you use 3 hours and 18 minutes for Part 1, you will have a maximum of 1 hour and 42 minutes to complete Part 2. At the end of the five-hour exam time period, you will be required to stop work on the exam.

For more information about taking the CAT MTT test, visit [www.texas.ets.org](http://www.texas.ets.org) to download a copy of the free test preparation manual.

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**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](http://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, up-to-date in your TEA Educator Profile so you can be contacted quickly if the need arises. Fees that you submitted will be transferred to the new test date.

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.

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**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
TExMaT test results are reported as a total test scaled score on a scale from 100 to 300. Your total test scaled score shows how you performed on the test as a whole and whether you passed the test. Total scaled scores represent your performance on a scale that is common to all forms of the test.

► To pass the MMT and MST tests, you must attain a total test scaled score of at least 240.

► To pass the MRT test, you must attain a total test scaled score of at least 240 and a score of 3 or more on the case study assignment. If you receive a score of less than 3 on the case study assignment, you will not receive a scaled score above 239 and will not pass the total test, regardless of how many selected-response questions you answered correctly.

► To pass the MTT test, you must attain a total test scaled score of at least 240.

The selected-response section of all tests is scored based on the number of questions you answered correctly.

► No additional points are subtracted for questions answered incorrectly.

► Even if you are uncertain about the answer to a question, it is better to guess than not to respond at all; there is no penalty for guessing.

On the MTT test, case study assignment responses are scored on a scale from 1 to 4 and performance assessment responses are scored on a scale from 1 to 3. Each response is evaluated independently by a minimum of two scorers with expertise in reading, mathematics, science or technology instruction. All scorers have successfully completed standardized orientation and are calibrated to the scoring criteria throughout the scoring session.

A full description of the scoring criteria may be found in the preparation manual for the test you are taking. Preparation manuals may be obtained on the ETS TEXES website at www.texas.ets.org, from your Master Teacher preparation program or from ETS.

NOTE: Your test may include some questions that do not count toward your score. These questions are new questions that are being tried out in actual test administrations in order to collect information about how they will perform under actual testing conditions.

For more information about your scores, download Understanding Your Texas Educator Certification Program Test Scores from the ETS TExES website.

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 TExMaT tests.)

Score reports are available by 5 p.m. Central time on the score reporting date. (See “Score Reporting Dates” on page 37.) Your scores are automatically made available to TEA and to your EPP. 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 13 for more information.)
Score Reporting Dates
For all TExMaT test score reporting dates, see page 21.

Scoring Services

Score Review
Test takers who do not pass may request score review for some tests. Score review is available for the PBT MRT, MMT and MST tests and for the case study and performance assessments part of the CAT MTT test.

All selected-response answer sheets for the PBT MRT, MMT and MST tests are scored by computer. If you accurately follow all directions and mark your answer sheet properly, the scoring process is virtually error free. However, if you wish, you may request a review of your paper answer sheet. Score review for the selected-response section of the CAT MTT test is not available.

Each case study assignment is evaluated independently by scorers with expertise in reading, mathematics, science or technology instruction. All scorers have successfully completed standardized orientation and are calibrated to the scoring criteria throughout the session. However, as with the selected-response section, if you wish to have your case study response reevaluated, you may request a review of your response.

If you wish to have your complete PBT MRT, MMT or MST test reevaluated, you may request a review of both the selected-response section and the case study assignment section.

For the CAT MTT test, you may request score review for the case study and performance assessments part of the test.

See “Fees for Tests and Related Services” on page 18 for information regarding score review fees. Score review can be requested through the ETS TExES website at www.texas.ets.org or by completing the Score Review Request form (which can also be downloaded from the ETS TExES website) and mailing it, along with the correct payment, to the address on the form.

Your request must be submitted online or received within three months of the test date, and you may not request more than one score review per test session. The results of the score review process will be available within four weeks after receipt of your request and payment for the CAT MTT test and within six weeks for the PBT tests.

In the event that the score review process results in a change in your passing status, 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.

Canceling Your Scores

Cancellation of Test Scores by You

PBT MRT, MMT and MST Tests
If you decide that you do not want your scores reported after taking a TExMaT 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 your EPP. Your scores will not be entered into any TExMaT records; therefore, after the cancellation of your scores, you will not be able to have your scores reported for any purpose.

CAT MTT Test
At the end of Part 2 of the MTT test, you are given the option of reporting or canceling your scores for that session.

If you choose to have your scores reported, they will become part of your record and will be reported to you, to TEA and to your EPP. Once you choose to report your scores, they cannot be canceled.

If you choose to cancel your scores, they will not be reported and they cannot be reinstated. You will not receive a refund if you cancel your scores.

Because the MTT test is a CAT test, if you would like to retake it after canceling your scores, you must wait at least 45 days. (See “Test Retake Policy” on page 20.)

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 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 pages 32–33 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, clear and convincing and preponderance of the evidence standards. Evidence of invalid scores may include, without limitation, discrepant handwriting, discrepant photographs or fingerprints or unusual answer patterns and inconsistent performance on different parts of 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 may include voluntary score cancellation, a voucher to take the test without charge or allowing TEA to make a decision whether to accept the scores. In addition, the test taker is sent a copy of a booklet, Why and How Educational Testing Service Questions Test Scores, which explains this process in greater detail. (This booklet is available to any test taker at any time upon request.)
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 27–29.

At PBT test centers, your photograph will be taken and your fingerprint will be imprinted on your answer sheet.

Your photograph and fingerprint may also be taken at CAT test centers. The check-in system at CAT test centers is designed to protect test taker privacy and improve the security and integrity of the CAT testing process. The biometric-enabled check-in system converts a fingerprint image to a digital image that is used for identity Review purposes. To use the biometric-enabled check-in system, you must place your finger on a scanner. The system equipment will create a digitized representation of your fingerprint (a “template”). This representation template will be paired with other personal information you provide allowing ETS and TEA to identify you accurately during the testing process.

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 and Photographs
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.

By electing to report your scores at the end of a CAT test, you are authorizing ETS and the TEA to report your scores to you; to the TEA; to your educator preparation program provider (if applicable); 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 you cancel your scores at the end of a CAT test, your scores will be reported. Any information you provided as a part of registration may be used to report your scores or to contact you regarding test- or program-related issues.

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 photograph taken on the day of the test during the check-in or registration process are being used in connection with a test security investigation, ETS shall retain them for a maximum of three years unless local regulations limit retention.

We will keep your information as required to meet the following requirements:

► Protect against fraud, theft, and misrepresentation by unauthorized test takers
► Purpose of identity verification
► Maintain integrity of the testing process

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 (including fingerprint 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 Program. 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 (including, but not limited to, photos and documents completed at check-in on test day) 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 TExMaT 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.