

Texas Examinations of Educator Standards™ (TExES™) Program

2017–18 Registration Bulletin



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 27.

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.

Updated: March 2018

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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 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

texas-excet_inquiries@ets.org

Web

www.texas.ets.org

TESTING/CERTIFICATION: EPPs

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

TESTING/CERTIFICATION: TEA

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

U.S. Mail

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

Phone

1-512-936-8400, option 2

Fax

1-512-936-8231

Web

www.tea.texas.gov

ETS DISABILITY SERVICES

Contact ETS Disability Services to obtain information and registration materials.

U.S. Mail

ETS Disability Services
PO Box 6054
Princeton, NJ 08541-6054

Phone

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

Fax

1-609-771-7165

Email

stassd@ets.org

Web

See “Alternative Testing Arrangements” at
www.texas.ets.org.

CONTACT INFORMATION *(continued)*

TEST CENTER COMMENTS

Braille 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 the Braille PBT test 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.texas.ets.org.

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

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

GENERAL INFORMATION

Registration

See pages 12–31 for detailed information about test registration.

- ▶ **TE_xES™ Computer-Administered Tests (CAT)**
You can register for TE_xES CAT tests online or by phone. (See pages 12–31 for more information on registration.)
- ▶ **TE_xES Paper-Based Tests (PBT)**
The TE_xES Braille (283 & 183) classroom certification tests are the only TE_xES tests administered as paper-based tests. You can register for these tests online. Registration by phone is available only during the emergency registration period. A variety of electronic payment methods are available. Registration by mail is available only for test takers who are requesting Monday testing. (See page 19 for information about payment under “Fees for Tests and Related Services.” See pages 12–31 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 TE_xES™, TE_xMaT™, TASC™ and TASC–ASL™ contains contact information, a list 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 TE_xES website at www.texas.ets.org. Disability documentation guidelines and forms are available through the ETS website at www.ets.org/disabilities/documentation.
- ▶ To request a large-print copy of this *Registration Bulletin*, contact ETS Disability Services. (See “ETS Disability Services” on page 5.)
- ▶ See ETS’s “Tips for Test Takers with Disabilities” available online at www.ets.org/disabilities/tips.

Free Test Preparation Material

- ▶ **ETS TE_xES Website:** The Test Preparation Resources section of the ETS TE_xES website at www.texas.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, tutorials, 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. All new preparation manuals are enhanced with features that make them more interactive when viewed on a computer, with bookmarks and links to help you navigate to different sections of the manuals.
- ▶ **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 TE_xES website has links to each corresponding *Test at a Glance*.
- ▶ **TE_xES Interactive Practice Tests (IPTs):** IPTs are available for several TE_xES test titles. Each IPT is a full-length practice test that includes correct answers, explanations for correct and incorrect answers and an automatic score summary report. Pedagogy and Professional Responsibilities EC–12 (160), Bilingual Target Language Proficiency Test (BTLPT) Spanish (190), Mathematics 7–12 (235), Science 7–12 (236) and LOTE Spanish (613) are available. They can be downloaded from the Test Preparation Resources section of the ETS TE_xES website.

GENERAL INFORMATION *(continued)*

- ▶ **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.texas.ets.org.
- ▶ **Bilingual Target Language Proficiency Test (BTLPT) Spanish Webinar:** A free webinar about the Bilingual Target Language Proficiency Test (BTLPT) Spanish is available. This webinar is designed to help you prepare to take the test and provides information you need to be successful. It includes an overview of the two constructed-response sections (Oral and Written Expression) along with some common candidate miscues and tips for success in these sections of the test.
- ▶ **Online Calculator Tutorial:** A tutorial is available for the online calculators that are built into the testing software for some TExES tests. This tutorial walks you through how to use the online calculators and allows you to practice using them before test day.
- ▶ **Alternate Character Toolbar Tutorials:** There are writing sections in the Languages Other Than English (LOTE) French, German and Spanish tests as well as the BTLPT Spanish test that require you to enter written responses on the computer. An alternate character toolbar for inputting accents and characters is built into these tests, specific to the language being tested. A tutorial in each language is available to you on the ETS TExES website. These tutorials allow you to practice using the toolbar prior to taking the test. You are strongly urged to take the appropriate tutorial and practice using the toolbar before test day if you are taking one of these tests.
- ▶ **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

- ▶ **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 may not be admitted and your test fee may be forfeited. (See “Admission to the Test” on *page 35*.)
- ▶ 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 49* 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.
- ▶ 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.
- ▶ 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.
- ▶ 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.

GENERAL INFORMATION *(continued)*

- ▶ 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 be forfeited. 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 35–38* and take the required documents with you. Without the required ID documents, you may not be permitted to test and your test fees may be forfeited.
 - ▶ You may not leave the test center during the test administration or during breaks. If you leave the test center, you will be dismissed, your test fees will be forfeited and your scores will 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 (*page 41*)
 - ▶ Cancellation of Test Scores by You (*page 47*)
 - ▶ Cancellation of Test Scores by ETS (*page 47*).

ABOUT THE TEXES PROGRAM

Overview

Texas Administrative Code (TAC) §230.21(b) requires every person seeking educator certification in Texas to perform satisfactorily on comprehensive examinations. The purpose of these examinations is to ensure that each educator has the prerequisite content and professional knowledge necessary for an entry-level position in Texas public schools. The Texas Examinations of Educator Standards™ (TEXES™) program was developed for this purpose.

The TEXES Educator Standards, based on the Texas Essential Knowledge and Skills (TEKS), form the foundation for the TEXES tests. Developing the tests was a collaborative process involving classroom teachers and other educators from public and charter schools, university and Educator Preparation Program (EPP) faculty, representatives from professional educator organizations, content experts and members of the community.

The TEXES tests are criterion-referenced examinations designed to measure a candidate's knowledge in relation to an established criterion rather than to the performance of other candidates. All of the tests in the TEXES program contain selected-response questions. Some tests also have additional types of questions (e.g., open-ended written or oral responses). For more information about individual tests and test composition, see the preparation manual for each test on the ETS TEXES website at www.texas.ets.org.

The TExMaT™ Program

The Texas Examinations for Master Teachers™ (TExMaT™) program offers the following tests:

- ▶ Master Mathematics Teacher EC–4 (087)
- ▶ Master Mathematics Teacher 4–8 (088)
- ▶ Master Mathematics Teacher 8–12 (089)
- ▶ Master Reading Teacher (085)
- ▶ Master Science Teacher EC–4 (090)
- ▶ Master Science Teacher 4–8 (091)
- ▶ Master Science Teacher 8–12 (092)
- ▶ Master Technology Teacher EC–12 (086)

The purpose of these tests is to ensure that each educator certified has the prerequisite content and professional knowledge necessary to perform satisfactorily in the Texas public schools as a master teacher.

More information about the TExMaT program, including test dates and registration deadlines, is available in the TExMaT *Registration Bulletin* and on the ETS TEXES website. Links to *Registration Bulletins* and program-specific content can be found at www.texas.ets.org.

The TASC™ and TASC–ASL™ Programs

These programs are extensions of the TEXES program for certification in specific areas.

- ▶ The Texas Test of Sign Communication™ (TASC™) is for candidates who plan to teach students who are deaf or hard-of-hearing. The TASC assesses sign communication proficiency in one or more of several sign communication systems used in Texas classrooms.
- ▶ The Texas Test of Sign Communication–American Sign Language™ (TASC–ASL™) is for candidates who plan to teach ASL as a Language other than English. The TASC–ASL assesses proficiency in American Sign Language (ASL) exclusively.
- ▶ Both the TASC and TASC–ASL tests use an interview format.
- ▶ Persons who are seeking the Teacher of the Deaf and Hard-of-Hearing certificate are not required to pass the TASC for certification, but are required to pass the TASC to be assigned to relevant classrooms.
- ▶ Persons who are seeking the Teacher of the Deaf and Hard-of-Hearing certificate to teach in a classroom, in which another communication method is predominantly used, such as oral/aural or cued speech, are not required to pass the TASC. These candidates will have their communication proficiency assessed by their EPPs.

More information about the TASC and TASC–ASL programs and links to *Registration Bulletins* and program-specific content can be found in the TASC and TASC–ASL section of the ETS TEXES website at www.texas.ets.org.

ABOUT THE TEXES PROGRAM *(continued)*

What's New in 2017–18

New TExES Tests

When a new test is introduced, there is usually a grace period of one or two academic years during which both the new test and the test it will replace are offered. At the conclusion of the grace period, the new test will be required for certification in that field.

New Test: First offered in June 2017	Expiring Tests: Not offered after August 2019
Braille (283)	Braille (183)

Discontinued Tests

The following tests will expire on August 31, 2017:

- ▶ Computer Science 8–12 (141)
- ▶ Dance 8–12 (179)
- ▶ Technology Applications EC–12 (142)
- ▶ Technology Applications 8–12 (139)

Tests Moving to Continuous Testing

Seven TExES tests will be offered as continuous CAT tests beginning September 2017:

- ▶ Deaf and Hard of Hearing (181)
- ▶ Gifted and Talented Supplemental (162)
- ▶ School Librarian (150)
- ▶ Special Education Supplemental (163)
- ▶ Speech 7–12 (129)
- ▶ Technology Education 6–12 (171)
- ▶ Theatre EC–12 (180)

Score Delays

Score reporting will be delayed for one test title to perform post-administration statistical analyses for the introduction of new test forms:

- ▶ Core Subjects 4–8 (211) — for test administrations October 3–November 2, 2017: Scores will report on Friday, November 17, 2017.

NOTE: Registration for test dates starting November 3, 2017 will be available in the online registration system only upon completion of the post-administration statistical analyses.

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.

REGISTRATION INFORMATION

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 TExES 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 TExES 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 TExES 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. Each testing session counts as another attempt for the 291 or 211 Core Subjects test, whether the overall test or an individual subject area test is attempted. 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.

<input checked="" type="checkbox"/>	Task	Refer to
	Identify the certification you wish to earn.	Consult with your EPP, district human resources department, principal, prospective employer, or the Teacher Assignment Chart available here: http://tea.texas.gov/Texas_Educators/Certification/
	Identify which test(s) you need to take for certification.	Approval to Test on <i>pages 13–14</i> and TExES Tests Offered on <i>pages 23–27</i> .
	Determine if you are eligible to take a TExES test and gain approval to test.	Approval to Test on <i>pages 13–14</i> .
	Review the Registration Bulletin.	
	Read the Rules of Test Participation.	Rules of Test Participation on <i>pages 38–41</i> .
	Choose a test center and date to take your test.	Test Centers on <i>pages 29–31</i> . Test Dates on <i>pages 27–28</i> .
	Ensure you have read the important ID requirements and have valid forms of ID before creating your TEA account.	Identification (ID) Requirements on <i>pages 35–38</i> .
	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.	Creating Your TEA Account on <i>page 15</i> . Correcting or Updating Your TEA Educator Profile on <i>page 15</i> .
	Create your ETS TExES testing account.	Creating Your ETS Testing Account on <i>page 15</i> .
	Register for the test(s) you plan to take.	How to Register on <i>page 16</i> .
	Review test preparation materials.	Free Test Preparation Material on <i>page 7</i> .
	If the test you are taking requires the use of a calculator, practice with the online calculator tutorial.	Calculators on <i>page 34</i> .
	If you are taking the BTLPT Spanish, LOTE French, LOTE German, or LOTE Spanish test, practice entering accents and alternate characters with the alternate character toolbar tutorial.	The Alternate Character Toolbar Tutorial bullet at the top of <i>page 32</i> .
	Review the guidelines of what to bring with you on test day.	What to Bring to the Test Center on <i>page 34</i> .
	Print your admission ticket and gather your identification documents.	Printing Admission Tickets on <i>page 18</i> . Identification (ID) Requirements on <i>pages 35–38</i> .

REGISTRATION INFORMATION *(continued)*

Approval to Test

A TExES test may be taken if one of the following criteria is met:

Educator Preparation Program (EPP) Candidates

If you are fulfilling the requirements in an EPP approved by the State Board for Educator Certification (SBEC), you must receive approval from your EPP to take a certification test.

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 tests in your Educator Profile under “View Examinations.” **NOTE:** This does not apply if you are seeking to enter an EPP and need to take a PACT exam.

Once you have viewed your approved exams, go to the ETS online registration system and create an ETS testing account. (See “Creating Your ETS Testing Account” on page 15.) **You will register to test through your ETS testing account.**

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

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

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

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

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

Once you have approval to test, go to the ETS online registration system and create an ETS testing account. (See “Creating Your ETS Testing Account” on page 15.) **You will register to test through your ETS testing account.**

Certification-by-Exam Candidates

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

If you already have an Educator Profile on the TEA website and a TEA ID number, use your TEA ID number to create an ETS testing account and register for an exam on the ETS TExES website. (See “Creating Your ETS Testing Account” on page 15.) A list of exams that you are eligible to take will be displayed in your ETS testing account. **This is where you will register to test.** If you do not know your TEA ID number, go to your Educator Profile on the TEA website to retrieve it.

If your teaching certificate was issued before 2002, you must create a new TEAL account on the TEA website and follow the step-by-step instructions to establish your account. Once completed, you can access your Educator Profile to obtain your TEA ID number. (See “Creating Your TEA Account” on page 15.)

Charter School Candidates

If you are a Charter School candidate, you do not need to create an Educator Profile on the TEA website. You will receive your TEA ID number when you create your ETS testing account and register to test. (See “Creating Your ETS Testing Account” on page 15.) A list of exams that you are eligible to take will be displayed in your ETS testing account. **This is where you will register to test.** **NOTE:** Passing a TExES test does not qualify charter school teachers for a Texas educator certificate.

REGISTRATION INFORMATION *(continued)*

Pre-Admission Content Tests (PACT) Candidates

The Pre-Admission Content Test (PACT) route allows individuals to demonstrate content proficiency for possible admission into an EPP in Texas by passing the appropriate certification content test before being admitted into an EPP. Taking PACT does not ensure admittance into a program. EPPs may have additional admission requirements. **NOTE:** If you want or need to take a test via the PACT route, do NOT create a TEA ID through the TEAL/TEA.

With policy updates effective October, 2016, individuals who hold a bachelor's degree or higher from an accredited college or university or are scheduled to receive a bachelor's degree before being placed in a classroom, are allowed to take a content test for purposes of admission into the following types of EPPs: alternative certification programs, university alternative certification programs or university post baccalaureate programs (without content courses). An individual may not be placed in a classroom as a teacher of record under this section until receiving a bachelor's degree.

PACT candidates testing through the TExES program can register through their testing account in the online registration system unless they do not have a Social Security Number (SSN). If that is the case, they need to contact EPPAdmin@ets.org and request that a PACT profile with a "P" SSN be created.

Candidates with Specialized Skill and Experience

The Trade and Industrial Education 6–12, Marketing 6–12, and Health Science 6–12 certifications require specialized skills and experience in addition to testing. Generally you will need approval from an EPP or a district to take these tests. They will review your qualifications and experience. These requirements are listed in TAC §233.14. Step-by-step instructions for school districts and EPPs are available on the TEA website at http://tea.texas.gov/Texas_Educators/Certification/Career_and_Technical_Education/. When those steps are complete, TEA will add approval for you to register for the appropriate test.

NOTE:

TEA Division of Educator Testing and Certification is not responsible for approving certification-by-exam, charter school and temporary teacher candidates. Test takers with questions regarding testing approvals should call TEA at 1-512-936-8400 and select option 2 to speak with a certification/credentialing specialist.

Exemptions for Individuals with Hearing Impairments

If you are deaf or hard of hearing, you may be exempt from the TExES testing requirements. Texas Education Code §21.048 allows certain individuals who are deaf or hard of hearing to be issued a Temporary Exemption Certificate allowing them to teach in Texas public schools. Texas Administrative Code §230.25(b)(1) requires "a report by a licensed audiologist documenting that the candidate has a hearing impairment so severe that the person cannot process written linguistic information." Also note that an individual who is exempted from TExES testing requirements will be unable to certify by examination later in his/her career. Contact TEA or visit the TEA website for more information. (See *page 5* for contact information.)

Please note that if your certification requires the Texas Test of Sign Communication (TASC), the Texas Test of Sign Communication–American Sign Language (TASC–ASL) and/or the TExES American Sign Language (ASL) test(s), **you must pass these tests** even if you are deaf or hard of hearing.

Information About Your Name

- ▶ The first and last name shown in your TEA account must *exactly* match the first and last name on the ID documents you will present on the day of the test.
- ▶ It is your responsibility to ensure that the first and last name on your admission ticket match the ID documents you will present on the day of the test. If your ID documents do not match the name you use when you register, you may be prohibited from testing, your test fees may be forfeited and/or your test scores may be canceled.
- ▶ You must supply your entire last (family) name. If you have a multiple-part last name, be sure to supply your complete last name (e.g., Pena-Delgado or Suarez Thomas) as it appears on the ID documents you will present on the day of the test.
- ▶ Be sure to provide your entire first (given) name. Do not register under a nickname and do not register with only an initial as your first name.
- ▶ If you register by phone, please be sure you are registered under your entire name as it appears on your ID.
- ▶ 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.

REGISTRATION INFORMATION *(continued)*

Creating Your TEA Account

NOTE: If you want to take a PACT examination for admittance into an educator preparation program, do not create a TEA account at this time. Instead create an ETS testing account directly as described on *page 15*.

- ▶ 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 TEAL Login (TEAL account), enter your user name and password to access your Educator Profile.
- ▶ If you have not yet established a TEAL account, click “Request New User Account,” and follow the step-by-step instructions. Once your TEAL account is fully established, you will have access to your Educator Profile.
- ▶ Review the information in your Educator Profile often to ensure it remains current and matches your full name **exactly** as it appears on your ID.
- ▶ It is important that your TEA Educator Profile contains your mailing address, email address and phone number. All updates and corrections to your TEA Educator Profile must be done on the TEA website; be sure to click the Continue button to save your updates. One hour later, the updates will appear in your ETS testing account. You should check the TEA website on a regular basis to make sure all of your information is current. (See “Correcting or Updating Your TEA Educator Profile” below.)
- ▶ Your TEA Educator Profile will contain your assigned TEA ID number. A TEA ID number is used for identification throughout the certification and test registration process.
- ▶ Print your TEA Educator Profile so that it will be easily accessible when you register to test on the ETS TExES website at www.texas.ets.org.

Correcting or Updating Your TEA Educator Profile

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

You can update your mailing address, phone number and email address at any time by logging in to your TEAL account and then accessing your Educator Profile on the TEA website at www.tea.texas.gov. Changes or corrections to your name, gender or date of birth must be done by submitting the requested documentation via email or regular mail. To submit such a change or correction, go to the TEA website and select the Texas Educators button from the menu at the top of the screen. Then select Contact Educator Certification and click on the link for emailing or contacting TEA Educator Certification and Standards. You will see instructions for documenting and submitting these requests. **All changes must be made in conjunction with your primary ID documents.** The information in your Educator Profile must match the identification document(s) you will present at the test center.

After updating your Educator Profile on the TEA website, please confirm the changes by logging in to your testing account on the ETS TExES website and clicking on “Modify Your Profile” to confirm that the information retrieved from TEA is correct. Testing account updates are made periodically throughout the day so if your change does not appear immediately, check again in a few hours.

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

Creating Your ETS Testing Account

If you register online

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

REGISTRATION INFORMATION *(continued)*

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 your address on file. 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 test 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 15*.)

Be sure to record your user name and password and keep them in a secure place for future use. Remember that the information entered in your ETS 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 CAT Tests

Before you register, please read the information in this *Bulletin* under “Information About Your Name” on *page 14*.

Online at www.texas.ets.org

- ▶ Available 24 hours a day, 7 days a week.
- ▶ See *page 27* for CAT test dates, registration deadlines and registration periods.
- ▶ If you have questions or need help registering online, call Customer Service at **1-800-205-2626**.

Phone

- ▶ Call **1-800-205-2626** Monday–Friday 8 a.m.–5 p.m. Central time, excluding holidays.
- ▶ If you register by phone, available test dates will be provided to 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.

How to Register for the Braille PBT Tests

The TExES Braille tests (283 & 183) are only offered as PBT tests. Before you register, please read the information in this *Bulletin* under “Information About Your Name” on *page 14*.

Online at www.texas.ets.org

- ▶ Available 24 hours a day, 7 days a week, during the regular, late and emergency registration periods.
- ▶ Online registration 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 28*.
- ▶ Registration 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 “Braille PBT Registration Deadlines” on *page 17*.)
- ▶ If you have questions or need help registering online, call Customer Service at **1-800-205-2626**.

REGISTRATION INFORMATION *(continued)*

Phone

- ▶ Available only during the emergency registration period.
- ▶ Call **1-800-205-2626** Monday–Friday 8 a.m.–5 p.m. Central time, 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 requesting Monday testing.
- ▶ A registration form can be downloaded from the TExES section of the ETS TExES website. 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 “Braille PBT Registration Deadlines” on *page 17*.)
- ▶ Registration by U.S. mail is not available for **emergency registration**.
- ▶ If you have questions about registering by mail, call Customer Service at **1-800-205-2626**.

Selecting a Test Session

With the exception of the Core Subjects tests, all TExES test sessions are five hours in length. On any given testing day, you may take up to two different tests, one in the morning and one in the afternoon. When you register for a test, you may select a morning or an afternoon test session (if available at the chosen test center).

NOTE: The paper-based Braille tests are offered only in the morning session. Please note the following restrictions:

- ▶ You cannot take the same test twice on the same day.
- ▶ 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.

CAT Registration Deadlines

Continuous CAT Testing

Registration for CAT tests offered on a continuous basis must be completed at least **two** days before the test date. For these tests, you can determine specific test-date availability in the ETS online registration system on the

ETS TExES website. If you register by phone, available dates will be provided to you. All seating for CAT tests is on a space-available basis, **so it is important to register early to secure registration for your preferred test date and test center.**

Limited-Administration CAT Tests (Selected Response Only)

Registration for limited-administration CAT tests that do not contain a constructed-response section must be completed at least two days prior to the start of the administration window. See *page 28* for all 2017–18 TExES CAT test dates, registration deadlines and score reporting dates.

Limited-Administration CAT Tests (with Constructed Response)

Registration for limited-administration CAT tests that contain a constructed-response section must be completed within specific registration periods. See *page 27* for all 2017–18 TExES CAT test dates, registration deadlines and score reporting dates.

Braille PBT Registration Deadlines

The TExES Braille tests (283 & 183) will be administered as PBT tests **two times** during the 2017–18 testing year. The registration deadlines are strictly enforced; exceptions are not made. See *page 28* for all 2017–18 TExES Braille PBT 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.

REGISTRATION INFORMATION *(continued)*

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.

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.

Monday Testing

Monday Braille 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 testing. A registration form specifically for Monday testing can be downloaded from the “Alternative Testing Arrangements” section of the ETS TExES website. When completing your registration form, leave the test center code number and test center name blank. Fill in the city and state where you wish to test. You will be assigned to the closest available test center. Registration forms must be **received** by the late registration deadline.

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

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 the TExES Braille 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 first and last 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.texas.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**.

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 TExES test. If you meet this qualification, contact Customer Service at **1-800-205-2626** to coordinate testing at DANTES sites out of state. NOTE: BTLPT and LOTE tests are not offered outside of Texas.

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.

REGISTRATION INFORMATION *(continued)*

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)
- \$131* Test fee (per test) for Core Subjects EC–6 (291) and Core Subjects 4–8 (211)
- \$65* Test fee (per subject test) for test codes 801–809 (**NOTE:** You must take the overall Core Subjects test first; if you do not pass a subject test you can then take just that test; however, taking an individual subtest counts in the 5-attempt limit. Passing one of the subject tests within the overall Core Subjects tests does not qualify you to be certified. See the notes on *page 25*.)
- \$55 International site fee

* 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, test date or test session change (CAT)
- \$20 Test, test center, test date or test session change during regular or late registration period (PBT)
- \$80 Test, test center, test date or test session change during emergency registration period (PBT)
- \$40 Braille late registration fee
- \$80 Braille emergency registration fee
- \$35 Additional processing fee for DANTES requests

Score Review Services

- \$30 Selected-response score review (Braille only; not available for TExES CAT tests or any paper-based version of those tests)
- \$40 Written-response score review (including English Language Arts and Reading 7–12 and Braille written component)
- \$65 Selected-response *and* written-response score review (Braille only)
- \$75 BTLPT Spanish; LOTE French, German, Latin and Spanish EC–12 written/oral response score review

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.
- ▶ 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 *pages 47–48*).
- ▶ All payments must be for the full amount.

REGISTRATION INFORMATION *(continued)*

- ▶ Cash and paper checks are *not* accepted for payment.
- ▶ 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” below 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 for the Braille PBT Test.
- ▶ 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.

CAT

- ▶ Changes for continuously offered CAT tests can be made up to **two days before the test date**.
- ▶ Changes for all limited-administration tests can be made up to **the end of the registration period**.
- ▶ If you are registered for a CAT test, you cannot use the Change Request form. You must make your request online or by phone.
- ▶ For CAT tests, a **\$20 processing fee** is charged up to the deadline for making changes.

PBT

Requests to change your test, test date, test center or test session for the TExES Braille tests 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 from 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.
- ▶ 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 the TExES Braille tests is the emergency registration deadline listed on *page 28* 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, 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.

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 are not entitled to a refund.

See the cancellation deadlines and refund information that follows.

Core Subjects Individual Subject Tests (Test Codes 801–809)

- ▶ If you register to test less than three days prior to the test date and then cancel, you are not eligible for a refund.

REGISTRATION INFORMATION *(continued)*

- ▶ If the cancellation is processed online or by phone **no later than three days prior to the test date**, the full test fee (including the International Site fee) will be refunded, minus a refund fee of **\$32**.
- ▶ Cancellations processed online or by phone **less than three days prior to the test date** are not eligible for a refund.

CAT

- ▶ If you register to test less than three days prior to the test date and then cancel, you are not 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 (including the International Site 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** are not eligible for a refund.

PBT

- ▶ If cancellation for the TExES Braille test 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 for the TExES Braille test that are processed online or by phone **after the late registration deadline** are not 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 CAT tests and the TExES Braille test 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

A test that was taken via CAT can be retaken via CAT after **45 days**. If you try to register to retake a CAT test, be aware that the registration system will only display CAT test dates that are at least **45 days** after the previous test date.

If you do not pass the overall Core Subject test (211 or 291), you must wait the required 45 days to retake any of the individual subject tests. Likewise, if you fail an individual subject test, you must wait the required 45 days to retake that same subject test.

NOTE: After taking the overall test (211/291) on your first attempt, you will now be limited to registering for either the overall test or just one subject test (800-level).

If you do not pass a Braille PBT test, you can retake it at any future administration.

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. Each testing session counts as another attempt for the 291 or 211 Core Subjects test, whether the overall test or an individual subject test is attempted. 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.

REGISTRATION INFORMATION *(continued)*

TE_xES Tests Offered

The following tables list the TE_xES tests and provide the code for each test. Also included are important notes describing registration restrictions and special testing requirements. Each test can include selected-response (SR) questions (multiple choice), constructed-response (CR) questions, or a combination of both. CR questions may be written, spoken or signed. All tests are computer-administered except for Braille, which is paper-based. 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 as free downloads from the Test Preparation Resources section of the ETS TE_xES website at www.texas.ets.org.

All test sessions are five hours in duration, with the exception of the Core Subjects individual subject tests; they are 35–115 minutes long (see below).

TE_xES Classroom Certification Tests

Braille PBT Tests

Test Name	Test Code	Question Types	Testing Time	Important Notes
Braille	283	SR, CR	5 hrs.	Includes transcription assignments. See Braille PBT under “What to Bring to the Test Center” for important information about what to bring to this test.
Braille	183	SR, CR	5 hrs.	Includes transcription assignments. See Braille PBT under “What to Bring to the Test Center” for important information about what to bring to this test.

TE_xES CAT tests are administered separately at specially equipped CAT test centers. (See “Test Centers” on pages 29–31.) Some CAT tests are offered on a continuous basis while others are offered only during limited administration windows. (See “CAT Test Dates, Registration Deadlines and Score Reporting Dates” on page 27.)

TE_xES Classroom Certification CAT Tests

Test Name	Test Code	Question Types	Important Notes
Agriculture, Food and Natural Resources 6–12	272	SR	Limited-administration CAT test.
American Sign Language (ASL)	184	SR	Offered continuously.
Art EC–12	178	SR	Limited-administration CAT test.
Bilingual Education Supplemental	164	SR	Offered continuously.
Bilingual Target Language Proficiency Test (BTLPT) Spanish	190	SR, CR	Limited-administration CAT test. Review the Alternate Character Toolbar tutorial prior to test day.
Business and Finance 6–12	276	SR	Limited-administration CAT test.
Chemistry 7–12	240	SR	Limited-administration CAT test. An online calculator is available as part of the testing software for this test. Do not bring your own calculator to the test administration.
Computer Science 8–12	241	SR	Limited-administration CAT test.

continued

REGISTRATION INFORMATION *(continued)*

Test Name	Test Code	Question Types	Important Notes
*Core Subjects EC–6	291	SR	Offered continuously.
**Core Subjects EC–6 — English Language Arts and Reading (ELAR) & Science of Teaching Reading (STR)	801	SR	Offered continuously.
**Core Subjects EC–6 — Mathematics	802	SR	Offered continuously.
**Core Subjects EC–6 — Social Studies	803	SR	Offered continuously.
**Core Subjects EC–6 — Science	804	SR	Offered continuously.
**Core Subjects EC–6 — Fine Arts, Health and Physical Education	805	SR	Offered continuously.
*Core Subjects 4–8	211	SR	Offered continuously. An online calculator is available as part of the testing software for this test. Do not bring your own calculator to the test administration.
**Core Subjects 4–8 — English Language Arts and Reading (ELAR)	806	SR	Offered continuously.
**Core Subjects 4–8 — Mathematics	807	SR	Offered continuously. An online calculator is available as part of the testing software for this test. Do not bring your own calculator to the test administration.
**Core Subjects 4–8 — Social Studies	808	SR	Offered continuously.
**Core Subjects 4–8 — Science	809	SR	Offered continuously.
Dance 6–12	279	SR	Limited-administration CAT test.
Deaf and Hard-of-Hearing	181	SR	Offered continuously.
English as a Second Language Supplemental	154	SR	Offered continuously.
English Language Arts and Reading 4–8	117	SR	Offered continuously.
English Language Arts and Reading 7–12	231	SR, CR	Limited-administration CAT test.
English Language Arts and Reading/Social Studies 4–8	113	SR	Limited-administration CAT test.
Gifted and Talented Supplemental	162	SR	Offered continuously.
Health EC–12	157	SR	Offered continuously.
History 7–12	233	SR	Offered continuously.
Journalism 7–12	256	SR	Limited-administration CAT test.
Languages Other Than English (LOTE) French EC–12	610	SR, CR	Limited-administration CAT test. Review the Alternate Character Toolbar tutorial prior to test day.
Languages Other Than English (LOTE) German EC–12	611	SR, CR	Limited-administration CAT test. Review the Alternate Character Toolbar tutorial prior to test day.
Languages Other Than English (LOTE) Latin EC–12	612	SR, CR	Limited-administration CAT test.

continued

REGISTRATION INFORMATION *(continued)*

Test Name	Test Code	Question Types	Important Notes
Languages Other Than English (LOTE) Spanish EC–12	613	SR, CR	Limited-administration CAT test. Review the Alternate Character Toolbar tutorial prior to test day.
Life Science 7–12	238	SR	Offered continuously.
Mathematics 4–8	115	SR	Offered continuously. An online calculator is available as part of the testing software for this test. Do not bring your own calculator to the test administration.
Mathematics 7–12	235	SR	Offered continuously. An online calculator is available as part of the testing software for this test. Do not bring your own calculator to the test administration.
Mathematics/Physical Science/Engineering 6–12	274	SR	Limited-administration CAT test. An online calculator is available as part of the testing software for this test. Do not bring your own calculator to the test administration.
Mathematics/Science 4–8	114	SR	Limited-administration CAT test. An online calculator is available as part of the testing software for this test. Do not bring your own calculator to the test administration.
Music EC–12	177	SR	Offered continuously. Includes recorded components.
Pedagogy and Professional Responsibilities EC–12	160	SR	Offered continuously.
Physical Education EC–12	158	SR	Offered continuously.
Physical Science 6–12	237	SR	Limited-administration CAT test. An online calculator is available as part of the testing software for this test. Do not bring your own calculator to the test administration.
Physics/Mathematics 7–12	243	SR	Limited-administration CAT test. An online calculator is available as part of the testing software for this test. Do not bring your own calculator to the test administration.
Science 4–8	116	SR	Offered continuously.
Science 7–12	236	SR	Offered continuously. An online calculator is available as part of the testing software for this test. Do not bring your own calculator to the test administration.
Social Studies 4–8	118	SR	Offered continuously.
Social Studies 7–12	232	SR	Offered continuously.
Special Education EC–12	161	SR	Offered continuously. An online calculator is available as part of the testing software for this test. Do not bring your own calculator to the test administration.
Special Education Supplemental	163	SR	Offered continuously.

continued

REGISTRATION INFORMATION *(continued)*

Test Name	Test Code	Question Types	Important Notes
Speech 7–12	129	SR	Offered continuously.
Technology Applications EC–12	242	SR	Limited-administration CAT test.
Technology Education 6–12	171	SR	Offered continuously.
Theatre EC–12	180	SR	Offered continuously.
Visually Impaired	182	SR	Offered continuously.

***NOTE:** If you are taking the Core Subjects tests, you must take the overall test the first time (test codes 211 or 291). To become certified, you must receive a passing score for each subject area to pass the overall test. If you do not pass one or more subject tests, you may retake just those subject tests or retake the overall test again; however, each test administration counts as an attempt in the five-attempt limit. You cannot become certified in a particular subject area if you only pass that subject test within the Core Subjects tests. For example, passing the Mathematics 4–8 subject test (807) test does not meet the requirements of the Mathematics 4–8 certificate.

****NOTE:** You can only register for an individual subject test (test codes 801–809) once you have taken and received a score for the overall Core Subjects tests. You cannot take an individual subject test on your first attempt. Passing a subject test within the Core Subjects test does not qualify you for certification. Candidates interested in a narrower certification may consider TExES Component Tests (115, 116, 117 and 118) or TExES Combined Tests (113 and 114). Please note that **100-level tests (i.e., 113–118) are not substitutes for any Core Subjects individual subject tests (i.e., 801–809).** See page 26.

REGISTRATION INFORMATION *(continued)*

TEXES Tests for Certifications Other than Classroom Teacher

The TEXES tests listed below are for a class of certificate other than classroom teacher. These are not certification-by-exam tests; EPP approval is required to take them. If you are not currently affiliated with an EPP, go to the TEA website at www.tea.texas.gov for information about EPP programs and lists of approved EPPs.

TEXES Tests for Certification Other than Classroom Teacher CAT Tests

Test Name	Test Code	Question Types	Important Notes
Educational Diagnostician	153	SR	Limited-administration CAT test.
Principal	068	SR	Offered continuously. A paper Supplemental Booklet is provided at the test center.
Reading Specialist	151	SR	Offered continuously.
School Counselor	152	SR	Limited-administration CAT test.
School Librarian	150	SR	Offered continuously.
Superintendent	195	SR	Limited-administration CAT test. A paper Supplemental Booklet is provided at the test center.

TEXES Tests for Certifications with Specific Skill and Experience Requirements

The TEXES tests listed below are for a class of certification that requires specific skill and experience requirements. You must have approval from an EPP or a district to take these tests. Go to the TEA website at [http://tea.texas.gov/Texas_Educators/Certification/Career_and_Technical_Education_\(CTE\)/Career_and_Technical_Education_Information/](http://tea.texas.gov/Texas_Educators/Certification/Career_and_Technical_Education_(CTE)/Career_and_Technical_Education_Information/) to learn more about these tests.

TEXES Tests for Certification with Specific Skill and Experience Requirements CAT Tests

Test Name	Test Code	Question Types	Important Notes
Health Science 6–12	273	SR	Limited-administration CAT test.
Marketing 6–12	275	SR	Limited-administration CAT test.
Pedagogy and Professional Responsibilities for Trade and Industrial Education 6–12	270	SR	Offered continuously.

TEXES Combined and Component Tests

Certain combined TEXES tests cannot be taken in conjunction with their TEXES component tests. You should take either the component test or the combined test. The combined tests are listed in the table below. Combined tests contain portions that overlap with their respective component tests. In many cases, the certificates gained through passing these tests will also overlap. If you are enrolled in an EPP, consult with the advisor, director or certification officer at your program for further information on which test(s) you should take.

TEXES Combined and Component CAT Tests

TEXES Combined Test	TEXES Component Test
English Language Arts and Reading/ Social Studies 4–8 (113)	English Language Arts and Reading 4–8 (117) Social Studies 4–8 (118)
Mathematics/Science 4–8 (114)	Mathematics 4–8 (115) Science 4–8 (116)

REGISTRATION INFORMATION *(continued)*

CAT Test Dates, Registration Deadlines and Score Reporting Dates

Continuous

Test Dates	Registration Period	Scores Available*
Available in the online registration system on the ETS TExES website	Up to 2 days before the test date	Within 7 days of the test date

Limited-Administration (Selected-Response Only)

Test Dates	Registration Period	Score Reporting Date
10/4/17 – 10/7/17	6/12/17 – 10/2/17	10/13/17
12/6/17 – 12/9/17	8/14/17 – 12/4/17	12/15/17
2/7/18 – 2/10/18	10/16/17 – 2/5/18	2/16/18
3/7/18 – 3/10/18	11/13/17 – 3/5/18	3/16/18
4/4/18 – 4/7/18	12/11/17 – 4/2/18	4/13/18
5/2/18 – 5/5/18	1/8/18 – 4/30/18	5/11/18
6/13/18 – 6/16/18	2/19/18 – 6/11/18	6/22/18
7/11/18 – 7/14/18	3/19/18 – 7/9/18	7/20/18
8/15/18 – 8/18/18	4/23/18 – 8/13/18	8/24/18

Limited-Administration (with Constructed Response)

English Language Arts and Reading 7–12

Test Dates	Registration Period	Score Reporting Date
9/16/17 – 9/23/17	5/29/17 – 9/1/17	10/13/17
11/11/17 – 11/18/17	7/24/17 – 10/27/17	12/15/17
1/6/18 – 1/13/18	9/18/17 – 12/22/17	2/2/18
2/24/18 – 3/3/18	11/6/17 – 2/9/18	3/23/18
4/14/18 – 4/21/18	12/25/17 – 3/30/18	5/11/18
6/2/18 – 6/9/18	2/12/18 – 5/18/18	6/29/18
7/21/18 – 7/30/18	4/2/18 – 7/6/18	8/21/18

BTLPT Spanish and LOTE EC–12 (French, German, Latin and Spanish)

Test Dates	Registration Period	Score Reporting Date
9/16/17 – 9/23/17 (BTLPT; LOTE French and Spanish only)	5/29/17 – 9/1/17	10/13/17
11/11/17 – 11/18/17 (BTLPT and all LOTE)	7/24/17 – 10/27/17	12/15/17
1/6/18 – 1/13/18 (BTLPT; LOTE French and Spanish only)	9/18/17 – 12/22/17	2/2/18
2/24/18 – 3/3/18 (BTLPT and all LOTE)	11/6/17 – 2/9/18	3/23/18
4/14/18 – 4/21/18 (BTLPT; LOTE French and Spanish only)	12/25/17 – 3/30/18	5/11/18
6/2/18 – 6/9/18 (BTLPT and all LOTE)	2/12/18 – 5/18/18	6/29/18
7/21/18 – 7/30/18 (BTLPT; LOTE French and Spanish only)	4/2/18 – 7/6/18	8/21/18

*Scores for newly developed or substantially revised TExES tests may be delayed in order to set passing score standards.

REGISTRATION INFORMATION *(continued)*

Braille PBT Test Dates, Registration Deadlines and Score Reporting Dates

The TExES Braille tests (283 & 183) are the only TExES tests that are administered as PBT tests.

Test Date	Regular Registration Deadline	Late Registration Deadline	Emergency Registration Deadline	Score Reporting Date
9/9/17	8/11/17	8/18/17	9/1/17	9/29/17
6/2/18	5/4/18	5/11/18	5/25/18	6/22/18

NOTE: Monday PBT testing is on the Monday following the regular administration. (See *page 19* 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.

REGISTRATION INFORMATION *(continued)*

Test Centers

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 a number of test centers outside Texas, including centers in Mexico and Puerto Rico.

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.

CAT Test Center Locations in Texas

Region 1 Brownsville Edinburg Laredo McAllen Weslaco	Region 2 Corpus Christi Kingsville	Region 3 Victoria	Region 4 Houston Stafford Texas City
Region 5 Beaumont	Region 6 College Station Huntsville	Region 7 Kilgore Marshall Nacogdoches Tyler	Region 8 Texarkana
Region 9 Wichita Falls	Region 10 Commerce Dallas Farmers Branch Plano	Region 11 Arlington Bedford Denton Fort Worth Stephenville	Region 12 Killeen Waco
Region 13 Austin San Marcos	Region 14 Abilene	Region 15 San Angelo	Region 16 Amarillo Canyon
Region 17 Lubbock	Region 18 Alpine Odessa	Region 19 El Paso	Region 20 Del Rio Eagle Pass San Antonio Uvalde

CAT Test Center Locations Outside of Texas

Arkansas Arkadelphia Fayetteville	Louisiana New Orleans	Mexico Guadalajara Mexico City Monterrey	New Mexico Albuquerque	Oklahoma Oklahoma City Stillwater	Puerto Rico Guaynabo
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REGISTRATION INFORMATION *(continued)*

Expanded CAT Test Center Locations Outside of Texas

The following test titles will *not* be offered at the expanded CAT testing centers located outside of Texas: BTLPT Spanish (190), LOTE–French (610), LOTE–German (611), LOTE–Latin (612), LOTE–Spanish (613), Principal (068) and Superintendent (195).

Alabama Birmingham Montgomery	Alaska Anchorage	Arizona Phoenix Tempe	California Culver City San Diego San Francisco	Colorado Grand Junction Greenwood Village	Connecticut Glastonbury
District of Columbia Washington	Florida Jacksonville Miami Tampa	Georgia Atlanta Savannah	Hawaii Honolulu	Idaho Meridian	Illinois Chicago Decatur
Indiana Indianapolis Terre Haute	Iowa Coralville	Kentucky Lexington	Maine Bangor	Maryland Baltimore	Massachusetts Boston
Michigan Grand Rapids Troy	Minnesota Bloomington	Mississippi Flowood	Missouri Lee’s Summit Saint Louis	Montana Missoula	Nebraska Omaha
Nevada Las Vegas	New Hampshire Portsmouth	New Jersey Fair Lawn	New York East Syracuse New York	North Carolina Charlotte Raleigh	North Dakota Fargo
Ohio Cincinnati	Oregon Portland	Pennsylvania Monroeville Philadelphia	South Carolina Columbia	South Dakota Sioux Falls	Tennessee Memphis Nashville
Utah Salt Lake City	Vermont Williston	Virginia Roanoke	Washington Mountlake Terrace	West Virginia Morgantown	Wisconsin Madison
Wyoming Laramie	Guatemala Guatemala City				

REGISTRATION INFORMATION *(continued)*

Braille PBT Test Center Locations in Texas

Region 1 Edinburg	Region 2 Kingsville	Region 3 Victoria	Region 4 Houston
Region 5 Beaumont	Region 6 College Station	Region 7 Nacogdoches	Region 8 Mt. Pleasant
Region 9 Wichita Falls	Region 10 Dallas	Region 11 Arlington	Region 12 Waco
Region 13 Austin San Marcos	Region 14 Abilene	Region 15 Brownwood	Region 16 None
Region 17 Lubbock	Region 18 None	Region 19 El Paso	Region 20 San Antonio

Braille PBT Test Center Locations Outside of Texas

Arkansas Little Rock	Louisiana Baton Rouge Shreveport	Oklahoma Tulsa
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ON THE DAY OF THE TEST

Before You Go to the Test Center

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

- ▶ **Verify your test location and reporting time** — Test locations and reporting times occasionally change. Although every effort will be made to contact you if there is a change, you should access your ETS testing account and view your admission ticket 24 hours before your test. If there is a change (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 TExES test and are unsure if your test center is open, check the ETS TExES website at www.texas.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 35–38 to be sure your documents will be accepted. You may 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 37.
- ▶ Review the general guidelines and the list of what to bring to your test center.
- ▶ If you are taking the LOTE French, German or Spanish tests or the BTLPT Spanish test, you are encouraged to practice using the alternate character toolbar prior to taking the test. These tests require you to enter written responses on the computer. The tutorial, available on the ETS TExES website, allows you to practice inputting accents and characters specific to the language being tested.

- ▶ An online calculator is part of the testing software for some TExES tests that require the use of a graphing or scientific calculator. If the test you are taking includes the use of an online graphing or scientific calculator, you should **take advantage of the tutorial** that is available through the ETS TExES website. The tutorial will allow you to practice using the online calculator before the day of the test. Once you request access to the tutorial, you will be sent an activation key that is good for 90 days. Be sure to give yourself enough time to make good use of this before you test.
- ▶ Test-related information written on clothing, shoes, ID documents or on any parts of the body is prohibited.
- ▶ Dress comfortably and come prepared for varying room temperatures. If you need to remove an item of clothing during the test (e.g., sweater), you will be instructed to place it in the storage area provided by the test center at check-in. If no storage area is available, the item of clothing may be hung on the back of your chair. If you leave the testing room to go to the storage area, this will be treated as an unscheduled break; i.e., you will be asked to sign out/in of the testing room, show ID, etc. **NOTE:** The exam clock will not stop during this time.

Arrival Time

- ▶ You must arrive at the designated test center **before the reporting time** listed on your 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 44.

ON THE DAY OF THE TEST *(continued)*

General Guidelines

The following general guidelines apply to both CAT tests and the TExES Braille test. 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 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 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.
- ▶ Jewelry is prohibited, except for wedding and engagement rings and small earrings. Do not wear other jewelry to the test center.
- ▶ Clothing and personal items that include, but are not limited to, neckties, bowties, cuff links, hats, tie clips, 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.
- ▶ 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. If you take any personal items into the testing room, they will be confiscated by the test administrator. 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 and beverages are allowed in the testing room only when approved as a testing accommodation.
- ▶ 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.
- ▶ 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 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.
- ▶ The test administrator will assign you a seat.
- ▶ You must have the test administrator's permission to leave the room during the test. Any time lost cannot be made up.

ON THE DAY OF THE TEST *(continued)*

- ▶ 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*.
- ▶ Discussion or sharing of test content or answers during the test administration, during breaks and after the test is prohibited.
- ▶ **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.
- ▶ 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.
- ▶ 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 44.
- ▶ Noise-canceling headphones are available at all Prometric® test centers, and ear plugs may be available at other test centers. If you require headphones or earplugs during your test administration, your test administrator will provide them for you.

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 may 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 any changes, you must print a new admission ticket. For the Braille test, if the last page of your original admission ticket did not include your test taker information, you must print a new admission ticket.

- ▶ **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 14 and “Identification (ID) Requirements” on pages 35–38.)
- ▶ See “TEExES Tests Offered” on pages 22–26 for information about other items for specific tests to bring to the test center.

Calculators

- ▶ **Online Calculator Tutorial.** An online calculator is included as part of the testing software for some tests that require the use of a graphing or scientific calculator. See “TEExES Tests Offered” on pages 22–26. A tutorial to help you practice using the online calculator is available in the Test Preparation Resources section of the ETS TEExES website at www.texas.ets.org.
- ▶ An **online scientific calculator** is included as part of the testing software for the Chemistry 7–12 (240), Core Subjects 4–8 (211), Core Subjects 4–8 Mathematics (807), Mathematics 4–8 (115), Mathematics/Science 4–8 (114), Physical Science 6–12 (237), Science 7–12 (236) and Special Education EC–12 (161) tests. **Do not bring your own calculator to the test administration.**
- ▶ An **online graphing calculator** is available as part of the testing software for the Mathematics 7–12 (235), Mathematics/Physical Science/Engineering 6–12 (274) and Physics/Mathematics 7–12 (243) tests. **Do not bring your own calculator to the test administration.**

Braille PBT Tests

The TEExES Braille tests (283 & 183) consists of a selected-response section assessing test takers’ ability to read braille using simulated braille text, and a performance-test section assessing test takers’ ability to produce braille text from printed text using both a slate and stylus and a braille-writer.

For the TEExES Braille tests, you *must* bring the following:

- ▶ a manual (non-electric) braillewriter that accommodates standard 11½-by-11-inch braille paper

ON THE DAY OF THE TEST *(continued)*

- ▶ a traditional (not direct) slate and stylus that accommodates 8½-by-11-inch braille paper

Please note the following important information.

- ▶ In advance of test day, make sure your braillewriter is functioning properly; problems caused by malfunctioning braillewriters (e.g., ghost/shadow dots) might negatively affect the scoring of your transcriptions.
- ▶ If you do not bring an appropriate braillewriter and slate and stylus with you to the test center, you will not be permitted to test.
- ▶ Because erasures detectable by touch might negatively affect the scoring of your transcriptions, it is recommended that you bring and use a Braille eraser.
- ▶ Braille paper will be provided at the test center; you may not bring your own braille paper.
- ▶ All equipment is subject to inspection before being allowed into the testing room.
- ▶ For each of the four transcription assignments, you must use the device specified in the test instructions.
- ▶ You must provide a scorable transcription for each of the four assignments; your test will not be scored if any of your four transcriptions is unscorable. Unscorable transcriptions include those produced on the wrong device and unreadable transcriptions (e.g., too lightly embossed, overlapping lines of text, prevalent ghost/shadow dots, etc.).

For further information about the TExES Braille test, see the preparation manual in the Test Preparation Resources section of the ETS TExES website.

Admission to the Test

You must bring your complete admission ticket and the required identification documents with you. See “Identification (ID) Requirements,” starting on this page. Without the required ID documents, you may 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 may not be permitted to test and your test fees may be forfeited.

CAT

CAT tests are 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.

Braille PBT Tests

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.

Session	Test Reporting Time	Test Session Start Time
Morning	7:30 a.m.	8 a.m.

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 14, 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.

ON THE DAY OF THE TEST *(continued)*

- ▶ All test takers are encouraged to bring at least two forms of acceptable ID each time they report to a test center. Prior admission to a test center based on a given ID document does not ensure that this document will be considered acceptable. Test centers are not required to hold your seat if you leave the center to obtain acceptable identification.
- ▶ Admission to the test center and completing the test does not ensure that the ID you provided is valid or that your scores will be reported. All reported cases of questionable ID are subject to review and approval by the ETS Office of Testing Integrity 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.
- ▶ 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.

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 37 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

ON THE DAY OF THE TEST *(continued)*

- ▶ 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 names *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 14*. 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 *page 38*.

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.

ON THE DAY OF THE TEST *(continued)*

- ▶ 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 TExES test, you are agreeing to abide by the Rules of Test Participation below and all rules and requirements specified or referenced in this *Registration Bulletin* and communicated to you, orally or in writing, at each test administration for which you have registered.

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

Rules of Test Participation

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

2. Registration: I have read and agree to the "Fees for Tests and Related Services" section of the current

ON THE DAY OF THE TEST *(continued)*

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 registration 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 fingerprinting, 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

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

b. Test Materials: I understand that I will not be permitted to bring, access, or use prohibited devices or unauthorized aids during the test. These include, but are not limited to, notes, any type of phone, electronic communication devices, visual, audio recording, scanning, photographic, or listening devices, or any device with an on/off option, scratch paper, calculators (except when approved as a testing accommodation), all watches (e.g., calculator, computing, digital, analog, watches with alarms, smart watches, stopwatches), calculator manuals, or any other unauthorized aid (collectively referred to

ON THE DAY OF THE TEST *(continued)*

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.

ON THE DAY OF THE TEST *(continued)*

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 TExES 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 TExES program.

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 fees 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 workstation, 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 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.

ON THE DAY OF THE TEST *(continued)*

- ▶ If you need to leave your seat at any time, raise your hand; timing of the section will not stop.
- ▶ In tests containing timed listening sections, once recorded material has begun, it cannot be stopped. Breaks should not be taken during these times.
- ▶ 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, immediately notify your test administrator and contact ETS Customer Service at the conclusion of your test 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.

Braille PBT Tests

The TExES Braille tests (283 & 183) are offered only as PBT tests. 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.
- ▶ 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.
- ▶ You may not take pages or parts of pages out of the test book or any supplemental booklet provided at the test center.
- ▶ At the conclusion of the test, you will be required to return your test book, braille paper and any supplemental booklets to the test administrator. These materials are the property of ETS.

Reporting Suspicious Behavior

ETS takes test security very seriously. Although CAT tests and Braille PBT 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 attempt 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. Your test fees will be forfeited and your scores will be canceled, even if dismissal is not enforced on the day of the test.
- ▶ failing to follow the instructions of test center staff

ON THE DAY OF THE TEST *(continued)*

- ▶ creating a disturbance (Disruptive behavior in any form will not be tolerated. The test administrator has sole discretion in determining what constitutes disruptive behavior.)
- ▶ using any aids in connection with the test, including, without limitation, calculators (except 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
- ▶ 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 CAT Tests and Recording Answers

- ▶ All CAT TExES tests (except for BTLPT Spanish, English Language Arts and Reading 7–12 and the LOTE French, German, Latin and Spanish EC–12 tests) consist entirely of selected-response questions. All questions, including recorded and printed excerpts for the Music EC–12 (177) test, are presented via the computer and you will select responses using the computer.
- ▶ The Principal (068) and Superintendent (195) tests each have a paper supplemental booklet that is provided at the test center.
- ▶ Read the directions carefully. You are responsible for reading and understanding the directions before beginning the test. No oral instructions will be provided. The time you take to read the directions is not considered part of the testing time; however, it is recommended that you take no more than about fifteen minutes doing this.
- ▶ Click “Help” to review the “General Directions,” “Testing Tools,” “How to Answer” and “How to Scroll.” Some tests include Definitions and Formulas and/or a Periodic Table of the Elements. These can also be accessed by selecting “Help.” The test clock will not stop when the “Help” function is being used.

ON THE DAY OF THE TEST *(continued)*

- ▶ To answer a question, click on a response. To move on to the next question, click on “Next.” To return to a previous question, click on “Back.” If you are uncertain about a question and want to mark it to review or return to later in the test session, click on “Mark,” which will place a check mark next to the question on the Review screen. The Review screen lists all of the questions in the test and their status. This can be accessed by clicking “Review.” Only questions that have been previously seen may be reviewed. NOTE: Some tests (Music EC–12, BTLPT Spanish and LOTE EC–12) include sections in which you are presented with recorded prompts, or your verbal response is captured. In these sections, you will not be given the option to press “Back” or “Next.” Instead, the computer automatically goes to the next question when time is up. The “Review” function is also not available for these sections.
- ▶ In other sections of the Music EC–12, BTLPT Spanish, and LOTE EC–12 tests, and all sections of the other tests, there is a question at the end of each section that asks if you are finished with the section. At this point, you can either go back and review your answers or continue to the next section. If you choose to continue instead of reviewing your answers, you will advance to the next section. If your test only has one section or you are in the last section of your test, it will end your test, and you will not be able to go back and review any further.
- ▶ It is important that you review the Supplemental Guides for the BTLPT Spanish and the LOTE EC–12 tests, and also view the interactive demonstration of the TExES CAT tests on the ETS TExES website at www.texas.ets.org to get previews and demonstrations of the actual screens used in the computerized tasks encountered in the tests.
- ▶ Your test may include questions that will not count toward your score. Some questions are placed on the test to collect information about how they will perform under actual testing conditions. There may also be some exit evaluation questions. These questions relate to your overall testing experience and are not scored. Your responses to these questions provide ETS with valuable information for future program enhancements.
- ▶ At the end of a CAT test, you are given the option of reporting or canceling your scores for that session. (See “Cancellation of Test Scores by You” on *page 47*.)

Cancellation of a Test Administration

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

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 RESULTS AND SCORE REPORTING

Test Scores and Passing Standards

TEExES test results are reported using a total test scaled score as follows:

- ▶ Your results for each TEExES test are reported as a score in the range of 100–300, with a total test scaled score of 240 as the minimum passing score.
- ▶ Your results for each TEExES individual subject test (test codes 801–809) for the Core Subjects 4–8 or EC–6 tests are reported as a score in the range of 100–300, with a total scaled score of 240 as the minimum passing score. Results for each of the overall tests (test codes 211 and 291) Core Subjects 4–8 and EC–6 tests are reported as a pass or not pass, as there is no total scaled score for the overall exam. You must earn a passing score for each individual subject area in order to pass the overall test.

The selected-response section 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.

Your total test scaled score shows how you performed on the test as a whole and whether you passed the test. Total scaled scores allow for comparison of scores across different versions of the same test. Minimum passing standards for the tests were established by SBEC with input from committees of Texas educators. For TEExES tests, the minimum passing score represents the minimum level of competency required to be an entry-level educator in Texas public schools in the field in which you test.

NOTE: Your test may include some questions that do not count toward your score. These questions are new test 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 TEExES website at www.texas.ets.org.

Reporting Your Test Scores

Your score report will be available to you via your testing account on the ETS TEExES 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 TEExES tests.)

Score reports are posted by 5 p.m. Central time on the score reporting date. Scores for new or substantially revised TEExES tests will be reported after passing scores are approved. See “Score Reporting Dates” on *page 47*.

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

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

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

Delay of Test Scores

Under some circumstances, scores may be delayed.

- ▶ Scores for newly developed or substantially revised tests may be delayed in order to set passing score standards and/or perform post-administration statistical analyses.
- ▶ Scores may be delayed due to problems with registration, failure to comply with the policies and procedures set forth in this *Registration Bulletin* and/or with instructions given by the test administrator.
- ▶ Scores will be delayed if there are problems with your payment. (See “Fees for Tests and Related Services” on *page 19* 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 *pages 13–14* for more information.)

TEST RESULTS AND SCORE REPORTING *(continued)*

Score Reporting Dates

Score reports for CAT tests offered on a continuous basis are available within **seven days** of your test date. If you are not able to view your score report, call Customer Service at **1-800-205-2626**. **Note:** Scores for new or substantially revised TExES tests will be reported after passing score standards are approved. For limited-administration CAT test and TExES Braille test score reporting dates, see *pages 27–28*.

Scoring Services

Score Review

Score review is available only for the written-response section of the English Language Arts and Reading 7–12 (231) test, and the written- and spoken-response sections of the following TExES CAT tests: BTLPT Spanish (190) and LOTE French (610), German (611), Latin (612) and Spanish (613) EC–12 tests. Score review is not available for *any* other TExES CAT tests or paper-based version of those tests.

For the TExES Braille (283 & 183) tests, test takers who do not pass may request score review for the selected-response and/or brailled-response sections.

See “Fees for Tests and Related Services” on *page 19* 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 CAT tests and within six weeks for the Braille 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

CAT

At the end of a CAT 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 (if applicable). 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.

If you would like to retake the test via computer after canceling your scores, you must wait at least **45 days**. (See “Test Retake Policy” on *page 21*.)

Braille PBT Tests

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

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

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

Cancellation of Test Scores by ETS

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

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

TEST RESULTS AND SCORE REPORTING *(continued)*

including banning from future tests and prosecution to the full extent of the law. You must agree to these terms and conditions when you register for the test and on test day.

When, for any of the above reasons, ETS cancels a test score that has already been reported, it notifies score recipients that the score has been canceled.

Further action may be taken, including denying, revoking and/or suspending a teaching credential or certificate. Other actions, as described in “Test Center Procedures and Regulations” may be taken as deemed appropriate by TEA and/or ETS.

Testing Irregularities

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

Identification Discrepancies

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

Misconduct

When ETS or a test administrator finds that there is misconduct in connection with a test, the test taker may be dismissed from the test center and/or ETS may decline to score the test or withhold and ultimately cancel the test score. If scores are canceled, test fees are forfeited. Misconduct includes, but is not limited to, noncompliance with the “Test Center Procedures and Regulations,” on *page 41* 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.)

CONFIDENTIALITY OF INFORMATION

Privacy

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

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

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

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

At the Test Center

You must show the required identification documents to be admitted to test. See “Identification (ID) Requirements” on *pages 35–38*.

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 verification 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.

At test centers where the TExES Braille test is offered, your photograph will be taken and your fingerprint will be imprinted on your answer sheet.

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.

CONFIDENTIALITY OF INFORMATION *(continued)*

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 is being used in connection with a test security investigation, ETS shall retain it 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 TExES 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.

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