

Tarleton Policies Governing TExES Certification Exams

The state certification examinations affect not only your certification status, but also the accreditation of all educator preparation programs at Tarleton State University. The Tarleton Educator Preparation Council developed the following policies to help ensure the success of Tarleton candidates and the continuing accreditation of all Tarleton educator preparation programs. **Policies are subject to change based on program reviews and Texas Education Agency rules and regulations without prior notice.**

1. In accordance with state law, candidates who have not received official notification of, or replied with formal acceptance of program admission, cannot be granted permission to test.
2. Candidates are required to take state certification exams according to the test time line set by either their academic department, program director, or the Testing Coordinator.
3. Candidates may take only **one** exam per test administration date. Exams are long and rigorous and it is unreasonable to expect peak performance when taking multiple exams in a single day.
4. Do not choose test dates that conflict with any scheduled academic meetings such as classes, field experiences, laboratories, or any clinical assignment days **as your absence will not be excused.**
5. Traditional clinical teachers must have **ALL** required TExES exams *passed* and scores *posted* by August 1st for Fall semester clinical teaching assignments, and December 15th for Spring semester clinical teaching assignments. Failure to pass exams and/or have scores posted by the deadline will result in delaying clinical teaching until a subsequent semester after these requirements have been met. Yearlong Residency candidates must adhere to the published test by and pass by score posting deadlines as outlined in the Yearlong Residency Testing Guide Table for continued program eligibility.
6. In the event a candidate fails a certification exam, there is a state mandated 30-day wait period before a retest is available. Check with your individual program concerning more specific retake policies and requirements for requesting a retest. **You do not need to wait 30 days to begin the retest process.**
7. Candidates who have not taken and passed certification exams and/or applied for certification within a timely manner of program completion are at risk of losing passed exams and certification ability due to unpredictable changes in state law and rules. Candidates may be required to repeat or complete additional coursework, pass practice exams and/or engage the services of an outside test preparation program, especially if the State replaces an expired exam with a new replacement exam, and/or changes certification standards. **It is the responsibility of candidates who have not completed certification requirements at the time of program completion to stay abreast and informed of any testing and certification changes that are implemented at the state level by reviewing the TEA and EPS websites.**
8. Appeals related to any portion of this policy must be made in writing to the Dean of the College of Education at Tarleton State University.

I have received, read and understand the testing policies for Tarleton State University. By signing below, I agree to adhere to the above stated policies and understand that failure to do so may result in the issuance of a flag and/or ineligibility to complete the program in which I am enrolled.

Signed _____ Date _____

Entered name signifies acceptance of policies