



Handbook for Initial Teacher Certification Examinations Spring 2023 Block 2 Secondary and All-level Clinical Teacher Candidates – EDSP 4361

TExES – Texas Examinations for Educator Standards

**Teacher Education Program
Educator Preparation Services
Tarleton State University**

This manual has been specially prepared for the use of Tarleton State University students who are seeking initial Texas teacher certification. Carefully study the information within this manual and retain it as part of your professional library for future reference. *Requirements and policies are subject to change based on program reviews and Texas Education Agency (TEA) rules and regulation without prior notice.* A current copy of the handbook can be found online at the following page:

<https://www.tarleton.edu/eps/testing/index.html>

Scan to complete acknowledgment of
receipt of handbook



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Handbook Receipt Acknowledgement link:

https://docs.google.com/forms/d/e/1FAIpQLSdH5qWErZphQg3mjTivPfojgucgkMX0EU6SpnQMghTY_5itw/viewform

Certification Testing Talks will be recorded and posted to YouTube. Students will receive an email notification through the EAB system once the recordings are available.



Educator Preparation Services Contact Information

All information related to Educator Preparation Services is found at:

<https://www.tarleton.edu/eps/index.html>

Admissions and Teacher Certification:

Ms. Allison Andrews – Certification Officer

andrews@tarleton.edu

254-968-9815

For information related to teacher certification, you may access the following website pages:

<https://www.tarleton.edu/eps/apply-for-certification.html>

Field Experiences and Clinical Teaching:

For information related to field experiences, you may access the following website pages:

<https://www.tarleton.edu/eps/field/index.html>

For questions concerning Block 1, Block 2, Block 3, and Clinical Teaching placements, contact

Ms. Chelsea Lanier – Program Specialist

clanier@tarleton.edu

254-968-1988

For information related to field experiences, you may access the following website pages:

<https://www.tarleton.edu/eps/field/index.html>

Certification Testing (TExES Examinations):

Ms. Brenda Strong – Coordinator of Certification Testing

254-968-1908 – **preferred method of contact**

strong@tarleton.edu

For information related to certification testing, you may access the following website pages:

<https://www.tarleton.edu/eps/testing/index.html>

Director – Educator Preparation Services

Dr. Josh Jones – Director

jjones1@tarleton.edu

254-968-9817

Introduction

This handbook will cover two different processes related to certification testing:

1. Requirements to gain initial testing approval by means of a paid test preparation program called 240 Tutoring (or Certify Teacher). You will receive a discount email link to use in the purchase of required study plans. The study plan numbers match the number of the actual TExES exams you will be taking. Using the discount link, access to all available study plans is \$20.00 a month.

-and-

2. Registering for the actual Texas Examinations of Educator Standards – more commonly referred to as TExES exams. These are the exams required by the State of Texas for teacher certification.

Contained in this handout are answers to the most frequently asked questions surrounding certification testing. It covers the specific processes and procedures for obtaining initial testing approval, registering to take the TExES exams, the steps needed to gain approval for any necessary retakes, as well as additional information directly related to certification testing including testing due dates.

In order for this information to be useful, you will need to read it thoroughly and carefully. The answer to most every question students have related to certification testing can be found within these pages, but you must take the initiative to use this handbook for its intended purpose. Please retain it for reference throughout your remaining time in the Teacher Education Program.

Before you begin either process, there are a few items that need your immediate attention.

1. Log in to your TEAL (Texas Education Agency Login) account and make sure all the entered information is accurate - <https://tealprod.tea.state.tx.us/>. Pay particular attention to the following:
 - a. You have entered your **legal** first and last name. This information **MUST** match whatever legal forms of identification you will be using when taking the actual TExES exams.
 - b. You have entered your correct SS# and date of birth.
 - c. You supplied an email address that you actually use.
 - d. **You have completed your profile including gender and ethnicity information.** More than 50% of students skip this step when setting up their account and it will cause issues later when you set up your testing account with the exam vendor (Pearson) if it is not complete. Some changes will require submitting authenticity to TEA, so it is important you attend to these matters right away. **Incomplete profiles will not be granted test approvals.**

2. Your Tarleton email account is the official means of communication and is what will be used to relay any information coming out of Educator Preparation Services (EPS). Subject lines will always include a related reference to matters such as
 - a. Certification Testing
 - b. Admission Status
 - c. Field Experiences
 - d. Clinical Teaching

It is necessary get in the habit of checking your Tarleton email regularly so you do not miss any important information being relayed by EPS.

3. Know where webpages for all certification testing information can be found - <https://www.tarleton.edu/eps/testing/index.html>. All information included in this handbook can also be found on the webpages included in the link.

What 240 Tutoring test preps and TExES exams will I need to take?

The table below outlines the exams that are required for the secondary or all-level certification area you selected when you accepted formal admission to the Teacher Education Program. Tarleton will only be approving you for the exams directly related to that certification area. Locate your certification area and highlight the exams you be required to take.

Certification Area	Exams Needed
All-Level Content Areas (EC-12)	#160 – Professional Pedagogy and Responsibilities (PPR) -and- The content area exam for your concentration: #178 – Art EC-12^^^ #177 – Music EC-12^^^ #158 – Physical Education #613 – Spanish EC-12^^^ #180 – Theater^^^

<p>Secondary Content Areas (6-12 or 7-12)</p>	<p>#160 – Professional Pedagogy and Responsibilities (PPR) -and- The content area exam for your concentration: #272 – Agriculture, Food, & Natural Resources 6-12* #240 – Chemistry 7-12 #231 – English Language Arts and Reading 7-12 #233 – History 7-12 #238 – Life Science 7-12 #235 – Mathematics 7-12 #237 – Physical Science 6-12 #236 – Science 7-12 #232 – Social Studies 7-12 #171 – Technology Education 6-12</p>
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Test Preparation with 240 Tutoring

Candidates will be completing test preparation study plans through 240 Tutoring for both the **PPR and content area** for your certification field to obtain initial testing approval. The test preparation study plan numbers will match the numbers of the TExES exams you will be taking for state certification purposes. Begin working on the required test preparation plans **NOW**. **To gain testing approval, you must achieve an 80% or higher on all practice exam domain areas on a single score report attempt.** You can not wait until the last minute to complete the requirements and will need to invest time in the preparation and approach the process seriously.

^^All-level Art, Music, Spanish, and Theater students will need to use Certify Teacher for content area testing approval and will be required to achieve the same 80% or higher on all practice exam domain areas. See attached registration instructions to receive a discounted rate (you will still need to complete 240 Tutoring for the PPR exam).

***6-12 Agriculture, Food, & Natural Resources will only complete the PPR study plan as there are no test preps available for that content area. Dr. Frazier will be determining test readiness for the Ag content exam.

#158 EC-12 PE and #231 7-12 ELAR exams will be available until September 3, 2023 and can be used for certification purposes through September 4, 2024. The new administrations of #258 EC-12 PE and #331 7-12 ELAR will be available on September 4, 2023 and will have extended score posting dates to accommodate the added constructed response section. You are encouraged to take and pass the current exam before 9/3/23 if you know for certain you will be a program finisher by no later than the Spring 2024 semester.

Initial test approval materials for All-level and Secondary **Spring 23 Block 2 students are due by Friday, April 21st, 2022 at 5:00 PM.** Partial submission will not be accepted and late submissions will receive a flag. Approvals to test will be entered within 5-7 working days of submission and **you will need to monitor your Pearson testing account for entered approvals.** Separate approval notifications will **not** be sent. Tarleton cannot approve you to take any additional exams that are not part of the certification field for which you were admitted to the Teacher Education Program. Failure to submit materials will result in ineligibility to continue on to Block 3.



If you need assistance, please contact 240 Tutoring at 888-535-2142 or email helpdesk@240tutoring.com.
240 Tutoring staff are available to assist you.

Tarleton faculty and staff do not have the ability to assist with 240 Tutoring program problems if you need help.

Sign up for 240 Tutoring using this unique link and **your Tarleton email** when setting up your account: <https://study.240tutoring.com/subscribe/Tarleton>. You will receive the discounted rate of \$20.00 per month and access to ALL available study plans when you register **using your Tarleton email**.

The 240 Tutoring test preparation program is effective because it approaches content first. The following information is to help you understand the steps you need to take to be successful.

1. **Step One - The Diagnostic Test (Orange Score Report)** provides the percent correct on the diagnostic test. Students are required to take the Diagnostic Test at the beginning to identify what they already know. The reported score is the benchmark score, or the starting point for your test preparation. This assessment indicates your knowledge comprehension at that specific point in time. **Scores for the Diagnostic Test are not an indication of how well you will perform on the 240 Tutoring Practice Test or the actual TExES exam.**
2. **Step Two - The Study Guide (Purple Progress Report)** provides information on percent completion of the study guide modules. Emphasis is placed on the completion of the content modules first. The purpose of the Study Guide is to increase student content knowledge as opposed to question-and-answer memorization. Students must complete all competency modules, which include printed instructional information, videos, flash cards, and quizzes. **A minimum score of 70% or higher must be achieved in each competency before the student will be able to advance to the Practice Test.**
3. **Step Three - The Practice Test (Green Score Report)** provides the performance, or the percent correct on the tested items. The Practice Test is only available at the completion of all competency content modules. The Practice Test Score Report will be used as one measurement to verify initial testing approval. It is important for students to do their best on the practice test because they are given only three attempts to achieve an 80% or better in all domains on a single attempt for initial testing approval. Students cannot bypass the first two steps of the study plan and expect to meet the 80% requirement (or 90% for retests). It is important to complete the program in the steps outlined. Faculty and staff have access to student plans and will be able to monitor engagement and progress.
4. If a student is unable to achieve the required % or better in every domain on a single Practice Test attempt, they must contact 240 Tutoring and request to have their plan deleted and START ALL OVER AGAIN . Send an email to helpdesk@240tutoring.com with the study plan # and name, student name and email as in the following message example: **Please delete the #160 PPR Study Plan for Tarleton student Windy Day - windy.day@go.tarleton.edu.** If you need any score reports from the plan, save them BEFORE making the request. Once deleted, you will need to re-enroll.

**IMPORTANT! Subscriptions auto-renew on the same date each month.
It is up to YOU to cancel or reactivate your account as necessary.**



All-level Art, Music, Theater, and Spanish students will need to use this program for content area approval.

Certify Teacher is providing a discounted service to all Tarleton students by way of a **Promo Code**.

The Promo Code is **TEXANS4728** and will only work if students create an account during the purchase, using their campus email domain name **@go.tarleton.edu** or **@tarleton.edu**.

Problems with Certify Teacher?
Call 866-209-9986

How does it work?

1. Go to <http://www.certifyteacher.com>
2. Select the study guide you wish to purchase – make sure to select the **online** version option. **Be sure to note the operating system and browser requirements for this program.** Remember – access to the program is granted only until you receive a passing grade from the state.
3. Click **Login** under the **Apply Promo Code** option in the **My Shopping Cart** page.
4. Click **Sign Up** under “I Don’t Have an Account Yet” to create your account – make sure to use your First and Last name when creating your account, then use your **Tarleton email address** when prompted – the promo code will not work if you use any other email.
5. Enter the Promo Code **TEXANS4728** when prompted. The price will drop to the discount price after entering the promo code.
6. Select **Accept** in the Six Clock-Hours Requirement window for your promo code to be validated.
7. Complete the purchase transaction by providing your credit card information. You will be able to access your online readiness review solution seconds after the purchase transaction is completed.
8. You will have access to the study plans for up to 3 years, but will need to do an online renewal with Certify Teacher every 35 days to keep your subscription active. There is no charge to renew, but you must complete the process to stay active.

Attention: you must complete ALL sections of the required study guides/test prep before submitting your Request to Test or Retest forms for consideration.

Practice Test Score Report



TEXES Pedagogy and Professional Responsibilities (PPR) (160)

Practice Test Overall
 100% Correct

	Correct	Max	% Correct
Overall	100	100	100%
Promoting Student Learning (Domain)	56	56	100%
Development of Children	4	4	100%
Teaching Skills to Students	12	12	100%
Teaching Diverse Students	7	7	100%
Teaching ELLs	9	9	100%
Planning Instruction	14	14	100%
Assessment	10	10	100%
The Classroom (Domain)	27	27	100%
The Positive Classroom	6	6	100%
Classroom Management	12	12	100%
Effective Communication	9	9	100%
Professional Roles and Responsibilities (Domain)	17	17	100%
Effective Collaboration	3	3	100%
Improving as a Teacher	6	6	100%
Using Technology	1	1	100%
Legal Basics	7	7	100%

Must achieve 80% or better for each domain on a single practice exam attempt

Score Report

Candidate Name: Windy Day

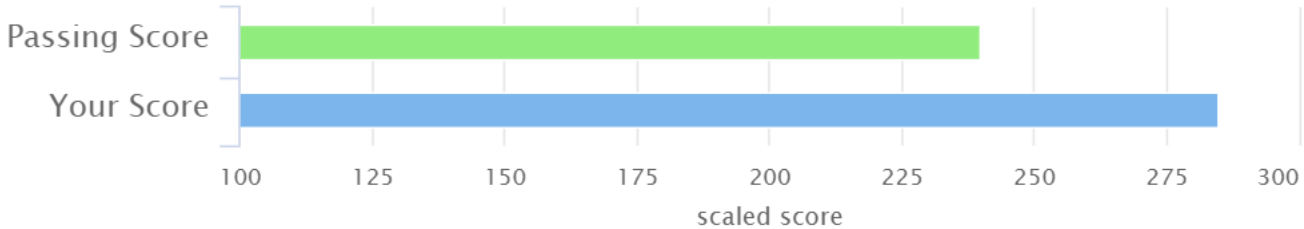
Exam Mode

Exam: Music EC-12 (177), TExES

Date: 06/18/2022 15:36:21

Authorization to submit to the real TExES exam may be based on these results.

Six-hour Rqmt: Compliant (7:28)



● Attempt: 4
 ● Min. Passing Score: 240
 ● Your Score: 285
 ● Status: Passed

Standards	Questions	Correct	% Correct
DOMAIN I—LISTENING	19	18	94.74%
Competency 001—Standard Terminology	9	8	88.89%
Competency 002—Diverse Genres, Styles and Cultures	7	7	100.00%
Competency 003—Musical Compositions and Performances	3	3	100.00%
DOMAIN II—MUSIC THEORY AND COMPOSITION	14	13	92.86%
Competency 004—Standard Music Notation	7	7	100.00%
Competency 005—Musical Composition and Improvisation	7	6	85.71%
DOMAIN III—MUSIC HISTORY AND CULTURE	14	13	92.86%
Competency 006—History of Western Music	7	6	85.71%
Competency 007—Music as a Reflection of Culture	7	7	100.00%
DOMAIN IV—MUSIC CLASSROOM PERFORMANCE	19	16	84.21%
Competency 008—Methods and Techniques for Singing	4	4	100.00%
Competency 009—Methods and Techniques for Playing Musical Instruments	8	7	87.50%
Competency 010—Conducting Vocal and Instrumental Performances	7	5	71.43%
DOMAIN V—MUSIC EDUCATION	14	14	100.00%
Competency 011—Effective Music Instruction	10	10	100.00%
Competency 012—Developing Musical Knowledge, Skills and Appreciation	4	4	100.00%

Steps to Submit Initial Testing Approval Materials

The due date for Spring 2023 Block 2 test approval materials is Friday, April 21st by 5:00 PM.

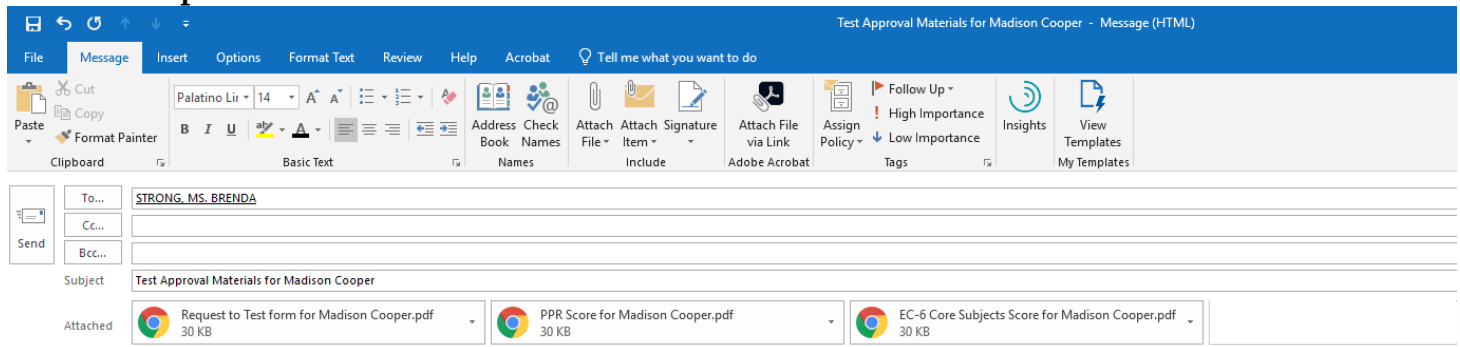
Failure to meet the due date and time will result in the issuance of a flag, and candidates failing to submit required materials for test approval will not be eligible to continue on to any Block 3 courses if requirements have not been met. Test approval requirements are due in Block 2 regardless of your planned clinical teaching semester.

Please read thoroughly and carefully follow ALL of the submission instructions found below.

Do **NOT** submit your test approval documents until you have satisfied **ALL requirements**. You will need to submit all documentation in *one single email (or send them via the United State Postal Service) by the due date and time.*

1. You will need to fill out (**typed – NOT handwritten**) the online Request to Test form found at: <https://www.tarleton.edu/eps/testing/documents/2021-22-online-request-to-test-form.pdf>
 - A. Complete the form making sure you have checked and filled all applicable boxes and fields.
 - B. Save the completed form to your device naming it **Request to Test Form for (your legal first and last name)**. Check to make sure your saved form is not blank. If this happens, print the form and scan it before naming and saving to your device. (Example: Request to Test Form for Madison Cooper)
2. For your 240 Tutoring (or Certify Teacher) Practice Test Scores, do the following:
 - A. In 240 Tutoring, each practice test score report (see attached example) that shows an 80% or higher in each **domain** area. **Screen shots are not acceptable - you must attach actual score reports.**
 - B. At your account information dashboard, click on the gray tab that says “Download” for the Practice Test Report (**Green Score Report**) for each specific exam you need to submit.
 - C. Save the green practice test scores to your device naming each of them correctly with the **Name of the Exam Score for (your legal first and last name)**. (Example: PPR for Madison Cooper)
3. Attach the named Request to Test form along with your named score reports to strong@tarleton.edu with **Request to Test Documents for (your legal first and last name)** in the subject line. (Example: Request to Test Documents for Madison Cooper)

Email Example:



Attached find the certification test approval materials for Madison Cooper.

If you want confirmation that your items have been successfully sent and received by Ms. Strong, make sure to use an email platform that includes Request a Delivery Receipt and/or Request a Read Receipt options (these are two separate functions so decide if you want to do one or both). Refer to the help index of your email platform for instructions. Do **NOT** send a separate email asking if your documents have been received as these emails will not be answered.

Only send the documents once you have met and completed **ALL** requirements. In other words, you must meet **ALL** requirements *before* you submit anything, which includes 80% or better for all domain areas for all of the practice tests you need to complete. **DO NOT send any documents if you are missing any of the requirements.** Partial submissions will not be accepted. You may begin submitting your materials as soon as you meet all of the requirements and do not need to wait until the due date. Also, do not submit any documentation other than the Request to Test Form and 240 Tutoring/Certify Teacher practice test score reports.

The test approval materials submission deadline for the Spring 2023 semester is Friday, April 21st, 2023 by 5:00pm

Any materials submitted after this date and time will be flagged as late.

You can **NOT** wait until the last minute to begin working on 240 Tutoring/Certify Teacher requirements and expect to achieve them easily or quickly. You have to invest a significant amount of time working through the study guides to achieve the required 80% minimum for the domain areas, so you should start working on them right away and budget time every week to spend on them.

Should you need to mail your submission, send your documents to: Brenda Strong, Tarleton State University, Box T-0790, Stephenville, TX 76401. Be sure to allow enough time to meet the due date.

Once review of the submitted materials have been completed, approvals will be entered within 5-7 working days of receipt. You may begin registering to test right away once you receive approval. It is your responsibility to set up your Pearson testing account and monitor it for approvals. Separate approval notifications will not be sent.

Candidates that fail to submit initial testing materials by the end of the Block 2 semester are not eligible to proceed to Block 3 coursework until testing requirements have been met and submitted. It is your responsibility to get the items submitted without receiving any special notifications or reminders.

2022-2023 TExES Test Approval Request Form

Submit requests at least one month prior to the target date for which you would like to take the exam(s)
 Email to Brenda Strong, strong@tarleton.edu or Fax to 254-968-9801. You **must** provide your TEA ID#. **You will need to monitor your Pearson testing account for entered approvals** (set up your account at www.tx.nesinc.com). Allow a minimum of 5-7 working days for processing time. **Form is to be TYPED.**

A. Applicant Information – please fill in ALL requested information (used for testing purposes only)

Legal Name:		Today's Date:			
Tarleton ID#:		TEA ID Number:			
Campus Designation:	Stephenville	Fort Worth	Waco	Online	Other
Address:					
City:		State:		Zip:	
Primary Phone:			Alternate Phone:		
Primary Email:			Alt Email:		
Gender:	Female	Male	Ethnicity:	Hispanic/Latino	Not Hispanic/Latino
Race:	American Indian/Alaskan Native		Native Hawaiian/Pacific Islander		
	Asian	Black or African American	White	2 or More	Other

B. Program Verification – check the program level and content area you are enrolled in

Traditional Teacher Education Program

Early Childhood PreK-3 with ESL	EC-12 Special Education w/EC-6 Core Subj/ESL
EC-6 Core Subjects with ESL	Secondary (6-12, 7-12, or 8-12) _____
EC-6 Core Subjects with Bilingual	All Level (EC-12) _____
4-8 Core Subjects or Content Area w/ESL	

Alternative Teacher Education Program - TMATE Content Area: _____

Graduate/Professional Educator Preparation Program

Master's Degree -or- Post-Master's Certification only

Educational Diagnostician	Principal	Reading Specialist
School Counselor	Superintendent	

C. Academic Status – please fill in ALL requested information that is applicable

Applied to your academic program: Semester Fall Spring Summer Year: _____
(Semester you applied to the program. May not be the same as when you applied to the University)

Expected Program Completion: Semester Fall Spring Summer Year: _____

Please circle or highlight one of the below

Internship, Practicum, Clinical Teaching, or Yearlong Residency Semester(s) Fall Spring Summer Year: _____

***** **Please continue to the next page** *****

E. TExES EXAM(s) you are requesting to take

Exams offered continuously by computer (Dates vary according to each test site and can be viewed in the registration system. There is no guarantee you will be able to secure either the target test date or location you prefer. **Check ALL exams you will be required to take.**

Ag, Food & Nat Res 6-12	Math 7-12	Technology Educ 6-12
Art EC-12	Math/Science 4-8	PPR EC-12
Chemistry 7-12	Music EC-12	Science of Tch Reading*
Core Subjects EC-6	Physical Education EC-12	ESL Supplemental
Core Subjects 4-8	Physical Science 6-12	Bilingual Education Suppl
ELAR 4-8*	Physics/Math 7-12	Educational Diagnostician*
ELAR 7-12*	Science 4-8	Reading Specialist
ELAR/Social Studies 4-8	Science 7-12	School Counselor*
History 7-12	Social Studies 4-8	Superintendent
Life Science 7-12	Social Studies 7-12	
Math 4-8	Special Education EC-12	*Have specific score posting dates.
Other Content Area- _____		

Exams offered only during specific test windows

The following listed exams are offered only during set testing windows AND have specific score postings. You will need to consult the Pearson registration site for additional information concerning dates and score posting schedules.

Bilingual Target Language Proficiency Test - Spanish (BTLPT)*
 Language Other Than English - Spanish EC-12 - (LOTE)* Early
 Childhood: PreK-3*
 Principal
 #268 - TExES - Principal as Instructional Leader*
 #368 - PASL - Performance Assessment for School Leaders*

Reminders: Forms need to be submitted at least one month prior to your target test date to allow for testing eligibility verification and processing. Forms not filled out completely will not be processed and will be returned for missing information. Also, please remember that you are not to choose dates that conflict with your classes, field experiences, laboratories, internships, or clinical teaching as your absence will not be excused for testing.

***** **Please continue to the next page** *****

Eligibility verification by Department and EPS Director *(for office use only)*

Content Exam Approval: _____ Date: _____

PPR Exam Approval: _____ Date: _____

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 teaching 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 score posting deadlines for continued 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

FERPA Consent to Release Educational Records and Information

This release represents your written consent to permit Tarleton State University to disclose educational records and any information contained therein to the specific individual(s) identified below. Please read this document carefully and fill in all blanks.

I, _____ as a candidate admitted to a Tarleton Teacher Education Certification Program hereby give my voluntary consent to the following officials:

Printed Legal Name

A. To disclose the following records:

- TExES exam score results

B. To the following person(s):

Tarleton State University school officials who are:

- employed by Tarleton State University in an administrative, supervisory, academic, research, or support staff position,
- serving on a Tarleton State University governing body, or
- under contract to Tarleton State University to perform a related special task or service.

C. These exam scores are being released for the purpose of:

- aggregate for program evaluation/assessment for continuous improvement,
- assisting individual students with skill/knowledge improvement/remediation,
- determining eligibility for program requirements and certification, or
- completing required submission of data for state and federal reports.

I understand that under the Family Educational Rights and Privacy Act of 1974 ("FERPA" 20 USC 123g; 34 CFR § 99; commonly known as the "Buckley Amendment") no disclosure of my records can be made without my written consent unless otherwise provided for in legal statues and judicial decisions. I also understand that I may revoke this consent at any time (via written request to Educator Preparation Services) except to the extent that action has already been taken upon this release.

Signature of Candidate *(entered name indicates acceptance)*

Date

Candidate TEA ID#: _____

Phone Number: _____

Email Address: _____

Student Flagging Procedure

The flagging procedure has been developed to help identify situations that may prevent or hinder candidates from becoming the most effective and successful professional educator as possible, or performance, attitudes, and behaviors that may be an indication of a low level of commitment to the profession and may be issued by any faculty or staff teaching or working with TEP students.

Situations that may be flagged include, but are not limited to:

Communication, Collaboration, Commitment, Professional Conduct and Behaviors, Ethical Conduct, and Code of Ethics

Included in the above, candidates who miss required attendance of EPS meetings, application deadlines, or materials submission, will receive flags. Flags can be issued by academic departments, EPS, as well as higher university levels.

Flags become part of the candidate's permanent file and result in the following dependent of severity:

1st Flag – Student/Candidate meets with Issuing Representative – may be by phone or email

2nd Flag – Student/Candidate meets with Department or College Committee and may be ineligible for admission to or dismissed from the Teacher Education Program

3rd Flag – Student/Candidate meets with College Committee and may be ineligible for admission to or result in dismissal from the Teacher Education Program and/or the College of Education and Human Development

A complete copy of the flag can be obtained at <https://www.tarleton.edu/eps/documents/flags.pdf>.

Test Takers with Documented Disabilities or Health-Related Needs

If you have a documented disability or health-related need and need to request special testing accommodations, you must arrange for them **BEFORE** you schedule to take any of your exams. It is the responsibility of the individual candidate to obtain any special accommodations approval from the testing company and to familiarize themselves with the related registration process. **Start this process right away (now) as it is necessary to obtain and submit the correct paperwork for review by Pearson, the testing vendor, to have accommodations granted in time to test.**

It is critical that any candidates needing special accommodations completely familiarize themselves with the process and steps required to obtain special testing arrangements well in advance of scheduling any exams. Specific official documentation is required and once submitted can take up to 3 weeks to review before being granted approval. You will want to allow enough time to gather and submit the information for review so you can schedule to test as quickly as possible once you receive program approval. Do **NOT** schedule any exams prior to being granted accommodation approval. Also, you may be required to use a specific testing facility based on the accommodation being requested. Be prepared to travel to an approved accommodation site if necessary.

Link for Test Takers with Disabilities or Health-Related Needs:

http://www.tx.nesinc.com/PageView.aspx?f=HTML_FRAG/GENRB_AlternativeArrangements.html

Registering for the TExES Exams Once Approvals Have Been Entered

Testing approvals will be entered in the system within 5 working days of receipt of submission of complete and accurate required materials. **Once submitted, you will need to set up and monitor your Pearson testing account for approvals as individual notifications will not be sent.** The due date for Spring 2023 Block 2 candidates for initial required exam approval materials is **April 21st by 5:00 PM** regardless of when you plan to clinical teach.

ALL required TExES exams must be passed to be eligible for clinical teaching. Passing scores must be posted in the Pearson testing system by August 1st for Fall semester clinical teachers and December 15th for Spring semester clinical teachers. Candidates who have not passed all needed exams by that date will be required to delay clinical teaching until a subsequent semester when exams have been passed. There are no exceptions.

It is important that you check the score posting schedule for each required exam when scheduling to be sure of meeting the score posting deadline. Not all exam scores post on the same days and some have very specific windows. Do not wait too late to schedule exams as dates and locations may not be available the closer you get to due dates.

It is also very important you know of any special tools you may be using during administration of your exam(s). If a calculator is required, you will need to know if it will be provided or if you need to bring your own from an approved list of brands and models, or watch the online tutorial if a calculator will be provided. If you will be using a foreign language keyboard, you will want to complete the online tutorial ahead of time so you know how to operate it ahead of the day of the exam. There may also be highlighting and strike-through tools to use for constructed response questions.

The safest rule of thumb is to familiarize yourself with all Pearson provided materials for each exam you need to take when you register. Preparation materials for all exams can be found at

http://www.tx.nesinc.com/PageView.aspx?f=GEN_PreparationMaterials.html

Passing Score posting Deadlines:
August 1st for Fall Clinical Teaching
December 15th for Spring Clinical Teaching

How to Register for TExES Exams

Within 5-7 working days (or sooner) of submitting your complete test approval requirements you can begin checking your Pearson testing account for entered approvals and are free to begin registering for your TExES exams. It is extremely important you check your TEAL (TEA Login account) **first** to make sure you have all of your information correctly entered and that your profile has been completed. Any changes must be made before you register to take any exams and set up your Pearson testing account. **It is important you take care of any needed changes NOW.**

Step 1 Go to <https://tealprod.tea.state.tx.us/>

Step 2 Log in to your account

Step 3 Make sure all entered information is correct, including legal first and last name, date of birth, social security number, and that you have completed your profile including gender and ethnicity

For TEA Login account assistance or help call 512-936-8400

Once you have submitted your test approval materials, create your testing account with Pearson, monitor your account for entered approvals, and then begin registering for exams. **It is critical that you set up your testing account using the exact information you used when setting up your TEA account.** These two systems need to talk to each other to properly process the information.

How to Create your account and REGISTER for your TExES Exams with Pearson

Step 1 Go to www.tx.nesinc.com to register.

Step 2 Click on the “**Register**” link (top of page).

Step 3 Sign in if you are an existing user or click on the “Create an account now” button if you are a new user. **(Information entered must match all information in your TEA account.)**

Step 4 Set up your account providing all requested information (new users only).

Step 5 Select your exam and follow the instructions that they walk you through.

Step 6 Submit your payment.

Step 7 Schedule your exam by choosing the location, date and time. Finalize your selection and check out. (Registration is not complete until you have scheduled and paid for the exam.)

Step 8 Confirm your information and review testing policies. Review your personal information and agree to the applicable testing policies. Once you have submitted your order, your exam will officially be scheduled.

Step 9 Save your confirmation. You will receive an email confirming your appointment date, time, and test center location. It is advisable to take the confirmation along to the testing center with you.

For login or registration problems, call the Pearson Help Line at 1-800-877-4599

Steps for Retest Approval (for attempts number 2 through 5)

1. The goal of proper test preparation for initial attempts is for our candidates to be successful on the first try. However, if you are not successful at a TExES exam attempt, it will be necessary to begin the retest process right away once scores have posted you will find the retest request form at the following link: <https://www.tarleton.edu/eps/testing/documents/secondary-and-all-level-request-to-retest-updated-7-27-21-reworked.pdf>. Be sure to follow the instructions carefully. For **PPR retest approval**, you will submit materials to the department of **Curriculum & Instruction** to degarcia@tarleton.edu. For **content retest approval** requirements, you will need to contact the department head or education program coordinator of your academic department for further information.
2. Be aware there is the likely possibility that retest requirements may be revised at any time and may vary, so you will need to make sure you are in contact with the appropriate department to fulfill the correct requirements.
3. After the correct corresponding department has approved and signed off on your retest request, it will need to be forwarded along with all supporting documentation to the Testing Coordinator (Brenda Strong) in EPS by either hand delivery or by email – strong@tarleton.edu
4. Once received, the Testing Coordinator will enter approval in the TEA system within 5-7 working days of receipt. **You will need to monitor your Pearson testing account for retest approvals.** This process takes some time, so do not expect immediate approval once you have submitted the request through the department. **Separate email approval notifications are not sent.**
5. Do not wait to begin the retest process. Keep in mind that state law requires a **30-day wait period** (30 calendar days from the date of your last attempt) before you can retake any one exam. You can *register* prior to the 30 days, but you will not be able to schedule a test date sooner than that. You should begin the retest process as soon as you receive a failing score.
6. Tarleton may only approve candidates for a total maximum of 5 attempts for any one given exam per state rule.
7. If at any time you ever have a question whether you have exam approvals or not – either initial or retest approval - **check your Pearson testing account.** If the approval is taking longer than expected, check with the submission department to make sure they received it and everything is in order.

Test Preparation Resources

Please keep in mind that the function of the Testing Coordinator is to lead you through and help you navigate the testing *process*. **It is the responsibility of your major department to prepare and help you be successful with your content exam(s).** The department of Curriculum & Instruction is responsible for preparing and helping you be successful with the PPR. If you have difficulties passing any of your exams, **you should seek the help of the appropriate department(s).**

Although 240 Tutoring is currently being used as an exam preparation program, the Teacher Education Program is aware that some candidates may need or want additional resources to help prepare themselves. What follows is a short list of known resources that candidates may find useful in their test/retest preparation. This is not an endorsement or guarantee of any particular resource.

FREE Online Resources

T-CERT - TExES Certification Exam Review for Teachers is a website provided by the Texas A&M University System to help teacher candidates pass the TExES. This site contains review modules specifically for the PPR, 4-8 Math, 4-8 Science, 7-12 Math, 7-12 Science, EC-12 Special Education, ESL, EC-6 Core Subjects and BTLPT. Contact your Testing Coordinator for 60 days access to the materials (*free only to candidates in the A&M System schools*).

Pearson Preparation Materials -

http://www.tx.nesinc.com/PageView.aspx?f=GEN_PreparationMaterials.html

YouTube and **Google** – Search for “Free TExES Study Materials.” Multiple pages of study materials

CrashCourse - <https://www.youtube.com/user/crashcourse>

Quizlet - <https://quizlet.com/>

Bullock Museum Texas History Timeline – <https://www.thestoryoftexas.com/discover/texas-history-timeline> Interactive timeline to help prepare for the Social Studies portion of the Core Subjects.

Chegg Prep - <https://www.chegg.com/flashcards>

Khan Academy - <https://www.khanacademy.org/>

TeachWriteLearn - https://www.youtube.com/channel/UCzIR_rqIEvGCIE_s5E7s_zw/videos

Commercial Test Prep Companies offer the purchase of test preparation materials. The following list is for your information only and *is not intended as an endorsement of the companies or their products*:

Certify Teacher – <https://certifyteacher.com/> (contact testing coordinator for discount code)

Pass the TExES - <https://www.passthetexes.com/>

Mometrix - <https://www.mometrix.com/>

Ultimate TExES Guide to the EC-6 Core Subjects Exam -

http://www.ultimatetexesguide.com/store/p1/Ultimate_Guide_to_the_TExES_Core_Subjects_EC-6%3A_Exam_%23291.html

XAM Online - <http://xamonline.4dlspace.com/AMOL/welcome/start/>

Exam Edge - <https://www.examedge.com/texas/>

TExES Master - <https://www.texas.net/index.php>

Research & Education Associates (REA) - <https://store.rea.com/tstprep-teachcert-tx.html>

Study.com - <https://study.com/academy/goal/professional-licensure/teacher-certification/texas-texas-examinations-of-educator-standards.html>

More Important Testing Information and Reminders

1. You must be willing to thoroughly read all information that has been provided for you. A lot of time and effort has been expended to make sure you have all of the information you need concerning testing in this handbook. Please use it.
2. Candidates are required to complete paid test preparation plans (240 Tutoring/Certify Teacher) to determine test readiness. A passing score report for the PPR and Content Area exams **showing a minimum of 80% for each and every domain area on a single practice exam attempt score report** will need to be submitted to Brenda Strong. For Spring 2023 All-level and Secondary Block 2 candidates, the deadline for submission is no later than **Friday, April 21st, by 5:00 PM**. **If there is no content practice exam for your certification area, you will need to consult with either the testing coordinator or your academic department for specific test approval requirements.** Submission of these materials is required for Block 3 eligibility.
3. It is the responsibility of the candidate to submit the required exam approval documentation by the due date and meet the testing deadline to be eligible to clinical teach. You must stay on top of and budget your time wisely from now until you finish the Teacher Education Program. Late submissions will not be processed until a flag has been completed. Any candidate failing to submit testing materials **will not be eligible to continue on to Block 3 courses until requirements have been met and submitted.**
4. Do **NOT** submitted your initial testing approval materials until you have met **ALL** requirements. **Partial items/materials will not be accepted and resubmission of all materials will be required.**
5. Incomplete Test Approval Request Forms will not be accepted which will delay the testing process and all initial test approval materials **are due during the semester in which candidates take Block 2.** Please take care to fully complete and supply **all** information required and submit by the due date. Candidates submitting late documents will be flagged (see Flagging Policy).
6. Once testing approvals have been entered you can begin registering on the Pearson website for **TE_xES exams**. Do not confuse with TX PACT exams when registering for your exams. Make sure you read ALL registration materials that are provided when you register for the actual TExES exams with Pearson, the testing vendor. Candidates are responsible for knowing all registration materials.
7. If you have a documented disability or health-related need and need to request special testing accommodations, you must do it **BEFORE** you schedule to take any of your exams. **Start the paperwork process today.** See the related page in this handbook for Pearson website information. It is the responsibility of the candidate to obtain special accommodation approval.
8. **ALL required TExES exams must be passed to be eligible for clinical teaching.** Scores must be posted in the Pearson testing system by August 1st for Fall semester clinical teachers and December 15th for Spring semester clinical teachers. Candidates who have not passed all needed exams by that date will be required to delay clinical teaching until a subsequent semester when exams have been passed.

9. The current cost of all TExES exams is \$120.00 - \$140.00 payable at time of exam registration and scheduling. This also applies to any retakes. All exams are computer administered.
10. Tarleton Testing Policies allow candidates to take only **one exam per calendar day**. The exam registration system will allow registration for two exams on the same date, but it is not permitted by Tarleton policy to do so. You will be signing a policy acknowledgement agreement concerning this and any violation will result in the issuance of a flag. Your testing approvals may be revoked and you will also be required to change registration dates and flagged if this occurs.
11. Your score report will be available to you via your account on the Pearson testing website approximately 3-4 days from the date you took the exam as published. Some limited window exam scores take longer to post and follow a posting schedule. A passing score for all exams is 240 (a perfect score is 300). Passing scores must be posted by August 1st for Fall semester clinical teachers and December 15th for Spring semester clinical teachers. Be sure to begin testing early enough and figure in the time allotted for score posting and any retests when scheduling late exam attempts.
12. **You do NOT need to submit your TExES exam scores to the Testing Coordinator.** The program receives all test scores twice a week and they are recorded. Save copies of test score reports for your personal records.
13. State law requires a 30-day wait period between attempts if a retake for an exam is necessary. It is very important that candidates begin to test early enough to allow for any potential retakes while permitting enough time to have passing scores prior to August 1st or December 15th. You will also need to complete a Request to Retest form and follow the required test preparation requirement to receive retest approval. **Do not wait 30 days to begin the retest process.** You should begin the retest process immediately after receiving a failed score. The registration system will not allow a candidate to schedule a date to retest sooner than 30 days since the exam was last attempted, but you can still register before the wait period.
14. At the very minimum, any exam retakes will require candidates to complete additional study plans **and/or** additional departmental preparation requirements each time an exam is retaken. Completion dates for the plan must fall **after** the date the exam was last taken and will require specific scores for retake approval. See the previous retest sequence page for instructions.
15. State law permits a total of 5 attempts for any one given certification exam. Any Tarleton candidate testing for a fifth attempt will be required to sign a waiver form indicating the candidate fully understands Tarleton can no longer approve additional attempts. **Keep in mind that the vast majority of our candidates are able to pass all exams with minimal attempts.**
16. Candidates set up a TEA Login account when enrolled in EDUC 3320/3321. It is important that you check your account for accuracy, especially your first and last name, and make sure you have **completely filled out your profile**. The legal first and last name in your account **MUST** match what is shown on the valid forms of ID you use to access the testing facility on the day of the exam. List an email that you actually use. Any corrections to a name, SS#, DoB must be done directly through TEA. Once entered, a registration approval email from TEA will go to the email that you provided in your account. You may begin registering once testing approval has been given. Check your TEA account for accuracy **BEFORE** you set up your testing account with Pearson.

17. Make sure whatever legal ID documents used (check the Pearson registration information for a list of acceptable documents) are **NOT EXPIRED**. Check that **NOW** in case something needs to be renewed, like your driver's license, passport, etc. If you go to test and there is a discrepancy, you will not be allowed to test and will not receive a refund. Only original ID's are permitted - no copies, photos, or phone pictures are accepted.
18. There are various locations of testing sites and all are independently run so we have no control over dates or space availability, disabilities accommodations, test cancellations or rescheduling. *It is important to register early to be able to obtain your optimal testing date and location.*
19. Your @go.tarleton.edu email account is the official TSU way of communication. All group emails related to testing will be sent to this account, so it is important you regularly check it for any reminders or information sent by Educator Preparation Services.
20. Do not take ***ANYTHING*** into the testing center other than your exam confirmation email and required IDs. There is a list of restricted items in both the TEA Registration information and again when you register with Pearson. Do not attempt to bring any restricted items in to the testing centers – test takers will be removed from the testing center, fees will be forfeited and scores will be canceled, even if dismissal is not enforced on the day of the test. Testing facilities are not allowed to hold any items for test takers. Leave all personal items locked in your car. It is the responsibility of the candidate to fully read the testing information provided on the Pearson website for rules and restrictions pertaining to the day of the exam and the testing center.
21. Should it become necessary for anyone to lay out a semester for any reason, it is the responsibility of that candidate to stay abreast of any changes that are made to the testing process/requirements and to meet any new deadlines that may be implemented or adopted. **It is also the responsibility of the candidate to keep Educator Preparation Services informed of any changes that may impact field experiences, clinical teaching, and continuation in the teacher education program.**
22. **Passing of TExES exams does NOT certify you as a teacher.** You must wait until you have completed the program (all classes done, graduated and degree posted to your records by the Registrar's Office) before you can be recommended for certification by Tarleton. At the end of the clinical teaching semester you will attend a certification seminar and Allison Andrews will walk you through the certification application steps. There are only certifications for content areas and supplementals (ESL/Bilingual). *There is no separate certification for PPR.*
23. Teaching certifications are not listed on your Tarleton diploma. Only the official name of your major is listed. Once all program requirements have been successfully completed, Tarleton will recommend you for teacher certification through the TEA system. You can then print a paper copy of your teacher certificate through TEA (Texas Education Agency) which will list the certifications you have been awarded after program completion. You are not automatically certified once all exams have been passed, but you will receive more information concerning that matter toward the completion of the Clinical Teaching semester.

24. **Adding Additional Testing and Certification Fields:** to test in other content areas and add additional certifications to your credentials, you will first **need to complete all program requirements, pass those content exams and then apply for initial standard certification in your current certification area after your degree has posted in the Tarleton system.** After you have been awarded your standard certification by TEA, you will no longer go through Tarleton to obtain testing approval for other content areas. You will go directly through Pearson and register for the exams you wish to attempt and register to take them. Once passed, it is your responsibility to apply to have the additional content area(s) added to your certification. See the TEA website for additional information concerning certification by exam.
25. Apply for the Dennis P. McCabe Student Endowment Scholarship by the spring semester deadline. You must have a general scholarship application on file and then go online and specifically select the scholarship to apply for it. \$1000.00 is awarded for the Clinical Teaching semester. Applications are due early spring semester but there may be some that need to be re-rewarded at the end of the fall semester so it's worth going in and applying even if you are late. There are also many other education-related scholarships available but you must meet application deadlines. Contact the Scholarship Office for more information – 254-968-9922. (See last page of this handbook.)
26. If at any time you ever have questions about what exam approvals you currently have, check your testing account on the Pearson website. The testing coordinator can only enter approvals granted by your academic department and does not have authority to override their decisions.
27. Questions? **CALL** me, Brenda Strong, at 254-968-1908, or find additional information at: <http://www.tarleton.edu/eps/testing/index.html> Submit materials to strong@tarleton.edu

It is important that you continue with test preparation between the time you receive testing approval and the time you schedule to take the TExES exams.

It is unreasonable to expect that the time you spend gaining testing approval is adequate for being fully prepared to take exams, especially if considerable time passes since you last did any form of test preparation. For example, if you submit your test approval materials by the required due date, yet wait to take exams 3-5 or more months later, it is likely you will not be fully prepared to take the exam. Candidates should continue to study and prepare right up until the time of the actual exam date.

There are no shortcuts to preparing for success on any of the TExES exams. It takes dedication of time and effort in the preparation process to be successful. We want all of our teacher education candidates to pass within the first attempt of each exam as much as possible, but the results are in part dependent upon individuals being committed to the process.

Links to important Websites and Pages

Educator Preparation Website (EPS): <https://www.tarleton.edu/eps/index.html>

EPS Certification Testing webpages: <https://www.tarleton.edu/eps/testing/index.html>

Request to Test form: <https://www.tarleton.edu/eps/testing/documents/2021-22-online-request-to-test-form.pdf>

Secondary and All-Level Request to Retest form:

<https://www.tarleton.edu/eps/testing/documents/secondary-and-all-level-request-to-retest-updated-7-27-21-reworked.pdf>

240 Tutoring: <https://www.240tutoring.com/>

TEA Login: <https://tealprod.tea.state.tx.us/>

Pearson Testing Account Setup and Registration: www.tx.nesinc.com

Link for Test Takers with Disabilities or Health-related Needs:

http://www.tx.nesinc.com/TestView.aspx?f=TXCBT_RequestingAlternativeTestingArrangements.html&t=TX183

Attention

Teacher Education Candidates

Be sure to apply for the

Dr. Dennis P. McCabe Student Endowment Scholarship

This scholarship is given to students for achievement in the classroom, leadership on campus, financial need, and field experience. To apply for this scholarship, students must have completed 12 hours at TSU. Recipients must be full-time students and have a 2.40 GPA for the leadership, need-based and field experience options. Recipients must be full-time students and have a 3.0 GPA for the scholastic option. Recipients in the need-based option must show financial need but not be eligible for the PELL grant. Academic, need-based and scholastic awards are \$500 per semester. Field experience or internship awards are \$1,000 during the semester the internship or clinical teaching is conducted.

Students must have a current scholarship application on file **and specifically apply for** this particular scholarship. Recipients are eligible for the field experience semester even if they have previously been awarded a scholarship for the scholastic, leadership or need-based option(s). **This scholarship can be awarded multiple times to the same recipient but you must apply for it each semester.**

You must meet this scholarship application deadline.

For more information, check with the Scholarship Department,
room 123 in the Tarleton Center – 254-968-9922

or: <http://www.tarleton.edu/scholarships/index.html>