

2023-2024 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 must be TYPED.**

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

Legal First & Last 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) _____
4-8 Core Subjects or Content Area w/ESL	All Level (EC-12) _____
Secondary Education (SEED) Major _____	

Alternative Teacher Education Program - TMATE Content Area: _____

Graduate/Profession 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: _____

Check one of the below and indicate semester(s) and year(s)

Internship	Practicum	Clinical Teaching	Fall	Spring	Summer	Year: _____
Yearlong Teacher Residency (both semesters)						

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

E. TExES EXAM(s) you are required 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	Educational Diagnostician*
ELAR 4-8*	Physics/Math 7-12	Reading Specialist
ELAR 7-12*	Science 4-8	School Counselor*
ELAR/Social Studies 4-8	Science 7-12	Superintendent
History 7-12	Social Studies 4-8	
Life Science 7-12	Social Studies 7-12	*Have specific score
Math 4-8	Special Education EC-12	posting dates.

Other Content Area not listed- _____

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.

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. **It is the responsibility of candidates to familiarize themselves with all information provided at the time of registration.** 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 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

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 First and Last 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 statutes 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) Candidate TEA ID#:

Date

Candidate TEA ID#: _____

Phone Number: _____

Email Address: _____