



## **TE<sub>x</sub>ES PREP Center** **TE<sub>x</sub>ES Exam Policy for TWU Teacher Education Candidates**

Educator certification exams are an essential component of the Texas Woman's University College of Professional Education (COPE) Teacher Education Program. Our initial and professional certification education programs are designed to prepare candidates to be successful in the field of education; and, that success includes successful completion of the Texas Examination of Educator Standards (TE<sub>x</sub>ES) certification exams. The TE<sub>x</sub>ES certification exams are administered by Educational Testing Services (ETS) on behalf of the Texas Education Agency (TEA). There are many TE<sub>x</sub>ES certification exams to choose and which ones candidates take is determined by the certification sought. The passing score on any of the TE<sub>x</sub>ES exams is a 240 out of a possible 300. TWU candidates register with ETS for their exams for a cost of \$135 per test.

As of September 1, 2015, state law limits testing attempts to five times per exam. If an exam has not been passed after five times, that candidate is no longer permitted to take that exam. Our goal in the COPE is to support candidates in their preparation to pass TE<sub>x</sub>ES exams on the first attempt. We provide candidates with preparation materials and opportunities for practice before approving candidates to sit for exams with ETS. All candidates must go through an approval process before registering for ETS exams.

The TWU TE<sub>x</sub>ES Prep Center offers practice exams during the weekday each semester. They are an excellent way to receive feedback before registering for the actual state exam and to identify areas needed for additional review. Along with the results, candidates will receive suggestions on the next steps for taking and passing the actual exam.

The TE<sub>x</sub>ES PREP Center is located in [Stoddard Hall, Room 217](#). [Click here](#) for the TE<sub>x</sub>ES Prep Center operating hours. The schedule may be modified during times when the campus is closed or classes are not in session, so during those times so please contact the TE<sub>x</sub>ES Prep Center for availability. Our goal is to help candidates prepare to pass exams on the first attempt. We provide materials and opportunities for practice before candidates sit for exams with ETS.

### **General Information**

---

Anyone may take a TE<sub>x</sub>ES Practice Exam through TWU's TE<sub>x</sub>ES Prep Center. It is not limited strictly to TWU candidates or former students. The fee is the same for everyone. It is suggested that candidates take their content TE<sub>x</sub>ES practice exam first, PPR practice exam second, and then any supplemental exams if applicable. Candidates are strongly encouraged to take a specific practice exam at least once and early enough before registering for the actual exam to strengthen any weak areas identified by the practice exam before taking the actual TE<sub>x</sub>ES exam.

Practice exams are offered multiple times throughout the semester. Please check the TE<sub>x</sub>ES Prep Center website schedule for dates and times. **Deadline to register: 48 hours before the exam.**

# TEXAS WOMAN'S UNIVERSITY



WWW.TWU.EDU

Report to the TExES Prep Center - Stoddard Hall 217 ten minutes prior to the beginning time of the practice exam.

Bilingual Target Language Proficiency Test (BTLPT). The BTLPT exam is limited to only two (2) individuals at a time, due to the format of the exam. For this reason, please contact the TExES Prep Center to register for the practice BTLPT.

**Testing is limited to only eleven individuals at a time.** Click here for a schedule of the exact days and times of practice exams.

## Cost

---

The cost of each testing session is \$20.00.

Core Subject: this exam is 5 hours long and each of the domains are timed differently according to the exam specifications. TWU candidates will need to pass each of the domains separately before being approved to take the State Exam. Candidates will be able to retake each of the domains not passed at a separate administration; however, candidates must take entire exam first. The cost of the exam is \$20.00 for the entire exam and each retake of each domain is \$5.00.

## Scores

---

Test results are e-mailed to the student's TWU e-mail within 72 business hours of the administration date.

## TWU Candidates - Approval for Exams

---

Before approval can be given for any TExES exam, candidates must demonstrate proficiency in the subject area and readiness for the exam. TWU candidates may demonstrate readiness by meeting the following criteria:

1. All candidates must take a practice exam for the Pedagogy and Professional Responsibilities (PPR), their content area, and supplemental exams (if applicable). TWU candidates will take their practice exams as part of the course requirement for EDUC 3003. The exam will also be offered in EDUC 4113 for candidates who do not make a satisfactory score the first time. To register, go to <http://www.twu.edu/TExES-Prep/texas-practice-register.asp>.
2. If a TWU candidate does not score a 75% or better on most exams (80% or above for BTLPT, Music, and P.E.), the candidate must complete the TExES Success Strategies Workshop, which can be downloaded from the TExES Prep Center on Blackboard. For access to the site, call the TExES Prep Center at 940-898-2272 or email [texasprep@twu.edu](mailto:texasprep@twu.edu). For the PPR or Core Subjects exams, TWU candidates may participate in one of the face-to-face workshops conducted on a regular basis during the semester. The schedule of workshops is published in the Office of Student

# TEXAS WOMAN'S UNIVERSITY



WWW.TWU.EDU

Support Services and Professional Development Center's websites. **Then, retake your practice exams after completing the online and/or face-to-face workshops.**

3. If a TWU candidate does not score a 75% or better (80% or above for BTLPT, Music, and P.E.) after taking a practice exam twice, the candidate must [complete a success plan](#) indicating the resources the candidate will use to prepare for the actual TExES and evidence demonstrating the candidate completed their remediation. Candidates will turn in their completed Success Plan to the Office of Student Support Services (OSSS), located in Stoddard Hall 211. The OSSS advisors will review the candidate's submitted TExES Success Plan in collaboration with candidate's faculty advisor to determine if the candidate is ready for the actual TExES exam.
4. To take the PPR, content area or supplemental practice exam, please follow these instructions:
  - Send an email request with your name, TWU student ID number and the name of the test you want to take to [copeadvising@twu.edu](mailto:copeadvising@twu.edu). E-mail requests for a test approval must be received by 2:00 p.m. on the registration deadline to obtain the approval by the day's end. Once you have been approved, you will receive an email notification providing registration instructions.
  - To register, go to [www.texas.ets.org](http://www.texas.ets.org), select "Register" and follow the instructions provided. The Registration Bulletin on the ETS website will provide all the information you need to know about taking the TExES.
  - You must be admitted to the Teacher Education Program to take an actual TExES exam.

## **Academic Testing Year and Timing of Testing**

The goal of our program is for candidates to be finished with all certification requirements upon graduation. To that end, we strive to help candidates finish their testing requirements prior to the student teaching semester. Beginning in the Fall 2016 semester, candidates applying for student teaching in the following semester must have passed the PPR, attempted the content area exam, and supplemental exams if applicable. Candidates are strongly encouraged to pass all of their exams with ETS prior to student teaching as well.

If a student does not pass a TExES exam administered by ETS, they must wait 45 days before retesting (state-mandated waiting period). Candidates are strongly encouraged to retest as soon as possible after the 45-day wait period. The OSSS or your faculty advisor are available for consultation and study planning in this event.



## What to Bring to the TExES Prep Center

---

- Valid and acceptable identification document(s) with a name, signature and photograph. Your ID will be checked before you are admitted.
- Calculators
  - You may bring a graphing calculator as part of the testing for the Mathematics 7-12 (235), Mathematics/Physical Science/Engineering 6-12 (274) and Physics/Mathematics 7-12 (243) tests.
- Personal items other than ten documents are not allowed in the testing room. This includes phones; tablets; PDAs; all watches, including digital, analog and smart 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. You may not access your phone during the test or during breaks to check messages or to 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. Do not wear other jewelry to the test center.
- Clothing and other personal items that include, but are not limited to, hair accessories, neckties, bowties, hats, scarves, jackets and outerwear are subject to inspection by the test center administrator. Refrain from wearing such items as tie clips, cuff links, ornate clips, combs, barrettes, headbands and other hair accessories on test day, 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.

## Other Policies

---

All examinees testing at the TWU TExES Prep Center are responsible for knowing and following all the Test Center Policies.

- NO ONE WILL BE ADMITTED FOR TESTING ONCE INSTRUCTIONS HAVE BEGUN.
- Retesting – If a student does not pass on the first attempt, retesting is allowed. A student who wishes to retest must complete the online registration and payment again.
- Cancellations – You may cancel a test registration by emailing [texasprep@twu.edu](mailto:texasprep@twu.edu) 48 hours before your scheduled exam date. You may only cancel by email.
- Refunds - Refunds 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.

# TEXAS WOMAN'S UNIVERSITY



WWW.TWU.EDU

- Reschedules – A student may reschedule their exam no later than 48 hours before the scheduled exam.
- Standby Testing – Those wishing to test on a test date that is “full” may be considered for testing on a “standby” basis at the discretion of the test administrator. To be considered for a seat, Standbys must:
  - Arrive on time (considered on first come basis)
  - Sign-in on the sign-in sheet.
  - Bring appropriate testing fee. No change will be made and no receipts given for standby testing.
  - Have appropriate identification