

2013–2014

The Praxis Series™
Information **Bulletin**

It's Fast, It's Easy!

Register Online for
The Praxis Series Tests

The policies and procedures explained in this *Bulletin* are effective only for the 2013–14 testing year (August 1, 2013, through July 31, 2014) and supersede previous policies and procedures. The fees, terms, and conditions contained in this *Bulletin* are subject to change. Educational Testing Service is dedicated to the principle of equal opportunity, and its programs, services, and employment policies are guided by that principle. Copyright © 2013 by Educational Testing Service. All rights reserved. ETS, the ETS logo, LISTENING. LEARNING. LEADING., GRE, PRAXIS I, PRAXIS II, PRAXIS III, and PPST are registered trademarks of Educational Testing Service (ETS) in the United States and other countries. PRAXIS and THE PRAXIS SERIES are trademarks of ETS. Other products, services, and brand names mentioned herein may be registered trademarks of their respective owners.

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REGISTRATION AND APPOINTMENT SCHEDULING

Computer-Delivered Tests

United States, U.S. Territories, and Canada*

You must register at least three full days prior to your desired test date. See www.ets.org/praxis/register/computer for more information on computer-delivered test availability.

WEB **Register for the computer-delivered Praxis tests online at www.ets.org/praxis/register/computer using a credit/debit card, or PayPal™.** See “Preferred Forms of Payment” on *page 8* for payment information.

MAIL Complete the Computer-Delivered Test Authorization Voucher Request form on *page 19* of this *Bulletin* and mail with your check, money order, U.S. Postal Service money order, or debit/credit card information. This form can also be downloaded from the *Praxis* website at www.ets.org/praxis/about/bulletin.

Please allow three (3) weeks from receipt by ETS for processing.

*After you receive the voucher in the mail, you must schedule your test appointment online, using the voucher number sent to you. The voucher must be used **within ninety (90) days from the date of the voucher.***

*Includes Guam and U.S. Virgin Islands only

Paper-Delivered Tests

Paper-delivered test dates and registration deadlines are on the last page of this *Bulletin*.

WEB **Register for paper-delivered Praxis tests online at www.ets.org/praxis/register/paper using a credit/debit card, or PayPal™.** See “Preferred Forms of Payment” on *page 8* for payment information.

MAIL Complete the paper-delivered registration form located on the *Praxis* website at www.ets.org/praxis/about/bulletin and mail with your check, money order, U.S. Postal Service money order, or debit/credit card information. Registration code lists are also available on the *Praxis* website. Test dates and registration deadlines are on the back cover of this *Bulletin*. **Please allow three (3) weeks from receipt by ETS for processing.**

For mail-in registrations, if ETS is unable to assign you to a test center within 125 miles of your requested choices, you will be notified of your options.

If you register online, you will access and print your admission ticket from your online account. If you register by mail or by phone, you should receive your admission ticket by mail at least one week prior to your scheduled test date. (You may also print your admission ticket via your online *Praxis* account.) If you find an error in your personal information (such as name misspellings or incorrect contact information) on your admission ticket, you may log into your *Praxis* account and update this information in your profile, then print an updated admission ticket. If you received a mailed admission ticket, you may also make the changes using the correction form attached to the ticket. Ticket corrections can either be mailed to ETS or turned in at the test center. You may also e-mail your corrections to ETS at praxis@ets.org. Please refer to the General Inquiries number on *page 7* if you do not receive an admission ticket (if you registered by mail or phone) or if you lose your ticket. Please note that all requests must be received by ETS prior to the test date.

If you reregister for a paper-delivered test before you know the results of a prior paper-delivered test, and subsequently receive a passing score for that test, you will automatically receive a full refund of your test fees.

TEST TAKERS WITH DISABILITIES OR HEALTH-RELATED NEEDS

- ETS is committed to serving test takers with disabilities and health-related needs by providing services and reasonable accommodations that are appropriate given the purpose of the test. Testing accommodations are available for test takers who meet ETS requirements. If you are requesting testing accommodations, **you must register by mail through ETS and have your accommodations approved prior to testing.**
- The *2013–2014 Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs* contains contact information, registration procedures, and forms. The *Supplement* should be used in conjunction with the information in this *Bulletin* and registration form(s) on the *Praxis* website. To download the *Supplement*, visit www.ets.org/praxis/register/disabilities.
- To request a large-print copy of this *Bulletin* and the *2013–2014 Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs* contact *Praxis* Disability Services. See “Disability Services” on *page 7*.

TEST PREPARATION MATERIAL

ETS is committed to helping you do your best on the *Praxis* tests by offering a variety of test preparation materials. Both free and low-cost resources are available to help you study effectively and reduce anxiety. To see all test preparation materials available, visit the *Praxis* website at www.ets.org/praxis/prepare.

- Free **Study Companions** include detailed test descriptions, sample questions with answers and explanations, and scoring guides for constructed-response questions to help you understand the criteria against which your responses will be evaluated. Also included is general information about the *Praxis* tests, what they measure, and information about the types of questions you'll encounter and tips for how to prepare for them.
- **Free Webinars, Computerized Testing Day Videos, and Computer-delivered Testing Demonstrations** are available online to provide insight into *Praxis* assessments and test day procedures to help you prepare for test day.
- **Study Guides, Practice Tests, Interactive Practice Tests, and Online Tutorials** are available for purchase for most tests. **Study Guides** contain content outlines, test-taking strategies, study topics with sample questions and more. **Practice Tests** and **Interactive Practice Tests** are full-length tests that were previously administered by ETS, and include the correct answers and category for each question, along with scoring capabilities. **Online Tutorials** contain authentic practice pre- and post-tests that provide diagnostic feedback, rationales to practice test items, links that cover the concepts and theories tested on the exam and exercises to help master the content.

ETS RECOGNITION OF EXCELLENCE

- The ETS Recognition of Excellence Award program was created to honor and encourage exceptional individual performance on select *Praxis II* tests. Candidates who achieve the target scaled-score on selected *Praxis II* tests will receive a certificate from ETS, and the award will be noted on all *Praxis* score reports. Visit www.ets.org/praxis for a list of tests, target scaled-scores, and additional information.

ON TEST DAY

- For computer-delivered testing, report to the test center at least thirty (30) minutes prior to your appointment. If you arrive late, you will not be admitted to test, and will forfeit your test fees. Please view the Study Companion to learn the duration of the test(s) you are taking.
- For paper-delivered testing, please refer to the Test Day Schedule shown below. If you arrive late, you will not be admitted to test, and will forfeit your test fees.
- Review the ID Requirements on *pages 12–13* and take the required documents with you. Without the required ID documents that match the name on your registration, you will not be permitted to test.
- Please note: possession of or use of telephones, cell phones, smartphones (e.g., BlackBerry® or iPhone® devices), PDA's, or other electronic, recording, listening, scanning, or photographic devices is strictly prohibited in the test center at all times and will result in your dismissal from the test, forfeiture of your test fees, and cancellation of all scores by ETS even if dismissal is not enforced on the day of the test. This includes, but is not limited to, accessing the device for any reason, including checking the time, making calls, checking for messages or any other reason at any time during the test administration, including scheduled, optional, or unscheduled breaks. Scores will be canceled for all tests including all portions of multi-subject tests that you have taken on the test date in violation no matter when you were identified accessing or using your cell phone/device.

TEST DAY SCHEDULE FOR PAPER-DELIVERED TESTS All times except for reporting times are approximate.

7:30 a.m.	Report for Session 1.	10:45 a.m.	Report for Session 2.
9:30 a.m.	Individuals taking only one 1-hour test in Session 1 are dismissed.	12:30 p.m.	Individuals taking only one 1-hour test in Session 2 are dismissed.
10:30 a.m.	Individuals taking all other tests in Session 1 except for Reading for Virginia Educators and Braille Proficiency are dismissed.	1:30 p.m.	Individuals taking all other tests in Session 2 are dismissed.

For other important information regarding the test day, see:

- Identification (ID) Requirements (*pages 12–13*)
- Test Center Procedures and Regulations (*pages 13–15*)
- Cancellation of Scores by You (*page 17*)

Types of Assessments

The *Praxis Series* assessments correspond to two key milestones in your development as a teacher:

- entering a teacher training program
- obtaining a license to teach

Praxis Core Academic Skills for Educators Tests measure academic skills in Reading, Writing and Mathematics. These tests were designed to provide comprehensive assessments that measure the skills and content knowledge of candidates entering teacher preparation programs. The Core exams are offered in computer-delivered format only.

- The Core Reading test includes sets of questions that require the integration and analysis of multiple documents, as well as some alternate response types (e.g., select-in-passage).
- The Core Writing test assesses both argumentative writing and informative/explanatory writing, and will contain two writing tasks for each writing type. In addition, multiple-choice questions will be added to address the importance of research strategies and assess strategies for revising and improving text.
- The Core Mathematics test includes numeric entry and multiple choice questions, and will also offer an on-screen calculator to help ensure that questions are testing mathematical reasoning by reducing the chance that a candidate's wrong response comes from a simple arithmetic error.

Praxis I Pre-Professional Skills Tests (PPST®) are designed to be taken early in your college career and measure basic skills in reading, writing, and mathematics. The PPST® tests in Reading and Mathematics are composed of multiple-choice questions only. The Writing test includes both multiple-choice questions and an essay section. The assessments are available in both paper-delivered and computer-delivered formats.

Praxis II Subject Assessments measure your content knowledge of the subjects you will teach. *Praxis II* tests are offered in both paper-delivered and computer-delivered formats; however, not all tests are offered in both formats. Please see the website for details on which *Praxis II* tests are available on computer. The *Praxis II* Subject Assessments include:

- **Subject Assessments.** These assessments measure your general and subject-specific teaching skills and knowledge. These tests feature multiple-choice and constructed-response items.
- **Principles of Learning and Teaching (PLT) Tests.** These assessments measure your general pedagogical knowledge at four grade levels: Early Childhood, K–6, 5–9, and 7–12. These tests feature constructed-response and multiple-choice items.

Test Delivery Method

Praxis tests are offered in computer and paper-delivered formats. Not all tests are offered in both formats. You can find out how your test is offered by checking the Study Companion online at www.ets.org/praxis/prepare/materials. For tests that are offered in both formats, there is no difference between the two, so feel free to take whichever you're more comfortable with or whichever has availability that meets your needs.

Paper-Delivered Tests

Paper-delivered tests are offered on fixed administration dates throughout the year. Not all tests are offered on all test dates. Paper-delivered test dates and registration deadlines are listed on the back cover of this bulletin. You may view test availability online at www.ets.org/praxis/register/centers_dates/paper.

Test length varies by test, so view the Study Companion online (www.ets.org/praxis/prepare/materials) for your test for details. You may take any combination of tests that fits the schedule shown below.

Please note: All *Praxis* exams are administered in English only.

TEST SCHEDULE FOR PAPER-DELIVERED TESTS

Session 1		
One 2-hour test or One 2½-hour test or One 3½-hour test or One 4-hour test	OR	One or Two 1-hour tests
Session 2		
One 2-hour test	OR	One or Two 1-hour tests

Computer-Delivered Tests

Most computer-delivered tests are offered during testing windows throughout the year. Some computer-delivered tests are offered continuously. Test length varies by test, so view the Study Companion online (www.ets.org/praxis/prepare/materials) for your test for details. Each computer-delivered test is scheduled individually, based on availability. Visit www.ets.org/praxis/register/centers_dates/computer to learn when your test is offered.

CONTACT INFORMATION

GENERAL INQUIRIES

Phone:

1-800-772-9476—U.S., U.S. Territories, and Canada
1-609-771-7395—all other locations
Monday–Friday
8:00 a.m.–7:45 p.m. EST

Recorded information is available 24 hours a day if you use a touch-tone phone. Phones are busiest weekdays between 11:00 a.m. and 2:00 p.m. EST and all day on Mondays.

Email:

praxis@ets.org

Website:

www.ets.org/praxis

Mail:

ETS–The Praxis Series
PO Box 6051
Princeton, NJ 08541-6051

Use this address for general inquiries only. Do NOT mail check payments with registration forms to this address. See the registration form for mailing instructions.

Overnight mail:

ETS–The Praxis Series
Distribution and Receiving Center
1425 Lower Ferry Road
Ewing, NJ 08618

Fax:

1-973-735-0384
1-609-530-0581

Include the following information exactly as you entered it on your registration form or answer sheet: name, address, date of birth, test date, Praxis candidate ID number, Social Security number (if previously supplied), and phone number (U.S. residents only).

DISABILITY SERVICES

To obtain information and registration materials, visit *The Praxis Series* website, contact the Office of Disability Services at your educational institution, or phone/mail/fax ETS Disability Services:

Phone:

1-866-387-8602—U.S., U.S. Territories, and Canada
1-609-771-7780—all other locations
Monday–Friday
8:30 a.m.–5:00 p.m. EST

Email:

stassd@ets.org

Website:

www.ets.org/praxis/prxdsabl.html

Mail:

ETS–The Praxis Series
Disability Services
PO Box 6054
Princeton, NJ 08541-6054

Fax:

1-609-771-7165

TEST CENTER COMPLAINTS

Computer-delivered Tests

ETS–The Praxis Series
Computer-delivered Testing Complaints
PO Box 6051
Princeton, NJ 08541-6051
Fax: 1-609-530-0581

Paper-delivered Tests

ETS–The Praxis Series
Test Administration Services
Mail Stop 34-Q
Princeton, NJ 08541-6051
Fax: 1-609-771-7710
Email: praxis@ets.org

Complaints need to be received in writing no later than 7 business days after the administration. Complaints received after this period will not be accepted.

For additional information, see

- Registering a Complaint (page 15)

TEST QUESTION INQUIRIES

If you think there is an error in a test question that affects your response, tell the test administrator as soon as you finish the test, or immediately write to:

ETS–The Praxis Series
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

Phone:

1-800-537-3161—U.S., U.S. Territories, and Canada
1-609-771-7243—all other locations
Monday–Friday
8:00 a.m.–7:00 p.m. EST

Website:

www.ets.org/store.html

Mail:

ETS–The Praxis Series
PO Box 6051
Princeton, NJ 08541-6051

TEST REFUND REQUESTS

Computer-delivered Tests

ETS–The Praxis Series
CBT Refunds
PO Box 6051
Princeton, NJ 08541-6051

For additional information, see

- Change or Cancel Your Test Registration (page 10)
- Test Fee Refunds (page 11)

Paper-delivered Tests

ETS–The Praxis Series
Registration Refund
PO Box 6051
Princeton, NJ 08541-6051
Fax: 1-609-530-0581

TELEPHONE REGISTRATION

Telephone registration is only available for test takers who have previously created an online *Praxis* account. 1-800-772-9476—U.S., U.S. Territories, and Canada
1-800-275-1391 (TTY)
Monday–Friday
8:00 a.m.–7:45 p.m. EST

For additional information, see

Telephone Registration (page 10)

FILE CORRECTIONS

ETS–The Praxis Series
PO Box 6052
Princeton, NJ 08541-6052

For additional information, see

File Corrections (page 10)

SCORING SERVICES

Scores By Phone:

1-877-ETS-TEACH (1-877-387-8322)
U.S., U.S. Territories, and Canada
1-800-275-1391 (TTY)
7 days a week
8:00 a.m.–9:30 p.m. EST
1-609-771-7395—all other locations
Monday–Friday
8:00 a.m.–7:45 p.m. EST

Additional Score Reports:

1-800-772-9476—U.S., U.S. Territories, and Canada
Monday–Friday
8:00 a.m.–7:45 p.m.

These scoring services are only available from a touch-tone phone if you have tested in the past ten (10) years and are paying by credit or debit card (American Express®, Discover®, JCB®, MasterCard®, or VISA®). Note: Any debit/check card branded with one of the five accepted credit card logos can be processed. To verify that your request is completed, wait for confirmation before hanging up. Once your request is confirmed, changes cannot be made.

Please have the following information ready when you call:

- Social Security Number or Candidate ID
- Test Date
- Date of Birth

For additional information, see

- Scores By Phone (page 16)
- Additional Score Reports (page 16)
- Score Verification/Review Service (page 17)

Note: Some states require a Social Security number (SSN) in order to process teacher certification paperwork. Check your state's requirements page at www.ets.org/praxis to see if your state requires a SSN with your test score reports. ETS does not require your SSN for its own purposes, but will submit it to your state agency with your test results. Failure to provide your SSN could delay your state's processing of your certification application.

Fees for Tests and Related Services

PRAXIS TEST FEES

Computer- and Paper-delivered Tests

PRAXIS I® PRE-PROFESSIONAL SKILLS TESTS

1 test	\$85
2 tests	\$125
3 tests	\$135

PRAXIS CORE ACADEMIC SKILLS FOR EDUCATORS TESTS

1 test	\$85
2 tests	\$125
3 tests	\$135

PRAXIS II® SUBJECT ASSESSMENTS

World Language Test	\$150
Constructed-response test (includes tests containing ONLY constructed-response items as well as tests containing both multiple-choice AND constructed-response items)	\$139
Multiple-choice test	\$115
Reading for Virginia Educators test	\$80

PRAXIS II MULTIPLE SUBJECTS TESTS

Master Test	\$150
Subtests*	\$50

*If you are taking the Elementary Education: Multiple Subjects test or the Middle School: Multiple Subjects test, you must take the full test on your initial attempt. If you did not pass one of the individual subtests, you may take just that subtest again for a reduced fee.

Fees are subject to change without notice. The above amounts are exclusive of any Value Added or similar taxes, which will be added to these amounts, if applicable.

STATE SURCHARGES PER TEST**

ETS has been directed by Nevada to collect a \$5 surcharge (per test) from individuals testing at Nevada test centers.

** Does not apply to the PPST tests or Core Academic Skills for Educators.

SPECIAL SERVICES (nonrefundable)

\$45	Extended registration (Paper-delivered tests)
\$75	Emergency registration (Paper-delivered tests)
\$30	Test, test center, test date change
\$40 each	Additional score reports
\$35	Telephone registration
\$30	Scores by phone (per request)

SCORE VERIFICATION/REVIEW SERVICE

\$40	Multiple-choice test (paper-delivered tests only)
\$55	Constructed-response test
\$55	Combined multiple-choice and constructed-response test

Preferred Forms of Payment

- Credit or Debit Card (American Express®, Discover®, JCB®, MasterCard®, and VISA®). Note: Any debit/check card branded with one of the five accepted credit card logos can be processed. ETS reserves the right to add or remove online payment methods at its own discretion and without notice.

- Money Order or U.S. Postal Service Money Order
- Bank Check
- PayPal™

Other Payment Policies

- All fees are stated in U.S. dollars.
- All payments must be for the full amount.
- Payments made by check or money order should be made payable to ETS–Praxis.

If paying by check, please comply with the following:

- Bank name and its address should be preprinted on the face of the check.
- Check must have a preprinted check number.
- Check must include Candidate or Payee name and address.
- Check date CANNOT be over 90 days old.
- Checks missing the preprinted name and address, and checks with typewritten names, are not acceptable.
- A check in U.S. dollars must be drawn on a bank in the U.S. or Canada. Checks payable in other currencies must be drawn on banks in the same countries as the currencies. By sending your check, be aware that you are authorizing ETS, at its discretion, to use the information on your check to make a one-time electronic debit from your account for the amount of your check. You will not be charged a processing fee for the electronic debit service.
- If you do not have sufficient funds in your account, your scores will be withheld, you will be unable to register for additional tests, and an additional service fee of \$20 will be added to your account. You will receive your scores as soon as the total outstanding balance has been cleared. Contact ETS to learn about other payment options if you prefer not to have your check used in this way.
- If you do not include the correct fee, your registration or service request may be returned.
- Services may be withheld for nonpayment of fees.
- There are no refunds for service fees. See “Test Fee Refunds” on page 11 for exceptions.
- Refunds will be made in U.S. dollar denominations.
- Credit or debit cards may also be used for services ordered directly from ETS–Praxis.
- There is a \$20 fee for a declined credit card.
- Cash payments cannot be accepted.
- PayPal payments are permitted online only. Please be sure that you are enrolled with PayPal before you begin the registration process online.

Fee Waivers

A limited number of fee waivers are available for enrolled undergraduate or graduate students who meet eligibility requirements.

To be eligible

1. You must be receiving financial aid.
2. You must be an enrolled undergraduate or graduate student (you are ineligible if you have a master's degree or a doctorate).
3. You must meet the income guidelines (see chart on page 9).
4. The registered test must be required by an authorized score recipient.

To be considered for a fee waiver for a paper-delivered test, submit a completed Fee Waiver Request form (downloadable from the Praxis website) and registration form by the appropriate deadline (see Fee Waiver Request form). To be considered for a fee waiver for a computer-delivered test, submit a completed Computer-Delivered Test Fee Waiver Request form (downloadable from the Praxis website) by the appropriate deadline listed on the form.

REGISTRATION INFORMATION *(continued)*

All fee waiver requests are processed on a first-come, first-served basis. You are eligible for a fee waiver only once during a testing year. If you qualify for a fee waiver, the test fees for up to three computer-delivered OR paper-delivered *Praxis I* Pre-Professional Skills Tests, *Praxis Core* Academic Skills for Educators tests, or one *Praxis II* Subject Assessment may be waived. (**Note:** state surcharges still apply for Nevada and will not be waived if your fee waiver request is approved—see “Fees for Tests and Related Services” on page 8.)

INCOME GUIDELINES

Family Size (including student)	Maximum Total Family Income
1	\$29,712
2	\$34,589
3	\$39,012
4	\$41,400
5	\$44,917
6	\$47,285
7	\$49,676
8	\$52,056
9	\$54,436
10	\$56,801

Registration Options

MONDAY TESTING (PAPER-DELIVERED TESTS ONLY)

Monday 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 which prevent them from testing on Saturday. Mail your registration form, fees, and either 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 duties. Your registration must be received by the Monday registration deadline listed on the back cover of this *Bulletin*. Leave the code number blank in the Test Center section on the registration form, but indicate the city and state where you wish to test. You will be assigned to the closest available center within 125 miles of locations that are scheduled for Saturday test dates.

IF YOUR PRIMARY LANGUAGE IS NOT ENGLISH (PLNE)

Test accommodations (extended testing time) may be available for test takers whose primary language is not English. Test takers who meet ETS requirements will be allowed 50 percent additional testing time.

Because of the time needed to review documentation and limited space and test materials at the test center, PLNE accommodations are NOT available for emergency registration. Once PLNE accommodations are approved, test changes and/or additions, or test center changes, are not permitted. PLNE accommodations are not offered for language tests.

How to Register for PLNE

Your request for PLNE accommodations must include the following:

1. A completed Certification of Documentation form (page 20).

The Program has the right to request further verification, if needed, of the professional's credentials and expertise relevant to the certification of documentation form. An embossed school

seal must be affixed over the signature on the certification of documentation form or the signature must be notarized.

2. A completed Eligibility Form for Test Takers Whose Primary Language Is Not English (page 21). **It is necessary to complete this form each time you register for these accommodations.**
3. A completed registration form for paper-delivered tests (or Computer-Delivered Test Authorization Voucher Request Form for computer-delivered tests) and appropriate fees. Be sure to check the box at the top of the form to indicate that you are requesting testing accommodations.

All materials must be submitted together and received at ETS by the dates noted below. Requests that are received late, are on outdated forms, or are incomplete will be returned to you unprocessed. All documentation must be approved before you can register. ETS will make every effort to evaluate all requests in a timely manner. If further verification of the professional's credentials and expertise relevant to the documentation submitted is needed, it is possible that testing will be delayed until the next applicable test date.

SPECIAL REGISTRATION INSTRUCTIONS FOR PLNE ACCOMMODATIONS FOR PAPER-DELIVERED TESTS

To apply for PLNE accommodations for a paper-delivered test, use the registration form found at www.ets.org/praxis/about/bulletin. Check the desired test date on your registration form. **PLNE accommodations are offered at every paper-delivered test administration in the 2013-14 testing year.**

Using the PLNE Test Center List on the *Praxis* website, write the test center code, name, and location in the Test Center section of the registration form.

Mail the registration form, the documentation listed above, and payment to the appropriate address, **no later than the extended registration deadline** for your intended test date. If you are paying with a paper check or money order, all documents must be sent together in an envelope to ETS—The Praxis Series, PO Box 382065, Pittsburgh, PA 15251-8065. If you prefer to provide credit/debit card information to pay, please mail all documents to ETS—The Praxis Series, PO Box 6051, Princeton, NJ 08541-6051.

Once your accommodation request is approved, you will be registered to test. You will receive an admission ticket in the mail.

SPECIAL REGISTRATION INSTRUCTIONS FOR PLNE ACCOMMODATIONS FOR COMPUTER-DELIVERED TESTS

To apply for PLNE accommodations for a computer-delivered test, use the Computer-Delivered Test Authorization Voucher Request Form found at www.ets.org/praxis/about/bulletin or on page 19 of this *Bulletin*. Check the box at the top of the form to note that you are requesting testing accommodations. Submit this form with the documentation listed above, and payment to the appropriate address. If you are paying with a paper check or money order, all documents must be sent together to: ETS—Computer-Delivered Test, Box 371859, Pittsburgh, PA 15250-7859. If you prefer to provide credit/debit card information to pay, please mail all documents to: ETS—The Praxis Series, PO Box 6054, Princeton, NJ 08541-6054. Once your accommodation request is approved, ETS will contact you with a voucher number and instructions on how to register. Test appointments are scheduled based on availability, and not all tests are offered year-round. Please plan ahead and check test date availability prior to requesting accommodations, and **allow approximately 4 weeks prior to your intended test date** for the processing of your request.

ETS recognizes the right of individuals to confidentiality with regard to documentation supplied by and about them that may be stored in files held by ETS and the concomitant responsibility of ETS to safeguard information in its files from unauthorized disclosure.

REGISTRATION INFORMATION (continued)

Reregistration

If you have previously registered and your request for accommodations has been approved by ETS, you may request the same testing accommodations for subsequent test dates. **To reregister, submit a completed Eligibility Form (page 21) indicating your candidate ID number and the test date for which documentation was approved and on file at ETS, a registration form (or Computer-Delivered Test Authorization Voucher Request form on page 19), and appropriate fees by the registration deadlines.** If reregistering by telephone, you do not need to submit the Eligibility Form (see this page for additional information).

PLNE TEST DAY SCHEDULE FOR PAPER-DELIVERED TESTS All times except for reporting times are approximate.

7:30 a.m.	Report for Session 1.
10:00	Individuals taking only one 1-hour test in Session 1 are dismissed.
11:30	Individuals taking all other tests in Session 1 except for Reading for Virginia Educators or Braille Proficiency are dismissed.
12:00 p.m.	Report for Session 2.
1:45	Individuals taking only one 1-hour test in Session 2 are dismissed.
3:15	Individuals taking all other tests in Session 2 are dismissed.

TESTING OUTSIDE THE UNITED STATES (PAPER-DELIVERED TESTS)

Testing outside the United States is available only if you need to take a test to be eligible for employment, certification, or entrance into a teacher education program in the United States.

- To request a test center other than one of those listed on the *Praxis* website, submit a letter with your registration form specifying the reason you need to take the test and the agency requiring the scores.
- On the registration form, fill in the test date you want. Leave the line provided for a test center name blank, and write on the line below the city and country most convenient to you.
- ETS must receive all materials by the deadline for requesting centers outside the United States and U.S. Territories (see back cover).

TELEPHONE REGISTRATION (PAPER-DELIVERED AND COMPUTER-DELIVERED TESTS)

Fee: \$35 (in addition to applicable surcharge and test fees)

To register by telephone, you must have already created a *Praxis* account online, at www.ets.org/praxis. This service may be used to register for domestic centers only. Test takers registering for paper-delivered test dates must register before the extended registration deadline for regular test dates, or the Monday registration deadline for Monday test dates (see back cover). Test takers calling to register for a computer-delivered test must call at least 3 days prior to their intended test date—computer-delivered test appointments are scheduled based on availability. Please see www.ets.org/praxis/register/computer/#testing_windows for testing windows.

EXTENDED REGISTRATION (PAPER-DELIVERED TESTS)

Fee: \$45

This service is for test takers who need to register for a paper-delivered test date but have missed the regular registration deadline. Extended registration will guarantee test takers a seat at a test center. There is a \$45 fee for this service, which will be automatically incurred by test takers who register during the extended registration period (this includes test takers who mail in their registration).

EMERGENCY REGISTRATION (PAPER-DELIVERED TESTS)

Fee: \$75

This service is for test takers who need to register for a paper-delivered test date but have missed the regular and extended registration deadlines. Emergency registration will guarantee test takers a seat at a test center. Because of the amount of time needed to review documentation, this service is not available for test takers who require testing accommodations, PLNE accommodations, Monday testing, or testing outside the continental U.S. Registration can ONLY be done on the *Praxis* website at www.ets.org/praxis. You may register for this service until the emergency registration deadline (see back cover). **Standby testing is not permitted.**

File Corrections

After the test administration, score reports requiring corrections for date of birth, Social Security number, spelling of name, or other information will require file corrections. As a part of this service, you may have your scores sent to one institution or agency for no charge.

- You may not change your name on the file, only correct the spelling.
- If an adjustment to your Social Security number is required, please include a clear copy of your Social Security card. You may not change your Social Security number on file, only make corrections.

Send your written request including the information as it now exists on the file and the change(s) requested with your signature to the address listed on page 7.

Change or Cancel Your Test Registration

Procedures for test changes and cancellations differ depending on the type of test you are taking. Please carefully review the procedures below.

COMPUTER-DELIVERED TESTS

Make Changes to Your Testing Appointment (Location or Time)

There are two ways you can change your test center, test date or test time for a current computer-delivered test registration:

- log in to your *Praxis* account and process the change online
- contact ETS at **1-800-772-9476**

Note: you must make changes **no later than four full days prior to your appointment** (not including the day of your test) or your fees will be forfeited. ETS cannot guarantee that the testing time or test center you are now requesting will be available. There is a \$30 fee for this service.

Add a Test

Computer-delivered tests are scheduled by appointment. To “add” a test, simply register for the new test the same way you registered for the previous test. There is no service fee to create a new test registration.

Cancel a Test

There are two ways you can cancel a test for which you are currently registered:

- log in to your *Praxis* account and process the change online
- contact ETS at **1-800-772-9476**

Note: you must cancel your test **no later than four full days prior to your appointment** (not including the day of your test) or your fees will be forfeited. If you cancel your original test by the appropriate deadline, you may be eligible for a refund of 50 percent of your test fees. Please see **Test Fee Refunds**, on page 11.

REGISTRATION INFORMATION *(continued)*

PAPER-DELIVERED TESTS

Make Changes to Your Current Test Registration (Location, Date, or Time)

You can change your test center, test date or time for a current paper-delivered test registration using one of the methods below:

- online through your *Praxis* account
- by phone (1-800-772-9476)
- by mail (complete and mail the Change Request Form (PDF))

Note: You must make changes **no later than the emergency registration deadline** for your test date or your fees will be forfeited. (If submitting the Change Request Form, it must be **received at ETS** by the deadline.) If you are changing your test date and are registered for more than one test on a particular test date, you must transfer all of your tests to a future date. You cannot transfer a single test to another test date. ETS cannot guarantee that the testing time or test center you are now requesting will be available. There is a \$30 fee for this service.

Add a Test

You can add another paper-delivered test to a test date for which you are currently registered using one of the methods below:

- online through your *Praxis* account
- by phone (1-800-772-9476)
- by mail (complete and mail the Change Request Form (PDF))

Note: you must add the test **no later than the emergency registration deadline** for your test date or your fees will be forfeited. (If submitting the Change Request Form, it must be **received at ETS** by the deadline.) ETS cannot guarantee that the testing time or test center you are now requesting will be available. There is a \$30 fee for this service.

Cancel a Test

You can cancel a test for which you are currently registered using one of the methods below:

- online through your *Praxis* account
- by phone (1-800-772-9476)
- by mail (complete and mail the Change Request Form (PDF))

Note: You must cancel your test **no later than four full days prior to your test date** (not including the day of your test) or your fees will be forfeited. If you cancel your test by the appropriate deadline, you may be eligible for a refund of 50 percent of your test fees. See **Test Fee Refunds**, below. Please note: if submitting the Refund Request Form, it must be received at ETS by the deadline.

Test Fee Refunds

If you are absent from or arrive too late to take the test at the test administration for which you are registered, you will not be entitled to any refund.

Refunds will be in U.S. dollars. If the original payment was drawn on a U.S. domestic bank, please allow eight weeks after your canceled test date for your refund to be processed. If the original payment was made in non-U.S. funds drawn on a bank outside the U.S., please allow 12 weeks for processing. Payments made by credit/debit card will be credited back to that account. Service fees are nonrefundable.

PAPER-DELIVERED AND COMPUTER-DELIVERED TESTS

If you cancel your registration no later than four full days prior to your test date, you will be eligible for a refund of 50% of your test fees. (Service fees are nonrefundable.) To cancel your registration online, log into your *Praxis* account no later than four full days prior to your original appointment. Your refund will be processed automatically. To cancel a test registration by mail, send a written request via Email to praxis@ets.org or use the Refund Request Form, which is downloadable from the *Praxis* website at www.ets.org/praxis. Please be sure to:

- Provide the name of the test(s) canceled, your name, address, phone number, date of birth, your Candidate ID, and the canceled test date.
- Mail the form to *The Praxis Series*, Registration Refund, P.O. Box 6051, Princeton, NJ 08541-6051, USA.

The request **must** be received **no later than four full days** prior to your test date.

Surcharges, if applicable, will be refunded.

If you reregister for a paper-delivered test before you know the results of a prior paper-delivered test, and subsequently receive a passing score for that test, you will automatically receive a full refund. You **do not** need to submit a request for a refund.

Test Retake Policy

COMPUTER-DELIVERED TESTS

Tests that are offered continuously may be taken once every 21 days, not including your initial test date. (**Note:** if you take a combined test, such as the combined PPST test, you cannot take an individual PPST test until after the 21-day period.) Tests that are offered during testing windows may be taken once per testing window. (**Note:** if you take a combined test, such as the Elementary Education: Multiple Subjects Test, the Middle School Multiple Subjects Test or the PA Grades 4–8 Core Assessment, you cannot take a subtest until the next testing window.) This applies even if you canceled your scores on a test taken previously. If you violate this restriction, the scores from your retest will not be reported and your test fees will not be refunded.

PAPER-DELIVERED TESTS

ETS does not limit the number of times you can retake a test; some states, associations, and institutions, however, may limit the number of times you can retest. Contact your state or licensing agency to confirm their retest policy.

Note: The test retake policy will be enforced even if a violation is not immediately identified (e.g., inconsistent registration information) and test scores have been reported. In such cases, the invalid scores will be canceled and score recipients will be notified of the cancellation.

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.

Your ID requirements depend on your country of citizenship and where you plan to test. Please read the specific section for acceptable primary and supplemental ID documents and allowed exceptions.

- You are responsible for ensuring that the name you used to register **exactly** matches the name on the ID document(s) you will present at the test center.
- 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.
- 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 assure that that 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 does not assure 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 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
- be **valid**; expired documents (bearing expiration dates that have passed) are not acceptable
- bear the test taker's **full name** and match your name exactly as you entered it when you registered
- bear a recent **photograph** that clearly matches the test taker
- bear the test taker's **signature**; the name and signature must match
- See "Unacceptable ID Documents" on *this page*.

See Exceptions and Requirements on this page if:

- you are testing in Mainland China, Bangladesh, India, Pakistan, Nigeria, Saudi Arabia, or the Philippines
- you are testing outside your country of citizenship
- you are not a U.S. citizen and you are testing in the U.S.
- you are a Citizen of European Union, Schengen Zone, or Gulf Cooperation Council (GCC) Arab country
- you have a two-part last name
- you are in the process of renewing your driver's license
- you are testing in your country of citizenship and your primary ID does not possess a signature

- you are in the military and your Military ID does not contain your signature
- you have been granted political asylum or refugee status
- you have *any* questions about the acceptability of your ID document(s)

ACCEPTABLE PRIMARY ID DOCUMENTS

The following ID documents are acceptable for admission to a test center within your country of citizenship:

- Passport
- Government-Issued Driver's license
- State or Province ID card (including those issued by the motor vehicle agencies)
- National ID card
- Military ID card

If your Primary ID document does not possess a signature, you must present a second government-issued photo ID. If you cannot present two forms of government-issued photo-bearing identification in the same name of the registration, you will not be permitted to take the test.

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 acceptable but does not bear your full name, photograph or signature.
- Supplemental ID documents may *not* be used to resolve last name discrepancies. The last name on your primary ID *must* match 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**
- **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 document that does not match your name exactly as you entered it when you registered
- 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 card
- Diplomatic, consulate or embassy ID card

Exceptions and Requirements:

TESTING IN MAINLAND CHINA

- Residents of Mainland China must present a valid Second Generation National Resident ID Card.
- Citizens of Taiwan must present their Travel Permit to Mainland China.
- Citizens from all other countries and locations must present a valid passport.

TESTING IN BANGLADESH, INDIA, PAKISTAN AND NIGERIA

You **MUST** present a valid passport with your name, photograph and signature as your primary ID document. There are no exceptions to this policy.

TESTING IN SAUDI ARABIA

If you are working in Saudi Arabia and are not a citizen, you may use your employer-sponsored Iqama Residence Identification along with a supplemental ID that includes your name, photograph and signature. You must present two forms of identification.

TESTING IN THE PHILIPPINES

In the Philippines you may present a Social Security System ID Card, issued by the Republic of the Philippines, that includes your name, photograph and signature along with a supplemental ID from the list of acceptable of acceptable supplemental ID documents.

TESTING OUTSIDE YOUR COUNTRY OF CITIZENSHIP

- You must present a valid **passport** with your name, photograph and signature as your primary ID document. **See “Supplemental ID Documents” on page 12.**
- Non-U.S. citizens testing within the U.S. must present a passport that meets all of the ID document requirements listed earlier in this section.
- Diplomatic and embassy ID cards cannot be used as primary identification in place of a passport.
- If your passport is not written in English-language letters, you must also present a supplemental ID that contains your name, a recent, recognizable photo, signature, and is 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 take the test.
- If your passport is **not written in English-language letters**, you must also present a supplemental ID that contains your name, a recent, recognizable photo and is in English.
- The following documents may be acceptable for admission if presented along with at least one of the documents listed under Primary or 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.)

TESTING IN EUROPEAN UNION/SCHENGEN ZONE/GULF COOPERATION COUNCIL (GCC) ARAB COUNTRIES

- If you are testing in a European Union, Schengen Zone or Arab States of the Gulf (GCC) country other than the one where you reside, you can use your valid national or European identity card, if you have one. The card must contain your name; a recent, recognizable photo; your date of birth; and your signature. If this identification does not contain all of these elements, you will be required to present a second ID from the list of acceptable secondary identifications.

TWO-PART LAST NAME

If the ID document you will present on the day of the test contains a two-part last name, your admission ticket must **exactly** match your ID. You cannot use a supplemental ID to resolve last name discrepancies.

DRIVER’S LICENSE RENEWALS

- If you are in the U.S. military and your driver’s license has an official extension sticker validating that your driver’s license has been extended, this can be used as supplemental ID along with your U.S. Military ID.
- 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 you are issued a temporary paper license in lieu of a renewal certificate, that is acceptable only if it is accompanied by a supplemental ID.

MILITARY ID WITHOUT SIGNATURE

If your Military ID does not contain your signature, you must present a supplemental ID.

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 seven 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)

Office Hours: Monday–Friday 7:30 a.m.–5:30 p.m.

Phone: **1-609-406-5430**

Fax: **1-609-406-9709**

E-mail: TSReturns@ets.org

For general questions about acceptable ID, call:

1-800-772-9476 (U.S., U.S. Territories, and Canada)

1-609-771-7395 (all other locations)

If you do not contact the ETS Office of Testing Integrity before registering and are not permitted to test, you will forfeit your registration and test fees.

Test Center Procedures and Regulations

GENERAL GUIDELINES ON TEST DAY

COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS

- Dress so that you can adapt to any room temperature.
- Test subject-related information written on one’s clothing or on one’s body is prohibited.
- Test centers do not have large waiting areas. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or be in contact with you while you are taking the test (or during breaks). Except for ETS-authorized observers, visitors are not permitted in the testing room while testing is in progress or during breaks.
- ID verification at the test center may include thumbprinting, photographing, videotaping, or some other form of electronic biometric ID confirmation. If you refuse to participate, you will not be permitted to test, and you will forfeit your test fees. This is in addition to the requirement that you must present acceptable and valid identification.

ON TEST DAY (continued)

- 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 may result in dismissal from the test and forfeiture of your test fees.
- You may not have access to your personal items during the test. Failure to comply with these regulations may result in you being dismissed from testing, and/or your scores may be canceled. **Please note: Possession of or use of telephones, cell phones, smart phones (e.g., iPhone or BlackBerry devices), PDAs, or other electronic, listening, recording, scanning, or photographic devices is prohibited in the test center and will result in your dismissal from the test, forfeiture of your test fees, and cancellation of your scores by ETS even if dismissal is not enforced on the day of the test.** If you are seen using or accessing any of these electronic devices and/or transmitting data including but not limited to text messaging, e-mail, or photographs, your device may be confiscated or inspected.
- Test centers assume no responsibility for personal items or devices that you choose to bring into the test center.
- The test administrator will assign you a seat.
- On occasion, weather conditions or other circumstances beyond the test administrator's or ETS's control may require a delayed start or the rescheduling of your test.

Calculators

- Graphing, scientific, and four-function calculators are allowed or required for some *Praxis* tests; for detailed information, see "Calculator Use" at www.ets.org/praxis. Unless it is specifically stated that a calculator is permitted or required for a particular test, calculators may not be used.

ETS reserves 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 either verbally or in writing in a threatening or disturbing manner.

COMPUTER-DELIVERED TESTS

The following procedures and regulations apply during the entire test session, which begins at sign-in, ends at sign-out, and includes breaks.

- Bring your admission ticket and ID with you to the testing center.
- Arrive at the testing center at least 30 minutes prior to your scheduled appointment time.
- You will be required to write in cursive (not print) and sign a confidentiality statement at the test center. If you do not complete and sign the statement, you may not be allowed to test and your fees will NOT be refunded.
- You will be required to sign the test center log before and after the test session and any time you leave or enter the testing room. Other than ID, personal items (such as handbags and study materials) are not allowed in the testing room. Before the test, you will be assigned a locker or receive instructions from test center personnel regarding where you must store personal items. You may also be asked to empty your pockets. Storage space is limited, so plan accordingly.
- The administrator will provide you with scratch paper that may be replaced 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, nor may you remove any portion of the 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. You may not write on anything other than the scratch paper provided (e.g., computer or workstation or ID document). Scratch paper should

NOT be used during the untimed sections or during breaks. If you are observed using any documents or unauthorized papers other than the designated scratch paper distributed by the test site, they will be confiscated by the test center staff.

- You may be asked to remove your watch and to store it during the test administration.
- If you need to leave your seat at any time other than a scheduled break, raise your hand; timing of the section will not stop.
- If at any time during the test you have a problem with your computer, or for any reason need the administrator, raise your hand.
- Testing premises are subject to videotaping.
- The maximum time allotted for the tutorial and/or other untimed sections prior to the test is 30 minutes. The purpose of the tutorial and/or other untimed sections prior to the test is to become familiar with the computer functions and other important information that will make your computer-delivered test experience as convenient as possible. The time you spend on the tutorial and/or other untimed sections should not be for any other purpose. You may not use scratch paper during this time. Infractions will be reported to ETS, and the test administrator is authorized to dismiss you from the test administration if you fail to follow the test administrator's directions.

PAPER-DELIVERED 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.

- Administrators will not honor requests for schedule changes.
- Take your admission ticket and photo ID to the test center.
- Take three or four sharpened soft-lead (No. 2 or HB) pencils, a good eraser, and a blue or black pen. **Mechanical pencils cannot be used.** Pencils, erasers, and pens will not be supplied at the center.
- No test taker will be admitted after test materials have been distributed.
- No paper of any kind is permitted in the testing room.
- You must have the administrator's permission to leave the room during the test. Any time lost cannot be made up. If you finish the test early, you must remain in the testing room until the testing session has ended.
- You may wish to pace yourself with your own watch, but the administrator is the official timekeeper. You will not be permitted to continue the test or any part of it beyond the established time limit. **Digital watches, watch alarms, and clocks on cell phones are not permitted.**
- Answers to multiple-choice questions recorded in the test book will not be scored. You may use the test book to work out your answers, but you must mark **all** your answers on the separate answer sheet before time is called. Answers to constructed-response questions or essays should be written on the indicated pages or answer sheet.
- At the conclusion of the test you will be required to return your test book and answer sheet to the test administrator. These materials are the property of ETS.

Art: Content and Analysis Test

- If you are taking the Art: Content and Analysis Test, **you must bring four color photographs or still reproductions of your own artwork.**
- Each image must be of a different work.
- Each of the images must be clear and show the complete artwork.
- At least two of the artworks represented must be in a medium or media that is not used in any of the other artworks.

(For more detailed information about these guidelines, see the Art: Content and Analysis *Study Companion* at www.ets.org/praxis.)

Although tests are administered under strict supervision and security measures, testing irregularities may sometimes occur. Please contact ETS as soon as possible to report any observed behavior that may lead to an invalid score—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.

Phone: 1-800-353-8570 (United States Only)

1-609-406-5430 (all other locations)

Fax: 1-609-406-9709

Email: TSReturns@ets.org

DISMISSAL FROM A TEST CENTER (COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS)

A test administrator is authorized to dismiss you from a test session and/or your scores may be canceled by ETS for actions such as, but not limited to, the following:

- attempting to take the test for someone else or having someone else take the test for you
- failing to provide acceptable identification
- obtaining improper access to the test, a part of the test, or information about the test
- possessing or using a telephone, cell phone, smart phone (e.g., iPhone or BlackBerry device), PDA, or other electronic, recording, listening, scanning, or photographic device. Such devices are prohibited at the test center. If you bring these devices to the test center, you will be dismissed from the test, forfeit your test fees, and will have your scores canceled by ETS even if dismissal is not enforced on the day of the test.
- using any aids in connection with the test, such as: mechanical pencils, mechanical pens, scan pens or devices, pagers, beepers, calculators (unless specifically permitted or required for a particular test), watch calculators, books, pamphlets, notes, unauthorized scratch paper, rulers, highlighter pens, stereos or radios with headphones, telephones, cell phones, digital watches, watch alarms (including those with flashing lights or alarm sounds), stop watches, dictionaries, translators, compasses, protractors, rulers, and any handheld electronic, recording/listening, or photographic devices
- creating a disturbance (Disruptive behavior in any form will not be tolerated. The test administrator and ETS have sole discretion in determining what constitutes disruptive behavior.)
- attempting to give or receive assistance. Discussion or sharing of test content or answers during the test administration, during breaks, or after the test is prohibited. Communication in any form is not permitted during the test administration.
- 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 from the computer-delivered testing room or using scratch paper during untimed sections or during breaks. If you are observed using any document other than the designated scratch paper, the document will be confiscated by the test center staff.
- bringing a weapon or firearm into the test center
- bringing food, drink, or tobacco into the testing room
- leaving the test center building during the test session or during breaks
- leaving the testing room without permission. You are not permitted to go outside the test center building unless it is to use the restroom during the test administration, including breaks.
- leaving the testing room before the test session is dismissed (except the unscheduled break during the testing session)
- 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.
- 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 *Bulletin*, given by the test administrator, or specified in any test materials

ETS reserves the right to take all action—including, but not limited to, barring you from future testing and/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 test fees will not be refunded.

REGISTERING A COMPLAINT

If you think conditions at the test center were such that you were unable to perform satisfactorily, you may cancel your score(s). You may also request a retest. However, ETS will investigate before responding to your request. Complaints need to be received in writing no later than seven (7) business days after the administration. Complaints received after this period will not be accepted. Please see *page 7* for additional information. Also, please note that retests cannot be offered once scores for a specific test date have been reported.

SCORES & SCORE REPORTS www.ets.org/praxis/scores

Reporting Your Test Scores

COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS

If you test in Alabama, Alaska, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Georgia, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, or Wyoming, a copy of your scores will automatically be sent to that state's teacher credentialing agency.

If you completed or are planning to complete an approved teacher education program in Guam, Maine, New Mexico, Texas, US Virgin

Islands, or Wisconsin, you must designate your educational institution as a score recipient. If you are applying for licensure in one of these states, but completed your teacher preparation in another state, you must submit an ETS score report to the Guam Commission for Education Certification, Maine Department of Education, New Mexico State Department of Education, State Board for Education Certification, Virgin Islands Department of Education, or the Wisconsin Department of Public Instruction along with your licensure application.

Note to Speech-Language Pathology and Audiology test takers: Please refer to the Speech-Language Pathology and Audiology Attending Institution/Recipient Code List to designate an attending institution and a score recipient (see Praxis website).

SCORES & SCORE REPORTS (continued)

Your score report will be available to you online on the score report release date, approximately four weeks after the test date. (See the last page of this *Bulletin* for score report release dates for each test date.) Online scores are downloadable and available for one year from the score reporting date. You can also request your scores to be sent to up to three score recipients.* In order for your attending institution (college or university where you received training that most closely relates to the test(s) you are taking) to receive a copy of your score report, you MUST list the institution as a score recipient. Individual score reports are NOT sent to attending institutions unless they are designated as a score recipient. For a fee you can request more than three (3) score recipients. See “Additional Score Reports (ASR’s)” on *this page*.

Your scores for a specific test will be sent to a designated recipient only if that institution or agency is eligible to receive those test scores. For exceptions, please see “Confidentiality of Information” on *page 18*. Score reports will list your current score and highest score earned on each test taken over the last ten (10) years.

You will receive passing score information on your score report for those score recipients you designated when you registered. If you list an institution as a score recipient, the passing score information you receive will be based on the scores set by the teacher licensing agency of the state in which the institution is located. Passing score information will be provided for the highest score for each test taken and listed on your score report. The passing score information is based on the most recent information *The Praxis Series* program has for each agency, association, or organization. Score recipients you choose on the registration form and the Additional Score Report Request form will receive passing score information that is pertinent only to them. They will not receive passing score information for other agencies, associations, or organizations.

Official score reports will not be released if you have an outstanding balance, which may include an outstanding balance for previous services from *The Praxis Series* program.

Scores from the 2013-14 testing year will be available for reporting on additional score reports for ten (10) years. Test taker background data will be retained for the same time period. Detailed information from current score reports is available for only three (3) months after the scores are initially reported.

For more information about your scores, you may download *Understanding Your Praxis Scores* from the *Praxis* website at www.ets.org/praxis.

COMPUTER-DELIVERED TESTS

Some, but not all, computer-delivered *Praxis* tests will offer you an opportunity to view unofficial scores at the end of your testing session. If an unofficial score is not provided for your test, it means that further analysis must be conducted before scoring can be completed. This does NOT indicate any problem with the administration of your test and will NOT result in any delay of the reporting of your official score. Once you have viewed your scores—whether you view the unofficial scores at the testing center, or you view your official score report—you will not have the option to cancel them. You may cancel your scores at the test center or by submitting the Request for Score Cancellation Form at http://www.ets.org/praxis/scores/services/cancel_scores/ to ETS within one week of your test date. Once your scores have been cancelled, they will not be reported, and they cannot be reinstated on your record. You will not receive a refund if you choose to cancel your scores.

You will review unofficial scores for multiple-choice tests at the test center; however, because of the scoring process, you will not view scores for tests that include constructed-response questions at that time. Test centers cannot provide printed copies of score reports. Your official scores will be supplied to your score recipients and

available for you to view, print, and download by accessing the online user account you created. Scores for tests that are administered continuously will be available approximately 2–3 weeks after your test date. Scores for tests that are administered during a specific testing window will be available approximately 2–3 weeks after the testing window closes (regardless of the specific day on which you tested within that window). Scores will be available online for one year from the date they are reported. To obtain scores by phone, see the section under Scoring Services.

PAPER-DELIVERED TESTS

Score reports will be available online approximately four weeks after the test date for constructed response tests and approximately three weeks after the test date for multiple choice tests. Online scores are downloadable and available for one year from the score reporting date. Your scores may be delayed if you do not:

- Fill out your answer sheet properly and grid the correct ovals
- Provide the same identifying information on your registration form and answer sheet
- Write your constructed response or essay on the assigned page

Questions That Do Not Count Toward Your Score

The test(s) you take may include one or more questions that do not count toward your score. These “pretest questions” are new questions that are being tried out in actual test administrations.

Test takers are not told which questions are in this category because ETS needs to determine how such questions function under actual testing conditions. Nonscorable questions may appear in some, but not all, *Praxis* tests.

Scoring Services

SCORES BY PHONE (COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS)

Fee: \$30 per request

Some test takers prefer to get their scores by phone. The Scores-by-Phone service usually provides scores for paper-delivered tests approximately 4 days earlier than they are available by web. There is a \$30 fee per request. If you want to know your scores sooner, call 1-877-ETS-TEACH (1-877-387-8322) (see *page 7* for other contact information for this service) any time on or after the dates below. Scores are available through this service for tests taken over the past ten (10) years.

To use this service, you need to have your Social Security or candidate ID number, test date, and date of birth information.

	TEST DATE	CALL ON OR AFTER (for multiple choice tests)	CALL ON OR AFTER (for constructed response tests)
Paper-Delivered Tests	September 21, 2013	October 11, 2013	October 18, 2013
	November 2, 2013	November 22, 2013	November 29, 2013
	March 8, 2014	March 28, 2014	April 4, 2014
	June 7, 2014	June 27, 2014	July 4, 2014
Computer-Delivered Tests	By Appointment	2–3 weeks following testing (or from close of the testing window)	2–3 weeks following testing (or from close of the testing window)

ADDITIONAL SCORE REPORTS (ASR’s) (COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS)

Fee: \$40 each

At your request, ETS will send your scores and reportable background information to additional institutions or agencies. When you register to test, you may select up to three score recipients for no

*ETS reserves the right to refrain from sending score reports

(1) to entities that have been found to violate the Guidelines for Proper Use of The Praxis Series and Related Assessments, and

(2) to entities against which complaints of violation have been made pending completion of ETS’s inquiry into the claimed violation(s).

charge. You may add or change these score recipients up until the test date. If you wish to send your scores to additional recipients, you may order an additional score report (ASR). You may complete your request online, by mail, phone, or fax. To make an ASR request online, log in or set up an account on the *Praxis* online registration site. On the “My *Praxis* Home” page, click on “Order Additional Score Reports” under the “My Test Registrations and Orders” section. Follow the online instructions to complete your order. To request an ASR by mail or fax, download and complete the Additional Score Report form located on the website at www.ets.org/praxis. Telegram requests will not be processed. ETS will process your score report (indicating only the highest score earned on each test) within ten (10) working days after your request and payment are received.

When you ask ETS to send additional score reports to institutions or agencies, you automatically authorize ETS to report your highest scores for all tests taken over the past ten (10) years. These could include test results from *Praxis* Core Academic Skills for Educators tests, *Praxis I* Pre-Professional Skills Tests (PPST), and *Praxis II* Subject Assessments. (Scores for a specific test will be sent to a recipient only if that recipient is eligible to receive those scores.)

If scores have not been reported from a current administration and you want the institutions or agencies listed on your Additional Score Report Request form combined with those listed on your registration form, check the appropriate box on the form. Current and highest scores will then be reported to all recipients requested. The ASR will include your highest score for each test taken, but will not include the raw score information that is available on the original score report. You will automatically receive a copy of your score report confirming that your score report was sent.

SCORE VERIFICATION/REVIEW SERVICE (COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS)

Fee: see “Fees for Tests and Related Services” on page 8

Multiple-choice answer sheets are machine scored, which gives virtually 100 percent accuracy. However, occasionally test takers feel their scores have been reported incorrectly. You may request verification of a multiple-choice test score if you feel the score is in error. (**NOTE:** Multiple-choice questions on computer-delivered tests are not available for score verification because those answers are scored once at the test center, then transmitted to ETS, where they are verified before being reported.)

All constructed-response and essay scorers have been carefully trained and follow strict scoring procedures. Each test that contains one or more constructed-responses or essays is scored by more than one scorer. However, if you feel that your score for a constructed-response or essay test does not accurately reflect your performance, you may request a score review of your test.

To have a score verification for a multiple-choice test or a score review of a test containing a constructed-response or essay, download and complete the Score Verification Request form from the *Praxis* website at www.ets.org/praxis/scores/services and send it to ETS with the proper fee. **Your request must be received within four (4) months of the test date.** If there is a change in your reported score, the revised score (which may be higher or lower than your originally reported score) will be reported to you and to the recipients of the original score, and your verification fee will be refunded. Your test books and answer sheets are not available for disclosure. Please note that your score for a specific test will be verified/reviewed only once.

Cancellation of Scores by You

COMPUTER-DELIVERED TESTS

Before viewing your scores, the computer gives you the option of canceling your scores when you finish each test. **NOTE: If you are taking the Combined PPST tests, the Combined Core tests, the Elementary Education: Multiple Subjects, or Middle School: Multiple Subjects tests and choose to cancel your scores, scores from all sections of that test will be canceled.** Once you have viewed

your scores, they cannot be canceled. If you choose to cancel your scores, you cannot view them on the computer screen and they cannot be reinstated. You will not receive a refund if you cancel your scores.

PAPER-DELIVERED TESTS

You may cancel your scores from a particular test session if your written request is received at ETS within one (1) week after the test date. (ETS cannot honor requests to have scores from previous test administrations deleted from your permanent records.) To cancel your scores, complete, sign, and submit the Request for Score Cancellation form from the *Praxis* website at www.ets.org/praxis. You will not receive a refund of any fee when you cancel your scores. Once scores have been canceled, they will not be reported, nor will they be reinstated on your record.

Cancellation of Scores by ETS

COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS

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

Note: For paper-delivered testing, the retest option is available only to test takers in the United States and Canada. The arbitration option is available only for tests administered in the United States.

preventing any test takers from gaining an unfair advantage over others. To promote these objectives, ETS reserves the right to cancel any test score when, in ETS’s judgment, any of the following conditions arise: a **testing irregularity occurs**; there is an apparent **discrepancy in a test taker’s identification**; the test taker engages in **misconduct** or **plagiarism**; or the score is **invalid** for another reason. Reviews of scores by ETS are confidential. 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, but it does not disclose the reason for cancellation except when authorized to do so by the test taker and in certain group cases.

Test takers whose scores are canceled will forfeit their test fees, and must pay to take the tests again at a future administration. No record of score cancellations, or the reason for cancellation, will appear on their future score reports sent to colleges and universities.

Testing Irregularities

“Testing Irregularities” refers to problems with the administration of a test. Testing irregularities may result from actions of test taker’s, test center personnel, ETS, or from 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 or damaged 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 judgment it is appropriate to do so, ETS gives affected test takers the opportunity to take the test again as soon as possible without charge.

Identification Discrepancies

When, in ETS’s judgment or the judgment of test center 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 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. If test scores are canceled by ETS, the test fees will NOT be refunded.

Misconduct

When ETS or test center personnel find that there is misconduct in connection with a test, the test taker may be dismissed from the test center, or ETS may decline to score the test, or cancel the test score. Test takers whose scores are canceled will forfeit their test fees. Misconduct includes, but is not limited to, noncompliance with the **Test Center Procedures and Regulations**, on pages 13–15 of this *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 is lower (i.e., requires less proof) than reasonable doubt, clear and convincing, and preponderance of the evidence standards. Evidence of invalid scores may include, without limitation, discrepant handwriting, 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 specially arranged retest without charge, or arbitration in accordance with ETS's standard Arbitration Agreement. 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 on request from the ETS Office of Testing Integrity. Call 1-800-353-8570 or Email TSReturns@ets.org.)

When essay scores are canceled because an essay is unusually similar to other test takers' essays, or because the essay contains unattributed material, only the retest score is reported for the essay; the score for the questioned essay is not released.

Your essay responses on the writing or constructed-response items will be reviewed by experienced ETS essay readers during the scoring process. ETS reserves the right to cancel test scores of any test taker when an essay response includes, any of the following:

- text that is unusually similar to that found in one or more other *Praxis* essay responses;
- quoting or paraphrasing, without attribution, language or ideas that appear in published or unpublished sources;
- unacknowledged use of work that has been produced through collaboration with others without citation of the contribution of others;
- essays submitted as work of the test taker that appear to have, been borrowed in whole or in part from elsewhere or prepared by another person.

When one or more of the above circumstances occur, ETS may conclude, that the essay response in ETS's professional judgment, does not reflect the independent writing skills that this test seeks to measure. When ETS reaches that conclusion, it cancels the essay score and cannot report scores for this test, of which the essay score is an indispensable part.

Confidentiality of Information

COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS

ETS recognizes your right to control the information about you that is stored by ETS. Its policies are designed to safeguard your information from unauthorized disclosure.

Your score report is intended only for you and for your designated score recipients. However, background information as noted on the registration form is reported to some states and institutions. To protect your right to control the distribution of your scores, reports

will be released only at your specific written request and only to ETS-approved score recipients. Every recipient must be specified by you in writing on one of the designated forms or in correspondence. ETS will not release your scores at the request of institutions or agencies except:

- for use in research studies approved by *The Praxis Series* program and that preserve your anonymity
- when information is required under compulsion of legal processes
- when a state's central regents office or board of governors requests copies of scores that have been reported to its member institutions
- when test takers at a regular or special administration have been informed by the administrator beforehand that their scores will automatically be released to the state
- when test takers have been notified in the *Bulletin* that a particular state requiring scores has arranged for all individuals tested in that state to have their scores sent directly from ETS
- Sections 205 through 208 of Title II of the *Higher Education Act (HEA)* as amended in 2008 (PL 110-315) call for accountability for programs that prepare teachers. Section 205 of Title II requires reports from each institution of higher education (IHE) that conducts a traditional teacher preparation program or an alternative route to state certification or licensure program and that enrolls students receiving federal assistance under *HEA* (e.g., Title IV). **The report will contain aggregate data only and will not include any information that identifies test takers.**
- when a branch institution requests scores previously sent to its main office or vice versa

Official score reports for properly designated recipients are sent directly from ETS to ensure the authenticity of the reports. Note that whenever ETS has confirmed that you have submitted a *Praxis* test score directly to an educational institution, agency, or district in satisfaction of one of its requirements, ETS will respond to requests for score verification from that recipient.

Uses of Scores

COMPUTER-DELIVERED AND PAPER-DELIVERED TESTS

ETS does not set passing scores for the tests. *The Praxis Series* tests user states, institutions, and associations set their own passing scores. Following the direction provided in the *Guidelines for Proper Use of The Praxis Series™ and Related Assessments*, ETS offers its score recipients professional counsel regarding the purpose and appropriate application of the test scores. ETS's agreement with state agencies and associations that use *The Praxis Series* tests for decisions about the certification of educators requires that test scores be used only in conjunction with other criteria.

All states and associations that use *The Praxis Series* tests are surveyed to obtain information about the qualifying scores that are required on these tests.

However, the ETS file is not official and may not reflect changes in test requirements that are implemented between surveys. If you have any questions about state or association requirements or passing scores, contact that state or association directly.

Test Takers' Performance Data

Test takers' performance data may be used in analysis samples, score interpretation data, group statistics, and research studies. Test takers' constructed responses may be used in ETS materials to train scorers, to help score recipients interpret scores, or to help test takers prepare for the test. In each instance, all identifying information will be removed.

COMPUTER-DELIVERED TEST AUTHORIZATION VOUCHER REQUEST



If paying by paper check or money order, mail this completed form with your test fee to:
 ETS-Computer-Delivered Test
 Box 371859
 Pittsburgh, PA 15250-7859

- Check here if you are not requesting testing accommodations.
- Check here if you are requesting testing accommodations. Before you fill out this form, you must create a profile at www.ets.org/praxis/register. When you create your profile, a candidate ID number will be assigned to you. Please enter that candidate ID number in the space provided below.

PLEASE PRINT ALL INFORMATION CALLED FOR BELOW.

NAME: Print your last name, first name, and middle initial.											
Last Name – first 15 letters						First Name – first 10 letters				M.I.	
MAILING ADDRESS: Number and Street (include apartment number)											
City						State		ZIP Code (U.S. only)			Country Code <small>(Outside U.S. & P.R. only)</small>
EMAIL ADDRESS											
DATE OF BIRTH			SOCIAL SECURITY NUMBER				DAYTIME TELEPHONE NUMBER				Candidate ID (if known)
Month	Day	19 ____ Year	-	-	-	-	-	-	-	-	-
TEST CODE		TEST NAME									

PAYMENT Please make check or money order payable to ETS-*The Praxis Series*. **Do not send cash.** Orders received without payment or with incorrect payment may be returned.



NOTE: By sending your check to us, you authorize ETS to convert the check into an electronic fund transfer. Please be aware that your bank account may be debited as soon as the same day we receive your payment and you will not receive a canceled check. If you do not have sufficient funds in your account, an additional service fee of \$20 will be added to your account.

Payment enclosed

If you are requesting testing accommodations and are paying by credit or debit card, please complete the information below AND mail to ETS-*The Praxis Series*, PO Box 6054, Princeton, NJ 08541-6054. PLEASE do NOT mail to the address listed above.

- American Express®
 Discover®
 JCB®
 MasterCard®
 Visa®

Charge Card Account Number _____ Expiration Date (MM/YY) _____

Cardholder's Signature _____

CERTIFICATION OF DOCUMENTATION For Test Takers Whose Primary Language Is Not English



If paying by paper check, money order, or U.S. Postal Service money order, mail to:

ETS—The Praxis Series

Box 382065

Pittsburgh, PA 15251-8065

If paying via credit or debit card, see the address information on page 9 of this Bulletin.

If you have previously registered and your request for accommodations has been approved by ETS, you need to submit the Eligibility Form on page 21. See “If Your Primary Language Is Not English” on page 9 for more information.

TO BE COMPLETED BY A QUALIFIED PROFESSIONAL AND SENT TO ETS WITH THE TEST TAKER'S ELIGIBILITY FORM, REGISTRATION FORM, AND TEST FEES. **DO NOT MAIL THIS FORM SEPARATELY TO ETS.** Incomplete documentation will not be processed and will be returned to you. You will have to resubmit all appropriate forms for a future test administration.

Complete and sign. Cross out material within brackets that does not apply.

1. I, _____, am [a qualified ESL teacher/coordinator, foreign language department supervisor/chairperson, or other appropriate professional (specify) _____] at _____ . I have held that position since _____ .
(Name of Institution) (Date)

2. I have worked with and/or reviewed pertinent documentation about _____ .
(Print Name of Test Taker)

I certify that English is not the test taker's primary language. The test taker's primary language is _____ .

3. The test taker is taking one or more *Praxis* tests to meet the requirements of _____ .
The score recipient code is _____ .
(Institution/State/Agency)

4. In the event Educational Testing Service (ETS) requests a copy of the documentation described above, I promise to send ETS, for its consideration, any information pertinent to establishing the need for these accommodations (pursuant to the test taker's permission on the Eligibility Form) sufficiently in advance of the test administration date in question to permit complete processing.

Date

Name

Signature*

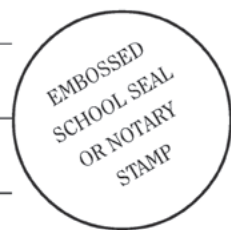
Title

Institution

Telephone and/or TDD/TTY Number

Fax Number

E-mail



* Must be original signature. Photocopy of signature or stamped signature will not be accepted. An embossed school seal must be affixed over the signature or the signature must be notarized.

ELIGIBILITY FORM **For Test Takers Whose Primary Language Is Not English**



If paying by paper check, money order, or U.S. Postal Service money order, mail to:

ETS—The Praxis Series

Box 382065

Pittsburgh, PA 15251-8065

If paying via credit or debit card, see the address information on *page 9* of this *Bulletin*.

TO BE COMPLETED BY THE TEST TAKER

I attest that the information about me provided on the Certification of Documentation form is true to the best of my knowledge. If the certification document is not sufficient for me to obtain the accommodation sought, I give permission to release to ETS a copy of any pertinent information required to establish the need for the accommodation described therein. I understand that the necessary information must be available to ETS sufficiently in advance of the test administration date to provide time to process my request and implement the requested accommodations. I further understand that ETS does not waive its right to request this documentation if necessary after the test administration date. I acknowledge that my request for this accommodation will not be processed if I alter or revise the certification document in any way after it has been completed by the appropriate official. This information will be protected by the terms of ETS's Confidentiality of Information on *page 18* of the *Praxis Bulletin*. I am taking one or more *Praxis* tests to meet the requirements of

(Institution/State/Agency)

The score recipient code is _____.

Date

Signature of Test Taker

THE FOLLOWING SECTION MUST BE COMPLETED EACH TIME YOU REGISTER TO TEST UNDER THIS NONSTANDARD POLICY.

I have previously submitted documentation that English is not my primary language and approved documentation is on file at ETS.

(Indicate test date for which documentation is on file: _____.)

My candidate ID number is _____.

Date

Signature of Test Taker

PRINT NAME

REGISTRATION LISTS

You will need to refer to the lists below to complete a paper-delivered registration form. These lists are available on the *Praxis* website at www.ets.org/praxis.

- *Test Centers* — locate a test center to register for standard test administration.
- *Primary Language Is Not English Test Centers* — locate a test center if you are submitting a request for testing accommodations if your primary language is not English.
- *Attending Institution/Recipient Codes* — find the code(s) (preceded by an **A**) for the institution(s) where you received training relevant to the test; find the code(s) (preceded by an **R**) for the institution(s) where you want your score reports sent.
- *Audiology/Speech Language Pathology Attending Institution/Recipient Codes* — find the code(s) (preceded by an **A**) for the institution(s) where you received training relevant to the test; find the code(s) (preceded by an **R**) for the agency, professional association, or organization where you would like score reports sent.
- *State/Agency Codes (List D)* — find the code that designates the agency, professional association, or organization for which you would like to receive passing score information.
- *Major and Certification Field Codes (List E)* — find the code(s) for your undergraduate major field and the field(s) in which you are seeking certification.
- *Citizenship & Country or Region Codes* — refer to this list if your address is outside the U.S., U.S. Virgin Islands, Guam, or Puerto Rico.
- *Abbreviations* — refer to this list for proper postal service abbreviations.

DIRECTORY

STATE AGENCIES and PROFESSIONAL ASSOCIATIONS and ORGANIZATIONS PHONE DIRECTORY

Alabama	334-242-9983	Indiana	317-232-9010	Nebraska	402-471-0739	South Dakota	605-773-3553
Alaska	907-465-2831	Iowa	515-281-3427	Nevada	775-687-9115	Tennessee	615-532-4885
Arkansas	501-682-4342	Kansas	785-296-2288	New Hampshire	603-271-2408	United States	
California	888-921-2682	Kentucky	502-564-4606	New Jersey	609-292-2070	Virgin Islands	340-774-4546
Colorado	303-866-6628	Louisiana	877-453-2721	North Carolina	919-807-3310	Utah	801-538-7740
Connecticut	860-713-6969	Maine	207-624-6600	North Dakota	701-328-9641	Vermont	802-828-0449
Delaware	302-735-4120	Maryland	410-767-0412	Ohio	614-466-3593	Virginia	804-225-2022
District of Columbia	202-741-5881	Michigan	517-335-6615	Oklahoma	405-521-3337	Washington	360-725-6400
Guam	671-735-2447	Minnesota	651-582-8691	Oregon	503-378-3586	West Virginia	304-558-7010
Hawaii	808-586-2616	Mississippi	601-359-3483	Pennsylvania	717-783-6788	Wisconsin	608-266-1879
Idaho	208-332-6800	Missouri	573-751-0051	Rhode Island	401-222-4600	Wyoming	800-675-6893
		Montana	406-444-3150	South Carolina	803-734-8466		
American Speech-Language-Hearing Association:			301-296-5700	National Association of School Psychologists:			301-657-0270
Department of Defense Education Activity:			703-588-3904				

PRAXIS TESTS WITH SPECIFIC ADMINISTRATIONS

Computer-Delivered Testing Windows 2013-2014

Each of the computer-delivered *Praxis* tests are offered during specific testing windows throughout the year. Please visit the *Praxis* website at www.ets.org/praxis/register/centers_dates/computer for details.

Test Title	
Art: Content and Analysis	5135
Art: Content Knowledge	5134
Audiology	5342
Biology: Content Knowledge	5235
Business Education: Content Knowledge	5101
Chemistry: Content Knowledge	5245
Citizenship Education: Content Knowledge	5087
Core Academic Skills for Educators Combined Test	5751
Core Academic Skills for Educators: Mathematics	5732
Core Academic Skills for Educators: Reading	5712
Core Academic Skills for Educators: Writing	5722
Early Childhood: Content Knowledge	5022
Earth & Space Sciences: Content Knowledge	5571
Education of Young Children	5021
Educational Leadership: Administration and Supervision	5411
Elementary Education: Instructional Practice and Applications	5015
Elementary Education: Multiple Subjects (subtests: 5032, 5033, 5034, 5035)	5031
English Language Arts: Content and Analysis	5039
English Language Arts: Content Knowledge	5038
English Language, Literature & Composition: Content and Analysis	5044
English Language, Literature & Composition: Content Knowledge	5041
English to Speakers of Other Languages	5361
Family & Consumer Sciences	5121
French: World Language	5174
Fundamental Subjects: Content Knowledge	5511
General Science: Content Knowledge	5435
German: World Language	5183
Health and Physical Education: Content Knowledge	5856
Health Education	5551
Interdisciplinary Early Childhood Education	5023
Library Media Specialist	5311
Mandarin: World Language	5665
Mathematics: Content Knowledge	5061
Mathematics: Content Knowledge	5161
Middle School: Content Knowledge	5146
Middle School: English Language Arts	5047
Middle School: English Language Arts	5049
Middle School: Mathematics	5169
Middle School: Multiple Subjects (subtests: 5142, 5143, 5144, 5145)	5141
Middle School: Social Studies	5089
Music: Content and Instruction	5114
Music: Content Knowledge	5113

Test Title	
Pennsylvania Grades 4-8 Core Assessment (subtests: 5153, 5154, 5155)	5152
Pennsylvania Grades 4-8 Subject Concentration: English Language Arts	5156
Pennsylvania Grades 4-8 Subject Concentration: Mathematics	5158
Pennsylvania Grades 4-8 Subject Concentration: Science	5159
Pennsylvania Grades 4-8 Subject Concentration: Social Studies	5157
Physical Education: Content & Design	5095
Physical Education: Content Knowledge	5091
Physics: Content Knowledge	5265
Pre-Kindergarten Education	5531
Principles of Learning & Teaching: Early Childhood	5621
Principles of Learning & Teaching: Grades K-6	5622
Principles of Learning & Teaching: Grades 5-9	5623
Principles of Learning & Teaching: Grades 7-12	5624
Professional School Counselor	5421
Psychology	5391
Reading for Virginia Educators: Elementary and Special Education	5306
Reading for Virginia Educators: Reading Specialist	5304
Reading Specialist	5301
Social Studies: Content and Interpretation	5086
Social Studies: Content Knowledge	5081
Spanish: World Language	5195
Special Education: Core Knowledge and Applications	5354
Special Education: Core Knowledge and Mild to Moderate Applications	5543
Special Education: Core Knowledge and Severe to Profound Applications	5545
Special Education: Education of Deaf and Hard-of-Hearing Students	5272
Special Education: Preschool/Early Childhood	5691
Special Education: Teaching Speech to Students with Language Impairments	5881
Special Education: Teaching Students with Behavioral Disorders/Emotional Disturbances	5372
Special Education: Teaching Students with Learning Disabilities	5383
Special Education: Teaching Students with Visual Impairment	5282
Speech Communication: Content Knowledge	5221
Speech-Language Pathology	5330
Teaching Reading	5204
Teaching Reading: Elementary Education	5203
Technology Education	5051
World and U.S. History: Content Knowledge	5941

PRAXIS TESTS WITH SPECIFIC PAPER-DELIVERED ADMINISTRATIONS

Note: Tests not listed in the chart below will be administered on all paper-delivered test dates.

PRAXIS Subject Assessments

All paper-delivered tests will be offered at all 4 paper administrations, with the exception of the following:

X=indicates test will be offered on that paper test administration date

Test Name	Test Code	9/21/13	11/2/13	3/8/14	6/7/14
Audiology	0342	X			X
Citizenship Education: Content Knowledge	0087	X		X	
Earth and Space Science: Content Knowledge	0571	X		X	X
English Language, Literature, and Composition: Content and Analysis	0044	X		X	X
English to Speakers of Other Languages	0361	X	X		
Family and Consumer Sciences	0121	X		X	
Interdisciplinary Early Childhood Education	0023	X		X	
Library Media Specialist	0311	X		X	X
Middle School Social Studies	0089	X		X	X
Music: Content and Instruction	0114	X	X		
Physical Education: Content and Design	0095	X		X	X
Physical Education: Movement Forms - Analysis & Design	0092	X		X	X
Physics: Content Knowledge	0265	X		X	X
Pre-Kindergarten Education	0531	X		X	
Psychology	0391	X	X	X	
RVE: Elementary & Special Education	0306	X		X	X
RVE: Reading Specialist	0304	X		X	
Social Studies: Content and Interpretation	0086	X		X	X
Special Education: Core Knowledge and Severe to Profound Applications	0545	X		X	
Special Education: Education of Deaf and Hard of Hearing Students	0272	X	X		
Special Education: Preschool/Early Childhood	0691	X	X	X	
Special Education: Teaching Speech to Students with Language Impairments	0881	X	X	X	
Special Education: Teaching Students with Behavioral Disorders	0372	X	X		
Special Education: Teaching Students with Learning Disabilities	0383	X	X		
Special Education: Teaching Students with Visual Impairments	0282	X	X		
Speech Communication: Content Knowledge	0221	X		X	
Teaching Reading	0204	X		X	X
Technology Education	0051	X	X	X	
World and U.S. History: Content Knowledge	0941	X		X	X

The *Praxis*™ Assessment of Signed Communication – American Sign Language (0632) will be offered on 11/2/13 and at a special administration on 4/19/14.

2013–14 PAPER-DELIVERED TEST DATES

Register online for *Praxis* tests at www.ets.org/praxis/register/paper/

TEST DATE	REGISTRATION MUST BE RECEIVED BY	EXTENDED REGISTRATION MUST BE RECEIVED BY (WITH \$45 EXTENDED FEE)	EMERGENCY REGISTRATION MUST BE RECEIVED BY (WEB ONLY WITH \$75 FEE)	CENTERS OUTSIDE U.S. OR IN U.S. TERRITORIES	MONDAY CENTERS IN THE U.S. OR PUERTO RICO	MULTIPLE-CHOICE SCORES BY PHONE	MULTIPLE-CHOICE APPROXIMATE SCORE REPORT DATES	CONSTRUCTED RESPONSE SCORES BY PHONE	CONSTRUCTED RESPONSE APPROXIMATE SCORE REPORTING DATES
9/21/13	8/22/13	8/29/13	9/13/13	7/25/13	8/8/13	10/11/13	10/15/13	10/18/13	10/22/13
11/2/13	10/3/13	10/10/13	10/25/13	9/5/13	9/19/13	11/22/13	11/26/13	11/29/13	12/3/13
3/8/14	2/6/14	2/13/14	2/28/14	1/9/14	1/23/13	3/28/14	4/1/14	4/4/14	4/8/14
6/7/14	5/8/14	5/15/14	5/30/14	4/10/14	4/24/14	6/27/14	7/1/14	7/4/14	7/8/14

- Notes:**
- (1) Your completed registration form and payment must be received by the appropriate date, or you will be charged a \$45 extended registration fee.
 - (2) Not all test centers are open on all test dates. Please refer to the Test Center List on the *Praxis* website.
 - (3) Allow 7–10 days for delivery of mail within the continental United States and more time for delivery to other areas.
 - (4) U.S. Virgin Islands should adhere to regular registration deadlines.
 - (5) Accommodations for test takers whose Primary Language is Not English (PLNE) are offered on all test dates.
 - (6) Please refer to *page 11* for Emergency Registration information.

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