

2011–2012

NEW YORK STATE TEACHER CERTIFICATION EXAMINATIONS™

School Leadership Assessments

REGISTRATION BULLETIN

**NOW ADMINISTERED
ON COMPUTER**



Please note that changes to procedures and policies may occur during the program year. Current information is available at

www.nystce.nesinc.com

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Contact Information

If you have any questions, you may contact the offices listed below for further information. In all correspondence, please include, or be prepared to provide, your full name, mailing address, e-mail address, telephone number, and social security number and the test(s) about which you are requesting further information.

<p>? If you have questions regarding:</p>	<p>? If you have questions regarding:</p>
<ul style="list-style-type: none"> ■ Test registration ■ Administration procedures ■ Score reports <p>Contact: The NYSTCE Program</p> <p> www.nystce.nesinc.com</p> <p> NYSTCE EVALUATION SYSTEMS PEARSON P.O. BOX 660 AMHERST, MA 01004-9008</p> <p> 1-413-256-2882 9:00 a.m.–5:00 p.m. eastern time, Monday–Friday, excluding holidays</p> <p>To obtain recorded program information: Call 1-413-256-2882 or 1-800-309-5225, 24 hours per day, 7 days per week, from a touch-tone telephone.</p> <p>If you have submitted a registration and have questions about your registration: You may call 1-800-309-5225, 11:00 a.m.–5:00 p.m. eastern time, Monday–Friday, excluding holidays.</p> <p>Fax: 1-413-256-7088 Teletypewriter (TTY): 1-413-256-8032</p>	<ul style="list-style-type: none"> ■ Scheduling computer-based testing appointments <p>Contact: Pearson VUE</p> <p> www.pearsonvue.com/nystce</p> <p> 1-800-989-8532 8:00 a.m.–8:00 p.m. eastern time, Monday–Friday, excluding holidays</p> <hr/> <p>? If you have questions regarding:</p> <ul style="list-style-type: none"> ■ Certification requirements ■ Certification requirements for out-of-state candidates <p>Contact: The New York State Education Department (NYSED)</p> <p> http://OHE32.nysed.gov/tcert/</p> <p> NEW YORK STATE EDUCATION DEPARTMENT OFFICE OF TEACHING INITIATIVES ALBANY, NY 12234</p> <p> 1-518-474-3901 Call Monday–Friday, 9:00 a.m.–4:30 p.m. eastern time. For automated information, call anytime.</p> <p>Teletypewriter (TTY) within New York State: 1-800-421-1220 Nationwide AT&T Teletypewriter (TTY): 1-800-855-2880</p>
<p>? If you have questions regarding:</p>	
<ul style="list-style-type: none"> ■ Which test(s) you need to take ■ When you should take the NYSTCE School Leadership Assessments <p>Contact: The teacher certification representative at your college or the New York State Education Department</p>	

Large-print copies of this registration bulletin are available from the NYSTCE program at the address listed above or by calling 1-413-256-2882.



About the School Leadership Assessments

NYSTCE PROGRAM OVERVIEW

The New York State Teacher Certification Examinations™ (NYSTCE®) address New York Education Law and Commissioner’s Regulations, which require prospective New York State educators to pass designated tests as a requirement for receiving state certification.

The NYSTCE are criterion-referenced, objective-based tests designed to measure a candidate’s knowledge and skills in relation to an established standard rather than in relation to the performance of other candidates. The explicit purpose of these tests is to help identify for certification those candidates who have demonstrated the appropriate level of knowledge and skills that are important for performing the responsibilities of an educator in New York State public schools.

The NYSTCE program includes a test for teaching assistant certification, tests for teacher certification, and tests for school leadership (formerly administrator) certification. This registration bulletin contains information related to the NYSTCE School Leadership Assessments only. For information about other NYSTCE tests, refer to the NYSTCE Web site.

SCHOOL LEADERSHIP ASSESSMENTS

The NYSTCE program includes tests for school leadership (formerly administrator) certification. The purpose of these School Leadership Assessments is to help ensure that certified school- and district-level leaders have the essential knowledge and skills necessary to provide effective educational leadership in New York State public schools.

These assessments have been developed by the New York State Education Department (NYSED), New York State educational leaders, and the Evaluation Systems group of Pearson in response to new regulations that became effective in 2006 for preparing, testing, and certifying educational leaders in New York State. The assessments are based on New York State Education Law, the Regulations of the Commissioner of Education, and the principles of Essential Knowledge and Skills for Effective School Leadership developed by the New York State Board of Regents’ Blue Ribbon Panel on School Leadership.

Assessment	Assessment Description
School Leadership Assessments	Each of the School Leadership Assessments consists of two individually administered tests called “Parts.” Each part consists of both multiple-choice questions and written assignments.

The content knowledge assessed by each of the School Leadership Assessments, as well as more information about the number and types of questions on the assessment, is described in the test design and assessment framework. You may view, print, or download the test designs and assessment frameworks by selecting “Test Frameworks” on the NYSTCE Web site. Preparation materials, including sample questions, are also available for each assessment by selecting “Preparation Guides” on the NYSTCE Web site.

COMPUTER-BASED TESTING

The NYSTCE School Leadership Assessments are administered on computer only. Computer-based testing (CBT) is available during select testing windows at Pearson Professional Centers, including at least 12 in New York State. Refer to “Test Dates” for a list of the testing windows currently open for registration and to “Test Sites” for information about available test centers.

Registration. Registration for computer-based testing is available on the Internet by selecting “Register Now” on the NYSTCE Web site. The following guidelines apply to registration:

- You should plan to register as early as possible before your desired testing window. Appointments are scheduled on a first-come, first-served basis and seating is limited.
- You may register to take both parts of an assessment in an all-day two-test session or in two separately scheduled one-test sessions (see “Test Selection”).
- Once you have registered for a test, you must wait until after you have tested to register again for the same test.
- You may not take the same test more than once per testing window.

Test administration. In computer-based testing, examinees complete the test by selecting answers on-screen to multiple-choice questions and typing responses to the written assignments. See “Reporting to the Test Site,” “What to Bring to the Test Site,” and “Test Site Rules” for details about the day of the test, including information about identification and security policies.

Score reporting. Scores will be available on the score report date for each testing window. See “Test Dates” for score report dates and “Release of Your Test Scores” for additional information on score reporting.

WHO IS REQUIRED TO TAKE THE TESTS?

All candidates for certification as a School Building Leader (SBL), School District Leader (SDL), or School District Business Leader (SDBL) graduating from preparation programs after February 1, 2009, are required to pass the appropriate tests of the NYSTCE School Leadership Assessments.

Certificate	Tests Required
School Building Leader	School Building Leader Part One (100) School Building Leader Part Two (101)
School District Leader	School District Leader Part One (103) School District Leader Part Two (104)
School District Business Leader	School District Business Leader Part One (105) School District Business Leader Part Two (106)

Candidates must pass both tests (Part One and Part Two) for the assessment field to meet the certification requirements.

The New York State testing requirements for specific educator certificates are available from the Office of Teaching Initiatives. Visit its Web site at <http://OHE32.nysed.gov/tcert/> for more information.

SCHOOL LEADERSHIP ASSESSMENTS PASSING REQUIREMENTS

An examinee's performance on each test is evaluated against an established standard. The passing requirement for each test is established by the New York State Commissioner of Education based on the professional judgments and recommendations of New York State educators.

Test scores for all tests are reported using the same scale. The total test score is reported in a range from 100 to 300 and is based on performance on all sections of the test. An examinee's multiple-choice score and scores on the written assignments are combined to obtain the total test score. A score of 220 represents the minimum passing score for each test. An examinee with a total test score of 220 or above passes the test. An examinee with a total test score below 220 does not pass the test. For more information about score reporting, visit the NYSTCE Web site and select "Score Reporting."

You must complete the written assignments according to the instructions that are provided. If you do not respond to a written assignment or if your response is unrelated to the assigned topic or off-task, unreadable, not in the required language, or lacking a sufficient amount of original work to score, then that assignment will be reported as unscorable. If your written assignment is unscorable, your test will be unscorable and you will not pass.

Your pass/fail status for a test (e.g., Part One) is based on your performance on the total test at a single test administration. To meet the certification requirements for an assessment field, you must pass both tests (Part One and Part Two) for the assessment. The two tests do not need to be passed on the same day.

Taking/Retaking the School Leadership Assessments

Each of the School Leadership Assessments is composed of two tests. You may take both tests on the same day or you may take the two tests on separate administration dates. If you do not pass one or both tests for an assessment, you may register for and retake the test(s) that you have not passed. There is no limit to the number of times you may take any test that you have not passed. Each time you retake a test, however, you must complete the registration process again, and you may not take the same test more than once per testing window.

Candidates who have passed a NYSTCE test have met that part of the testing requirement for certification and, therefore, are not eligible to retake the test.

PREPARING FOR THE TESTS

The following preparation resources are available for all School Leadership Assessments and can be viewed or downloaded (at no charge) by selecting "School Leadership Assessments Preparation Materials" on the NYSTCE Web site.

- **Test design and assessment framework:** Studying the assessment framework, which contains the entire set of test objectives for your assessment field, is the first step in preparing to take the test.
- **Preparation materials:** These include information about the test as well as sample test questions and sample responses to written assignments.
- **An on-screen calculator tutorial:** This PDF document is available for candidates taking School District Business Leader Part Two (106).
- **CBT tutorial preview:** This resource provides a sample version of the on-screen tutorial examinees are given at the test center. It demonstrates how to navigate through the test, how to indicate answers, and how to use the features of the computer-based test.



Before You Register

REGISTRATION CHECKLIST

Use the following checklist to help gather the information that you need to register for the NYSTCE School Leadership Assessments.

1. Review your registration options.	
Task	Refer to:
Select the test(s) you want to take.	"Test Selection"
Review available testing windows.	"Test Dates"
Review available test center locations.	"Test Sites"
2. Prepare your payment.	
Payment must be made by credit, debit, or check card (VISA or MasterCard only), as described in "Test Fees and Payment Policies."	
3. Gather the personal information you need to register.	
When you create an account or register for the NYSTCE, you will be asked to provide the following information:	
<ul style="list-style-type: none"> ■ Name ■ Address ■ Daytime telephone number ■ Date of birth (required to access your scores on the Internet) 	<ul style="list-style-type: none"> ■ Social security number ■ E-mail address ■ Ethnicity (optional) ■ Gender (optional)
<p>Your test results are transmitted directly to the New York State Education Department (NYSED) using the social security number and other identification information you enter during registration. Failure to record your social security number correctly may delay or jeopardize the issuance of a certificate to you. If you live in Canada and have a social insurance number but not a U.S. social security number, you may use your social insurance number when you register. Your test results will be transmitted directly to the NYSED according to the number you give.</p> <p>In order for you to be admitted to the test, the name in which you registered must match your name as it appears on your government-issued identification (see "What to Bring to the Test Site" for the identification policy). Please note that your test scores will be transmitted to the New York State Office of Teaching Initiatives under the name in which you registered. Therefore, please take care to enter your name on your New York State certification application exactly as it appears on your government-issued identification. This will prevent problems with your test scores being matched to your certification application and with the issuance of your educator certificate.</p>	
4. Review the background questions.	
When you register for the NYSTCE, you will be asked to answer some background questions. Refer to "Background Questions" to prepare answers for the questions you will be asked during registration.	
5. Review the Rules of Test Participation.	
Before you register, you must read and agree to abide by the policies stated in "Compliance with Testing Rules," including the Rules of Test Participation, and all procedures and policies contained in the 2011–2012 NYSTCE School Leadership Assessments Registration Bulletin.	

ABOUT MY ACCOUNT

My Account is a password-protected personal account system that provides access to online services for the NYSTCE program. By creating an account, you will have access to NYSTCE registration and score-reporting services, as indicated by the My Account menu, shown below.



Create an Account

You may create an account on the NYSTCE Web site whenever it is convenient for you to do so. Or, when you access online test and registration services, you will be prompted to create an account. When you create an account, you will choose a username and password and you will be asked to enter personal information, such as your address. Once you have created an account, you will not need to re-enter your personal information each time you register for a test.

Access Your Account

You may log in to your account from the NYSTCE Web site at any time. Or, when you access online test and registration services such as “Register Now,” you will be prompted to log in to your account. Once logged in, you will have access to test, registration, and score-reporting services.

Manage Your Account

You may log in to your account from the NYSTCE Web site at any time to change your password or update your personal or contact information, including your e-mail address, telephone number, or mailing address. You can manage your account when it is convenient for you to do so, 24 hours a day, 7 days a week.

TEST SELECTION

Each of the NYSTCE School Leadership Assessments consists of two tests (Part One and Part Two). The table below lists the tests and provides information about any special testing requirements. See “Test Dates” for information about available testing windows for each assessment.

For important information about selecting tests during registration, as well as test session length, see “Test Sessions” below.

Test Name and Code	Important Notes
School Building Leader Part One (100)	
School Building Leader Part Two (101)	
School District Leader Part One (103)	
School District Leader Part Two (104)	
School District Business Leader Part One (105)	
School District Business Leader Part Two (106)	An on-screen calculator will be provided. You may not use your own four-function calculator or calculator manual.

Test Sessions

The School Leadership Assessments are administered in test sessions that include four hours of actual testing time for each test. Test sessions are by appointment and are scheduled by examinees (see “Internet Registration” for information about test scheduling). Examinees must report to the test center 30 minutes before their scheduled testing time to be signed in. The earliest a test appointment may be scheduled for is 8:00 a.m.

Candidates taking one test (i.e., Part One or Part Two of an assessment). If you register for only one test, you will receive an *Authorization to Test* for a one-test session. The one-test session includes four hours of testing time as well as additional time at the beginning for signing in and completing a short computer tutorial. One-test sessions may be scheduled for different times of day, depending on seat availability at specific test centers.

Candidates taking both parts of an assessment. If you are taking Part One and Part Two of a single assessment, you have two testing options:

1. **Take both tests in a two-test session.** The two-test session is a nine-hour test session (typically 8:00 a.m.–5:00 p.m.) that includes four hours of testing time for each test and a built-in 40-minute lunch break between the two tests, as well as additional time at the beginning for signing in and completing a short computer tutorial. Selecting the two-test session is the only way to guarantee that you will be able to take both parts of the assessment in one day.

To receive an *Authorization to Test* for a two-test session, you must select and pay for both parts of an assessment in a single registration.

2. **Take each test in its own one-test session.** Registering for each test separately allows you to schedule the two tests separately (e.g., on different days within a testing window). Please note, however, that with this approach, you may not be able to schedule the two test appointments for a single day.

In order to receive two separate *Authorizations to Test* that will allow you to schedule two separate one-test sessions, you must submit two separate registrations, one for each test.

Register carefully. Decisions about whether to test in a two-test session or separate one-test sessions must be made at the time of registration. The number of tests you select during registration will determine whether you receive an *Authorization to Test* for a two-test session or a one-test session. **After you register, you may not change from a two-test session to separate one-test sessions or vice versa without withdrawing your registration(s) and reregistering.** Since test fees are only partially refunded, candidates who withdraw and then reregister effectively incur additional registration costs. (See “Changing Your Registration” for more information.)

NOTE: If you are registering for two tests that are not parts of the same assessment, you will not have the option of testing in a two-test session; you will need to submit separate registrations and schedule separate test appointments for the two tests.

TEST DATES

The NYSTCE School Leadership Assessments are available during at least five testing windows annually on a first-come, first-served basis. There are separate windows for the School Building Leader assessment and for the School District Leader and School District Business Leader assessments. Refer to the following table for information about each computer-based testing window currently open for registration.

You should try to register as early as possible to increase the likelihood that you will get a test appointment at your desired test center on a date that is convenient for you. We recommend that you register at least 30 days in advance. Because test appointments are accepted on a first-come, first-served basis and seating is limited, if you register within a week of a testing window, you may not be able to schedule an appointment within that testing window.

Test Schedule

School Building Leader Testing Window	School District Leader and School District Business Leader Testing Window	Score Report Date
August 13–29, 2011 not including 8/14, 8/21, and 8/28	August 24–September 3, 2011 not including 8/28	September 21, 2011
November 19–December 5, 2011 not including 11/20, 11/27, and 12/4	November 30–December 10, 2011 not including 12/4	January 5, 2012
February 18–March 5, 2012 not including 2/19, 2/26, and 3/4	February 29–March 10, 2012 not including 3/4	March 28, 2012
April 28–May 14, 2012 not including 4/29, 5/6, and 5/13	May 9–19, 2012 not including 5/13	June 6, 2012
June 30–July 16, 2012 not including 7/1, 7/4, 7/8, and 7/15	July 11–21, 2012 not including 7/15	August 9, 2012

TEST SITES

Computer-based testing is available at more than 225 Pearson Professional Centers throughout the United States and its territories (e.g., Puerto Rico), as well as at over 30 international test centers, including in Canada and Mexico.

Refer to the Pearson VUE Web site at www.pearsonvue.com/nystce for up-to-date information about computer-based test centers, including test center addresses, real-time seat availability, and locations of test centers outside of New York.

You should register as early as possible before your desired test date, as test centers schedule test appointments on a first-come, first-served basis and seating is limited. You will select a test center as part of the test-scheduling process. You will receive confirmation of your test center location, including directions to the center location, after you schedule your test appointment.

There are Pearson Professional Centers in the following New York State areas:

- Albany
- Binghamton
- Buffalo
- Long Island
- NYC (Brooklyn)
- NYC (Manhattan)
- NYC (Queens)
- NYC (Staten Island)
- Rochester
- Syracuse
- Utica
- Watertown
- White Plains

There are also additional Pearson Professional Centers in neighboring states/provinces, including the following locations:

Connecticut

- Hartford
- New Haven

Massachusetts

- Springfield

New Jersey

- Lyndhurst

Ontario, Canada

- Toronto

Pennsylvania

- Erie
- Scranton

Vermont

- Burlington

TEST FEES AND PAYMENT POLICIES

NYSTCE School Leadership Assessments Fees

Test Registration Fees	
School Leadership Assessments	
One part	\$195
Both parts	\$390
Additional Service Fees	
Additional copy of test results (per copy per test date).....	\$20
Fee to clear an account (for example, due to a disputed credit card charge).....	\$20

Withdrawal/Refund Policy

If after registering for the NYSTCE School Leadership Assessments you wish to withdraw your registration, you may do so by completing and submitting a Withdrawal/Refund Request Form before scheduling your test appointment for that registration.

If you have already scheduled your test appointment, you must first cancel your test appointment on the Pearson VUE Web site at least 24 hours before your scheduled testing time. Then, to withdraw your registration, you must complete and submit a Withdrawal/Refund Request Form. Refer to “Changing Your Registration” for information about how to cancel a test appointment or submit a Withdrawal/Refund Request Form.

If your original registration was for both parts of an assessment, withdrawal of the registration will apply to both tests. You may not withdraw from or receive a refund for only one test if your original registration was for both parts of the assessment.

If you withdraw your registration before you have scheduled your test appointment or if you cancel your test appointment at least 24 hours before your scheduled testing time and then withdraw your registration, you will receive a refund in the amount of

- \$145 if your registration was for only one test, or
- \$340 if your registration was for both parts of an assessment.

Your refund will be issued by Evaluation Systems within four weeks of your request.

If you are absent from the test, you will not receive a refund or credit of any kind. (See the absentee policy in “Reporting to the Test Site.”)

■ ■ ■ Payment Methods

The fees for Internet registration must be paid using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without a VISA or MasterCard logo cannot be accepted. The merchant name that will appear on your credit card statement is "Eval Systems Test Fee."

The fees for services requested by mail ("Additional Service Fees" in the table above) must be paid by cashier's check or money order; personal checks are not accepted. Cashier's checks and money orders must be made payable to Evaluation Systems in U.S. dollars. Please write the last five digits of your social security number on your payment. Do not send cash.

■ ■ ■ Payment Policies

If you have any outstanding balance owed by you to Evaluation Systems after a test administration for which you were registered, all of your scores for that test date may be permanently voided and therefore not reported to you, to the NYSED, or to any institutions.

The following policies apply to you when you have an outstanding balance with Evaluation Systems:

- You will be assessed an additional fee to cover the processing required to clear your account.
- You will not be allowed to register for future test dates or submission deadlines until your balance, which includes the additional fee, is paid in full.
- Any credits or refunds for which you may be eligible will be applied first to your outstanding debt, with any excess to be returned to you.

If a credit card charge for an Evaluation Systems service for you is disputed:

- You may not be allowed to make any future payments by credit card.
- You must make your payment to clear your account by cashier's check or money order only.
- If you attempt to pay for any further services by cashier's check or money order before clearing your account, any payments received will be applied first to your outstanding debt, with any excess applied to the requested services.

BACKGROUND QUESTIONS

When you register for the NYSTCE School Leadership Assessments, you will be asked to answer the following background questions. Providing accurate and complete background information about yourself is important. The information that you provide will be kept confidential.

Current Educational Status

Select the option that best describes your educational status.

- A. Received bachelor's degree
- B. Received master's degree
- C. Received doctorate

Matriculation Status

If you are currently matriculated (enrolled in a degree program) or have been matriculated in a school leadership preparation program at any time since September 2, 2004, at a New York State college or university, indicate that college or university. If you attended more than one institution on the list, please select the institution that granted or will grant the most advanced school leadership degree. See "Institution Codes" for a list of institutions.

Your test scores will be released to the New York State institution that you indicate during registration unless you provide written notification to Evaluation Systems that you do not wish your scores to be released to that institution. Your written notification must be received by Evaluation Systems by five calendar days after the last day of the testing window in which you test.

First Language

Is English your first language?

- A. Yes
- B. No

INSTITUTION CODES

As you register for the NYSTCE School Leadership Assessments, use the table below to respond to the “Background Questions.”

Certification Preparation Institutions

Institution and Code	Institution and Code
Adelphi University (300)	Fordham University—Westchester (447)
Alfred University—Main (305)	Hartwick College (455)
Bank Street College of Education (310)	Hobart & William Smith Colleges (460)
Bard College (312)	Hofstra University—Main (465)
Barnard College (315)	Houghton College (470)
Boricia College (320)	Iona College—New Rochelle (475)
Canisius College (375)	Iona College—Rockland (480)
Cazenovia College (377)	Ithaca College (485)
Colgate University (380)	Keuka College (490)
College of Mount Saint Vincent (385)	L.I.U.—Brentwood (510)
College of New Rochelle—Main (390)	L.I.U.—Brooklyn (505)
College of Saint Rose (395)	L.I.U.—C. W. Post (515)
Concordia College (405)	L.I.U.—Rockland (520)
CUNY Baruch College (325)	Le Moyne College (500)
CUNY Brooklyn College (330)	Manhattan College (535)
CUNY City College (335)	Manhattanville College (540)
CUNY College of Staten Island (340)	Marist College (545)
CUNY Hunter College (350)	Marymount Manhattan College (555)
CUNY Lehman College (355)	Medaille College (560)
CUNY Medgar Evers College (360)	Mercy College—Bronx (565)
CUNY New York City College of Tech.—Main (362)	Mercy College—Main (570)
CUNY Queens College (365)	Mercy College—Manhattan Campus (576)
CUNY York College (370)	Mercy College—Yorktown Heights (575)
Daemen College (415)	Metropolitan College of New York (577)
Dominican College of Blauvelt (420)	Molloy College (580)
Dowling College (425)	Mount Saint Mary College (585)
D’Youville College (430)	Nazareth College (590)
Elmira College (435)	New York University—Main (610)
Five Towns College (440)	Niagara University (615)
Fordham University—Lincoln Ctr./Rose Hill (445)	NY Inst. of Technology—Manhattan (600)

Institution and Code	Institution and Code
NY Inst. of Technology—Old Westbury (605)	SUC at Fredonia (745)
Nyack College (620)	SUC at Geneseo (750)
NYS College of Agric. & Life Sci. at Cornell (411)	SUC at New Paltz (755)
Pace University—NYC (625)	SUC at Old Westbury (760)
Pace University—Pleasantville (630)	SUC at Oneonta (765)
Pratt Institute (640)	SUC at Oswego (770)
Roberts Wesleyan College (650)	SUC at Plattsburgh (775)
Rochester Institute of Technology (655)	SUC at Potsdam (780)
Sage Colleges (The)—Albany (660)	SUNY at Albany (785)
Sage Colleges (The)—Troy (662)	SUNY at Binghamton (790)
Saint Bonaventure University (665)	SUNY at Buffalo [UB] (795)
Saint John’s University—Main (680)	SUNY at Stony Brook (800)
Saint John’s University—Staten Island (685)	SUNY Coll. of Env. Sci. & Forestry at Syracuse (815)
Saint Joseph’s College—Main (690)	SUNY Empire State College (782)
Saint Joseph’s College—Suffolk (695)	Syracuse University (810)
Sarah Lawrence College (710)	Teachers College Columbia University (400)
School of Visual Arts (715)	Touro College—Flatbush (822)
Siena College (720)	Touro College—Manhattan (820)
Skidmore College (725)	Union Graduate College (825)
St. Francis College (670)	University of Rochester (830)
St. John Fisher College (675)	Utica College (835)
St. Lawrence University (700)	Vassar College (840)
St. Thomas Aquinas College (705)	Wagner College (845)
SUC at Brockport (730)	Wells College (850)
SUC at Buffalo [Buffalo State] (735)	Yeshiva University (855)
SUC at Cortland (740)	Other college/university in New York State (999)

COMPLIANCE WITH TESTING RULES

By registering on the Internet for the NYSTCE School Leadership Assessments, you are agreeing to abide by the Rules of Test Participation for the School Leadership Assessments and all procedures and policies contained in the current NYSTCE School Leadership Assessments registration bulletin and/or communicated to you, orally or in writing, at each test administration for which you have registered.

A nondisclosure agreement will be presented to you on the computer after you sign in at the test center. It will ask you to indicate your agreement to the conditions set forth in the current registration bulletin, including the Rules of Test Participation for the School Leadership Assessments and the rules communicated to you orally or in writing at the test administration. You will have five minutes to read and accept the terms of this nondisclosure agreement. If you do not respond within five minutes, or if you indicate that you do not accept the terms of the agreement, your test session will terminate, you will not be permitted to test, and you will receive no refund or credit of any kind.

Rules of Test Participation for the School Leadership Assessments

- 1. COMPLIANCE:** I understand that if I fail to comply with the rules and requirements specified or referenced in the current bulletin, including these Rules of Test Participation, and communicated to me, orally and/or in writing, at the test administration or if I take any prohibited actions, my test results may be voided, no refund will be issued, no portion of the testing fee can be applied toward the cost of any future testing fees, I may not be permitted to register for current or future test administrations, my registration may be canceled, I may not be allowed to test, I may be required to test under controlled conditions, and legal proceedings and actions may be pursued as well as any other remedies that the New York State Education Department (NYSED) and/or the Evaluation Systems group of Pearson, a business of NCS Pearson, Inc. (Evaluation Systems), may deem appropriate. In addition, I understand that test fraud is a ground for denial, revocation, and/or suspension of a teaching or School Leadership credential or certificate.
- 2. REGISTRATION:** I have read and agree to the “Test Fees and Payment Policies” section of the current bulletin. I understand that if any or all fees that are applicable to me are not paid in full for all test dates and/or tests for which I have registered for the NYSTCE School Leadership Assessments, I may not be permitted to register for current or future test sessions and/or my score report may not be produced and/or my score(s) may be voided.
- 3. WITHDRAWAL FROM TEST ADMINISTRATION:** I may withdraw from a test and receive a partial refund if I withdraw my registration before scheduling my test appointment or cancel my test appointment at least 24 hours before my scheduled testing time and then withdraw my registration. If I cancel my test appointment later than 24 hours before my scheduled testing time, or if I am absent from the test administration, I will receive no refund or credit of any kind.
- 4. PURPOSE OF TESTING:** I understand that the tests are administered for the purpose of certification only and are to be taken only by individuals either enrolled in a state teacher education or school leadership program or seeking teacher or school leader certification. I certify that I am taking the test(s) for which I have registered for the purpose of teacher or school leader certification.
- 5. IDENTIFICATION:** I understand that I may not be admitted to the testing room if I do not have the proper identification. Proper identification consists of one piece of current, government-issued identification printed in English, in the name in which I registered, bearing my photograph and signature. I understand that I will be required to provide a digital signature at the test site and that copies of my identification may be made, a palm scan and/or a digital photograph may be taken, and a video recording or other security measure will be employed at the administration, which may be used for identity verification. Additional screenings may be required by test site facilities. If I am refused admission to the test, for any reason, I will be considered absent and will receive no refund or credit of any kind.
- 6. LATE ARRIVAL:** I understand that if I arrive after my scheduled testing time, I may be refused admission, in which case I will be considered absent, and I will receive no refund or credit of any kind.

7. **TEST ADMINISTRATION:** I authorize the test administrators to serve as my agents in maintaining a secure test administration. I agree to follow all reasonable instructions given to me either orally or in writing at or during the test administration, including but not limited to instructions to relocate me during the test session. I agree not to communicate with other examinees or any unauthorized persons in any way during the test administration or to engage in any other form of misconduct. I agree not to engage in behavior that would disrupt or unfairly affect the performance of myself or other examinees. I agree to provide a digital signature and/or palm scan, to provide proper identification as specified above, and to cooperate with testing personnel. If I fail to comply with these provisions, I may be dismissed from the test site, my score may be voided without refund or credit of any kind, and other actions, as described in Rule 1, may be taken as deemed appropriate by the NYSED and Evaluation Systems.

8. TEST SECURITY

Test Property: I understand that all test materials and any portion thereof or information relating thereto (referred to below as the “Test Materials”) are the sole property of the NYSED and Evaluation Systems. I understand that my responses, without the identification of my name, may be used for research, development and implementation of testing programs, scorer training or study materials, or other purposes associated with the program. I understand and acknowledge that the Test Materials were developed at great cost and are required to be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed. I have not received or reviewed any Test Materials prior to taking the test and no Test Materials will be available for me to review after the test. I am not permitted to take (and I will not take) any Test Materials or notes, handwritten, printed, or in any other form (referred to below as “Notes”), reflecting or recording anything about the Test Materials from the testing room or to disassemble, copy, or reproduce the Test Materials in whole or in part, by hand or with the use of any electronic, or other type of, device of any nature.

Test Materials: I understand that I will not be permitted to bring to or use during the test: Notes, cellular phones, electronic communication devices, visual or audio recording or listening devices or any device with an on/off option, scratch paper, or any other unauthorized aid (collectively referred to below as “Unauthorized Aids”). Throughout the test session, I will have nothing at my workstation but the erasable notebooklet and marker provided to me by my test administrator. Calculators will be allowed and provided on-screen only for School District Business Leader Part Two. Only the on-screen calculator provided may be used during this test. The use of unapproved calculators for this field; the possession or use of calculators for any other field; or the use of calculator watches, calculator manuals, cellular phones, scratch paper, or any Unauthorized Aids is prohibited. I may use the erasable notebooklet provided for any intermediate work that I need to do to answer the specific questions. However, only answers and writing samples that I record on the computer will be scored. I understand and agree that if test administrators have a reasonable suspicion that I have or may have in my possession any Test Materials, Notes, and/or Unauthorized Aids, I will immediately turn over any such Test Materials, Notes, and/or Unauthorized Aids in my possession to the test administrators at any time upon their request. If I should fail or refuse to do so, or if the test administrators believe in good faith that I have not turned over all such Test Materials, Notes, and/or Unauthorized Aids in my possession, the test administrators may search my person and my personal possessions for such Test Materials, Notes, and/or Unauthorized Aids and may remove them. Any such Test Materials, Notes, and/or Unauthorized Aids that I may have may be retained for as long as may be required for the purpose of pursuing the remedies specified in Rule 1 above. Test administrators, Evaluation Systems, and the NYSED are not responsible for Unauthorized Aids or other prohibited materials confiscated by test administrators or otherwise turned over by me. In the event of a possible breach of test security, I agree to cooperate with the testing personnel and I hereby consent to any such reasonable search and to any incidental contact with my person or my possessions that may occur as a result of such a search before my dismissal from the test site. Moreover, I hereby waive any claim that I might otherwise have based upon any such search or contact. I also understand that a breach of security might result in my name being reported to the NYSED and to Evaluation Systems; my score may be voided without refund or credit of any kind; and other actions, as described in Rule 1, may be taken as deemed appropriate by the NYSED and Evaluation Systems.

- 9. SECURITY OF TEST MATERIALS:** Because of the great cost expended to develop the Test Materials, because of the obvious necessity that they be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed, and because any disclosure of part or all of the contents of the Test Materials to anyone might render them unusable for future test administrations, I promise and agree that I will not discuss with anyone or reveal in any manner the Test Materials or any part of them (including the form, subject matter, substance, and wording of any test question or answer). I understand and agree that if I should violate this agreement concerning security of Test Materials, I may be liable in damages for the costs (including redevelopment costs) incurred as a result of any breach of this agreement, and I may also be subject to other legal and equitable remedies (including injunctive relief) for any such breach.
- 10. CALCULATORS:** I understand that the NYSED and Evaluation Systems make no warranty, either expressed or implied, regarding the calculator directions (if provided) or the performance or accuracy of the calculator provided for certain tests, including but not limited to warranty of merchantability or warranty of fitness for a particular purpose. I further understand that liability for special, collateral, incidental, or consequential damages in connection with or arising out of the use of the calculator or directions (if provided) will be limited to score correction or test retake at no additional fee.
- 11. TEST SESSION:** I understand that each test session is four hours long. After admission to the test site, I may not leave the test site for any reason until I have been officially dismissed and all of my Test Materials have been collected by a test administrator. Once I have completed the test, or at the end of the test session, my Test Materials will be collected and I will be dismissed. Once dismissed, I must leave the test site and I will not be readmitted unless I am scheduled to take a test later that day.
- 12. TEST SCORE REPORTING AND CANCELLATION:** I understand that my test score(s) will be reported to me and to the NYSED. My score(s) will also be released to the New York State institution I indicated during registration unless I submit written notification that I do not wish my score(s) to be released to that institution and this notification is received by five calendar days after the last day of the testing window in which I tested. My test score(s) may also be reported to any other institution, entity, or person authorized or required by law to receive this information. I understand that any information provided as part of registration may be used to report scores or to contact me regarding test- or program-related issues. My score report will be sent even if I leave the testing room before I finish the test. If I do not want my score reported, I understand that my request in writing must be received by Evaluation Systems within 5 business days after the test date. If I cancel my test score(s), I will receive no refund or credit of any kind, and my score(s) will not be entered into any records or reported to me, the NYSED, or any New York State institution.
- 13. VOIDED SCORE:** I understand that if I fail to comply with the rules and requirements set forth in the current bulletin, including these Rules of Test Participation, and communicated to me, orally and/or in writing, at the test administration, or if doubts are raised about the validity or legitimacy of my registration or my score(s), Evaluation Systems will notify the NYSED and other parties as deemed appropriate by the NYSED. The NYSED and Evaluation Systems reserve the right to void my test score(s) if, in their sole opinion, there is adequate reason to question the validity or legitimacy of the score(s) due to circumstances within or beyond my control. Other actions, as described in Rule 1, may be taken as deemed appropriate by the NYSED and/or Evaluation Systems.
- 14. RIGHTS AND OBLIGATIONS REGARDING TEST ADMINISTRATION:** I understand and agree that liability for test administration activities, including but not limited to the adequacy or accuracy of Test Materials and equipment, the adequacy or accuracy of the registration and administration processes or conditions, the adequacy of test site facilities, the adequacy or accuracy of scoring, the adequacy or accuracy of score reports, the adequacy or accuracy of information provided to me in connection with the NYSTCE program, and the adequacy of protection of examinee information will be limited to score correction or test retake at no additional fee. I waive any and all rights to all other claims, specifically including but not limited to claims for negligence arising out of any acts or omissions of the NYSED and Evaluation Systems (including the agents, employees, contractors, or professional advisors of the NYSED and Evaluation Systems).

- 15. PROGRAM CHANGES:** I understand that the testing program is subject to change at the sole discretion of the NYSED.
- 16. OBJECTION TO PROCEDURES:** If, for any reason, I object to the procedures presented in these Rules of Test Participation, I must advise Evaluation Systems, in writing, of the basis of my objection at least eight (8) weeks before the test date for which I wish to register for my objection to be taken under consideration. Under no circumstances may I register if I have such an objection. If I nevertheless object, my registration may be canceled, I may not be permitted to take the test(s), or my score(s) may be voided, unless I withdraw my objection in writing.
- 17. RULES:** I understand that should any of these rules or any other requirement or provision contained in the current bulletin be declared or determined by any court to be illegal or invalid, the remaining rules, requirements, and provisions will not be affected and the illegal or invalid rule, requirement, or provision shall not be deemed a part of the current bulletin. The headings of each of the Rules of Test Participation are for convenient reference only. They are not a part of the rules themselves; they do not necessarily reflect the entire subject matter of each rule; and they are not intended to be used for the purpose of modifying, interpreting, or construing any of these Rules of Test Participation. I agree that any legal action arising in connection with my registration for or participation in a test administration shall be brought in the state and federal courts governing St. Paul, Minnesota, and I consent to the personal jurisdiction of such courts.



Registering to Test

INTERNET REGISTRATION

Registration for the NYSTCE School Leadership Assessments is available on the Internet 24 hours a day, 7 days a week.

You should try to register as early as possible to increase the likelihood that you will get a test appointment at your desired test center on a date that is convenient for you. We recommend that you register at least 30 days in advance. Because test appointments are accepted on a first-come, first-served basis and seating is limited, if you register within a week of a testing window, you may not be able to schedule an appointment within that testing window.

Before you register. Before you register, please review the “Registration Checklist” to ensure that you have all of the information you need to complete the registration process. Because of laws protecting confidentiality and privacy, only you may register yourself for a test.

See “Registering for Alternative Testing Arrangements” if you wish to request alternative testing arrangements.

Payment. Payment must be made at the time of registration using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without the VISA or MasterCard logo cannot be accepted. See “Test Fees and Payment Policies” for complete information about registration fees and payment policies.

How to register. Registration for computer-based testing is a two-part process with a registration step and a scheduling step.

1. **Registering for the test.** To register, select “Register Now” on the NYSTCE Web site and follow the instructions provided. Registration begins on this Web site, where you will be asked to provide your personal and payment information. If you don’t have an account, you will be prompted to create one. See “About My Account” for information about creating and using an account. Be sure to have available your e-mail address, social security number, and credit card information (number, expiration date, and name of cardholder). Enter your name as it appears on your government-issued identification that you plan to use for admittance to the test center. When you register online, you may sign up to receive your scores by e-mail.

Acknowledgment of registration and Authorization to Test. After you have completed the registration process, Evaluation Systems will send you an e-mail acknowledging that you have submitted a registration. Within one business day, Evaluation Systems will e-mail you an *Authorization to Test*. This *Authorization to Test* allows you to schedule a test appointment.

Your Authorization to Test is valid for one year from the date of issue. If you do not schedule a test appointment and take your test within one year, or withdraw your registration within one year, your authorization will expire, and you will receive no refund or credit of any kind.

You should print and retain a copy of your *Authorization to Test*. It contains your ID number, which is required to schedule your test appointment. You should have your *Authorization to Test* available when you schedule your test appointment.

2. **Scheduling your test.** After receiving your *Authorization to Test* from Evaluation Systems, you must visit the Pearson VUE Web site to select your test date, testing time, and test center. Please note that first-time CBT examinees must create a Pearson VUE Web account before using the Web site to schedule a test appointment. **When setting up your Pearson VUE Web account, make sure to enter your name, e-mail address, telephone number, and ID number exactly as they appear on your *Authorization to Test*. This will enable you to schedule your test appointment immediately without processing delays.**

Confirmation of scheduled test. After you schedule your test appointment, Pearson VUE will send you an e-mail confirming your test appointment and listing your test date, your testing time, and the address and phone number of the test center, as well as directions to the test center.

If you need assistance with registration, call Evaluation Systems at 1-413-256-2882.

Privacy Policy

Because of laws protecting confidentiality and privacy, only you can register yourself for a test or make inquiries regarding registration status or test scores.

Evaluation Systems takes reasonable precautions to protect the integrity of your personal information provided in connection with the registration process, as well as any information generated internally that is specifically pertinent to you, and to keep this information secure.

Your private information will not be made available to anyone but you; Evaluation Systems and the NYSED (including the employees, agents, contractors, or professional advisors of Evaluation Systems and the NYSED); the institution you indicate in your registration; and any institution, entity, or person required or authorized by law to receive this information.

REGISTERING FOR ALTERNATIVE TESTING ARRANGEMENTS

Alternative testing arrangements that are reasonable in the context of this certification test and supported by documentation may be provided for the following examinees who would not be able to take the test under standard conditions:

- Examinees with physical disabilities (e.g., visual impairments, hearing impairments, motor disabilities, illness, injury)
- Examinees with disabilities other than physical (e.g., learning disabilities)

All timely and complete alternative testing arrangements requests and accompanying documentation are reviewed on a case-by-case basis upon receipt. In some cases, the submitted documentation may not be sufficient to make a determination regarding the requested accommodation(s) or may not support the requested accommodation(s). Additional information or test results may be needed.

Please be aware that the Alternative Testing Arrangements Request Form and supporting documentation that you submit may be shared with the NYSED in order to process your request. The documentation will be kept confidential to the extent required by law.

Some alternative testing arrangements may be accommodated at selected test centers only.

■ ■ ■ Procedures for Requesting Alternative Testing Arrangements

Initial requests for alternative testing arrangements. In all cases, examinees requesting alternative testing arrangements must (a) complete a test registration and submit correct payment, (b) mail or fax a completed Alternative Testing Arrangements Request Form, and (c) mail or fax any required documentation. The Alternative Testing Arrangements Request Form can be found at the back of this registration bulletin. Write your name and telephone number on each piece of correspondence you provide.

Subsequent requests for alternative testing arrangements. The **Alternative Testing Arrangements Request Form** must be submitted each time you register. The **first time** that you request alternative testing arrangements, you will need to submit **all of the required documentation** to support your request for accommodations. Evaluation Systems will keep your documentation on file for **one year**. If you register for subsequent test dates within that year, you only need to submit your completed registration, correct payment, and a completed Alternative Testing Arrangements Request Form, as long as your condition and the requested accommodations have not changed.

Requests for additional time. Examinees who are requesting an extension of testing time should register for each test in its own one-test session. If a request for extra time is approved, it can only be accommodated in a one-test session. Registering for a two-test session will not allow for an extension of testing time and could delay the scheduling of your appointment(s) if your request for extra time is approved. See “Test Selection” for additional information regarding scheduling a one-test session.

Requesting alternative arrangements. Examinees who wish to request alternative testing arrangements should register as early as possible in advance of their desired testing window. After registering, you must mail or fax a completed Alternative Testing Arrangements Request Form and any required documentation as described below. Most examinees will be contacted regarding the resolution of a request for accommodations within three weeks after the request form and all required documentation have been received.

When you submit a request for alternative testing arrangements, you should wait to receive confirmation of your resolution **before** scheduling your test appointment at the test center. If you schedule your test appointment before receiving this confirmation, you will be required to cancel and reschedule it in order to ensure that your accommodations will be appropriately applied. This could result in a delay of your desired test date.

When your request for alternative testing arrangements has been resolved, you will be contacted regarding the resolution and given important information about scheduling your test appointment. In order to ensure that your approved accommodations are appropriately applied to your test appointment and available for your testing session, **you must schedule your test appointment by phone**. Test appointments scheduled through the Pearson VUE Web site will not reflect any approved alternative testing arrangements.

Scheduling your test appointment. Once you have received confirmation that your alternative testing arrangements request has been resolved, you must call the phone number provided to you and identify yourself as a candidate who needs to schedule a test appointment for the NYSTCE with accommodations. If you do not indicate that you have been approved for accommodations at the time that you call to schedule your test appointment, you will be scheduled for a test appointment without your approved accommodations.

When you call to schedule your test appointment, you should be prepared to identify your preferred test date and test center. Please be aware that some accommodations may require up to three weeks prior to the date of your test appointment to make the necessary arrangements for staff, space, and materials. Test appointments are scheduled on a first-come, first-served basis. Please schedule your test appointment as soon as possible after your request has been resolved in order to allow time for such arrangements to be made and to avoid a potential delay in your test date.

■ ■ ■ Documentation Requirements and Review of Requests

Arrangements not requiring prior approval. All test centers are wheelchair-accessible. In addition, all examinees are permitted to take breaks to use the restroom, take medication, etc., without prior approval. Any time taken for these breaks is considered part of the examinee's available testing time.

Arrangements requiring prior approval. The following alternative testing arrangements may be requested because of a disability (e.g., visual impairment, hearing impairment, motor disability, illness, injury) and can be accommodated at all test centers:

- Allowance of a medical device (e.g., inhaler) in the testing room
- Use of a trackball mouse
- Adjustable table

To request any of the alternative testing arrangements listed above, you must

1. complete your test registration and submit the correct payment; and
2. submit a completed Alternative Testing Arrangements Request Form indicating the nature of and reason for the request.

If you wish to request arrangements other than those listed above, please review the instructions that follow.

Registering for alternative testing arrangements because of a physical disability. If you require arrangements other than those listed above and the alternative testing arrangements are being requested due to a physical disability (e.g., visual impairment), you must

1. complete your test registration and submit the correct payment; and
2. submit a completed Alternative Testing Arrangements Request Form identifying the disability and the specific arrangements requested; and
3. submit a signed statement by a licensed professional, written on that person's professional letterhead, whose license or credentials are appropriate to diagnose the disability (e.g., ophthalmologist for visual impairment). The statement must indicate the following:
 - a. The disability for which alternative testing arrangements are being requested
 - b. The recommended test administration modifications that are specifically related to the disability and are reasonable in the context of this certification test

Registering for alternative testing arrangements because of a disability other than physical.

If you are requesting alternative testing arrangements due to a disability other than physical (e.g., learning disability), you must

1. complete your test registration and submit the correct payment; and
2. submit a completed Alternative Testing Arrangements Request Form identifying the disability and the specific arrangements requested; and
3. submit a signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability. The statement must indicate the following:
 - a. The disability for which alternative testing arrangements are being requested, with supporting documentation in the form of one of the following, which must be included as part of the statement or as separate documentation:
 - A full educational history with complete documentation of special education services, including other disability-related testing modifications, received within the past five years, along with the name, date, and results of the diagnostic test(s) or evaluation(s), designed for purposes other than screening, administered within the past five years, used to document the disability (test results should demonstrate a significant discrepancy in your performance and your expected capability level and demonstrate the current functional impact of your disability)

or

 - Results of a psychological, neuropsychological, or psychoeducational diagnostic test battery, designed for purposes other than screening, administered within the past five years, interpreted by a qualified professional whose license or credentials are appropriate to diagnose the condition (test results should demonstrate a significant discrepancy in your performance and your expected capability level and demonstrate the current functional impact of your disability)

or

 - Results of an evaluation interpreted by a licensed professional verifying physical abnormalities as evidenced by a computerized axial tomography (CAT) scan, magnetic resonance imaging (MRI), electroencephalogram (EEG), or brain topography mapping test administered within the past five years

and
 - b. The recommended test administration modifications that are specifically related to the disability and are reasonable in the context of this certification test

Please note: If your test(s) or evaluation(s) were administered prior to the past five years, a full battery of testing may not be required. Instead, you may wish to consult with a qualified professional to determine which diagnostic test(s) related to your disability would indicate the current functional impact of your disability.

Documentation Checklist

Before submitting your Alternative Testing Arrangements Request Form and any required documentation, use the checklist below and the information above to confirm that your documentation is complete.

You may wish to share this information with the qualified professional with whom you have consulted.

All documentation must meet all of the following requirements:

- It must include a signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability.
- It must include a diagnosis of the disability or disabilities.
- It must include recommended test administration modifications that are specifically related to the disability and that are reasonable within the context of this certification test.

Additionally, if you are requesting alternative testing arrangements because of a disability other than physical, your documentation must meet the following requirements:

- It must include the name, date, and actual results of diagnostic test(s) designed for purposes other than screening. The diagnostic test(s) should
 - be current, i.e., completed within the past five years;
 - demonstrate a significant discrepancy in your performance and your expected capability level;
 - demonstrate the current functional impact of your disability.

Documentation, in itself, does not automatically support the granting of alternative testing arrangements.

Appeal of denial of request for alternative testing arrangements. Evaluation Systems will notify examinees of the determination made with regard to their requests for alternative testing arrangements. You may appeal the denial of some or all of your requests for alternative testing arrangements. Before you submit your appeal, it is suggested that you review "Registering for Alternative Testing Arrangements." This section describes the documentation requirements for different types of alternative testing arrangements requests. If after reviewing the information in this section you still wish to proceed with an appeal of the decision, you may do so by submitting your appeal, in writing, to:

Alternative Testing Arrangements Coordinator
NYSTCE
Evaluation Systems
Pearson
P.O. Box 660
Amherst, MA 01004-9008
Telephone: 1-413-256-2882
Fax: 1-413-256-7089

The appeal should include the following information:

- Your name, address, and social security number
- The date of the appeal
- Your desired testing window

- Any documentation, in addition to the documentation that you submitted with your Alternative Testing Arrangements Request Form, that supports your alternative testing arrangements requests
- A brief summary of the reasons why your alternative testing arrangements requests should be granted
- Your signature

Your appeal should be submitted as soon as possible. Please be advised that an appeal may take up to 30 calendar days to resolve. If you schedule your test date before the appeal is resolved and the appeal is later granted, you will be scheduled for a test appointment without your approved accommodations.

After your appeal is reviewed, you will be notified as to whether your appeal has been granted or denied. All appeal determinations are subject to the approval of the NYSED, and all appeal determinations are final.

Alternative test dates. The School Leadership Assessments are available during testing windows that include a range of weekdays (see “Test Dates”). For this reason, individuals whose religious practices prohibit Saturday testing may be able to independently schedule a testing appointment that does not conflict with their religious practices without submitting a request for alternative testing arrangements. If you are unable to schedule an appointment that does not conflict with your religious practices, please contact Evaluation Systems at 1-800-309-5225 to discuss your needed arrangements.

CONFIRMING YOUR REGISTRATION

Authorization to Test

After your registration has been processed, Evaluation Systems will send you an *Authorization to Test* e-mail. This *Authorization to Test* allows you to go to the Pearson VUE Web site and schedule your test appointment. If you lose your *Authorization to Test* or have not received it within three business days of submitting your registration, contact Evaluation Systems (see “Contact Information”).

CBT Confirmation

After you schedule your test appointment on the Pearson VUE Web site, you will be sent a confirmation e-mail listing your test date, your testing time, and the address and phone number of the test center, as well as directions to the test center. If you lose your CBT confirmation or have not received it within three business days of scheduling (or rescheduling) your test appointment, contact Pearson VUE (see “Contact Information”).

CHANGING YOUR REGISTRATION

If after registering or after scheduling your test appointment you wish to modify your registration, you may follow the procedures described below. If you need to correct or update personal information (e.g., your mailing address), you may update your personal information through your account; see “About My Account” for details. Note that there is no fee for rescheduling a test appointment, but if you choose to withdraw your registration, you will receive only a partial refund of your test fees, as described in “Test Fees and Payment Policies.”

The following table describes the types of registration changes available, how to make or request the change, and any associated deadlines.

Type of Change	How to Change	Deadline
Change date of test appointment Change location of test appointment Change time of test appointment	Reschedule your test appointment on the Pearson VUE Web site at www.pearsonvue.com/nystce and select a new test date, test center, or testing time of your choice from the available options. (See note 1 below.)	24 hours before your scheduled testing time
Cancel a test appointment	Cancel your test appointment on the Pearson VUE Web site at www.pearsonvue.com/nystce . If you cancel by the deadline, you will still be registered and may reschedule your test appointment at a later date. (See note 5 below.)	24 hours before your scheduled testing time
Change from one test to another	<ol style="list-style-type: none"> 1. If you have already scheduled your test appointment, you must first cancel your test appointment as described above. 2. Submit a completed Withdrawal/Refund Request Form. 3. Submit a new registration for the test(s) of your choice. 	See notes 2, 3, 4, and 5 below.
Change from a two-test session to separate one-test sessions	<ol style="list-style-type: none"> 1. If you have already scheduled your test appointment, you must first cancel your test appointment as described above. 2. Submit a completed Withdrawal/Refund Request Form, withdrawing from both tests. 3. Submit two new registrations, one for each test. 	See notes 2, 3, 4, and 5 below.
Change from separate one-test sessions to a two-test session	<ol style="list-style-type: none"> 1. If you have already scheduled your test appointments, you must first cancel your test appointments as described above. 2. Submit a completed Withdrawal/Refund Request Form, withdrawing from both tests. 3. Submit a new registration in which you select both tests in the same registration. 	See notes 2, 3, 4, and 5 below.
Withdraw a registration (and receive a partial refund)	<ol style="list-style-type: none"> 1. If you have already scheduled your test appointment, you must first cancel your test appointment as described above. 2. Submit a completed Withdrawal/Refund Request Form. 	See notes 3 and 4 below.
Withdraw one of two tests from a single registration (i.e., from a two-test session)	<ol style="list-style-type: none"> 1. If you have already scheduled your test appointment, you must first cancel your test appointment as described above. 2. Submit a completed Withdrawal/Refund Request Form, withdrawing from both tests. 3. Submit a new registration for the test of your choice. 	See notes 2, 3, 4, and 5 below.

NOTES:

1. If you have been approved for alternative testing arrangements and need to change the date, time, or location of your test appointment, you must call Pearson VUE to reschedule your test appointment by telephone at least one business day (24 hours) before your scheduled testing time. Business days are Monday through Friday, excluding holidays.
2. There is no deadline for submitting new registrations, but you should try to register as early as possible to increase the likelihood that you will get a test appointment at your desired test center on a date that is convenient for you. We recommend that you register at least 30 days in advance. Because test appointments are accepted on a first-come, first-served basis and seating is limited, if you register within a week of a testing window, you may not be able to schedule an appointment for that window.
3. There is no deadline for submitting the Withdrawal/Refund Request Form, but you must withdraw your registration for a test before you are able to register for the same test again, and test appointment cancellations are subject to the 24-hour deadline. The Withdrawal/Refund Request Form can be found at the back of this registration bulletin.
4. For information about refunds, refer to the withdrawal/refund policy in "Test Fees and Payment Policies." Test fees are only partially refunded, so candidates who withdraw a registration and then register again effectively incur additional costs.
5. Candidates who cancel a test appointment lose their original seat; any subsequent rescheduling of the test appointment is subject to available space at the time of the rescheduling. Because seating is limited, there can be no guarantee that canceled test appointments can be rescheduled for the same testing window.



The Day of the Test

REPORTING TO THE TEST SITE

Your NYSTCE School Leadership Assessments CBT confirmation lists your test date, testing time, and test center. Please report to the test center **30 minutes before** your scheduled testing time. On the day of the test, you may wish to dress comfortably in layers. This will allow you to adjust for the temperature at the test center, which may vary and may not be under the control of the test administrators. Please wear soft-soled shoes to help maintain a quiet testing environment. See “What to Bring to the Test Site” and “Test Site Rules” for more information.

Late Arrival Policy

It is essential that you report for your test appointment no later than the testing time indicated on your CBT confirmation. If you arrive more than 15 minutes late to a test appointment, you may not be admitted. If you arrive late and are not admitted, you will be considered absent and will not receive a refund or credit of any kind. You will need to register and pay again to test on a future date.

Absentee Policy

If you are absent from a test appointment from which you did not properly withdraw (see “Changing Your Registration”), you will not be entitled to any refund. You will need to register and pay again to test on a future date.

Emergency circumstances. If you are absent from a test appointment because of an emergency circumstance (illness, injury, hospitalization, or death in the immediate family), you may be eligible to receive a fee voucher that you may use to register for a future test date. To request a voucher, you must mail or fax to Evaluation Systems a letter describing the emergency situation. Include written documentation, such as a dated newspaper obituary or a dated letter signed by a professional licensed to diagnose or treat the emergency condition (e.g., physician), on that person’s professional letterhead. Documentation from a medical professional must specifically excuse you from testing on the date of the test. Documentation containing electronic signatures will not be accepted.

The letter and required documentation must be received at Evaluation Systems within 30 calendar days after the missed test appointment.

A response to your request will be sent by U.S. mail within two weeks after your request is received. If your request for a fee voucher is granted, the fee voucher you receive will be in the amount of the test fee(s) you paid for the missed test appointment.

Test Cancellation Policy

In the event that it becomes necessary to close a test center due to severe weather conditions or a natural disaster (e.g., flood, fire), Pearson VUE will notify examinees by telephone and/or e-mail and will contact you to reschedule your test appointment.

If you miss a test appointment that has not been officially canceled due to a test center closing, you will be considered absent and will not receive a refund or credit of any kind. Contact the test center if you have any concerns or questions on the day of the test.

WHAT TO BRING TO THE TEST SITE

You **MUST** bring proper identification as described in “Identification Policy” below to the test center on the day of your test. See “Test Site Rules” for information about what is not allowed at the test center.

Identification Policy

You must bring to the test administration one piece of current, government-issued identification printed in English, in the name in which you registered, bearing your photograph and signature.

Acceptable forms of identification include the following:

- Driver’s license with photograph and signature
- Passport with photograph and signature
- State identification with photograph and signature (provided by the Department of Motor Vehicles for individuals who do not have a driver’s license)
- National identification with photograph and signature
- Military identification with photograph and signature
- Alien Registration Card (green card, permanent resident visa)

Unacceptable forms of identification include draft classification cards, credit cards of any kind, social security cards, student IDs, international driver’s licenses, international student IDs, notary-prepared letters or documents, employee identification cards, temporary identification cards, and automated teller machine (ATM) cards.

If you do not have proper identification at the time of your test, you will be denied admission to the test session. If you are refused admission to the test, for any reason, you will be considered absent and will receive no credit or refund of any kind.

If the name on your identification differs from the name in which you are registered, you must bring **official** verification of the change (e.g., marriage certificate, court order).

As part of the identity verification process, your digital signature will be taken at the test center, and a palm scan and/or a digital photograph may also be taken. These will be used only for the purpose of identity verification. If you do not allow your digital signature, palm scan, and/or digital photograph to be taken, you will not be allowed to test and you will not receive a refund or credit of any kind. Note that the palm scan provided at the test center does not fulfill the fingerprint requirement for New York State teacher certification.




If you have any questions about your identification, call Evaluation Systems at 1-413-256-2882 or 1-800-309-5225 before the day of the test.

TEST SITE RULES

When you register for the NYSTCE School Leadership Assessments, you agree to comply with all the rules set forth in the current registration bulletin, including the Rules of Test Participation (see “Compliance with Testing Rules”), and the rules communicated to you at each test administration for which you are registered.

Violation of test site rules, including the possession or use of prohibited materials during a test administration, may result in the voiding of your scores.








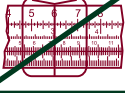

The following are prohibited at the test site:

	Smoking and the use of all tobacco products
	Visitors , including relatives, children, and friends
	Weapons of any kind

Prohibited Materials

You may **NOT** bring any unauthorized aids or prohibited materials, listed below, with you into the testing room. Any personal items that you bring to the test center must be stored in a locker outside of the testing room during the test. This includes watches, wallets, and purses in addition to the prohibited materials listed below.

Note: If you are taking both parts of an assessment in a two-test session, you may bring a snack or lunch for eating during the built-in lunch break between tests. Any food you bring must be stored in a locker outside of the testing room during the test and consumed outside of the testing room during the break.

	Cell phones (possession or use of)
	Electronic communication devices, visual or audio recording or listening devices, or any device with an on/off option , including, but not limited to, MP3 players, PDAs, pagers, computers, CDs, removable storage devices, calculator watches, clocks or watches with alarms, spellcheckers, etc.
	Calculators (except as noted for selected tests in “Test Selection”) and calculator manuals
	Handwritten or printed materials , such as dictionaries, notebooks, scratch paper, textbooks, etc.
	Packages and bags of any kind, such as backpacks, briefcases, etc.
	Hats or headwear , except those being worn for religious or medical purposes
	Food and drink , including chewing gum
	Unauthorized aids , such as slide rules, rulers, translation aids, highlighters, etc.
	Unauthorized medical devices , such as inhalers, Epinephrine injections, etc., unless prior approval has been obtained (refer to “Registering for Alternative Testing Arrangements” for more information)

DURING AND AFTER THE TEST

The test session is designed to allow sufficient time for sign-in, distribution of materials, and communication of directions before testing begins, and for completion of the test(s) by examinees. Some examinees may finish testing well before the scheduled ending time of the test session. However, you should be prepared to use the entire test session. You will be allowed no more than the allotted time to complete the test(s).

A nondisclosure agreement will be presented to you on the computer after you sign in at the test center. It will ask you to indicate your agreement to the conditions set forth in the current registration bulletin, including the Rules of Test Participation for the School Leadership Assessments and the rules communicated to you orally or in writing at the test administration. You will have five minutes to read and accept the terms of this nondisclosure agreement. If you do not respond within five minutes, or if you indicate that you do not accept the terms of the agreement, your test session will terminate, you will not be permitted to test, and you will receive no refund or credit of any kind.

During testing, you may take restroom breaks. Because the test session is designed to allow sufficient time for restroom breaks within the testing time, any time that you take for restroom breaks is considered part of the available testing time. You may not leave the testing facility or room in which you have been seated for any purpose (other than to use the restroom, as permitted) until your test materials have been collected and you have been officially dismissed by a test administrator. During the test administration, you may not communicate with other examinees or any unauthorized persons in any way, either in person or by using any communication device.

Examinees will be monitored at all times at the test center by video and audio recording. If you leave the testing room at any time during the test (e.g., to take a restroom break), your identification will be checked and/or your palm scan will be taken when you leave and when you re-enter the testing room.

Dismissal from the Test

Once you have been officially dismissed from a test session, you must leave the testing facility. If you have a second test appointment scheduled for later in the day, return to the test center 30 minutes before your scheduled testing time. You may wish to bring something to eat between test sessions; however, eating is not permitted in the testing rooms.

When you have completed testing or when the test session ends, whichever occurs first, your test materials will be collected and you will be dismissed from the test session. See “Test Selection” for information about test session length.

Should you become ill and unable to finish testing, you may be dismissed before the end of the test session. In this case, your scores will be reported unless you request in writing that your scores be canceled as described in “Canceling or Voiding of Test Scores.”

Submitting Comments

The NYSED and Evaluation Systems employ stringent quality-control procedures in preparing test materials. However, if you have comments about the test center or the conditions under which you took a test, please submit your comments in a letter sent to Evaluation Systems at the address indicated in “Contact Information” no later than seven days after your test date.



Obtaining Your Test Results

RELEASE OF YOUR TEST SCORES

Your test scores will be reported to you, the NYSED, and, if applicable, the institution that you indicated when you registered. Your scores are reported directly to the NYSED using the social security number that you enter during registration and are automatically added to your certification application file. Failure to record your social security number correctly may delay or jeopardize the issuance of a certificate to you.

Your scores will be available on the score report date published in “Test Dates.” Your score report is for your records only; do not submit it with your application for certification.

Under some circumstances, scores may be delayed. For example:

- Scores for newly developed or redeveloped tests may be delayed in order to set passing scores. Any such delays are noted on the schedule published in “Test Dates.”
- Some individuals’ scores may be delayed due to problems with registration or other matters.

In addition, your scores will be delayed if there are problems with your payment, and your scores may be permanently voided if you have any outstanding balance owed by you to Evaluation Systems after a test session for which you were registered. See “Test Fees and Payment Policies” for more information.

Multiple-choice responses are captured on computer and are scored directly from this electronic source. All written responses are scored according to standardized procedures. Scorers with relevant professional backgrounds are oriented to these procedures and are carefully monitored during scoring sessions. As part of the scoring process, written responses are scored by multiple scorers and therefore have essentially already been rescored. Consequently, there is no rescoring service.

Examinee Score Reports

Your score report is available to you on the Internet, at 10:00 p.m. eastern time on the score report date published in “Test Dates,” as a PDF document, which you may view, print, and save for your records. To access your score report on the Internet, select “Score Reporting” on the NYSTCE Web site and follow the instructions provided. Your score report will be available online for 45 days after the score report date. After 45 days, your pass/fail status is available to you through the testing history in your account on the NYSTCE Web site.

You have the opportunity during the registration process to request that your score report be sent to you by e-mail. Score report e-mails are sent beginning at 5:00 p.m. eastern time on the score report date. If you request this service, your score report will be sent to the e-mail address that you provide during the registration process. If you wish to have your score report sent to a different address, you may log in to your account on the NYSTCE Web site and update your contact information.

For each test you took, your score report provides information about your passing status and other performance information. See “School Leadership Assessments Passing Requirements” for detailed information on the passing requirements for the School Leadership Assessments.

Your score report is accompanied by an explanation of how to read your score report. A score report explanation is also available by selecting “Score Reporting” on the NYSTCE Web site.

If you have not received your score report two weeks after the score report date, call 1-413-256-2882. Under no circumstances will your score report information be released in person or by telephone or fax.

REQUESTING ADDITIONAL COPIES OF YOUR TEST RESULTS

Score reports are available online for 45 days after the score report date. See “Release of Your Test Scores” for details. Additionally, your testing history, reported as pass/fail status, is available to you through your account on the NYSTCE Web site. See “About My Account” for details about creating and using an account.

You may also request additional copies of your test results. Additional copies may be sent to you only and are available for up to three years after the test date. Please allow two to four weeks from the receipt of the request for delivery.

To submit your request, log in to your account on the NYSTCE Web site, select View Testing History, and follow the instructions provided. Or you may instead complete the Test Results Request Form and mail it to Evaluation Systems with the correct payment. This form is found at the back of this registration bulletin.

See “Test Fees and Payment Policies” for information about the fee for obtaining additional copies of your test results. Payment must be made by cashier’s check or money order only.

CANCELING OR VOIDING OF TEST SCORES

Canceling Your Test Scores

If after taking a test you do not want your test scores reported or you feel that you did not perform as well as you could have, you may cancel your scores.

Your cancellation request must be faxed to Evaluation Systems at 1-413-256-7088 within five business days of your test date. If you choose to cancel your scores, you will not receive a refund or credit of any kind. You must wait until the next testing window to retake the test.

If you request that your scores be canceled, your test performance will not be reported to you, to the NYSED, or to any institution. Your scores will not be entered into any NYSTCE records; therefore, after the cancellation of your scores, you will not be able to have your scores reported for any purpose.



Voiding of Test Scores by the NYSED or Evaluation Systems

If you violate one of the Rules of Test Participation for the School Leadership Assessments or if doubts are raised about the validity or legitimacy of your registration or your test scores, Evaluation Systems will notify the NYSED and other parties as deemed appropriate by the NYSED.

Evaluation Systems takes reasonable security precautions in developing and administering NYSTCE tests and in processing test scores. The NYSED and Evaluation Systems reserve the right to void your scores if in their sole opinion there is adequate reason to question your scores' validity or legitimacy, due to misconduct (including, but not limited to, a violation of the rules set forth in the current registration bulletin, including the Rules of Test Participation for the School Leadership Assessments, and the rules communicated to you, orally or in writing, at the test administration) or to circumstances within or beyond your control.

Further action may be taken, including denying, revoking, and/or suspending a teaching certificate. Other actions, as described in Rule 1 of the Rules of Test Participation for the School Leadership Assessments, may be taken as deemed appropriate by the NYSED and/or Evaluation Systems.

9. Identify the disability for which you are requesting alternative testing arrangements.

10. List the specific alternative testing arrangement(s) that you are requesting.

11. **Documentation** (check one of the following):

- I am requesting one of the alternative testing arrangements listed below because of a disability. Medical documentation is not required for the following accommodations:
 - Allowance of a medical device (e.g., inhaler) in the testing room
 - Use of a trackball mouse
 - Adjustable table
- I am requesting alternative testing arrangements other than those listed above. Therefore, I have enclosed documentation, if required, as indicated in "Registering for Alternative Testing Arrangements."

12. **Previous alternative testing arrangements** (check one of the following):

- I have not previously been granted alternative testing arrangements for the NYSTCE.
- I was granted for a previous administration of the NYSTCE the same alternative testing arrangements as I am currently requesting. (Indicate the most recent test date: _____ . If within the past year, you do not need to resubmit documentation this time.)
- I was granted for a previous administration of the NYSTCE different alternative testing arrangements from those which I am currently requesting. (Please explain and include the test date:

13. I have read the 2011–2012 NYSTCE® School Leadership Assessments Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation, and I certify that I am the person whose name and address appear on this form. I have completed my test registration and submitted correct payment. I am submitting, together with this completed Alternative Testing Arrangements Request Form, any required documentation as noted in the bulletin. I understand that the information I provide, including any supporting documentation, may be shared with the NYSED in order to process my request. I understand that I should submit my request and all necessary documentation as early as possible in advance of my desired test date. Because of space, staff, and time constraints, I may not be able to schedule a test appointment with accommodations in my preferred date range. I understand and agree that the alternative testing arrangements I have requested herein will be given due consideration. If, and to the extent that, any such request is granted, I understand that I will be taking the test(s) under alternative conditions.

Signature

Date

