

TESTING REQUIREMENTS AND PROCEDURES FOR THE TExES PPR AND TExES CONTENT EXAMS

Prior to the first attempt at taking an official TExES PPR exam or TExES content exam

1. TExES Exam Preparation Program for UTeach Students

During the first week of each semester in UTCH 3302 and UTCH 3303, the students will be introduced to, or reminded of, the testing requirements for the TExES exams. UTRGV UTeach Master Teachers will be responsible for creating, updating and disseminating documents that include an overview of exam pathways, a calendar of secure diagnostic exam administrations, and a TExES Exam Log Sheet. Students will be required to acknowledge their acceptance of TExES PPR and content exam testing procedures and requirements via an online Qualtrics survey.

2. Certify Teacher Requirements

Eligible UTRGV UTeach students (who have enrolled in UTCH 3302 Classroom Interactions and who have been formally accepted into the UTRGV Teacher Education Program) will be required to register for their TExES PPR and content exam preparation programs through Certify Teacher and pay the fees associated with the program. Participation in the Certify Teacher preparation program is mandatory.

Students will take a secure diagnostic TExES PPR exam and TExES content exam administered by the Certify Teacher preparation program and proctored by a UTRGV UTeach Master Teacher. Administration dates and times will be announced at the beginning of each semester.

Students must enroll through the Certify Teacher student plan tracker mode. Through this mode UTRGV UTeach students will receive an individual score report about each of their secure diagnostic exams indicating strengths and weaknesses by domain and competency.

3. Certify Teacher Secure Diagnostic Exam Results

UTRGV UTeach students who score at least 80% overall with at least 75% in each domain on the Certify Teacher secure diagnostic content exam or at least 80% overall with at least 80% in each domain on the Certify teacher secure diagnostic PPR exam will be exempt from completing the Certify Teacher preparation program and may email their Log Sheet with the Exam History (and the diagnostic exam score report for the PPR) to one of the UTRGV UTeach Co-Directors to receive approval to register for their first attempt to pass the official TExES PPR and/or content exam. [See step 4 below.]

UTRGV UTeach students who receive less than the required scores (listed above) on a Certify Teacher secure diagnostic exam will participate in the Certify Teacher preparation program until they have obtained the required scores on a Certify Teacher exam. Students may then email their Log Sheet with the Exam History (and the diagnostic exam score report for the PPR) to one of the UTRGV UTeach Co-Directors to receive approval to register for their first attempt to pass the official TExES PPR and/or content exam. [See step 4 below.]

4. After approval by a UTRGV UTeach Co-Director to take an official TExES exam

The UTRGV UTeach Co-Directors must approve ALL Log Sheets before permission is given to take any official TExES PPR or content exam. Please note that the Co-Directors will not consider valid any Certify Teacher Exam History that has any intervening activities in the timestamp during the representative

exam time. In addition, the Co-Directors will not consider valid any Certify Teacher representative exams that last more than four hours. Once approved, students will complete the Test Request Form on the Office of Education Preparation and Accountability (OEPA) website: <https://www.utrgv.edu/cep/educator-preparation-and-accountability/index.htm>. They will then receive instructions for uploading all necessary documents to Tk20 for OEPA online exam registration approval. Online registration is granted by OEPA. UTRGV UTeach students may then register for their official TExES PPR and/or content exam (first attempt).

Prior to UTRGV UTeach students' additional attempt(s) to pass the official TExES content exams

UTRGV UTeach students need Co-Director approval before ALL exam attempts. If UTRGV UTeach students do not pass their first official TExES content exam, they will be required to complete an intervention plan using 240 Tutoring and/or additional assignments provided by an assigned UTRGV UTeach Master Teacher.

Intervention plan students will be given 2 months' free access to 240 Tutoring. Students will first be required to take the 240 Tutoring Diagnostic Exam and then complete at least 90% of the material in 240 Tutoring. When at least 90% of the material has been completed, the student will take a 240 Tutoring practice exam. A score of at least 75% is required on the practice exam. There are 3 practice exams available. After the first practice exam, if the score is less than 75%, the master teacher will assign additional material (from 240 Tutoring or other resources). After completion of the additional material, the master teacher will approve the student to take the 2nd 240 Tutoring practice exam. If the student does not score at least 75%, the above process will be repeated. If the student does not score at least 75% on the 3rd exam, the master teacher will create new requirements.

After the student has scored at least 75% on a 240 Tutoring practice exam, they will then be required to take the OEPA representative exam and score a minimum of 70%. If the student scores 70% or higher, they will be approved by the master teacher and a co-director to take the official TExES exam. If the student does not score at least 70% on the OEPA representative exam, the master teacher will create new study material and testing requirements. Whether or not a student must retake the OEPA representative exam will be left to the discretion of the master teacher. If a student still has 240 Tutoring practice exams remaining, the master teacher could require the student to take another 240 Tutoring practice exam after a period of utilizing other study materials.

If a student does not take a 240 Tutoring practice exam by the end of the 2-month free access, they will be required to purchase 240 Tutoring to continue with the requirements. If they have taken a practice exam but did not score at least 75% within the 2-month free access period, then the master teacher will extend the free access for one more 2-month period. Free access will not be given for more than a total of 4 months.

Once a student has completed all intervention plan requirements, they may then email their Log Sheet with their Diagnostic Exam Report, all Practice Exams Reports, their first official TExES exam attempt date and score, and the score report of the OEPA Content Representative Exam to one of the UTRGV UTeach Co-Directors to receive approval to take any additional official TExES content exams.

Students will complete the Test Request Form on the OEPA website. OEPA will send instructions regarding which documents to upload to Tk20 for TExES online exam re-registration approval. TExES

online re-registration is granted by OEPA. UTRGV UTeach students may then re-register for their official TExES content exam.

Prior to UTRGV UTeach students' additional attempt(s) to pass the official TExES PPR exams

UTRGV UTeach students need Co-Director approval before ALL exam attempts. If UTRGV UTeach students do not pass their first official TExES PPR EC-12 exam, they will be required to complete an intervention plan. Students will be referred to the UTRGV Certification Exam Support Hub and must meet all requirements.

Once a student has completed all intervention plan requirements, they may then email their Log Sheet with their Certify Teacher Exam History and each score report for the PPR exam, their first official TExES exam attempt date and score, and the score report of the OEPA PPR EC-12 Representative Exam to one of the UTRGV UTeach Co-Directors to receive approval to take any additional official TExES PPR exams.

Students will complete the Test Request Form on the OEPA website. Instructions from OEPA will be sent for which documents to upload to Tk20 for online exam re-registration approval. Online re-registration is granted by OEPA. UTRGV UTeach students may then re-register for their official TExES PPR EC-12 exam.

Official TExES PPR and content exam deadlines

1. UTRGV UTeach students who intend to enroll in UTCH 4101/UTCH 4601 Apprentice Teaching the following semester but have not passed one or both official TExES exams must retake the official TExES PPR and/or content exam by the OFE (Office of Field Experience) deadline. This timeline will allow a student to meet TExES testing requirements and register for UTCH 4101/UTCH 4601 Apprentice Teaching in the subsequent semester.

2. UTRGV UTeach students **who intend to enroll in UTCH 4101/UTCH 4601 Apprentice Teaching the following semester but have not made the first attempt to pass an official TExES exam**, are under advisement that they must make the first attempt to pass the official TExES PPR and/or content exam no later than the end of the second week during the fall semester and no later than the end of the ninth week during the spring semester in order to allow enough time for a re-test after the State's 30-day waiting period. Students are required by OFE to have passed their official TExES PPR and content exams by the OFE deadline and prior to admission to UTCH 4101/UTCH 4601 Apprentice Teaching.

UTRGV UTeach Testing Requirements and Procedures for the TExES PPR and TExES Content Exam Frequently Asked Questions

1. *Q: Do I have to register for the Certify Teacher exam preparation programs?*

A: Yes. All UTRGV UTeach students must register for the Certify Teacher PPR and content exam preparation programs. These programs will be used to help prepare you for the official TExES PPR and content exam. The only exception to this rule is if you have already passed your official TExES PPR or content exam. In that case you are exempt from registering for the Certify Teacher exam preparation program you have already passed.

2. *Q: Can I register for a different TExES exam preparation program?*

A: You are welcome to register for additional TExES exam preparation programs. However, you will still be responsible for registering for and completing the Certify Teacher PPR and content exam preparation programs. If you have already purchased one of these programs, it will not serve as a substitute for Certify Teacher.

3. *Q: Which Certify Teacher exam preparation program do I register for?*

A: If you are currently enrolled in UTCH 3302 Classroom Interactions, you will need to register for the Certify Teacher content exam preparation program and the Certify Teacher PPR exam preparation program. If you have already completed UTCH 3302 Classroom Interactions but have not registered for your Certify Teacher PPR and/or content exam preparation program, you will need to register for both exam preparation programs.

4. *Q: Which Certify Teacher content exam preparation program do I register for?*

A:

Biology (BS) Life Science with 7th-12th grade UTeach certification register for the **Life Science 7-12 (exam code 238)**

Chemistry (BS) with 7th-12th grade UTeach certification register for the **Chemistry 7-12 (exam code 240)**

Mathematics (BS) with 7th-12th grade UTeach certification register for **Mathematics 7-12 (exam code 235)**

Mathematics (BS) with 4th-8th grade UTeach certification register for **Mathematics 4-8 (exam code 115)**

Physics (BS) with 7th-12th grade UTeach certification register for **Physics/Mathematics 7-12 (exam code 243)**

Life Science (BIS) with 4th-8th grade UTeach Certification register for **Science 4-8 (exam code 116)**

Middle School Mathematics (BIS) with 4th-8th grade UTeach Certification register for **Mathematics 4-8 (exam code 115)**

If you are unsure which of the above is your degree, please contact your UTeach academic advisor.

5. *Q: I'm in UTCH 3302 Classroom Interactions but I already registered for the Certify Teacher PPR preparation program, and I already took the secure diagnostic PPR exam when I was in UTCH 3301 Knowing and Learning. Do I need to register for the PPR exam again?*

A: No, if you have already registered for the Certify Teacher PPR preparation program and taken the secure diagnostic PPR exam you do not need to register or take the secure diagnostic PPR exam again. However, if you have not done so already, you will need to register for your Certify Teacher content exam preparation program and take the Certify Teacher secure diagnostic content exam.

6. *Q: How much does each Certify Teacher exam preparation program cost? Am I responsible for the cost?*

A: The cost for each Certify Teacher exam preparation program is \$80, however, the UTRGV UTeach program will provide you with a discount code so the cost is only \$35 per exam preparation program. You are responsible for the cost of both the Certify Teacher PPR EC-12 and content exam preparation programs. If you fail to enter the discount code at the time of purchase, the UTeach program will not be able to refund you the money. You may use the same discount code when purchasing both exams.

7. *Q: How do I get the discount code for the Certify Teacher exam preparation program?*

A: At the beginning of each semester, all UTRGV UTeach students eligible to register for a Certify Teacher exam preparation program will receive an email with information for how to sign up for Certify Teacher along with the discount code. You must register with your UTRGV email to receive the discount.

8. *Q: I purchased the wrong Certify Teacher exam preparation program. What do I do?*

A: Please contact Certify Teacher at 1-866-209-9986. You can also send them a message through their website at <https://www.certifyteacher.com/contact-us>.

9. *Q: Once I purchase the Certify Teacher exam preparation program, what do I do?*

A: **Do not start the program.** First you will need to register for a secure diagnostic exam date and time. At your secure diagnostic exam, you can then begin the program. The Master Teacher proctoring the secure diagnostic exam will give you further instructions on how to use the program at the time of your exam.

10. *Q: What is the secure diagnostic exam? How many times do I need to take it?*

A: The secure diagnostic exam is your first Certify Teacher exam. This will serve as your benchmark score to approximate how you will do on the official TExES exam. The secure diagnostic exam is designed to mimic the official TExES exam testing conditions. Therefore, it will be taken under the supervision of a UTRGV UTeach Master Teacher. You will be given up to four hours to complete your exam (you do not have to use the entire time). During that time, you will not be allowed to access any resources to assist you with the exam. You only need to take the secure diagnostic exam once per exam preparation program.

11. *Q: How do I register for my secure diagnostic exam?*

A: At the beginning of each semester, all UTRGV UTeach students eligible to register for a Certify Teacher exam preparation program will receive an email with secure diagnostic dates and times available at both the Brownsville and Edinburg campuses or online. Using the instructions from the email, sign up for the date and time that best fits your schedule.

12. *Q: Are the secure diagnostic exams mandatory?*

A: Yes, the secure diagnostic exam for both the PPR and content exam preparation programs are mandatory.

13. *Q: I took a secure diagnostic exam last semester. Do I need to register for another secure diagnostic exam this semester?*

A: No, you only need to take the secure diagnostic exam once per exam preparation program (once for the Certify Teacher PPR exam preparation program and once for the Certify Teacher content exam preparation program). If you already took a secure diagnostic exam last semester you do not need to take another secure diagnostic exam for the same exam preparation program. If, however, you have registered for a different exam preparation program, you will need to register for the secure diagnostic exam for the new exam preparation program.

14. *Q: What do I do after the secure diagnostic exam?*

A: After the secure diagnostic exam you will be emailed a Log Sheet to record the score of your secure diagnostic exam. The Master Teacher proctoring the secure diagnostic exam will sign and verify your score on the Log Sheet. You will also be required to save your Exam History (and the Score Report for the PPR exam) and keep it with your Log Sheet.

If you scored at least 80% overall with at least 75% in each domain on your secure diagnostic content exam or scored at least 80% or higher in each domain on your secure diagnostic PPR exam you may

email your completed Log Sheet to one of the UTeach Co-Directors for approval to take the corresponding official TExES exam.

If you scored less than the required scores on your secure diagnostic exam you will need to complete the Certify Teacher preparation program. Some students may be referred to the TExES Support Program based on the score of their secure diagnostic PPR exam. If that is the case, see question 17 for more details about what to do if you are referred to the UTRGV Certification Exam Support Hub.

After your secure diagnostic exam, Certify Teacher will create an individualized study plan based on the results of your exam. Go back into Certify Teacher under the Study Plan Tracker. There, any competency you scored an 80% or higher on will be marked in green as “completed.” Any competencies with a score less than an 80% will be marked in red as “Not passed yet.” Select all competencies marked as “Not passed yet” and complete the quizzes and study materials provided for each competency until they are marked as “completed.” Once all competencies are marked as “completed” you may then take another representative exam under “Exam Mode.” This representative exam does not need to be supervised by a Master Teacher and can be taken at the location or time of your choosing. We do recommend you follow testing conditions as much as possible: take the exam in a quiet room with no distractions, give yourself no more than 4 hours to complete the exam, take no or few breaks, do not pause the exam to complete it at a later time, and do not use any resources to assist you in the exam including the help of other individuals. After you have completed your representative exam, record the date and score of the exam and save a copy of your Exam History, Score Report (PPR only), and TExES Support Program Documentation (if applicable) with your Log Sheet. Based on your score (whether it was higher or lower than an 80%) follow one of the procedures below:

15. Q: I scored less than an 80% on my diagnostic exam, what do I do now?

A: Go back into Certify Teacher under the Study Plan Tracker. You will now see a new individualized study plan based on the results of your latest representative exam. Once you have completed the study plan (see question above) you may take another representative exam. This representative exam may be taken at the time and location of your choosing, however, try to mimic testing conditions as much as possible (see above). After you have taken your representative exam, record the date and score of the exam on your Log Sheet and save a copy of the Exam History (and Score Report for the PPR exam) with your log. If your score is greater than 80% on your representative content exam or 80% or greater in each domain for your representative PPR exam, see the question below. If your representative exam score is less than 80%, continue this process until you receive a score of 80% or higher on your representative content exam or 80% or higher in each domain on your representative PPR exam.

16. Q: I scored an 80% or greater on my representative content exam or 80% or greater in each domain on my representative PPR exam, what do I do now?

A: Make sure your log is complete. It should have a record of every representative exam date and score (including the secure diagnostic exam date, score and Master Teacher signature) as well as a copy of your Exam History. You will also need a copy of the Score Report for each representative PPR exam you completed. Email your completed log to one of the UTeach Co-Directors for approval. Once Co-Director approval is granted complete the Test Request Form on the OEPA website. You will then receive instructions for all necessary documents to upload to Tk20 for OEPA approval.

OEPA Test Request Form: <https://www.utrgv.edu/cep/educator-preparation-and-accountability/index.htm>.

17. Q: Who are the UTeach Co-Directors and how do I contact them?

A: The Co-Directors and their emails are listed below. Please only email one Co-Director (either is fine) your documents for approval to take the official TExES exams.

Dr. Angela Chapman at angela.chapman@utrgv.edu

Dr. Chris Smith at Kenneth.smith@utrgv.edu

18. Q: How long will it take before I can register for the official TExES exam once I email my completed Log Sheet?

A: You will need to get Co-Director approval to take an official TExES exam. This can take up to a week or more. Then you will need to submit the Test Request Form on the OEPA website and upload all necessary documents to TK20 for OEAP approval before your electronic bars can be removed. This may take additional time. Please keep this in mind if you are trying to make OFE testing deadlines.

19. Q: Do I have to get Co-Director approval before each official TExES exam attempt?

A: Yes. You will need to submit your completed Log Sheet or intervention plan and Log Sheet and receive Co-Director approval before any official TExES exam attempt. This includes the 1st, 2nd, 3rd, 4th and 5th attempts for both the official TExES PPR and official TExES content exam. Please note that the Co-Directors will not consider valid any Certify Teacher representative exam that has any intervening activities in the timestamp during your representative exam time, or any representative exams lasting more than four hours.

20. Q: I failed my official TExES exam, what do I do now?

A: If you fail your official TExES PPR or content exam you will be given an individualized intervention plan provided by your UTRGV UTeach Master Teacher mentor. To find out who this person is, see the question below. The intervention plan can include additional Certify Teacher testing and study modules as well as supplementary material. Students who failed their official TExES PPR exam will be referred to the UTRGV Certification Exam Support Hub. The master teacher assigned to PPR intervention plans will provide all information about signing up with the Support Hub.

When you have completed your intervention plan you will be required to take additional Certify Teacher representative exams until you receive a score of 85% or higher overall on the content exam or a score of 85% or higher in each domain on the PPR exam. You will also be required to obtain a score of 70% or better on a Blackboard Content Representative Exam or a score of 85% or higher in all domains on a UTRGV Certification Exam Support Hub PPR Representative Exam. Once you have received these scores, you will then email your completed intervention plan and log with all supporting documentation to one of the UTeach Co-Directors for approval before you will be allowed to make a second or subsequent attempt at an official TExES exam.

21. Q: How do I find out who my UTRGV UTeach Master Teacher mentor is for my intervention plan?

A: Depending on which official TExES exam you failed, please contact the following individual for your intervention plan:

Brownsville:

Mathematics/PPR – Lily Trevino at Liliana.trevino@utrgv.edu or Gus Valencia at Gustavo.valencia@utrgv.edu.

Science/PPR – Pamela Groves at pamela.groves01@utrgv.edu.

Edinburg:

Mathematics 4-8 – Anna Gonzalez at anna.gonzalez@utrgv.edu

Mathematics 7-12 – Patricia Mendiola at patricia.mendiola@utrgv.edu

Science 4-8 – Elizabeth Goldberg at elizabeth.goldberg@utrgv.edu

Life Science 7-12 – Tim Sears at tim.sears@utrgv.edu

Chemistry 7-12 – Tim Sears at tim.sears@utrgv.edu

Physics/Math 7-12 – Omar Elizondo at omar.elizondo@utrgv.edu

PPR – Omar Elizondo at omar.elizondo@utrgv.edu

22. Q: I failed my official TExES exam for the second, third or fourth time, what do I do?

A: If you fail your official TExES exam for the second, third or fourth time you will need to complete an individualized intervention plan provided by your UTRGV UTeach Master Teacher mentor for each failed attempt. Please see the question above for more information.

23. Q: If I already passed an official TExES exam, do I still need to register for the same Certify Teacher exam preparation program?

A: No, if you have already passed an official TExES PPR or content exam, you do not need to register for the same Certify Teacher exam preparation program.

24. Q: Can I apply for UTCH 4601 Apprentice Teaching without completing the Certify Teacher exam preparation programs?

A: No. You must complete the Certify Teacher exam preparation programs in order to take your official TExES PPR and content exams. You must pass both exams prior to being accepted into UTCH 4601 Apprentice Teaching. Please keep this in mind when you are trying to meet OEPA testing deadlines for UTCH 4601 Apprentice Teaching. Failure to complete the Certify Teacher exam preparation programs can result in a delay in UTCH 4601 Apprentice Teaching and your graduation.

25. Q: How long do I have access to the Certify Teacher exam preparation program?

A: You will have access for up to 3 years or until you pass your official TExES exam. At the end of 3 years, you will need to purchase the program again. You can continue to use the UTRGV UTeach discount code.

26. Q: I am not receiving emails related to Certify Teacher or TExES exam testing requirements. Who do I contact?

A: If by the third week of the semester you have not received any emails related to Certify Teacher or TExES exam testing requirements, please contact Stacy Solis at stacy.solis@utrgv.edu

27. Q: Who should I contact for more information about UTRGV UTeach testing requirements and procedures for the TExES PPR and content exams?

A: Contact the UTeach Co-Directors for more information.

Your acknowledgement of the TExES content and TExES PPR exam testing procedures and protocols will be submitted via an online Qualtrics survey.