

# The *Praxis*® Tests Information Bulletin



**2018–19**

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The policies and procedures explained in this *Bulletin* are effective only for the 2018-19 testing year (August 1, 2018 through July 31, 2019) and supersede previous policies and procedures. The fees, terms, and conditions contained in this *Bulletin* are subject to change. Educational Testing Service is dedicated to the principle of equal opportunity, and its programs, services, and employment policies are guided by that principle. Copyright © 2018 by Educational Testing Service. All rights reserved. ETS, the ETS logo, PRAXIS, ERATER, and MEASURING THE POWER OF LEARNING are registered trademarks of Educational Testing Service (ETS) in the United States and other countries. Other products, services, and brand names mentioned herein may be registered trademarks of their respective owners.

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## REGISTRATION AND APPOINTMENT SCHEDULING

The *Praxis*® tests are administered through an international network of test centers, which includes Prometric® test centers and Strategic Testing Networks (STNs) located in colleges and universities. All tests are delivered by computer, except for Braille Proficiency (0633). Some tests are offered continuously while others are offered in testing windows that occur several times a year. To find test centers and dates, see [www.ets.org/praxis/register/centers\\_dates](http://www.ets.org/praxis/register/centers_dates).

**Note:** For those tests not delivered by computer, the registration process is different than what is outlined below. Learn more about how to register for the Braille Proficiency (0633) test at [www.ets.org/praxis/register/braille\\_proficiency/](http://www.ets.org/praxis/register/braille_proficiency/).

**WEB** **Register for Praxis tests online at [www.ets.org/praxis/register](http://www.ets.org/praxis/register) using a credit/debit card, eCheck, or PayPal™.** See “Preferred Forms of Payment” on page 8 for payment information.

**MAIL** Complete the Test Authorization Voucher Request form on page 20 of this *Bulletin* and mail with your check, money order, U.S. Postal Service money order, or debit/credit card information. This form can also be downloaded from the *Praxis* website at [www.ets.org/praxis/about/bulletin](http://www.ets.org/praxis/about/bulletin). **Please allow 3 weeks from receipt by ETS for processing.**

*After you receive the voucher in the mail, you must schedule your test appointment online using the voucher number sent to you. The voucher must be used within 1 calendar year from the date of the voucher.*

## ADMISSION TICKET

After you register, regardless of your registration method, you must access and print your admission ticket from your online account. If you find an error in your personal information (such as incorrect contact information) on your admission ticket, you may log in to your *Praxis* account and update this information in your profile, and then print an updated admission ticket. Your admission ticket is important because it contains the test center address and reporting time on test day. While you are not *required* to present it at the test center, test center personnel may ask you for it.

## TEST TAKERS WITH DISABILITIES OR HEALTH-RELATED NEEDS

ETS is committed to serving test takers with disabilities or health-related needs by providing accommodations that are reasonable and appropriate given the purpose of the test. Testing accommodations are available for test takers who meet ETS requirements.

If you are requesting testing accommodations, **you must register through ETS Disability Services and have your accommodations approved before scheduling your test.** Test takers seeking accommodations for extended testing time, extended breaks, screen magnification, or selectable foreground and background colors may self-register for tests at Prometric® test centers. See the *Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs* ([www.ets.org/praxis/register/disabilities](http://www.ets.org/praxis/register/disabilities)) for detailed instructions.

The *Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs* contains contact information, procedures for requesting testing accommodations, and forms. The *Supplement* should be used in conjunction with the information in this *Bulletin* and form(s) on the *Praxis* website. To download the *Supplement*, visit [www.ets.org/praxis/register/disabilities](http://www.ets.org/praxis/register/disabilities). Disability documentation guidelines and forms are available on the ETS website at [www.ets.org/disabilities/documentation](http://www.ets.org/disabilities/documentation).

To request a large-print copy of this *Bulletin* and the *Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs*, contact ETS Disability Services. See “ETS Disability Services” on page 7.

## TEST PREPARATION MATERIAL

ETS is committed to helping you do your best on the *Praxis* tests by offering a variety of test preparation materials. We offer both free and low-cost test preparation materials including **interactive practice tests, study companions, videos, and webinars** to help you feel ready and confident on test day. To see what test preparation materials are offered for your test, visit the *Praxis* website at [www.ets.org/praxis/prepare](http://www.ets.org/praxis/prepare).

## ETS RECOGNITION OF EXCELLENCE

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

**ON TEST DAY**

- Report to the test center at least 30 minutes before your appointment. If you arrive after your scheduled testing time, you will not be permitted to test, and will forfeit your test fees. Please view the Study Companion to learn the duration of the test(s) you are taking at [www.ets.org/praxis/prepare](http://www.ets.org/praxis/prepare).
- Review the ID Requirements on *pages 12–14* and take the required documents with you. Without the required ID documents that match the name on your registration, you will not be permitted to test.
- Please note: possession of or use of any phones, tablets, personal digital assistants (PDAs), and other electronic, recording, listening, scanning, or photographic devices is strictly prohibited in the test center at all times and will result in your dismissal from the test, forfeiture of your test fees, and cancellation of all scores by ETS even if dismissal is not enforced on the day of the test. This includes, but is not limited to, accessing the device for any reason, including checking the time, making calls, checking for messages or any other reason at any time during the test administration, including scheduled, optional, or unscheduled breaks. Scores will be canceled for all tests, including all portions of multi-subject tests that you have taken on the test date in violation no matter when you were identified accessing or using your cell phone/device.
- Watches are not allowed in the test room. If you bring a watch to the test center, you will be asked to remove it and store it during the administration.
- You should not bring personal items to the test center. If you do, you will be required to store them in a designated area before entering the test room. You will not be able to access any personal items until testing is completed.
- You are required to remain inside the test center building. If you leave the test center without permission during the administration or during breaks, you will be dismissed and your scores will be canceled.

***For other important information regarding the test day, see:***

- Identification (ID) Requirements (*pages 12–14*)
- Test Center Procedures and Regulations (*pages 14–16*)
- Cancellation of Scores by You (*page 17*)

## Types of Assessments

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

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

**Praxis Core Academic Skills for Educators Tests** measure academic skills in Reading, Mathematics, and Writing. These tests were designed to provide comprehensive assessments that measure the skills and content knowledge of candidates entering teacher preparation programs.

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

**Praxis Subject Assessments** measure your content knowledge of the subjects you will teach. The *Praxis* Subject Assessments include:

- **Subject Assessments.** These assessments measure your general and subject-specific teaching skills and knowledge. These tests feature selected-response and constructed-response items.
- **Principles of Learning and Teaching (PLT) tests.** These assessments measure your general pedagogical knowledge at four grade levels: Early Childhood, K–6, 5–9, and 7–12. These tests feature selected-response and constructed-response items.
- **Elementary Education: Content Knowledge for Teaching (CKT) Assessment.** These tests measure subject-specific content knowledge, with a focus on specialized content knowledge used in elementary school teaching.

## Test Delivery Method

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

# CONTACT INFORMATION

## GENERAL INQUIRIES

### Phone:

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

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

### Email:

praxis@ets.org

### Website:

www.ets.org/praxis

### Mail:

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

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

### Overnight mail:

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

### Fax:

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

*Include the following information exactly as you entered it when you registered: name, address, date of birth, test date, Praxis candidate ID number, and phone number (U.S. residents only).*

## ETS DISABILITY SERVICES

To obtain information and registration materials, contact ETS:

### Phone:

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

### Email:

disability.reg@ets.org

### Website:

www.ets.org/praxis/prxdsabl.html

### Mail:

ETS  
Disability Services  
PO Box 6054  
Princeton, NJ 08541-6054

### Fax:

1-609-771-7165

## TEST CENTER COMPLAINTS

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

### Email:

praxis@ets.org

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

*For additional information, see*

- Registering a Complaint (page 16)

## TEST QUESTION INQUIRIES

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

ETS–Praxis  
Test Question Inquiries  
PO Box 6667  
Princeton, NJ 08541-6667

*In your letter, state the name and address of the center, the test date and name of the test, the number and content of the question, and the section in which it appeared.*

## TEST PREPARATION RESOURCES

### Phone:

1-800-537-3161 (U.S., U.S. Territories, and Canada)  
1-609-771-7243 (all other locations)  
Monday–Friday 8 a.m.–7 p.m. ET

### Website:

www.ets.org/store.html

### Mail:

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

## TEST REFUND REQUESTS

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

*For additional information, see*

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

## TELEPHONE REGISTRATION

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

*For additional information, see*

- Telephone Registration (page 9)

## FILE CORRECTIONS

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

*For additional information, see*

- File Corrections (page 9)

## SCORING SERVICES

### Additional Score Reports:

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

These scoring services are only available if you have tested in the past 10 years and are paying by credit or debit card (American Express®, Discover®, JCB®, MasterCard®, or VISA®). Note: Any credit/debit card branded with one of the five accepted credit card logos can be processed.

*Please have the following information ready when you call:*

- Candidate ID
- Test Date
- Date of Birth

*For additional information, see*

- Additional Score Reports (page 17)
- Score Review Service (page 17)

## ETS OFFICE OF TESTING INTEGRITY (OTI)

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

### Phone:

Phone: 1-800-750-6991 (U.S., U.S. Territories, and Canada)  
1-609-406-5430 (all other locations)

### Fax:

1-609-406-9709

### Email:

TSReturns@ets.org

*For general questions about acceptable ID, call:*

1-800-772-9476 (U.S., U.S. Territories, and Canada)  
1-609-771-7395 (all other locations)

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

## Fees for Tests and Related Services

### PRAXIS TEST FEES

#### PRAXIS CORE ACADEMIC SKILLS FOR EDUCATORS TESTS

A reduced test fee is available when the Core combined test is selected at the time of registration. To qualify for the reduced fee, you are required to take the three Core tests (Reading, Writing, and Mathematics) at the same time, on the same test date. When you register for the combined test, use test code 5751. Testing fees are listed below.

• 1 test	\$90
• 2 tests registered together	\$180
• 3 tests registered together	\$270
• Core Combined (5751)	\$150

#### PRAXIS SUBJECT ASSESSMENTS

• World Language test	\$160
• Constructed-response test ( <i>includes tests containing ONLY constructed-response items as well as tests containing both selected-response AND constructed-response items</i> )	\$146
• Selected-response test	\$120
• Reading for Virginia Educators test	\$130

#### PRAXIS CONTENT KNOWLEDGE FOR TEACHING TESTS

• Elementary Education: Content Knowledge for Teaching test (7801)	\$199
• Elementary Education: Reading and Language Arts—CKT (7802)	\$74
• Elementary Education: Mathematics—CKT (7803)	\$74
• Elementary Education: Science—CKT (7804)	\$60
• Elementary Education: Social Studies (7805)	\$60
• Elementary Education: Applied Content Knowledge for Teaching test (7901)	\$210
• Elementary Education: Reading and Language Arts—Applied CKT (7902)	\$79
• Elementary Education: Mathematics—Applied CKT (7903)	\$79
• Elementary Education: Science—CKT (7904)	\$60
• Elementary Education: Social Studies (7905)	\$60

#### PRAXIS MULTIPLE SUBJECTS TESTS

• Master Test	\$170
• Subtests	\$60

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

#### STATE SURCHARGES PER TEST

A \$5 surcharge applies to all *Praxis* Subject Assessments that are delivered at Nevada test centers. The surcharge does not apply to the *Praxis* Core tests.

#### SPECIAL SERVICES (nonrefundable)

\$50 each	Additional score reports
\$35	Telephone registration
\$40	Date/Center change. You can change your test date

or test center, but not the test you registered for. If you need to take a different test, the appointment must be cancelled and a new one created.

#### SCORE REVIEW SERVICE

\$65 per test \*

\* Score reviews are only available for tests containing constructed-response questions. See "Score Review Service" on p. 17 for additional information.

## Preferred Forms of Payment

- Credit or Debit Card (American Express®, Discover®, JCB®, MasterCard®, and VISA®). Note: Any credit/debit card branded with one of the five accepted credit card logos can be processed. ETS reserves the right to add or remove online payment methods at its own discretion and without notice.
- Money Order or U.S. Postal Service Money Order
- Bank Check, drawn on a bank in the United States, in U.S. dollars only
- PayPal™
- eCheck, drawn on a bank in the United States, in U.S. dollars only. An eCheck can be used to register online or by phone.

## Other Payment Policies

- All fees are stated in U.S. dollars.
- All payments must be for the full amount. If you do not include the correct fee with mail requests, your registration or service request may be returned.
- Payments made by check or money order should be made payable to ETS–*Praxis*.

*If paying by check, please comply with the following:*

- Bank name and its address should be preprinted on the face of the check.
- Check must have a preprinted check number.
- Check must include Test Taker or Payer name and address.
- Check date CANNOT be over 90 days old.
- Checks must be signed. Checks missing the preprinted name and address, and checks with typewritten names, are NOT acceptable.
- Post-dated checks are NOT acceptable.
- A check in U.S. dollars must be drawn on a bank in the U.S. By sending your check, be aware that you are authorizing ETS, at its discretion, to use the information on your check to make a one-time electronic debit from your account for the amount of your check. You will not be charged a processing fee for the electronic debit service.
- If you do not have sufficient funds in your account, your scores will be withheld, you will be unable to register for additional tests, and an additional service fee of \$20 will be added to your account. You will receive your scores as soon as the total outstanding balance has been cleared. Contact ETS to learn about other payment options if you prefer not to have your check used in this way.
- If you do not include the correct fee, your registration or service request may be returned.
- Services may be withheld for nonpayment of fees.
- There are no refunds for service fees. See "Test Fee Refunds" on page 10 for exceptions.
- Refunds will be made in U.S. dollar denominations.
- Credit or debit cards may also be used for services ordered directly from ETS–*Praxis*.

## REGISTRATION INFORMATION (continued)

- A \$20 service fee is applied when payment is dishonored and services have been rendered in accordance with ETS Terms and Conditions.
- Cash payments cannot be accepted.
- PayPal payments are permitted online only. Please be sure that you are enrolled with PayPal before you begin the registration process online.

### Fee Waivers

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

#### To be eligible

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

To be considered for a fee waiver for a test, submit a completed Fee Waiver Request form ([http://www.ets.org/praxis/about/fees/fee\\_waivers/](http://www.ets.org/praxis/about/fees/fee_waivers/)) by the appropriate deadline listed on the form.

All fee waiver requests are processed on a first-come, first-served basis. You are eligible for a fee waiver only once during a testing year. If you qualify for a fee waiver, the test fees for up to three *Praxis* Core Academic Skills for Educators tests or one *Praxis* Subject Assessment may be waived. If you are requesting a fee waiver for all three Core tests, the voucher issued to you will be for the combined test code (5751). Using the voucher for the combined test code will allow you to register to take all three tests on the same test date. (**Note:** state surcharges still apply for Nevada and will not be waived if your fee waiver request is approved—see “Fees for Tests and Related Services” on page 8.) Each institution is only eligible for 10 fee waivers per testing year.

INCOME GUIDELINES	
Family Size (including student)	Maximum Total Family Income
1	\$33,455.74
2	\$38,946.96
3	\$43,927.02
4	\$46,615.80
5	\$50,575.73
6	\$52,785.68
7	\$55,934.10
8	\$58,613.84
9	\$61,293.60
10	\$63,956.46

### IF YOUR PRIMARY LANGUAGE IS NOT ENGLISH (PLNE)

*Praxis* tests are only given in English. If you are a test taker whose primary language is not English (PLNE), you may be eligible for extended testing time. Test takers who meet ETS requirements will be allowed 50 percent additional testing time.

**Once PLNE accommodations are approved, test changes and/or additions, or test center changes, are not permitted. PLNE accommodations are not offered for language tests.**

#### How to Register for PLNE

Your request for PLNE accommodations must include the following:

1. A completed Certification of Documentation form (page 23). The Program has the right to request further verification, if

needed, of the professional's credentials and expertise relevant to the certification of documentation form. An embossed school seal must be affixed over the signature on the certification of documentation form or the signature must be notarized.

2. A completed Eligibility Form for Test Takers Whose Primary Language Is Not English (page 24). **It is necessary to complete this form each time you register for these accommodations.**

3. Test Authorization Voucher Request Form (page 20) and appropriate fees. Be sure to check the box at the top of the form to indicate that you are requesting testing accommodations.

If you are paying with a paper check or money order, all documents must be sent together to: **ETS-Praxis, Box 382065, Pittsburgh, PA 15251-8065**. If you prefer to provide credit/debit card information to pay, please mail all documents to: **ETS-Praxis, PO Box 6054, Princeton, NJ 08541-6054**. Once your accommodation request is approved, ETS will contact you with a voucher number and instructions on how to register. Test appointments are scheduled based on availability, and not all tests are offered year-round. Please plan ahead and check test date availability before requesting accommodations, and **allow approximately 4 weeks before your intended test date** for the processing of your request. Requests that are received late, are on outdated forms, or are incomplete will be returned to you unprocessed. All documentation must be approved before you can register. ETS will make every effort to evaluate all requests in a timely manner. If further verification of the professional's credentials and expertise relevant to the documentation submitted is needed, it is possible that testing will be delayed until the next applicable test date.

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

#### Reregistration

If you have previously registered and your request for accommodations has been approved by ETS, you may request the same testing accommodations for subsequent test dates. **To reregister, submit a completed Eligibility Form (page 24) indicating your candidate ID number and the test date for which documentation was approved and on file at ETS, Test Authorization Voucher Request form on page 20, and appropriate fees.** If reregistering by telephone, you do not need to submit the Eligibility Form (see this page for additional information).

#### TELEPHONE REGISTRATION

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

To register by telephone, you must have already created a *Praxis* account online, at [www.ets.org/praxis](http://www.ets.org/praxis). Now includes selected overseas centers as well. Test takers calling to register for a test must call at least 4 days before their intended test date—test appointments are scheduled based on availability. Please see [www.ets.org/praxis/register/centers\\_dates](http://www.ets.org/praxis/register/centers_dates) for testing windows.

### File Corrections

After the test administration, score reports requiring corrections for date of birth, Social Security number, spelling of name, or other information will require file corrections.

- You may not change your name on the file.
- If an adjustment to your Social Security number is required, sign into your *Praxis* account and select “Update Personal or Contact Information” in the “Manage Profile” section and make the appropriate change. If you need your scores resent to a score recipient, you may request this using an Additional Score Request form (see page 17).

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

### Change or Cancel Your Test Registration

#### *Make Changes to Your Testing Appointment*

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

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

**Note:** You must make changes **up to 3 days before your appointment** (not including the day of your test) or your fees will be forfeited. For example, the deadline to make changes to a Friday appointment is Tuesday at 11:59 p.m. ET. ETS cannot guarantee that the testing time or test center you are now requesting will be available. There is a \$40 fee for this service.

#### *Cancel a Test*

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

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

**Note:** You must cancel your test **up to 3 days before the test date** or your fees will be forfeited. If you cancel your original test by the appropriate deadline, you may be eligible for a refund of 50 percent of your test fees. Please see “Test Fee Refunds” below.

### Test Fee Refunds

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

Refunds will be in U.S. dollars. If original payment was a check, please allow 8 weeks after your cancellation for your refund to be processed. If you paid by eCheck, please allow 9 to 10 business days for processing. Payments made by credit/debit card will be credited back to that account. Service fees are nonrefundable.

If you cancel your registration, you will be eligible for a refund of 50% of your test fees. (Service fees are nonrefundable.) To cancel your registration online, log into your *Praxis* account up to 3 days before your original appointment (not including the day of your test). Your refund will be processed automatically. To cancel a test registration by mail, send a written request via email to [praxis@ets.org](mailto:praxis@ets.org) or use the Refund Request Form, which is downloadable from the *Praxis* website at [www.ets.org/praxis](http://www.ets.org/praxis). Please be sure to:

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

The request **must** be received **up to 3 days before** your test date (not including the day of your test).

Surcharges, if applicable, will be refunded.

### Test Retake Policy

Tests may be taken once every 21 days, not including your initial test date. (**Note:** if you take a combined test, such as the combined Core Academic Skills for Educators test, you cannot take an individual Core test until after the 21-day period.) This applies even if you canceled your scores on a test taken previously. If you violate this restriction, the scores from your retest will be canceled by ETS and your test fees will not be refunded.

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

### Acknowledgment and Data Retention

#### *Acknowledgment*

This Acknowledgment, including the Privacy Notice at [www.ets.org/legal/privacy](http://www.ets.org/legal/privacy), contains the terms and conditions between you and Educational Testing Service (“ETS,” “we,” “us,” “our”) regarding the ETS test you are now registering for and/or the testing products and services you are now requesting (these are together referred to as “Testing Services”). It applies to all actions you take regarding the Testing Services, including creating an online account, providing survey information regarding a test that you take, requesting one of our services relating to the test and completing a test or product order and providing payment information.

#### *Personal Information*

In registering for the Testing Services, you acknowledge and agree that we have the right to obtain, collect, store, use, disclose (including to public authorities and score recipients), extract and transmit (collectively “use”) the personal information you provide, including your full name, home address, email address, telephone number, social security or similar number, passport number, national ID number, gender, nationality, age, date of birth, responses to other background information questions, test administration date and details, payment information and how you specifically use our Website. This also includes our use of biometric data (including fingerprints, audio recordings, facial images and video files) provided by you in the course of your registering for and participating in the Testing Services. All of the above data is referred to as “Personal Information.” Which Personal Information we hold, how we use it and how long we hold it for may be subject to legal limitations in the jurisdiction in which you receive the Testing Services. ETS strives to meet these legal requirements, and further information on how we do so is provided below.

#### *How We Use Your Personal Information*

We use your Personal Information to:

- complete any registration, purchases or other transactions you request
- improve our products and services, and identify, develop and offer new or expanded products and services
- improve and personalize your experience on the Website, and customize the content and/or format of the pages you visit
- subject to your opting-in (see *page 11*), notify you about updates, products, services and/or special offers from ETS, its affiliates and selected third parties
- ask you to participate in brief surveys or provide other information
- generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our Website

If you agree (or have agreed) under other agreements with ETS that we may use your Personal Information in additional ways, those other agreements will not be limited by this separate Acknowledgment.

#### *International Transfer*

ETS, its Website, and its servers are located in the United States. Therefore, your information, including Personal Information, will be transferred from your location to the United States in accordance with applicable laws. It may also be transferred directly from your location or via the US to other countries who provide processing services to ETS, all at the direction of ETS and in accordance with applicable laws. In accepting this Acknowledgment, you are agreeing to cross-border transfers of your information, including your Personal Information. If you do not agree to these cross-border transfers, then you should refrain from using the Website. You may have a right under applicable law to revoke your consent to the

## REGISTRATION INFORMATION *(continued)*

international transfer of your Personal Information. If you do so, we are unlikely to be able to continue providing the Testing Services to you.

### **Third-Party Disclosure**

We communicate your Personal Information to certain third parties, within the jurisdiction of your location and elsewhere, with whom we have a direct or indirect business or contract relationship in order to provide you with the Testing Services you have requested. These third parties assist with various aspects of the delivery of the Testing Services, including security services and score distribution services.

### **Your Rights**

In some instances, under applicable laws, you have the right to withdraw your consent and require us to delete your Personal Information should the lawful purposes for which we hold it cease. You may also request that we correct your Personal Information if it is incorrect, inaccurate, misleading or incomplete. To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections.

If required under applicable laws, at your request and on satisfactory proof of identity (as determined by ETS), we will provide you (i) confirmation that we hold your Personal Information, (ii) details or a description of the Personal Information we hold in an intelligible form; (iii) information of how we came to hold the Personal Information, the purposes for which we are using it, and in some cases the methods and logic we use in processing the Personal Information; (iv) further corporate information regarding ETS and, in some circumstances, the other corporate entities who may process the Personal Information on behalf of ETS.

To request any of the above actions, please contact us at: Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: [etsinfo@ets.org](mailto:etsinfo@ets.org)

You may also have the right under certain applicable laws to complain to a regulatory authority in your country if you believe we have not processed your Personal Information in compliance with applicable laws.

### **Further Communications**

We ask you to provide your contact details, including email address, telephone and mobile phone details. We use this information so that we can quickly provide you with information (principally by way of email, telephone, SMS or other electronic means) regarding the Testing Services you have requested and to provide you with information about other testing products and services (which we will do in accordance with applicable laws). When you receive communications from us about other testing products and services, you will have the opportunity of subsequently opting-out of receiving these, and our communications will contain instructions on how to do so. Remember, however, that we may still send emails or call you in order to provide the Testing Service you have purchased or otherwise requested from us.

### **Governing Law**

You agree that this Acknowledgment will be governed by and construed in accordance with the laws of the United States and the State of New Jersey, without regard to principles of conflict of laws.

### **Additional Information**

This paragraph containing additional information is of *general application*, but it is also provided for purposes of the *EU General Data Protection Regulation* when it comes into force (to the extent the Regulation is applicable to you in the context of the Testing Services):

ETS Corporate Details (including contact details): Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: [etsinfo@ets.org](mailto:etsinfo@ets.org)

Purpose and Legal Basis for Processing: To provide tests and testing services as requested, including processing for the administration of tests, such as marking and score reporting to test takers and nominated score recipients.

Legitimate Interests relied upon: ETS requires your Personal Information for purposes of administering educational tests and providing these tests in a secure manner so that test takers receive accurate results and test qualifications are recognized by intended score recipients.

International Transfers: Data will be transferred to data processors engaged by ETS in various jurisdictions outside of the EEA, depending on the particular Testing Services requested. These transfers are made in accordance with the acknowledgment you have given above and intercompany and third party transfer agreements, in accordance with applicable laws.

Personal Information Retention: Personal Information is generally held for 5 years from the date of its submission. This period may be extended by ETS if the score for the Testing Service you require remains valid for a longer period (which information is usually contained in your testing result information), if the Testing Service you have requested is being reviewed or if our legitimate interest in retaining your Personal Information remains in place. It also may be shorter if we no longer require your Personal Information (for example, if you have expressed interest in a test but have not taken one). You may contact us at [etsinfo@ets.org](mailto:etsinfo@ets.org) if you require further information.

Data Subject Rights: In addition to the rights described above, you may have data portability rights. For security reasons, most testing organizations will require that Personal Information be obtained directly from you and this may limit the usefulness of your data portability rights.

Supervisory Body: Please contact the national data processing authority in the jurisdiction in which you receive the Testing Services.

*For Hong Kong residents only:* Subject to applicable laws regarding our use of your Personal Information, we will not use your Personal Information if we do not reasonably believe that such use is in your interests. In order for us to supply you with the Testing Services, you must supply us with your Personal Information to complete any registration, purchase or other transaction you request online and/or perform any of our other contractual obligations to you which requires us to have the Personal Information.

*For Australian residents only:* please be informed that if you agree to the overseas disclosure of the information or transfer of your data outside of Australia, ETS and its affiliates will not be required to take reasonable steps to ensure that ETS or its affiliates' use of such data outside of Australia does not breach the Australian Privacy Principles.

*For Canadian Residents only:* This is the notification that ETS is required to provide to Canadian residents. Please see above regarding International Data Transfers. Where we transfer Personal Data to third parties we contractually require third parties to have a written procedures in place that comply with the requirements of the applicable privacy laws in Canada.

*For Singapore Residents only:* In connection with the transfer of your Personal Information outside of Singapore, ETS believes that the laws of the recipient country of your Personal Information will provide a standard of protection comparable to the applicable laws of Singapore.

### **Contact Information**

If you have questions or requests concerning our use of your Personal Information, you should contact: [etsinfo@ets.org](mailto:etsinfo@ets.org).

By indicating "Accept," you expressly and voluntarily acknowledge and agree to the terms and conditions above, particularly those relating to our use of biometric data and the international transfer of Personal Information.<sup>1</sup>

### **Data Retention**

Educational Testing Service shall at all times protect your personal information with operational, administrative, technical and physical

<sup>1</sup>If you are a minor as determined by applicable law and living outside of the United States, to the extent required by applicable law, the person clicking "Accept" must be a parent or guardian.

## REGISTRATION INFORMATION *(continued)*

security safeguards. Unless your photograph or other biometric samples taken on the day of the test during the check-in or registration process are being used in connection with a test security investigation, ETS shall retain them for a maximum of three years unless local regulations limit retention.

We will keep your information as required to meet the following requirements:

- Protect against fraud, theft, and misrepresentation by unauthorized test takers
- Purpose of identity verification
- Maintain integrity of the testing process

## ON TEST DAY [www.ets.org/praxis/test\\_day](http://www.ets.org/praxis/test_day)

### Identification (ID) Requirements

All test takers are responsible for bringing valid and acceptable identification each time they report to a test center. It is your responsibility to ensure that your ID documents are up to date and available on the day of the test.

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

- You are responsible for ensuring that the first and last names you used to register **exactly** match the first and last names on the ID document(s) you will present at the test center.
- If your name has changed since you registered for a test, you must ensure that you have appropriate ID matching the name on your registration to show at the test center. It is recommended that you have ID in the correct name **BEFORE** you complete the registration process. Additionally, you must create a new online *Praxis* account providing your name exactly as it appears on the primary identification you will present on test day. During the creation of your new account, we advise that you leave the Social Security number (SSN) field blank to avoid technical issues. After the new account is created, you will have the opportunity to enter your SSN by clicking the “Update Personal or Contact Information” link.
- ID verification at registration, and/or check-in at the test center may include:
  - Biometric voice and photo identification
  - Fingerprinting/thumbprinting
  - Videotaping
  - Signature comparisonIf you refuse to participate, you may not be permitted to test and you will forfeit your test fees. This is in addition to the requirement that you must present acceptable and valid identification.
- If the test administrator questions the ID you present, you may be required to provide supplemental ID. If positive confirmation cannot be made, you may not be permitted to test or your test score may be withheld.
- All test takers are encouraged to bring at least two forms of acceptable ID each time they report to a test center. Prior admission to a test center based on a given ID document does not assure that that document will be considered acceptable. Test centers are not required to hold your seat if you leave the center to obtain acceptable identification.
- Admission to the test center does not assure that the ID you provided is valid or that your scores will be reported. All reported cases of questionable ID are subject to review and approval by the ETS Office of Testing Integrity either during or after the test administration. ETS reserves the right to withhold and/or cancel scores in the event that the ID requirements set forth herein are not met.

- You may be required to show your ID and/or to sign a test center log at various points throughout the test administration.
- Your test fees will not be refunded if you are not permitted to test or if your scores are withheld or canceled because of invalid or unacceptable ID.

### ID DOCUMENT REQUIREMENTS

With few exceptions, ID documents must meet *all* of the following requirements. Each ID document must:

- be an **original** document; photocopied documents are not acceptable and documents cannot be presented on a cell phone or any other electronic device
- be a government-issued national/state/province identity card that is recognized by the country in which you are a citizen or permanent resident
- be **valid**; expired documents (bearing expiration dates that have passed) are not acceptable
- bear the test taker’s **full name** and match your name *exactly* (including accents) as you entered it when you registered
- bear a recent **photograph** that clearly matches the test taker
- bear the test taker’s **signature**; the name and signature must match
- See “Unacceptable ID Documents” on *the next page*.

### See Exceptions and Requirements on page 13 if:

- you are testing in Mainland China, Bangladesh, India, Pakistan, Nigeria, Saudi Arabia, the United Arab Emirates, or the Philippines
- you are testing outside your country of citizenship
- you are not a U.S. citizen and you are testing in the U.S., including renewal of documents
- you are a Citizen of European Union, Schengen Zone, Gulf Cooperation Council (GCC) Arab country, or Mercosur countries
- you have a multiple-part last name
- you are in the process of renewing your driver’s license
- you are testing in your country of citizenship and your primary ID does not possess a signature
- you are in the military and your Military ID does not contain your signature
- you have been granted political asylum or refugee status
- you have *any* questions about the acceptability of your ID document(s)

### ACCEPTABLE PRIMARY ID DOCUMENTS

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

- Passport
- Passport Card (United States only—must be accompanied by valid supplemental ID)
- Driver’s license (including provisional driver’s license as outlined under “Driver’s License Renewals”)
- State or Province ID card (including those issued by the motor vehicle agencies)

## ON TEST DAY *(continued)*

- National ID card
- Military ID card

### SUPPLEMENTAL ID DOCUMENTS

- You may be required to provide a supplemental ID if the test administrator questions your primary ID document and/or if your primary ID document is otherwise acceptable but does not bear your full name, photograph or signature.
- If your supplemental ID does not have a signature, you may present a second government-issued photo ID. If you cannot present two forms of government-issued, photo-bearing identification in the same name as the name on your registration, you will not be permitted to take the test.
- Supplemental ID documents may *not* be used to resolve last name discrepancies. The last name on your primary ID *must* match the name on your admission ticket.

The following ID documents are generally acceptable as supplemental ID:

- **Government-issued ID card** (including, but not limited to, those listed under Primary ID Documents earlier in this section)
- **Student ID card**
- **Confirmation of identity letter from your educational institution.** This letter must be typed or printed on the original letterhead of the educational institution you attend(ed) and, in addition to meeting all of the ID Document Requirements listed earlier in this section, must include your date of birth and the date issued. Additionally, a school official's signature and the school seal must be present and both must overlap your photograph. Such letters are valid for only one year from the date issued.

### UNACCEPTABLE ID DOCUMENTS

The following documents are *not* acceptable as primary or supplemental ID under any circumstances:

- Any document that is photocopied or expired
- Any ID document presented at the center on a cell phone or any other electronic device
- Any document that does not bear your first and last names *exactly* as they appear on the admission ticket
- International driver's license
- Draft classification card
- International student ID
- Credit/debit card of any kind
- Notary-prepared letter or document
- Birth certificate
- Social Security card
- Employee ID card
- Temporary ID card, excluding driver's license, resident card, and employment authorization card renewals.
- Diplomatic, consulate or embassy ID card
- Any document that is not recognized by a government agency

### Exceptions and Requirements:

#### TESTING IN CANADA

A test taker who is not a Canadian citizen and cannot present a passport can be admitted to a Canadian test center with one of the following alternative ID documents. If the alternative document is missing your photo or signature, it must be presented along with a secondary ID, such as a driver's license, student ID card, letter of identity from a school or sponsoring agency, or Canadian Health Card.

- Record of Landing/Permanent Resident Card (IMM1000)
- Notice of Decision (for a Convention Refugee) or Refugee Protection Claimant Document (IMM1442)

#### TESTING IN MAINLAND CHINA

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

#### TESTING IN TAIWAN

Residents of China must present their travel permit to Taiwan.

#### TESTING IN BANGLADESH, INDIA, PAKISTAN AND NIGERIA

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

#### TESTING IN SAUDI ARABIA

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

#### TESTING IN THE PHILIPPINES

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

#### DRIVER'S LICENSE RENEWAL CERTIFICATE—TEMPORARY POLICY FOR THE PHILIPPINES

If your driver's license is expired and you have been issued a renewal certificate receipt, **providing both documents together is acceptable** as long as the name on the expired driver's license and the name on the renewal certificate are the same.

#### TESTING IN UNITED ARAB EMIRATES

- Government-issued national/state/province identity card including the Emirates Identity Card

#### TESTING OUTSIDE YOUR COUNTRY OF CITIZENSHIP

- You must present a valid **passport** with your name, photograph and signature as your primary ID document. See "Supplemental ID Documents" on page 13.
- Non-U.S. citizens testing within the U.S. must present a passport that meets all of the ID document requirements listed earlier in this section.
- Diplomatic and embassy ID cards cannot be used as primary identification in place of a passport.
- If your passport is not written in English-language letters, you must also present a supplemental ID that contains your name; a recent, recognizable photo; signature; and is in English. If you do not have a supplemental ID and the test center staff cannot read the language in which it is written, you may not be permitted to take the test.
- The following documents may be acceptable for admission to U.S. test centers if presented along with an acceptable supplemental ID. If you are in the process of renewing the document and have the expired document in your possession, you may present it together with the government-issued renewal extension letter.
- Permanent Resident Card/Resident Alien Card or government-issued renewal authorization form.
- Temporary Resident Card or government-issued renewal authorization form.
- Employment Authorization Card or government-issued renewal form.
- Mexican Border Crosser Card (This form of ID may be accepted only at test centers within 25 miles of the Mexican border.)

## ON TEST DAY *(continued)*

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

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

### MULTIPLE-PART LAST NAME

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

### DRIVER'S LICENSE RENEWALS

- If you are in the U.S. military and your driver's license has an official extension sticker validating that your driver's license has been extended, this can be used as supplemental ID along with your U.S. Military ID.
- If your driver's license has expired but you present it along with your original Department of Public Safety renewal certificate, these two documents together are acceptable if the names on both documents match exactly. If a provisional driver's license is issued in lieu of a renewal certificate, it will be accepted as a primary ID document if it contains your photo, signature, and an expiration date.

### MILITARY ID WITHOUT SIGNATURE

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

### UNABLE TO MEET ID REQUIREMENTS

If you have been granted political asylum, have refugee status or are otherwise unable to meet the identification requirements, you *must* contact the ETS Office of Testing Integrity (OTI) at least seven days *before* registering to test. You must receive approval from OTI before you may register. You should also be prepared to submit any requested documents to OTI for review before receiving approval. If you do not contact OTI before you register, and as a result you are not permitted to test or your test scores are withheld, your test fees will not be refunded.

### ETS Office of Testing Integrity (OTI)

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

Email: [TSReturns@ets.org](mailto:TSReturns@ets.org)

Phone: **1-800-750-6991** (U.S., U.S. territories, and Canada)  
**1-609-406-5430** (all other locations)

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

For general questions about acceptable ID, call:

**1-800-772-9476** (U.S., U.S. Territories, and Canada)  
**1-609-771-7395** (all other locations)

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

## Test Center Procedures and Regulations

### GENERAL GUIDELINES ON TEST DAY

- Be sure to bring your admission ticket and ID documents with you to the test center. Your admission ticket is important because it contains the test center address and reporting time on test day.

While you are not *required* to present it at the test center, test center personnel may ask you for it.

- Test-related information written on clothing and shoes, ID documents, or on any part of the body is prohibited.
- Test centers do not have large waiting areas. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or be in contact with you while you are taking the test (or during breaks). Except for ETS-authorized observers, visitors are not permitted in the testing room while testing is in progress or during breaks.
- ID verification at registration, and/or check-in at the test center may include:
  - Biometric voice and photo identification
  - Fingerprinting/thumbprinting
  - Videotaping
  - Signature comparison

If you refuse to participate, you may not be permitted to test and you will forfeit your test fees. This is in addition to the requirement that you must present acceptable and valid identification.

- ETS reserves the right to ensure the security of test content by using electronic detection scanning devices (e.g., hand-held metal detectors/wands). Failure to comply may result in dismissal from the test and forfeiture of your test fees.
- You may be required to remove your eyeglasses for close visual inspection. The inspection will take a few seconds and will be done at check-in and upon return from breaks.
- Personal items other than ID documents are not allowed in the testing room. This includes any phones, tablets, PDAs, all watches, including digital, analog and smart watches, and any other electronic, recording, listening, scanning or photographic devices. If you are seen using or accessing any of these electronic devices and/or transmitting data, including but not limited to text messaging, email and photographs, your device may be inspected and/or confiscated. You may not access your phone during the test or during breaks to check messages, make a call, check the time, or for any other reason.
- Jewelry is prohibited, except for wedding and engagement rings. Do not wear other jewelry to the test center.
- You are required to remain in the test center building. It is your responsibility to ask the test administrator for permission to leave the test center vicinity—for example, to go to the nearest restroom. If you leave the test center without permission, you may be dismissed or your scores canceled.
- Clothing and other personal items that include, but are not limited to, hair accessories, neckties, bowties, hats, scarves, jackets and outerwear are subject to inspection by the test center administrator. Refrain from wearing such items as tie clips, cuff links, ornate clips, combs, barrettes, headbands and other hair accessories on test day, as you may be prohibited from wearing them in the testing room.
- Before the test, you will receive instructions from test center staff regarding where to store personal items. You will also be asked to empty your pockets, pull up your sleeves, and raise your slacks/pant legs above your ankles for visual inspection. You will not have access to your personal items during the test administration except for food, beverages and medication, which may be accessed during a break.
- If you fail to follow the instructions of the test center staff, you will not be permitted to test and your test fee will not be refunded. Any violation of these procedures during the test or during breaks may result in dismissal from the test center and/or cancellation of your test scores.
- Test centers assume no responsibility for personal items including watches, jewelry or devices that you choose to bring to the test center.

## ON TEST DAY (continued)

- The test administrator will assign you a seat.
- On occasion, weather conditions or other circumstances beyond the test administrator's or ETS's control may require a delayed start or the rescheduling of your test.

### Calculators

- Graphing, scientific, and four-function calculators are allowed or required for some *Praxis* tests; for detailed information, see "Calculator Use" at [www.ets.org/praxis](http://www.ets.org/praxis). For *Praxis* assessments that provide an on-screen calculator, test takers are NOT permitted to bring and use their own calculators. They must use the on-screen calculator provided in the test. Unless it is specifically stated that a calculator is permitted or required for a particular test, calculators may not be used.

**ETS reserves the right to take appropriate action and/or notify appropriate authorities including, but not limited to, law enforcement authorities, if a test taker responds in a threatening or disturbing way to essay or speaking questions or communicates with ETS either verbally or in writing in a threatening or disturbing manner.**

### Procedures and Regulations

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

- Bring your admission ticket and ID with you to the testing center. Your admission ticket is important because it contains the test center address and reporting time on test day. While you are not *required* to present it at the test center, test center personnel may ask you for it.
- Arrive at the testing center at least 30 minutes before your scheduled appointment time.
- You will be required to write and sign a confidentiality statement at the test center. If you do not complete and sign the statement, you may not be allowed to test and your fees will NOT be refunded.
- You will be required to sign the test center log before and after the test session and any time you leave or enter the testing room. Other than ID, personal items (such as handbags and study materials) are not allowed in the testing room. Before the test, you will be assigned a locker or receive instructions from test center personnel regarding where you must store personal items. You may also be asked to empty your pockets. Storage space is limited, so plan accordingly.
- At a computer-delivered test center, the administrator will provide you with scratch paper that may be replaced after you have used all pages of the scratch paper initially given to you. You may not take your own scratch paper to the test, nor may you remove any portion of the scratch paper from the testing room at any time. The scratch paper is provided to assist test takers in working out problems and for appropriate note-taking during the timed sections of the test. You may not write on anything other than the scratch paper provided (e.g., computer or workstation or ID document). Scratch paper should NOT be used during the untimed sections or during breaks. If you are observed using any documents or unauthorized papers other than the designated scratch paper distributed by the test site, they will be confiscated by the test center staff. Scratch paper must be returned in its entirety to the administrator at the end of testing.
- For paper-delivered tests administered as an accommodation for a disability, test takers may use the test book for scratch work. Scratch paper is not provided except as an approved accommodation.
- Dress comfortably and come prepared for varying room temperatures. If you need to remove an item of clothing during the test (e.g., sweater), you will be instructed to place it in the storage area provided by the test center at check-in. If no storage area is available, the item of clothing may be hung on the back of your chair. If you leave the testing room to go to the storage area, this will be treated as an unscheduled break; i.e., you will be asked to sign out/in of the testing room, show ID, etc. **Note:** The exam clock will **not** stop during this time.
- Most *Praxis* tests do not offer a scheduled break; however, you may take one short, unscheduled break. If you choose to take an unscheduled break, your test clock will NOT stop. Because timing will not stop for this break, it is recommended that you return from the break as quickly as possible.
- If you are taking a combined test, such as the Core Academic Skills for Educators or Elementary Education: Multiple Subjects test, and you take a short, unscheduled break after the conclusion of one test, but before completing review of the General Directions for the next test, your test clock will not start until you return and complete the General Directions. Although you will not lose test time by taking an unscheduled break between tests, it is recommended that you return from the break as quickly as possible to avoid running over the scheduled appointment time. Test administrators are required to report test takers who take excessive or extended breaks.
- If you need to leave your seat at any time other than a scheduled break, raise your hand; timing of the section will not stop.
- If at any time during the test you have a problem with your computer, or for any reason need the administrator, raise your hand.
- Testing premises are subject to videotaping.
- The maximum time allotted for the General Directions and other untimed sections is 30 minutes. The purpose of the General Directions is to become familiar with the computer functions and other important information that will make your test experience as convenient as possible. The time you spend on the General Directions and other untimed sections should not be for any other purpose. You may not use scratch paper during this time. Infractions will be reported to ETS, and the test administrator is authorized to dismiss you from the test administration if you fail to follow the test administrator's directions.
- The testing session is actively monitored by test center staff. This includes staff walking around, and entering and leaving the testing room.

### Art: Content and Analysis Test (5135)

- **IMPORTANT:** This Art test requires you to upload 4 digital images of your artwork in at least two different media to your *My Praxis* account at [www.ets.org/mypraxis](http://www.ets.org/mypraxis). **Print a copy of each image from your *My Praxis* account. It is extremely important for test takers to bring the printout of all four digital reproductions of their work to the testing site. Test takers will be asked to enter the image ID as the first line of their responses when taking the test.** These printouts will not be returned to you, but will be collected at the test center. You must upload these images no later than 3 days before your test date, not including the day of your test. **If you do not bring printouts of these images with you to the test center, you may not be permitted to test.** For more information about the requirements for these images, please see the Study Companion for Art: Content and Analysis (5135).

### DISMISSAL FROM A TEST CENTER

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

- attempting to take the test for someone else or having someone else take the test for you
- failing to provide acceptable identification
- obtaining improper access to the test, a part of the test, or information about the test. This includes having preknowledge of test questions or answers in advance of the test administration, in any form, and/or bringing such information to the test center in any form, including on identification documents, stored in cell phones, or any other method.

## ON TEST DAY (continued)

- possessing or using any phones, smart watches, or other electronic, recording, listening, scanning, or photographic device. Such devices are prohibited at the test center. If you bring these devices to the test center, you will be dismissed from the test, forfeit your test fees, and will have your scores canceled by ETS even if dismissal is not enforced on the day of the test.
- using any aids in connection with the test, including, without limitation, calculators (except when approved as a testing accommodation), all watches, books, pamphlets, notes, unauthorized scratch paper, rulers, pens, mechanical pencils, highlighter pens, scan pens or devices, stereos or radios with headphones, dictionaries, translators, compasses, protractors and any handheld electronic, listening, recording, scanning or photographic devices
- creating a disturbance (Disruptive behavior in any form will not be tolerated. The test administrator and ETS have sole discretion in determining what constitutes disruptive behavior.)
- attempting to give or receive assistance. Discussion or sharing of test content or answers during the test administration, during breaks, or after the test is prohibited. Communication in any form is not permitted during the test administration.
- removing or attempting to remove test content from the test center. Under no circumstances may test content or any part of the test content be removed, reproduced, and/or disclosed by any means (e.g., hard copy, verbally, electronically) to any person or entity.
- tampering with a computer
- attempting to remove any portion of the scratch paper from the testing room or using scratch paper during untimed sections or during breaks. If you are observed using any document other than the designated scratch paper, the document will be confiscated by the test center staff.
- bringing a weapon or firearm into the test center
- bringing food, beverages, or tobacco into the testing room
- leaving the test center building during the test session or during breaks
- leaving the test center vicinity during the test or during breaks without permission
- leaving the testing room without permission. You are not permitted to go outside the test center building unless it is to use the restroom during the test administration, including breaks.
- leaving the testing room before the test session is dismissed
- taking excessive or extended unscheduled breaks during the test session. Test administrators are required to strictly monitor unscheduled breaks and report test takers who take excessive or extended breaks.
- referring to, looking through, or working on any test, or test section, **when not authorized to do so**, or working after time has been called
- failing to follow any of the test administration regulations contained in this *Bulletin*, given by the test administrator, or specified in any test materials

**ETS takes test security very seriously. Although tests are administered under strict supervision and security measures, testing irregularities may sometimes occur. Please contact ETS as soon as possible to report any observed irregular behavior—for example, someone copying from another test taker, taking a test for someone else, having access to test questions before the exam, or using notes or unauthorized aids. All information will be held in strictest confidence. Reports of cheating or fraud will be investigated thoroughly and offenders may be prosecuted to the full extent of the law.**

**Phone: 1-800-353-8570 (U.S., U.S. territories, and Canada)**

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

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

**Email: [TSReturns@ets.org](mailto:TSReturns@ets.org)**

ETS reserves the right to take all action—including, but not limited to, barring you from future testing and/or canceling your scores—for failure to comply with test administration regulations or the test administrator's directions. If your scores are canceled, they will not be reported, and your test fees will not be refunded.

### REGISTERING A COMPLAINT

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

## SCORES & SCORE REPORTS [www.ets.org/praxis/scores](http://www.ets.org/praxis/scores)

### Reporting Your Test Scores

If you test in one of the following states, a copy of your score will automatically be sent to the state's education department. However, if you are not testing in your resident state but want your state education department to receive your score report, you must add the state as a score recipient. This applies to the following states: Alabama, Alaska, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Georgia, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia and Wyoming.

If you completed or are planning to complete an approved teacher education program in Guam, Maine, New Mexico, Texas, U.S. Virgin Islands, or Wisconsin, **you must designate your educational institution as a score recipient.** If you are applying for licensure in one of these states, but completed your teacher preparation in another state, you must submit an ETS score report to the Guam Commission

for Education Certification, Maine Department of Education, New Mexico State Department of Education, State Board for Education Certification, Virgin Islands Department of Education, or the Wisconsin Department of Public Instruction along with your licensure application.

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

### Your Score Report

Your scores are available to you via your online account. Scores for tests that are offered during testing windows will be available 2–3 weeks after the testing window closes, regardless of the date on which you tested within that window. Scores for tests that are offered continuously will be available via your online account 2–3 weeks after the test date. When your scores are available, you will receive

## SCORES & SCORE REPORTS (continued)

an email notifying you that your score report is ready to view online. Score reports are available in your online account for ten years from the score reporting date. We encourage you to save a copy of the score report for your own files.

Up to four free score recipients may be selected at the time of registration. If you did not select the score recipients at the time of registration, you may add or change these score recipients up to 3 days before your test date. In order for your attending institution (college or university where you received training that most closely relates to the test(s) you are taking) to receive a copy of your score report, you MUST list the institution as a score recipient. If you wish to send your scores to more than four institutions or agencies, you may purchase additional score reports via your online account. See the “Additional Score Reports (ASRs)” section that follows. Your scores for a specific test will be sent to a designated recipient only if that institution or agency is eligible to receive those test scores. For exceptions, please see “Confidentiality of Information” on page 18. Score reports will list your current score and highest score earned on each test taken over the last 10 years.

*Praxis* tests that include only selected-response questions will offer you an opportunity to view unofficial scores at the end of your testing session. If an unofficial score is not provided for your selected-response test, it means that further analysis must be conducted before scoring can be completed. This does NOT indicate any problem with the administration of your test and will NOT result in any delay of the reporting of your official score. Tests that include constructed-response questions will not provide an unofficial score because of the time needed for your responses to be rated. Test centers cannot provide printed copies of score reports.

Once you have viewed your scores—whether you view the unofficial scores at the testing center, or you view your official score report—you will not have the option to cancel them. Once your scores have been cancelled, they will not be reported, and they cannot be reinstated on your record. You will not receive a refund if you choose to cancel your scores.

### Questions That Do Not Count Toward Your Score

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

Test takers are not told which questions are in this category because ETS needs to determine how such questions function under actual testing conditions.

### Scoring Services

#### ADDITIONAL SCORE REPORTS (ASRs)

**Fee: \$50 each**

At your request, ETS will send your scores and reportable background information to additional institutions or agencies. When you register to test, you may select up to four score recipients for no charge. You may add or change these score recipients up to 3 days before your test appointment. If you wish to send your scores to additional recipients, you may order an additional score report (ASR). You may complete your request online, by mail, phone, or fax. To make an ASR request online, log in to your online account on the *Praxis* online registration site. On the “*MyPraxis* Home” page, click on “Order Additional Score Reports” under the “My Test Registrations and Orders” section. Follow the online instructions to complete your order. To request an ASR by mail or fax, download and complete the Additional Score Report form located on the website at [www.ets.org/praxis](http://www.ets.org/praxis). Telegram requests will not be processed. ETS will process your score report (indicating only the highest score earned on each test) within 7 business days for online and phone requests and 10 business days for mailed or faxed requests.

When you ask ETS to send additional score reports to institutions or agencies, you automatically authorize ETS to report your highest scores for all tests taken over the past 10 years. These could include test results from *Praxis* Core Academic Skills for Educators tests and

*Praxis* Subject Assessments. (Scores for a specific test will be sent to a recipient only if that recipient is eligible to receive those scores.)

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

Additional Score Report requests are no longer mailed to test takers. Instead, you have access to an online score report in your *MyPraxis* account for 10 years after the score reporting date.

### SCORE REVIEW SERVICE

**Fee: \$65**

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

To request a score review of a test containing a constructed-response or essay, download and complete the Score Review Request form from the *Praxis* website at [www.ets.org/praxis/scores](http://www.ets.org/praxis/scores) and send it to ETS with the proper fee. **Your request must be received within 3 months of the test date.** If there is a change in your reported score, the revised score (which may be higher or lower than your originally reported score) will be reported to you and to the recipients of the original score, and your review fee will be refunded. The test material and your answers to test questions are not available for disclosure. Your score for a specific test will be reviewed only once. (**Note:** The Score Review service is not available for selected-response tests because they are scored electronically.) The Score Review service is also unavailable for the American Sign Language test because the original scoring process is exceptionally rigorous with 3-6 scorers reviewing and contributing to the scoring of each interview.

### Cancellation of Scores by You

Before viewing your scores, the computer gives you the option of canceling your scores when you finish each test. **NOTE: If you are taking the Core Combined test (5751), the Elementary Education: Multiple Subjects (5001), Elementary Education: Content Knowledge for Teaching (7801), Elementary Education: Applied Content Knowledge for Teaching (7901), or the PA Grades 4–8 Core Assessment (5152), and choose to cancel your scores, scores from ALL sections of that test will be canceled.** Once you have viewed your scores, they cannot be canceled. If you choose to cancel your scores, you cannot view them on the computer screen and they cannot be reinstated. You will not receive a refund if you cancel your scores.

### Cancellation of Scores by ETS

ETS strives to report scores that accurately reflect the performance of every test taker. Accordingly, ETS’s standards and procedures for administering tests have two primary goals: giving test takers equivalent opportunities to demonstrate their abilities, and preventing any test takers from gaining an unfair advantage over others. To promote these objectives, ETS reserves the right to cancel any test score when, in ETS’s judgment, any of the following conditions arise: a **testing irregularity occurs**; there is an apparent **discrepancy in a test taker’s identification**; the test taker engages in **misconduct** or **plagiarism**; or the score is **invalid** for another reason. Reviews of scores by ETS are confidential. When, for any of the above reasons, ETS cancels a test score that has already been reported, it notifies score recipients that the score has been canceled, but it does not disclose the reason for cancellation except when authorized to do so by the test taker and in certain group cases.

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

### Testing Irregularities

“Testing Irregularities” refers to problems with the administration of a test. Testing irregularities may result from actions of test takers, test center personnel, ETS, or from man-made causes. When testing irregularities occur, they may affect an individual or groups of test takers. Such problems include, without limitation, administrative errors (such as improper timing, improper seating, defective materials (e.g., improper or damaged test forms), and defective equipment); improper access to test content; and other disruptions of test administrations (such as natural disasters or other emergencies). When testing irregularities occur, ETS may decline to score the test, or cancel the test score. When in ETS’s judgment it is appropriate to do so, ETS gives affected test takers the opportunity to take the test again as soon as possible without charge.

### Identification Discrepancies

When, in ETS’s judgment or the judgment of test center administrators, there is a discrepancy in a test taker’s identification, the test taker may be dismissed from the test center. In addition, ETS may decline to score the test or cancel the test score if the documents or photos from the test day cannot be validated or if ETS has evidence that you did not appear for the test. If test scores are canceled by ETS, the test fees will NOT be refunded.

### Misconduct

When ETS or test center personnel find that there is misconduct in connection with a test, the test taker may be dismissed from the test center, or ETS may decline to score the test, or cancel the test score. Test takers whose scores are canceled will forfeit their test fees. If fraudulent activity is detected after scores have been reported, ETS will cancel scores, notify score recipients of the cancellation, and ban the test taker from future testing. Misconduct includes, but is not limited to, noncompliance with the **Test Center Procedures and Regulations**, on pages 14–16 of this *Bulletin*.

### Invalid Scores

ETS may also cancel scores if, in its judgment, there is substantial evidence that they are invalid for any other reason. Substantial evidence means evidence that is sufficient to persuade a reasonable person, the substantial evidence is lower (i.e., requires less proof) than reasonable doubt, clear and convincing, and preponderance of the evidence standards. Evidence of invalid scores may include, without limitation, discrepant handwriting, unusual answer patterns, and inconsistent performance on different parts of the test. Before canceling scores pursuant to this paragraph, ETS notifies the test taker in writing about its concerns, gives the test taker an opportunity to submit information that addresses ETS’s concerns, considers any such information submitted, and offers the test taker a choice of options. The options may include voluntary score cancellation, a future test without charge, or arbitration in accordance with ETS’s standard Arbitration Agreement. In addition, the test taker is sent a copy of a booklet, *Why and How Educational Testing Service Questions Test Scores*, which explains this process in greater detail. (This booklet is available to any test taker at any time on request from the ETS Office of Testing Integrity. Call 1-800-353-8570 or Email [TSReturns@ets.org](mailto:TSReturns@ets.org).)

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

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

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

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

## Confidentiality of Information

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

Your score report is intended only for you and for your designated score recipients. However, background information as noted on the registration form is reported to some states and institutions. To protect your right to control the distribution of your scores, reports will be released only at your specific written request and only to ETS-approved score recipients. Every recipient must be specified by you in writing on one of the designated forms or in correspondence. ETS will not release your scores at the request of institutions or agencies except:

- for use in research studies approved by the *Praxis* program and that preserve your anonymity
- when information is required under compulsion of legal processes, in which case your score record and other documents you completed that are retained at ETS may be released to third parties (e.g., government agencies, parties to a lawsuit, etc.) if requested pursuant to a subpoena. Such documents may include but are not limited to photographs and documents completed at check-in on test day.
- when a state’s central regents office or board of governors requests copies of scores that have been reported to its member institutions
- when test takers have been informed by the administrator beforehand that their scores will automatically be released to the state
- when test takers have been notified in the *Bulletin* that a particular state requiring scores has arranged for all individuals tested in that state to have their scores sent directly from ETS
- Sections 205 through 208 of Title II of the *Higher Education Act (HEA)* as amended in 2008 (PL 110-315) call for accountability for programs that prepare teachers. Section 205 of Title II requires reports from each institution of higher education (IHE) that conducts a traditional teacher preparation program or an alternative route to state certification or licensure program and that enrolls students receiving federal assistance under *HEA* (e.g., Title IV). **The report will contain aggregate data only and will not include any information that identifies test takers.**
- when a branch institution requests scores previously sent to its main office or vice versa

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

### How Constructed-Response Tests Are Scored

Score validity is of utmost importance. Constructed-response questions on *Praxis* tests are scored by education professionals in the appropriate content area. These individuals are carefully trained and supervised to assure they apply ETS scoring methods in a fair and accurate manner. Additional statistical checks are made to account for differences in difficulty across editions of a test. There are different scoring methods used for different tests, but all tests require that multiple raters score an individual test taker's responses. Some tests are scored by a combination of different trained raters and some by a combination of trained raters and a computerized program developed by ETS that computes a score based on data from hundreds of previously scored essays.

### Uses of Scores

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

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

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

### Test Takers' Performance Data

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

# TEST AUTHORIZATION VOUCHER REQUEST



If paying by paper check or money order, mail this completed form with your test fee to:

ETS-Praxis  
PO BOX 382065  
Pittsburgh, PA 15251-8065

- Check here if you are not requesting testing accommodations.
- Check here if you are requesting testing accommodations. Before you fill out this form, you must create a profile at [www.ets.org/praxis/register](http://www.ets.org/praxis/register). When you create your profile, a candidate ID number will be assigned to you. After you get your candidate ID number, complete this form and follow the instructions in the *Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs* at [www.ets.org/praxis/register/disabilities](http://www.ets.org/praxis/register/disabilities).

PLEASE PRINT ALL INFORMATION CALLED FOR BELOW.

NAME: Print your last name, first name, and middle initial.		
Last Name – first 15 letters	First Name – first 10 letters	M.I.
MAILING ADDRESS: Number and Street (include apartment number)		
City	State	ZIP Code (U.S. only)
		Country Code (Outside U.S. & P.R. only)

EMAIL ADDRESS

DATE OF BIRTH	SOCIAL SECURITY NUMBER	DAYTIME TELEPHONE NUMBER	Candidate ID (if known)
Month    Day    Year	-    -	-    -	

TEST CODE	TEST NAME

**For test takers requesting an accommodation:**

PREFERRED TEST DATE \_\_\_\_\_ PREFERRED TEST LOCATION \_\_\_\_\_

**PAYMENT** Please make check or money order payable to ETS-Praxis. **Do not send cash.** Orders received without payment or with incorrect payment may be returned. If you are requesting an accommodation and prefer to pay online, do not send your payment with this form. You can pay online after your accommodation has been approved.

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

Payment enclosed

If paying by credit card, indicate which card you are using and provide your card number, expiration date and the cardholder's signature.

**IMPORTANT NOTE:** If you are requesting testing accommodations and are emailing your documents, do not include credit card information on this registration form. Once your application has been received, you will be sent an email with instructions regarding payment.

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

Charge Card Account Number \_\_\_\_\_ Expiration Date (MM/YY) \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

I understand and acknowledge the terms and conditions outlined in the Acknowledgment policy on the next page of this form.

Please write, **DO NOT PRINT**, the following statement.

I hereby agree to the conditions set forth in the 2018–19 *Praxis* Information Bulletin, specifically those concerning test administration, payment of fees, the reporting of scores, and the confidentiality of test questions. I certify that I am the person who will take the test at the center and whose name and address appear on this form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# TEST AUTHORIZATION VOUCHER REQUEST

## ACKNOWLEDGMENT

This Acknowledgment, including the Privacy Notice at [www.ets.org/legal/privacy](http://www.ets.org/legal/privacy), contains the terms and conditions between you and Educational Testing Service (“ETS,” “we,” “us,” “our”) regarding the ETS test you are now registering for and/or the testing products and services you are now requesting (these are together referred to as “Testing Services”). It applies to all actions you take regarding the Testing Services, including creating an online account, providing survey information regarding a test that you take, requesting one of our services relating to the test and completing a test or product order and providing payment information.

## Personal Information

In registering for the Testing Services, you acknowledge and agree that we have the right to obtain, collect, store, use, disclose (including to public authorities and score recipients), extract and transmit (collectively “use”) the personal information you provide, including your full name, home address, email address, telephone number, social security or similar number, passport number, national ID number, gender, nationality, age, date of birth, responses to other background information questions, test administration date and details, payment information and how you specifically use our Website. This also includes our use of biometric data (including fingerprints, audio recordings, facial images and video files) provided by you in the course of your registering for and participating in the Testing Services. All of the above data is referred to as “Personal Information.” Which Personal Information we hold, how we use it and how long we hold it for may be subject to legal limitations in the jurisdiction in which you receive the Testing Services. ETS strives to meet these legal requirements, and further information on how we do so is provided below.

## How We Use Your Personal Information

We use your Personal Information to:

- complete any registration, purchases or other transactions you request
- improve our products and services, and identify, develop and offer new or expanded products and services
- improve and personalize your experience on the Website, and customize the content and/or format of the pages you visit
- subject to your opting-in (see below), notify you about updates, products, services and/or special offers from ETS, its affiliates and selected third parties
- ask you to participate in brief surveys or provide other information
- generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our Website

If you agree (or have agreed) under other agreements with ETS that we may use your Personal Information in additional ways, those other agreements will not be limited by this separate Acknowledgment.

## International Transfer

ETS, its Website, and its servers are located in the United States. Therefore, your information, including Personal Information, will be transferred from your location to the United States in accordance with applicable laws. It may also be transferred directly from your location or via the US to other countries who provide processing services to ETS, all at the direction of ETS and in accordance with applicable laws. In accepting this Acknowledgment, you are agreeing to cross-border transfers of your information, including your Personal Information. If you do not agree to these cross-border transfers, then you should refrain from using the Website. You may have a right under applicable law to revoke your consent to the international transfer of your Personal Information. If you do so, we are unlikely to be able to continue providing the Testing Services to you.

## Third-Party Disclosure

We communicate your Personal Information to certain third parties, within the jurisdiction of your location and elsewhere, with whom we have a direct or indirect business or contract relationship in order to provide you with the Testing Services you have requested. These third parties assist with various aspects of the delivery of the Testing Services, including security services and score distribution services.

## Your Rights

In some instances, under applicable laws, you have the right to withdraw your consent and require us to delete your Personal Information should the lawful purposes for which we hold it cease. You may also request that we correct your Personal Information if it is incorrect, inaccurate, misleading or incomplete. To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections.

If required under applicable laws, at your request and on satisfactory proof of identity (as determined by ETS), we will provide you (i) confirmation that we hold your Personal Information, (ii) details or a description of the Personal Information we hold in an intelligible form; (iii) information of how we came to hold the Personal Information, the purposes for which we are using it, and in some cases the methods and logic we use in processing the Personal Information; (iv) further corporate information regarding ETS and, in some circumstances, the other corporate entities who may process the Personal Information on behalf of ETS.

To request any of the above actions, please contact us at: Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: [etsinfo@ets.org](mailto:etsinfo@ets.org)

You may also have the right under certain applicable laws to complain to a regulatory authority in your country if you believe we have not processed your Personal Information in compliance with applicable laws.

# TEST AUTHORIZATION VOUCHER REQUEST

## **Further Communications**

We ask you to provide your contact details, including email address, telephone and mobile phone details. We use this information so that we can quickly provide you with information (principally by way of email, telephone, SMS or other electronic means) regarding the Testing Services you have requested and to provide you with information about other testing products and services (which we will do in accordance with applicable laws). When you receive communications from us about other testing products and services, you will have the opportunity of subsequently opting-out of receiving these, and our communications will contain instructions on how to do so. Remember, however, that we may still send emails or call you in order to provide the Testing Service you have purchased or otherwise requested from us.

## **Governing Law**

You agree that this Acknowledgment will be governed by and construed in accordance with the laws of the United States and the State of New Jersey, without regard to principles of conflict of laws.

## **Additional Information**

This paragraph containing additional information is of *general application*, but it is also provided for purposes of the *EU General Data Protection Regulation* when it comes into force (to the extent the Regulation is applicable to you in the context of the Testing Services):

ETS Corporate Details (including contact details): Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org

**Purpose and Legal Basis for Processing:** To provide tests and testing services as requested, including processing for the administration of tests, such as marking and score reporting to test takers and nominated score recipients.

**Legitimate Interests relied upon:** ETS requires your Personal Information for purposes of administering educational tests and providing these tests in a secure manner so that test takers receive accurate results and test qualifications are recognized by intended score recipients.

**International Transfers:** Data will be transferred to data processors engaged by ETS in various jurisdictions outside of the EEA, depending on the particular Testing Services requested. These transfers are made in accordance with the acknowledgment you have given above and intercompany and third party transfer agreements, in accordance with applicable laws.

**Personal Information Retention:** Personal Information is generally held for 5 years from the date of its submission. This period may be extended by ETS if the score for the Testing Service you require remains valid for a longer period (which information is usually contained in your testing result information), if the Testing Service you have requested is being reviewed or if our legitimate interest in retaining your Personal Information remains in place. It also may be shorter if we no longer require your Personal Information (for example, if you have expressed interest in a test but have not taken one). You may contact us at etsinfo@ets.org if you require further information.

**Data Subject Rights:** In addition to the rights described above, you may have data portability rights. For security reasons, most testing organizations will require that Personal Information be obtained directly from you and this may limit the usefulness of your data portability rights.

**Supervisory Body:** Please contact the national data processing authority in the jurisdiction in which you receive the Testing Services.

**For Hong Kong residents only:** Subject to applicable laws regarding our use of your Personal Information, we will not use your Personal Information if we do not reasonably believe that such use is in your interests. In order for us to supply you with the Testing Services, you must supply us with your Personal Information to complete any registration, purchase or other transaction you request online and/or perform any of our other contractual obligations to you which requires us to have the Personal Information.

**For Australian residents only:** please be informed that if you agree to the overseas disclosure of the information or transfer of your data outside of Australia, ETS and its affiliates will not be required to take reasonable steps to ensure that ETS or its affiliates' use of such data outside of Australia does not breach the Australian Privacy Principles.

**For Canadian Residents only:** This is the notification that ETS is required to provide to Canadian residents. Please see above regarding International Data Transfers. Where we transfer Personal Data to third parties we contractually require third parties to have a written procedures in place that comply with the requirements of the applicable privacy laws in Canada.

**For Singapore Residents only:** In connection with the transfer of your Personal Information outside of Singapore, ETS believes that the laws of the recipient country of your Personal Information will provide a standard of protection comparable to the applicable laws of Singapore.

## **Contact Information**

If you have questions or requests concerning our use of your Personal Information, you should contact: etsinfo@ets.org.

By indicating "Accept," you expressly and voluntarily acknowledge and agree to the terms and conditions above, particularly those relating to our use of biometric data and the international transfer of Personal Information.<sup>1</sup>

<sup>1</sup>If you are a minor as determined by applicable law and living outside of the United States, to the extent required by applicable law, the person clicking "Accept" must be a parent or guardian.

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



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

ETS-Praxis

Box 382065

Pittsburgh, PA 15251-8065

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

If you have previously registered and your request for accommodations has been approved by ETS, you need to submit the Eligibility Form on page 24. See "If Your Primary Language Is Not English" on page 9 for more information.

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature\*

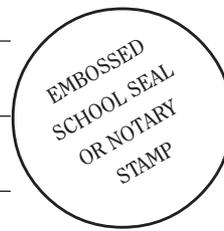
\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Telephone and/or TDD/TTY Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email



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

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



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

ETS-Praxis

Box 382065

Pittsburgh, PA 15251-8065

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

## TO BE COMPLETED BY THE TEST TAKER

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

\_\_\_\_\_  
(Institution/State/Agency)

The score recipient code is \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Test Taker

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

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

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

My candidate ID number is \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Test Taker

\_\_\_\_\_  
PRINT NAME

# REGISTRATION LISTS

These lists are available on the *Praxis* website at [www.ets.org/praxis](http://www.ets.org/praxis).

- *Test Centers* — locate a test center in your area.
- *Attending Institution/Recipient Codes* — find the code(s) (preceded by an **A**) for the institution(s) where you received training relevant to the test; find the code(s) (preceded by an **R**) for the institution(s) where you want your score reports sent.
- *Audiology/Speech Language Pathology Attending Institution/Recipient Codes* — find the code(s) (preceded by an **A**) for the institution(s) where you received training relevant to the test; find the code(s) (preceded by an **R**) for the agency, professional association, or organization where you would like score reports sent.
- *Major and Certification Field Codes (List E)* — find the code(s) for your undergraduate major field and the field(s) in which you are seeking certification.
- *Citizenship & Country or Region Codes* — refer to this list if your address is outside the U.S., U.S. Virgin Islands, Guam, or Puerto Rico.
- *Abbreviations* — refer to this list for proper postal service abbreviations.

# DIRECTORY

## STATE AGENCIES and PROFESSIONAL ASSOCIATIONS and ORGANIZATIONS PHONE DIRECTORY

<b>Alabama</b>	334-242-9983	<b>Idaho</b>	208-332-6800	<b>Nevada</b>	702-486-6458	<b>South Carolina</b>	803-896-0325
<b>Alaska</b>	907-465-2831	<b>Iowa</b>	515-725-0101	<b>New Hampshire</b>	603-271-2408	<b>South Dakota</b>	605-773-3426
<b>American Samoa</b>	684-699-9117	<b>Kansas</b>	785-296-2288	<b>New Jersey</b>	609-292-2070	<b>Tennessee</b>	615-532-4885
<b>Arkansas</b>	501-682-4342	<b>Kentucky</b>	502-564-4606	<b>North Carolina</b>	919-807-3310	<b>United States</b>	
<b>California</b>	916-322-4974	<b>Louisiana</b>	877-453-2721	<b>North Dakota</b>	701-328-9641	<b>Virgin Islands</b>	340-774-4546
<b>Colorado</b>	303-866-6628	<b>Maine</b>	207-624-6600	<b>Northern Mariana Islands</b>	670-237-3061	<b>Utah</b>	801-538-7740
<b>Connecticut</b>	860-713-6969	<b>Maryland</b>	410-767-0412	<b>Ohio</b>	614-466-3593	<b>Vermont</b>	802-479-1700
<b>Delaware</b>	302-735-4120	<b>Michigan</b>	517-335-6615	<b>Oklahoma</b>	405-521-3337	<b>Virginia</b>	804-225-2022
<b>District of Columbia</b>	202-741-5881	<b>Minnesota</b>	651-582-8691	<b>Oregon</b>	503-378-3586	<b>Washington</b>	360-725-6400
<b>Guam</b>	671-735-2554	<b>Mississippi</b>	601-359-3483	<b>Pennsylvania</b>	717-783-6788	<b>West Virginia</b>	304-558-7010
<b>Hawaii</b>	808-586-2600	<b>Montana</b>	406-444-3150	<b>Rhode Island</b>	401-222-4600	<b>Wisconsin</b>	608-266-1879
		<b>Nebraska</b>	402-471-0739			<b>Wyoming</b>	800-675-6893
<b>American Speech-Language-Hearing Association:</b>	301-296-5700			<b>National Association of School Psychologists:</b>	301-657-0270		
<b>Department of Defense Education Activity:</b>	571-372-0576						

# Prepare for Success

with test preparation resources from ETS

We offer a variety of free and low-cost test preparation resources to help you feel ready and confident on test day.

To find your test preparation materials, visit [www.ets.org/praxis/testprep](http://www.ets.org/praxis/testprep)

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[www.ets.org](http://www.ets.org)