

Florida Teacher Certification Examinations (FTCE) Florida Educational Leadership Examination (FELE)

IMPORTANT TESTING INFORMATION AND REMINDERS FOR PAPER-BASED TESTING

Dear FTCE/FELE Examinee:

Please review the following important information and reminders about test day preparation, score reports, the 31-day rule, signed statement of assurances, and important contact information.

TEST DAY PREPARATION

Reviewing Your Admission Ticket: Your admission ticket for a Florida Teacher Certification Examination (FTCE) or a Florida Educational Leadership Examination (FELE) is enclosed. It is very important that you read your admission ticket and make sure that all of the information is accurate before reporting to the site on the day of the test. Depending on your test selection, you may receive two separate tickets. If you do, review the information on both tickets and bring them both to the test site.

You have been assigned to the test site printed on your admission ticket. If your first and second choice sites were full when you registered, you were assigned to the next closest available site that offers the test(s) you requested. You may test only at the site printed on your admission ticket. No other site will be authorized to admit you for testing.

You must arrive at the time indicated on your admission ticket. **The reporting time on the admission ticket is not the time the test actually begins.** Administration preparations, including verifying identification, seating examinees, recording general information, and distributing test books must take place before the actual testing begins. The tests vary in length. See the admission ticket for details.

What to Bring: You must bring your admission ticket and two valid and unexpired forms of identification that are printed in English. The first identification must be government-issued and must have a clear photo **and** your signature, such as a driver's license, state-issued identification card, United States military ID with signature, or passport. The second identification, which you may be asked to produce, must have either a photo or a signature, such as a Social Security card, work ID, or student ID card. If you do not have proper identification, you will not be permitted to test.

Bring several sharpened #2 pencils and a blue- or black-ink ballpoint pen if you are taking an essay. If you are taking a test that requires using a calculator, the test site will provide one for you; do not bring your own. You may wish to bring a sweater or jacket to ensure your comfort.

If you bring any prohibited items such as a cell phone to the test, you will **not** be admitted to the test room. If you choose to leave the test room to dispose of the prohibited aid, you **must** return before the doors are closed and oral directions begin. You will not be admitted late. If the prohibited aid is discovered during the test, the violation will be reported to the Department of Education and your scores may be invalidated. For a complete list of prohibited aids, see the enclosed letter titled "Important Information about Cheating Behaviors and Test Score Invalidation."

Test Information Guides: While most of the FTCE and FELE examinations consist of multiple-choice test items, a few tests have special features such as essays, tape-recorded speaking portions, and videotaped portions. Descriptions of such special features may be found in the individual FTCE and FELE test information guides (\$5.62 each), which may be ordered by mail or downloaded online at www.fl.nesinc.com. For questions about ordering guides, call (413) 256-2893.

TEST SCORES AND SCORE REPORTS

A copy of your scores from this test administration will be submitted electronically to the Bureau of Educator Certification at the Florida Department of Education in Tallahassee. It is your responsibility to communicate with the Bureau concerning the issuance of your certificate.

You will be sent two original, identical score reports approximately four weeks after the test date (or approximately two weeks after a Supplemental Administration). A copy of your score report will be sent to the college or school

district of your choice **IF** you requested it when you registered. If you wish to share your scores with anyone else, you must provide the copies yourself.

Please note: Your test scores will be invalidated if you retake the same test sooner than the 31st calendar day after the previous administration, or sooner than the 31st calendar day after attending a score verification session.

SIGNED STATEMENT OF ASSURANCES

The registration bulletin includes several statements of assurances, which are repeated below for your reference. By submitting a registration application or registering online, you agreed to be bound by these terms.

Statements of Assurances for the Florida Teacher Certification Examinations and Florida Educational Leadership Examination

I understand that the Florida Department of Education reserves the right to refuse admission to me if I do not have the proper identification (valid admission ticket and two positive identification forms specified on the admission ticket). I understand that if I arrive at the examination site after the examination has actually begun, I will not be admitted until the admission time for the next subtest.

I understand that examinees cannot bring any electronic communication or recording device, including a cellular phone, beeper, personal digital assistant (PDA) such as a Palm Pilot, or listening device such as a compact disc or tape player, into the testing room or break areas around the testing room.

I understand that all of the examination booklets, answer sheets, and other examination materials are the sole property of the Florida Department of Education and that I am not permitted to take any of the examination materials from the examination center or to reproduce the materials in whole or part by any method. If I do anything prohibited by this paragraph, my examination performance will be voided.

I understand that during the examination I will not be permitted to use written notes, make written notes of the content of the examination booklets, use scratch paper, or communicate with other examinees in any way. I also understand that the only materials that may be on my desk during the examination are the test booklets, answer sheets, pens, pencils and eraser, and examination aids that are specified on my admission ticket, and that I will be permitted to use the margin of my test booklet for any preliminary work preparatory to answering specific questions. I understand that any essay I write must be an original essay composed and organized by me on the test day, in direct and complete response to a topic. I understand that I am not permitted to give assistance to or receive assistance from other examinees. I must follow the instructions of the test administration personnel, and I must be the person whose name appears on the answer sheet and test book receipt card for this test. If I do anything prohibited by this paragraph, my examination results will be voided.

I authorize the team of proctors at my assigned examination center to serve as my agent in maintaining a secure and proper examination administration. I agree that, in this capacity, the proctors may relocate me before and during the examination.

I understand that some developmental items may be included in the examination but will not be counted in my final score. By registering, I acknowledge that I have read the statements above, understand them, and agree to be bound by these terms.

IMPORTANT CONTACT INFORMATION

- If you have any questions about requirements for certification, please write to the Department of Education at this address:

Bureau of Educator Certification
Florida Department of Education
Suite 201, Turlington Building
325 West Gaines Street
Tallahassee, Florida 32399-0400

- If you have any questions about test registration, please contact:

FTCE/FELE Program
Evaluation Systems
Pearson
www.fl.nesinc.com
P.O. Box 660
Amherst, MA 01004-9018
Telephone: (413) 256-2893