

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

FTCE/FELE Guidelines for Test Takers

By taking a computer-based test, you agree to abide by the following rules and procedures:

1. You may not retake the same test **any sooner than the 31st day after the previous administration of the same test OR any sooner than the 31st day after completing a score verification session for the same test**. If you do retake the same test, in either paper-based format or computer-delivered format, sooner than the 31st day, the score from the retake administration will be invalidated.
2. Your test will be monitored continuously and may also be videotaped.
3. Do not bring any materials into the testing room except those specifically indicated by the test administrator. Examinees cannot bring any electronic communication or recording device, including a cellular phone, beeper, personal digital assistant (PDA) or listening device such as a compact disc or tape player, into the testing room or break areas around the testing room.
Your personal belongings will be stored securely. Examples of personal belongings include bags (such as purses, backpacks, briefcases, and packages), hats, outerwear, weapons of any kind, computers, books, written materials, cellular phones, pagers, and good luck charms.
4. If you have a question regarding use of the testing system hardware or software, signal the test administrator; he or she will come to the testing room.
Your test administrator will indicate how to summon assistance. Test administrators will not answer any questions regarding the content of a test. Direct all questions or concerns regarding test content to the FTCE/FELE program office at (413) 256-2893.
5. Cheating is any unauthorized activity that impairs or alters the circumstances of the examination as a measure of the knowledge or skills it was designed to assess. Your test may be stopped and you may be removed from the testing center if you exhibit behavior that could compromise the integrity of test content or jeopardize the safety of testing center occupants. This includes, but is not limited to, the following:
 - Offering or accepting assistance of any kind, or viewing another person's monitor or test materials.
 - Providing fraudulent identification or posing as another test taker.
 - Bringing any study materials or prohibited aids (for example, textbooks, notebooks, classroom notes, calculators, conversion tables, dictionaries) to the testing room.
 - Disobeying testing guidelines or the instructions of the test administrator.
 - Disturbing other test takers (for example, by talking or making noises).
 - Copying or attempting to copy test content, or attempting to remove test content information from the testing room.
 - Altering the workstation computer or attempting to use it for any purpose other than taking the test.You may or may not receive a warning before your test is stopped. Refunds will not be given for tests in which suspicious behavior was proven to occur. All appeals will be handled through the FTCE/FELE program office.
6. If you need to leave the testing room for any reason, signal the test administrator and wait inside the testing room until you are escorted out. You may not leave the testing center while your test is in progress.
7. When your test is complete, signal the test administrator and wait inside the testing room until you are escorted out and sign out on the logbook. Please remove all your belongings from the testing room.
If you use scratch paper, it will be collected and counted as you fill each page and request another, and upon completion of your test. Failure to return scratch paper may result in the cancellation of test results. If you have been assigned a calculator, it will be collected.

If you have any questions or concerns about these procedures, please speak to the test administrator **before** beginning your test.