



NBPTS[®]

National Board for
Professional Teaching Standards

Assessment Center

POLICY AND GUIDELINES

*National Board Certification
Promotes Better Teaching,
Better Learning, Better Schools*



NBPTS[®]

National Board for
Professional Teaching Standards

Key Features of the Assessment Center

If you are applying for National Board Certification[®], you will be able to complete your assessment center exercises during the authorized testing window listed on your Authorization to Test, which is sent to you by NBPTS[®]. You can also find details about the testing window by visiting the NBPTS Web site (www.nbpts.org) and clicking on the "For Candidates" tab.

Please note the following assessment center features are designed to make it easier for you to schedule, prepare for, and complete your assessment center exercises:

- ✦ Assessment center exercises for all certificate areas are administered by Pearson VUE in computer-based Pearson Professional Centers.
- ✦ You can schedule, cancel, and reschedule assessment center appointments online through the Pearson VUE Web site or by telephone through the Pearson VUE Call Center.
- ✦ You may access the Step-By-Step Online Scheduling Guide on the Pearson VUE Web site.
- ✦ You may take an online tour of a Pearson Professional Center on the Pearson VUE Web site.
- ✦ You may access a hands-on tool on the Pearson VUE Web site to prepare for the assessment center experience.

You are encouraged to read this publication carefully and refer to the following Web sites for up-to-date information about NBPTS assessment center policies:

www.nbpts.org

NBPTS Web site

www.pearsonvue.com/NBPTS

Pearson VUE Web site for National Board
Certification candidates

Contents

About the Assessment Center Exercises	1
Before Scheduling Your Assessment Center Appointment	2
Receiving and Reviewing Your Authorization to Test	2
Requesting Testing Accommodations	4
Scheduling Your Assessment Center Appointment	5
Planning Ahead to Secure the Date	5
<i>Scheduling Considerations for Certificate-Specific Special Cases</i>	6
Changing Your Appointment	6
<i>Rescheduling Your Appointment 24 Hours in Advance</i>	6
<i>Canceling Your Appointment</i>	6
<i>Rescheduling Your Appointment If You Do Not Cancel 24 Hours in Advance</i>	7
<i>Not Testing Within Your Authorized Testing Window</i>	7
<i>Deferring Your Assessment Center Exercises</i>	7
Withdrawing Your Candidacy	7
Preparing for the Testing Experience	8
Reviewing the Exercises	8
Accessing Online Preparation Tools	8
What to Expect on the Test Day	9
Reporting to the Assessment Center	9
<i>Assessment Center Attendance Policies</i>	10
What to Bring to the Assessment Center	10
<i>Identification Requirements</i>	10
<i>Certificate-Specific Requirements</i>	11
Assessment Center Rules	12
<i>Materials Permitted in the Testing Room</i>	12
<i>Online Scientific Calculator for Mathematics and Science Specialty Areas</i>	13
<i>Response Booklets for Mathematics, Music, Science, and WLOE</i>	13
Duration of Assessment Center Appointments	14
<i>First-Time Candidates</i>	14
<i>Retake Candidates</i>	15
During the Testing Session	15
<i>Taking the Assessment</i>	16
<i>Completing Your Assessment Center Appointment</i>	17

About the Assessment Center Exercises

The assessment center exercises ask you to demonstrate your content knowledge in response to exercises developed and designed by practicing professionals in your certificate area. This content, as defined by the NBPTS Standards, represents a range of content knowledge that supports accomplished teaching in the classroom on a daily basis.

The assessment center exercises may cover the entire developmental age range included in the certificate. You are expected to demonstrate knowledge of developmentally appropriate content necessary to teach across the full age range and ability level of the certificate area. For additional information about the exercises for your certificate area, refer to the assessment center exercise descriptions and the sample exercises in your certificate-specific *Assessment at a Glance*, available at the NBPTS Web site (www.nbpts.org).

The following table provides an overview of the assessment center process and the location of information to complete each step.

Step-by-Step Overview of the Assessment Center Process	Page
1. Receiving and Reviewing Your Authorization to Test	2
2. Planning Ahead to Secure the Date	5
3. Changing Your Appointment	6
4. Reviewing the Exercises	8
5. Reporting to the Assessment Center	9

Before Scheduling Your Assessment Center Appointment

Receiving and Reviewing Your Authorization to Test

After NBPTS receives and accepts your completed verification forms and full assessment fee payment, you will receive an Authorization to Test (ATT) confirming that you are eligible to schedule your assessment center appointment. The ATT lists the following:

- ✧ Your full name
- ✧ Your mailing address
- ✧ Your testing window (dates during which you must complete the assessment center exercises)
- ✧ Your NBPTS candidate ID number
- ✧ Your two-digit certificate number and certificate area name
- ✧ Your specialty area, if applicable (see below)

You must confirm that the information appearing on your ATT is correct. If you need to make a change to the information on your ATT, refer to the instructions in the table below. Do not schedule your assessment center appointment until all your information is correct.

IMPORTANT: The first and last name on your ATT must exactly* match the first and last name on the photo ID you bring to the assessment center (see "Identification Requirements"). If the names do not match, you will not be admitted to the assessment center and you will be considered absent. (*Minor discrepancies may be allowed; see page 11 for additional information.)

Type of Change	How to Change
Certificate Information	To change your certificate area or specialty area and request an updated ATT, call 1-800-22TEACH®. Allow 10 business days for the change to be processed.
Candidate Name	Send a written request along with a copy of a valid driver's license enlarged to 200% to: NBPTS Processing Center 11827 Tech Com, Suite 200 San Antonio, TX 78233 (888) 811-3514 (fax) Allow 10 business days for the change to be processed.
Mailing Address	Update your NBPTS account information online in <i>My Profile</i> (www.nbpts.org/myprofile)

In addition to your certificate area, your ATT lists the specialty area you selected. Following is a list of certificates with specialty areas. Please check your ATT to ensure that your selection is correct.

Certificate Areas	Specialty Areas
EAYA/Career and Technical Education	<ul style="list-style-type: none"> ✘ Agriculture and Environmental Science ✘ Arts and Communications ✘ Business, Marketing, Information Management, and Entrepreneurship ✘ Family and Consumer Sciences ✘ Health Services ✘ Human Services ✘ Manufacturing and Engineering Technology ✘ Technology Education
EMC/English as a New Language	<ul style="list-style-type: none"> ✘ Path 1: EC/Generalist, MC/Generalist ✘ Path 2: English Language Development Specialist
EAYA/English as a New Language	<ul style="list-style-type: none"> ✘ Path 1: EA or AYA Mathematics, Science, or Social Studies-History ✘ Path 2: English Language Development Specialist
ECYA/Exceptional Needs Specialist	<ul style="list-style-type: none"> ✘ Deaf/Hard of Hearing ✘ Early Childhood ✘ Mild/Moderate Disabilities ✘ Severe and Multiple Disabilities ✘ Visual Impairments
EMC/Music	<ul style="list-style-type: none"> ✘ Band ✘ Orchestra ✘ Vocal
EAYA/Music	<ul style="list-style-type: none"> ✘ Band ✘ Orchestra ✘ Vocal
AYA/Science	<ul style="list-style-type: none"> ✘ Biology ✘ Chemistry ✘ Earth and Space Science ✘ Physics
EAYA/World Languages Other than English	<ul style="list-style-type: none"> ✘ French ✘ Spanish

Requesting Testing Accommodations

NBPTS is committed to serving candidates with disabilities by providing services and reasonable accommodations that are appropriate given the purpose of the assessments. All requests for accommodations must be approved in accordance with NBPTS policies and procedures. It is the policy of the National Board for Professional Teaching Standards to comply with the Americans with Disabilities Act (ADA) of 1990 regulations governing both facilities and administration.

If you are requesting an accommodation under the ADA for the assessment center component of the National Board Certification process, you must submit your request using the Testing Accommodations Request Form, which is available at the NBPTS Web site (www.nbpts.org). NBPTS must review and approve your request for accommodations **before** you schedule your assessment center appointment. Early requests will provide NBPTS with time to arrange for approved accommodations.

If NBPTS does not receive your Testing Accommodations Request Form for the assessment center exercises by the deadline for requests, you may lose the opportunity to complete the process in your assessment year. Should this occur, you would be responsible for any related fees. Refer to the *Request for Testing Accommodations Form and Instructions* at the NBPTS Web site for more detail.

Scheduling Your Assessment Center Appointment

Planning Ahead to Secure the Date

As soon as you receive your ATT, you can schedule your assessment center appointment either online or by telephone. See "Scheduling Considerations for Certificate-Specific Special Cases" for additional information.

Because some assessment centers may fill up early, you are encouraged to schedule your appointment as far in advance as possible. Appointment dates in May and June are particularly popular; therefore you should plan ahead to ensure that you are able to secure an appointment within your testing window. You are strongly encouraged to schedule your appointment at least 30 days in advance of your desired testing date. You must schedule your appointment at least one business day (24 hours) in advance of your testing date.

Before scheduling your appointment, you may select your first and second choice assessment center locations. You can access a list of Pearson Professional Centers by selecting "Locate a Test Center" at the Pearson VUE Web site (www.pearsonvue.com/NBPTS).

NOTE: When scheduling your assessment center appointment, be sure to have your ATT in hand. You will need to provide your name **exactly** as it appears on your ATT and include **two leading zeros** before your 8-digit candidate ID number. For example, if your ID is 00123456, you will need to use 0000123456.



To schedule your assessment center appointment online:

Go to the Pearson VUE Web site (www.pearsonvue.com/NBPTS) and click on "Schedule a Test."



To schedule your assessment center appointment by telephone:

Call the Pearson VUE Call Center at (888) 288-3028 Monday–Friday, 7:00 a.m.–7:00 p.m. CT (excluding holidays).

After you have made your appointment, you will receive a confirmation letter that includes the date and time of your appointment as well as directions to the assessment center. If you provided an e-mail address when you scheduled your appointment, the confirmation will be sent by e-mail; otherwise, it will be sent via U.S. mail. Check your confirmation letter to make sure that all information provided is correct. If you identify any discrepancies with your appointment information, contact Pearson VUE at (888) 288-3028.

Scheduling Considerations for Certificate-Specific Special Cases

Following are special scheduling considerations for some candidates:

- ✧ **Art candidates.** If you are a first-time candidate or if you are retaking Exercise 1, you must bring the art product you created to your assessment center appointment. You may wish to schedule your appointment after you have received materials for creating your art product. You will receive instructions and materials for creating the art product in the same mailing as your ATT.
- ✧ **World Languages Other than English (WLOE) candidates taking Exercise 1.** You must schedule your assessment center appointment by telephone. When you call to register, ask to speak to the Accommodations Program Coordinator to schedule to test in a private room.
- ✧ **Candidates with approved testing accommodations.** You may schedule your assessment center appointment after you have received a confirmation of your approved testing accommodations. You must schedule your appointment by telephone. When you call, ask to speak to the Accommodations Program Coordinator.

Changing Your Appointment

Rescheduling Your Appointment 24 Hours in Advance

If you wish to change the date, time, or location of your assessment center appointment, you may reschedule your appointment at the Pearson VUE Web site (www.pearsonvue.com/NBPTS) or by calling the Pearson VUE Call Center at (888) 288-3028.

The deadline for rescheduling your assessment is one business day (24 hours) before your scheduled testing time. There is no fee for rescheduling an appointment if you meet this 24-hour requirement; however, dates, times, and locations may be limited.

If you are taking a WLOE assessment or you have been approved for testing accommodations, you must reschedule by telephone.

Canceling Your Appointment

You may cancel an existing assessment center appointment at the Pearson VUE Web site (www.pearsonvue.com/NBPTS) or by calling the Pearson VUE Call Center at (888) 288-3028. The deadline for canceling your assessment is one business day (24 hours) before your scheduled testing time.

If you are taking a WLOE assessment or you have been approved for testing accommodations, you must cancel by telephone.

Canceling your appointment will NOT cancel your eligibility in the testing year in which you apply, but to maintain your eligibility, you must reschedule your appointment within your authorized testing window.

Rescheduling Your Appointment If You Do Not Cancel 24 Hours in Advance

If you do not cancel 24 hours before your scheduled assessment center appointment, you will forfeit your ATT and will need to contact NBPTS for reinstatement. If you wish to reschedule your appointment, you will be charged a \$175 fee. NBPTS will bill this amount, which must be paid within 30 days. Once you have been reinstated with an ATT, you can reschedule your appointment by going to the Pearson VUE Web site (www.pearsonvue.com/NBPTS) or by calling the Pearson VUE Call Center at (888) 288-3028. If you are taking a WLOE assessment or you have been approved for accommodations, you must reschedule by calling the Pearson VUE Call Center.

Not Testing Within Your Authorized Testing Window

You will fail to test within your authorized testing window if you

1. cancel your assessment center appointment without rescheduling within your authorized testing window;
2. schedule your appointment, do not show up, and are unable to reschedule your appointment in the current testing window; or
3. fail to schedule your appointment.

In all three cases, you will have to apply as a retake candidate for the subsequent testing window and pay the associated fees.

NOTE: Many third-party payers require completion of six scorable assessment center exercises and four portfolio entries for first-time candidates. You may sustain financial or other penalties if not all are completed within your authorized testing window.

Deferring Your Assessment Center Exercises

Only first-year retake candidates may defer completion of the retake exercises for one year as long as they have

1. remained eligible as a candidate, and
2. paid the retake fee for one or more assessment center exercises.

To defer any exercise, access your online NBPTS account via *My Profile* at the NBPTS Web site (www.nbpts.org/myprofile) and complete the deferral process. Deferral must be made no less than 10 business days before your scheduled assessment center appointment. If you have not yet scheduled an appointment, deferral must be made no less than 10 business days before the end of your authorized testing window.

If you schedule an appointment and do not attend your appointment, your retake fee will be forfeited; therefore you should cancel your appointment before you request a deferral.

Withdrawing Your Candidacy

If you choose to withdraw from National Board candidacy while you have an assessment center appointment, you must first contact Pearson VUE to cancel your appointment. Additionally, you must notify NBPTS either online or by submitting the withdrawal form provided in your Eligibility Verification Packet. You are also responsible for confirming NBPTS's receipt of your withdrawal form prior to your scheduled appointment.

Preparing for the Testing Experience

Reviewing the Exercises

To become familiar with the content of the assessment center exercises, review the exercise descriptions and sample assessment center exercises for your certificate area in *Assessment at a Glance*. You may also review the scoring rubrics for the exercises provided in the *Scoring Guide for Candidates* for each certificate area. These resources are available at the NBPTS Web site (www.nbpts.org).

Accessing Online Preparation Tools

The Pearson VUE Web site (www.pearsonvue.com/NBPTS) offers the following resources to help you become familiar with the administration of the assessment center exercises:

- ✧ **Step-By-Step Online Scheduling Guide.** Online scheduling with Pearson VUE is a two-step process. The first step is to create a Web account that contains your user profile. When you have completed the first step, you will receive an e-mail that allows you to continue to the second step. In many cases, you will be able to schedule your assessment center appointment immediately after creating a Web account. The second step is to schedule your appointment.
- ✧ **Pearson Professional Centers Tour.** The online tour provides a floor plan of an assessment center with photographs of and information about each area in the center as well as descriptions of assessment center procedures and a short video of a Pearson Professional Center testing session.
- ✧ **Web Tutorial and Sample Exercise.** This online tool contains representative NBPTS content and navigation functions designed to help you prepare for the assessment center experience. The tool is interactive, so you can experience how to scroll through an exercise and use the mouse and word-processing software.

What to Expect on the Test Day

Reporting to the Assessment Center

Plan to arrive at the assessment center **at least 30 minutes before** your scheduled appointment time. Friends or relatives who accompany you will not be permitted to wait in the assessment center or contact you while you are testing.

If you arrive at the assessment center more than **30 minutes after** the scheduled start of your appointment, you may not be admitted to the assessment center. If you are not admitted, you will be considered absent (see the absentee policy below).

Be prepared for varying room temperatures. You may wish to dress in layers to adjust to fluctuations in temperature or other environmental issues that the assessment center administrators cannot control.

When you arrive at the assessment center, you will be required to complete the following initial procedures:

1. Upon arriving at the assessment center, you will be required to show your photo ID with signature.
2. After checking in, you will be asked to provide a digital signature. You will also be photographed and have your palm vein electronically scanned and recorded. This quick, safe procedure is designed to authenticate your identity using state-of-the-art palm pattern recognition. If you are a retake candidate who took an assessment with Pearson VUE, you will be asked to verify that your fingerprint matches the one you provided at your last assessment center appointment and then will have your palm vein scanned. Thereafter, your identity will be verified by palm vein scan only.

These processes are for identification purposes only. The information is kept confidential and is not shared with any organization.

3. If you are taking an exam that requires you to record your responses in a response booklet, you will be given a response booklet and envelope. You will then be asked to sign that you have received the booklet and instructed to affix a candidate ID bar code label to the response booklet and fill in your name with a No. 2 pencil. Do not use pen to write on the response booklet. Refer to "Certificate-Specific Requirements" to see which exams require the use of response booklets.

Assessment Center Attendance Policies

Policy Area	Description
Late Arrivals	It is essential that you report to your assessment center appointment no later than the appointment time listed on your confirmation letter. If you arrive more than 30 minutes after your scheduled appointment time, you may not be admitted to the assessment center. If you are not admitted to the assessment center because you arrived late, you will be considered absent (see the absentee policy below).
Absentees	<p>If you miss your assessment center appointment or fail to cancel at least one business day (24 hours) prior to your appointment, you will be considered absent. In this case, you must have your eligibility reinstated before you can schedule a new appointment.</p> <p>The reinstatement process requires you to contact NBPTS and remit a reinstatement fee of \$175. For complete information about the reinstatement process, refer to the <i>Guide to National Board Certification</i>, available at the NBPTS Web site (www.nbpts.org).</p> <p>Once your eligibility is reinstated, you must schedule your new appointment within the same testing window as the appointment you missed.</p>
Center Cancellation or Delay	On occasion, weather conditions or other circumstances beyond the assessment center administrators' control (such as a fire drill, power outage, etc.) may cause a cancellation of or a delayed start to the assessment center appointment. In the event of a cancellation, you will be contacted by phone and allowed to reschedule your appointment. If a delay extends beyond 30 minutes, you will be given the option to wait or reschedule your appointment.

What to Bring to the Assessment Center

Identification Requirements

You must bring personal identification that includes a recent photograph and your signature.

IMPORTANT: To gain admission to the assessment center, your first and last name on the ID must match the name on your ATT. If the names do not match, you will not be admitted to the assessment center and you will be considered absent (see the absentee policy above).

Acceptable forms of identification include the following:

- ✧ U.S. state-issued driver's license with photograph and signature
- ✧ Passport with photograph and signature
- ✧ State identification with photograph and signature
- ✧ National identification with photograph and signature
- ✧ Military identification with photograph and signature
- ✧ Alien Registration Card (green card, permanent resident visa)

Unacceptable forms of identification include any expired ID, draft classification cards, credit cards of any kind, Social Security cards, student IDs, international driver's licenses, international student IDs, notary-prepared letters or documents, employee identification cards, learner's permits or any temporary identification cards, and automated teller machine (ATM) cards.

Minor name discrepancies may be allowed at the assessment center (for example, a one-letter difference or a transposed first and last name, a variation of a given name [e.g., Mike vs. Michael, Sue vs. Suzanne, middle name vs. maiden name]). If the name on your photo ID does not exactly match the name that appears on your ATT and assessment center appointment confirmation letter, call NBPTS immediately at 1-800-22TEACH.

Certificate-Specific Requirements

If you are a candidate in one of the following certificate areas taking one or more of the exercises listed below, you must bring one of your candidate ID bar code labels to the assessment center to attach to your response booklet.

Certificate/Specialty Area	Exercises Requiring Response Booklet
EA/Mathematics	✘ Exercises 1–6
AYA/Mathematics	✘ Exercises 1–6
EAYA/Music	✘ Exercise 3 (Applied Theory/Composition)
EMC/Music	✘ Exercise 3 (Applied Theory/Composition)
EA/Science	✘ Exercise 3 (Unifying Concepts) ✘ Exercise 4 (Change over Time)
AYA/Science–Chemistry	✘ Exercise 3 (Fundamental Concepts) ✘ Exercise 4 (Changes in Systems)
AYA/Science–Physics	✘ Exercise 1 (Data Analysis)
EAYA/World Languages Other than English	✘ Exercise 4 optional (Written Communication) ✘ Exercise 6 optional (Knowledge of How Language Works)

If you are an Art candidate taking Exercise 1, you must bring the art product you created in the plastic bag that was sent to you. You may attach your candidate ID bar code label to the plastic bag before you arrive at the assessment center.

Assessment Center Rules

It is your responsibility to comply with all assessment center rules and procedures, and failure to do so can result in the cancellation or disqualification of your assessment center exercises. If this should be necessary, you will not receive a score report or a refund of your fees.

IMPORTANT NOTICE REGARDING CONFIDENTIALITY: You must read the National Board's "Denial or Revocation of Certification Policy" in the *Guide to National Board Certification*, available at the NBPTS Web site (www.nbpts.org). To ensure fairness for all, you should protect the integrity of the assessment by keeping all content information confidential and by reporting anyone in violation of this agreement to NBPTS at 1-800-22TEACH. Please refer to "Taking the Assessment."

Materials Permitted in the Testing Room

You are permitted to bring only the following materials into the testing room:

- ✧ Photo identification
- ✧ Art product in a plastic bag (EMC/Art and EAYA/Art Exercise 1 candidates only)
- ✧ Candidate ID bar code labels received with your ATT (certain certificate areas only, see "Certificate-Specific Requirements")
- ✧ Response booklet (see "Response Booklets for Mathematics, Music, Science, and WLOE")
- ✧ Music exhibit/response booklet with musical scores and response areas (provided to all Music candidates at the assessment center), including response areas for Exercise 3
- ✧ No. 2 pencil (provided at the assessment center for candidates who will use response booklets)
- ✧ Erasable noteboard and marker (provided to candidates at the assessment center)
- ✧ Minor comfort aids, such as those described in the *Request for Testing Accommodations Form and Instructions*

Photocopies of any materials, whether provided by NBPTS or others, are not permitted. Absolutely no materials other than those listed above are permitted. Scratch paper is not allowed in testing rooms. You will receive an erasable noteboard and marker that may be replaced as needed during testing but may not be removed from the testing room.

You should have nothing on your computer table except (1) an erasable noteboard and marker, (2) your identification, (3) an NBPTS-approved response booklet or Music exhibit/response booklet and pencil (if applicable), and (4) your art product (if applicable).

Online Scientific Calculator for Mathematics and Science Specialty Areas

If you are a candidate for EA/Mathematics, AYA/Mathematics, or AYA/Science Chemistry or Physics specialty areas, an online scientific calculator will be available for use during the exam. Note that no other calculators are permitted in the assessment center. You may practice using the online scientific calculator by taking the Web Tutorial and Sample Exercise available at the Pearson VUE Web site (www.pearsonvue.com/NBPTS).

Response Booklets for Mathematics, Music, Science, and WLOE

Refer to "Certificate-Specific Requirements" for a list of certificate/specialty areas and exercises for which response booklets are provided and can be used. Read the following chart to understand how the response booklet is used for applicable certificate areas.

Certificate	Use of the Response Booklet
Mathematics	For EA/Mathematics and AYA/Mathematics candidates, enter all of your responses in the response booklet.
Music	For EMC/Music and EAYA/Music candidates, use the Music exhibit/response booklet to view the scores for the music you are hearing and use the music staff paper for the composition required in Exercise 3.
Science	For EA/Science candidates and AYA/Science candidates in the specialty areas of Chemistry and Physics, use the response booklet ONLY if directed on screen to provide responses to exercise prompts that cannot be answered on screen. AYA/Science candidates in the specialty areas of Biology and Earth and Space Science will not be provided a response booklet.
World Languages Other than English (French or Spanish)	For EAYA/WLOE candidates, certain exercises allow you the option to respond online or compose your answers in a response booklet. The directions on screen indicate when this is an option. If you choose to respond online, an exhibit button is provided to assist you in typing diacritical marks. Clicking the exhibit button displays the keystroke combinations for each diacritical mark.

For prompts that require or allow the use of a response booklet, you will receive on-screen instructions to compose your answer in the response booklet. You should not use the response booklet to respond to prompts unless you receive on-screen instructions to do so. Responses are scored only if a response in the response booklet is allowed or required. No other responses in the booklet will be considered in scoring.

At the assessment center, you will also be prompted to provide the proper identifying information on your response booklet or Music exhibit/response booklet as follows:

1. Affix a candidate ID bar code label in the designated area of your booklet.
2. Write your name in the spaces provided on your booklet.
3. Record your responses in your booklet only when directed by the instructions on screen. If you respond in your booklet without being directed to do so, your response will not be scored.
4. Identify the exercise section you should use by following the directions on screen that identify the section color and the page number it begins on. Tabs along the outside edge of the booklet will assist you in locating the correct exercise section number and color. Graph paper is provided at the end of each exercise section.
5. Write the exercise title, prompt number, and your candidate ID number on the first page of each exercise section in which you record a response.

IMPORTANT NOTICE REGARDING RESPONSE BOOKLETS: Use the response booklet only when directed to do so by instructions displayed on screen. Respond only in the section of the response booklet that matches the exercise you are taking. Extra written responses or responses provided in the wrong section of the booklet will not be considered during scoring. Write your response using a No. 2 pencil—do not use pen. Your booklet will be collected as part of the checkout process, and you will be asked to attest in writing that you have handed the booklet to the assessment center administrator.

Duration of Assessment Center Appointments

First-Time Candidates

Assessment center appointments for all first-time candidates are 3 hours and 30 minutes in length, with three hours of actual assessment time allotted for the six 30-minute exercises. Time is also allotted for checking in, reviewing the computer tutorial, and taking a short break. The following table shows the testing session schedule for first-time candidates.

Task	Task Time Allotted
Nondisclosure agreement	5 minutes
Computer tutorial	10 minutes
Exercises 1–3	90 minutes
BREAK	15 minutes
Exercises 4–6	90 minutes
Total Time of Testing Session	3 hours, 30 minutes

Retake Candidates

The length of the testing session for retake candidates depends on the number of exercises being taken. For all candidates, time is allotted for checking in, completing a nondisclosure agreement, and taking the computer tutorial. If you are taking more than three exercises, there will be a short break after you complete the third exercise. The table below shows the testing session schedule and total testing session times for retake candidates.

Task	Time	Total Time of Testing Session
Nondisclosure agreement	5 minutes	
Computer tutorial	10 minutes	
First exercise (if necessary)	30 minutes	45 minutes
Second exercise (if necessary)	30 minutes	1 hour, 15 minutes
Third exercise (if necessary)	30 minutes	1 hour, 45 minutes
BREAK (if necessary)	15 minutes	
Fourth exercise (if necessary)	30 minutes	2 hours, 30 minutes
Fifth exercise (if necessary)	30 minutes	3 hours, 0 minutes
Sixth exercise (if necessary)	30 minutes	3 hours, 30 minutes

During the Testing Session

After checking you in, the assessment center administrators will explain the rules and then escort you to an assigned workstation. You must remain in your assigned seat during the assessment, except during the authorized break (as discussed in "Duration of Assessment Center Appointments"). If you leave the testing room for any reason, you will have an electronic palm vein image taken before leaving and again before re-entering.

IMPORTANT NOTES ON BREAK TIMING: The scheduled break is timed by the computer. If you take longer than the 15 minutes allowed, the time is deducted from the subsequent exercise. If you must leave the assessment center for an unscheduled break, the timer on the exercise continues to run. You may take unscheduled breaks during the exam, but you should be aware that the exam clock is not stopped while you are out of the room. Please be sure to allow enough time to check back into the testing room to resume testing.

Every reasonable effort is made to minimize noise and other distractions in the testing room. If necessary, earplugs will be available to reduce ambient noise. Because the assessment center you attend may deliver tests other than those related to National Board Certification, it is possible that other test takers may be starting and finishing their exams at different times.

Taking the Assessment

Music candidates. Aural stimuli are used in three Music exercises, and one Music exercise requires a candidate response written in musical notation. For the exercises requiring aural stimuli, audio files are embedded in the computer software and you will listen to clips using a headset provided at the assessment center. You will begin your exam with a test of the headset and sound. If you cannot hear the test sound correctly, raise your hand for assistance. The scores for the music that you are hearing will be presented in your exhibit/response booklet that the assessment center administrator will provide. In addition, one exercise requires that you compose a musical score in your exhibit/response booklet.

NOTE: There are different exhibit/response booklets for each Music certificate level and specialty area. Before beginning the exam, please confirm that the cover of your exhibit/response booklet displays the correct certificate level (EMC/Music or EAYA/Music) and specialty area (Band, Orchestra, or Vocal).

WLOE candidates. You will begin your exam with a test that will confirm your headset is working correctly for listening to audio clips and recording audio responses. The exam clock does not begin until after the equipment test is complete.

Exercise 1 includes an oral component that will be recorded at your computer. To maintain a quiet testing environment for the other candidates, WLOE exercises will be administered in a separate room at the assessment center. If you are not taking Exercise 1, you may be scheduled at any workstation.

All candidates. Before you begin the assessment center exercises, you will do the following:

1. You will be required to approve a nondisclosure agreement presented on the computer. If you do not approve the agreement, you will not be permitted to take the assessment. In the agreement, you commit to maintaining the full confidentiality of all assessment content information, specifically agreeing not to reproduce or disclose any content information, in whole or in part, to any person or entity. If you do not approve the nondisclosure agreement, the assessment will be terminated. Failure to adhere to this agreement will subject you to serious consequences, up to and including legal prosecution.
2. You will take a short tutorial orienting you to the computer software and administration of the assessment center exercises. (You are encouraged to utilize the hands-on tool at the Pearson VUE Web site [www.pearsonvue.com/NBPTS] to prepare for the assessment center experience before your assessment center appointment.)

Finally, you will begin the exercises. Most exercises consist of multiple prompts. The number of prompts is displayed in the upper right corner of the screen (for example, 1 of 4, 2 of 4, and so on). Exercises are timed, and you will have a total of 30 minutes to complete all the prompts for each exercise.

At the start of each exercise, the available response time will display as "30 minutes and 00 seconds." The clock will continue to show the time remaining for that exercise. You may minimize the display of the running time up until the point where the five-minute warning appears. From that point forward, the running time will remain visible on screen.

Each assessment center exercise will consist of one or more prompts or questions designed to elicit evidence of your content knowledge related to the focus of the exercise. A scenario or student profile may be presented for you to consider before you respond to a prompt or set of prompts within an exercise. The exercises may ask you to provide a specific number of examples as part of your response. You should submit only the number of examples requested because scoring assessors will only evaluate the number requested. Assessors will be looking for the depth and quality of your examples, not the quantity you provide. For more information about scoring, access the *Scoring Guide for Candidates* at the NBPTS Web site (www.nbpts.org).

During the assessment, if you need assistance with the screen's brightness or contrast, experience computer problems, or need another erasable noteboard or marker, raise your hand to notify assessment center administrators.

Completing Your Assessment Center Appointment

Before you leave the testing room, the assessment center administrators will collect your erasable noteboard and marker and all testing materials, including, if applicable, your response booklet, Music exhibit/response booklet, and your art product. You will also have your palm vein scanned and recorded again before leaving the assessment center.

Failing to Complete Your Assessment Center Exercises

If your submitted response does not meet the requirements to receive the minimum score of 0.75, then you will receive a "0" (zero) notation for the assessment center exercise.

If you do not attempt each of the assessment center exercises, then you will receive the "NS" (not scored or not scorable) notation for each exercise that you did not attempt. If you do not schedule or attend your assessment center appointment, you will receive an NS for all scheduled assessment center exercises. In both instances, you will need to apply as a retake candidate if you wish to continue your candidacy.

IMPORTANT NOTICE REGARDING COMPLETION: Many third-party payers require completion of six scorable assessment center exercises and four portfolio entries for first-time candidates. You may sustain financial or other penalties if not all are completed within your authorized testing window.

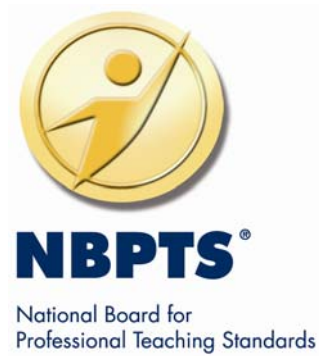
Reporting Assessment Center Problems

Before leaving the assessment center, you may immediately report any problems or incidents to the assessment center administrator, who is required to file a report of the incident. These incident reports are reviewed by NBPTS on a regular basis. If the administrator is unable to resolve the problem, you may call NBPTS at 1-800-22TEACH from the assessment center. Customer support representatives are available Monday–Friday, 8:00 a.m.–6:00 p.m. CT. Be prepared to provide details of your experience.

While it is important that you notify the assessment center administrator of any problems, **you must also notify NBPTS in writing within seven days** of attending your assessment center appointment of any complaints or problems that might result in a deviation from required testing procedures. If you do not submit your complaint to NBPTS in writing within seven days, you will not be able to appeal your score based on that complaint. To report an assessment center problem to NBPTS, detail the situation in writing and submit your complaint to:

NBPTS Processing Center
11827 Tech Com, Suite 200
San Antonio, Texas 78233
(888) 811-3514 (fax)

Produced for



by



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