

# Assessment Center

## POLICY AND GUIDELINES

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

## 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. You can find details about the testing window by visiting the National Board website ([www.nbpts.org](http://www.nbpts.org)) and clicking on the "Candidate Center" 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 website or by telephone through Pearson Customer Service.
- ✘ You may take an online tour of a Pearson Professional Center on the Pearson VUE website.
- ✘ You may access the Web Tutorial and Sample Exercise (available for PC and Mac) on the Pearson VUE website to prepare for the assessment center experience.

You are encouraged to read this publication carefully and refer to the following websites for up-to-date information about National Board assessment center policies:

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

National Board website

[www.pearsonvue.com/nbpts/](http://www.pearsonvue.com/nbpts/)

Pearson VUE website for National Board Certification candidates

# Contents

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<b>About the Assessment Center Exercises</b>	<b>1</b>
<b>Before Scheduling Your Assessment Center Appointment</b>	<b>2</b>
Receiving and Reviewing Your Authorization to Test	2
Requesting Testing Accommodations	4
<b>Scheduling Your Assessment Center Appointment</b>	<b>5</b>
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 One Business Day in Advance</i>	6
<i>Canceling Your Appointment</i>	6
<i>Rescheduling Your Appointment If You Do Not Cancel One Business Day 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	8
<b>Preparing for the Testing Experience</b>	<b>8</b>
Reviewing the Exercises	8
Accessing Online Preparation Tools	8
<b>What to Expect on the Test Day</b>	<b>9</b>
Reporting to the Assessment Center	9
<i>Assessment Center Attendance Policies</i>	10
What to Bring to the Assessment Center	11
<i>Identification Requirements</i>	11
<i>Certificate-Specific Requirements</i>	12
Assessment Center Rules	12
<i>Materials Permitted in the Testing Room</i>	13
<i>Online Scientific Calculator for Mathematics and Science Specialty Areas</i>	13
<i>Response Booklets for Mathematics, Music, and Science</i>	13
Duration of Assessment Center Appointments	15
<i>First-Time Candidates</i>	15
<i>Retake Candidates</i>	15
During the Testing Session	16
<i>Taking the Assessment</i>	16
<i>Completing Your Assessment Center Appointment</i>	17
<b>NBPTS Candidate Rules Agreement</b>	<b>19</b>

## About the Assessment Center Exercises

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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 National Board 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 National Board website ([www.nbpts.org](http://www.nbpts.org)).

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

<b>Step-by-Step Overview of the Assessment Center Process</b>	<b>Page</b>
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. Accessing Online Preparation Tools (Online Tour and Web Tutorial and Sample Exercise)	8
6. Reporting to the Assessment Center	9

# Before Scheduling Your Assessment Center Appointment

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## Receiving and Reviewing Your Authorization to Test

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After National Board receives and accepts your completed verification forms and full assessment fee payment and the testing centers are ready to accept appointments, you will receive an Authorization to Test (ATT), via *My Profile*, 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 National Board candidate ID number
- ✧ your certificate area name
- ✧ your specialty area, if applicable (see below)

You must confirm that the information 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 names on your ATT must exactly\* match the first and last names 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 12 for additional information.)

Type of Change	How to Change
Certificate Information	To change your certificate area or specialty area, call 1-800-22TEACH or log into <i>My Profile</i> . Allow 10 business days for the change to be processed. This change must be made prior to scheduling your appointment. <b>If you have already scheduled an appointment, you must cancel it prior to making this change.</b>
Candidate Name	Submit a written request along with a clear copy of a valid driver's license via the "Ask NBPTS" section in <i>My Profile</i> or mail it to:  National Board for Professional Teaching Standards c/o Pearson 19500 Bulverde Road San Antonio, TX 78259  Allow 10 business days for the change to be processed.

Type of Change	How to Change
Mailing Address	Update your National Board account information online in <i>My Profile</i> ( <a href="https://nbptsprod.zapsol.com/nbric/">https://nbptsprod.zapsol.com/nbric/</a> )

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"> <li>✘ Agriculture and Environmental Science</li> <li>✘ Arts and Communications</li> <li>✘ Business, Marketing, Information Management, and Entrepreneurship</li> <li>✘ Family and Consumer Sciences</li> <li>✘ Health Services</li> <li>✘ Human Services</li> <li>✘ Manufacturing and Engineering Technology</li> <li>✘ Technology Education</li> </ul>
EMC/English as a New Language	<ul style="list-style-type: none"> <li>✘ Path 1: EC/Generalist, MC/Generalist</li> <li>✘ Path 2: English Language Development Specialist</li> </ul>
EAYA/English as a New Language	<ul style="list-style-type: none"> <li>✘ Path 1: EA or AYA/Mathematics, /Science, or /Social Studies-History</li> <li>✘ Path 2: English Language Development Specialist</li> </ul>
ECYA/Exceptional Needs Specialist	<ul style="list-style-type: none"> <li>✘ Deaf/Hard of Hearing</li> <li>✘ Early Childhood</li> <li>✘ Gifted and Talented</li> <li>✘ Mild/Moderate Disabilities</li> <li>✘ Severe and Multiple Disabilities</li> <li>✘ Visual Impairments</li> </ul>

Certificate Areas	Specialty Areas
EMC/Music	<ul style="list-style-type: none"> <li>✘ Band</li> <li>✘ Orchestra</li> <li>✘ Vocal</li> </ul>
EAYA/Music	<ul style="list-style-type: none"> <li>✘ Band</li> <li>✘ Orchestra</li> <li>✘ Vocal</li> </ul>
AYA/Science	<ul style="list-style-type: none"> <li>✘ Biology</li> <li>✘ Chemistry</li> <li>✘ Earth and Space Science</li> <li>✘ Physics</li> </ul>
EAYA/World Languages	<ul style="list-style-type: none"> <li>✘ French</li> <li>✘ Spanish</li> </ul>

## Requesting Testing Accommodations

National Board 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 National Board 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 in writing using the Testing Accommodations Request Form, which is available to download at the National Board website ([www.nbpts.org](http://www.nbpts.org)). Your request must be reviewed and approved **before** you schedule your assessment center appointment. Early requests will allow time for National Board to arrange for approved accommodations.

**NOTE:** If you indicate on your application or in your online *My Profile* account that you plan to submit a request for accommodations, you must also submit a completed Testing Accommodations Request Form and any necessary documentation by the appropriate deadline. No action will be taken regarding accommodation until the completed request form is received by the National Board Testing Accommodations Center at Pearson.

If the National Board Testing Accommodations Center does not receive your Testing Accommodations Request Form by the deadline for requests (**January 31 of your submission year for portfolio entries and April 1 of your testing year for assessment center exercises**), the center may not be able to fulfill your request for accommodations. Refer to the *Request for Testing Accommodations Form and Instructions* at the National Board website for more detail.

# Scheduling Your Assessment Center Appointment

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## Planning Ahead to Secure the Date

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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. You must schedule your appointment at least one business day (24 hours) in advance of your testing date; however, you are strongly encouraged to schedule your appointment at least 30 days in advance of your desired testing date. 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.

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 website ([www.pearsonvue.com/nbpts/](http://www.pearsonvue.com/nbpts/)).

**NOTE:** When scheduling your assessment center appointment, you will need to provide your name **exactly** as it appears on your National Board account. The system used to schedule your appointment requires a 10-digit ID number; therefore, you must add **two leading zeros** to your 8-digit National Board ID number. For example, if your ID number is 12345678, you will need to use 0012345678.



### To schedule your assessment center appointment online:

Go to the Pearson VUE website ([www.pearsonvue.com/nbpts/](http://www.pearsonvue.com/nbpts/)) and click on "Schedule Online."

**Available 24 hours a day, 7 days a week.**



### To schedule your assessment center appointment by telephone:

Call Pearson VUE Customer Service at (888) 288-3028 Monday–Friday, 7:00 a.m.–7:00 p.m. central time (excluding holidays).

After you have made your appointment, you will receive a confirmation that includes the date and time of your appointment as well as directions to the assessment center. If you provided an email address when you scheduled your appointment, the confirmation will be sent by email; otherwise, it will be sent via U.S. mail. Check your confirmation to make sure that all information provided is correct. If you identify any discrepancies with your appointment information or have not received the confirmation 48 hours in advance of your appointment, 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, instructions and materials for creating the art product that you must bring to your assessment center appointment will be sent to you. You may wish to wait to schedule your appointment until after you have received the instructions and materials for creating your art product.
- ✦ **World Languages 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 who will schedule you to test in a private room so that your oral responses will not disturb other testers.
- ✦ **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.

After Pearson processes your Testing Accommodations Request Form and documentation and makes a determination about whether to approve your request(s), Pearson will send you a letter detailing the status of your request(s).

## Changing Your Appointment

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### Rescheduling Your Appointment One Business Day 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 website ([www.pearsonvue.com/nbpts/](http://www.pearsonvue.com/nbpts/)) or by calling Pearson VUE Customer Service at (888) 288-3028.

The deadline for rescheduling your assessment center appointment is one business day (24 hours) before your scheduled testing time. For example, if your appointment is scheduled for 3:00 p.m. on Monday, you must reschedule your appointment **before** 3:00 p.m. on the previous Friday. 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 World Languages assessment or you have been approved for testing accommodations, you must reschedule with the Accommodations Program Coordinator by telephone.

### Canceling Your Appointment

You may cancel an existing assessment center appointment on the Pearson VUE website ([www.pearsonvue.com/nbpts/](http://www.pearsonvue.com/nbpts/)) or by calling Pearson VUE Customer Service at (888) 288-3028. The deadline for canceling your assessment center appointment is one business day (24 hours) before your scheduled testing time. For example, if your appointment is scheduled for 3:00 p.m. on Monday, you must cancel your appointment **before** 3:00 p.m. on the previous Friday.

If you are taking a World Languages assessment or you have been approved for testing accommodations, you must cancel with the Accommodations Program Coordinator 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 One Business Day in Advance

If you do not cancel one business day (24 hours) before your scheduled assessment center appointment, you will forfeit your opportunity to test and will need to contact National Board for reinstatement.

If you wish to reschedule your appointment, you will be charged a \$175 fee that must be paid by August 31. Once you have been reinstated, you can reschedule your appointment by going to the Pearson VUE website ([www.pearsonvue.com/nbpts/](http://www.pearsonvue.com/nbpts/)) or by calling Pearson VUE Customer Service at (888) 288-3028. If you are taking a World Languages assessment or you have been approved for accommodations, you must reschedule with the Accommodations Program Coordinator by calling Pearson VUE Customer Service.

## 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;
3. schedule your appointment, show up and are not permitted to test (due to invalid ID or similar issues), and are unable to reschedule your appointment in the current testing window; or
4. fail to schedule your appointment.

If you fail to test within your authorized testing window, you either forfeit your candidacy or need to apply and pay as a retake candidate.

**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 all are not completed within your authorized testing window.

## Deferring Your Assessment Center Exercises

Only candidates in their initial year of retake eligibility 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 National Board account via *My Profile* at the National Board website ([www.nbpts.org/myprofile](http://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 have scheduled an assessment center appointment, you must cancel your appointment before you request a deferral.

## Withdrawing Your Candidacy

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If you choose to withdraw from National Board candidacy and you have scheduled an assessment center appointment, you must first contact Pearson VUE to cancel your appointment. Additionally, you must notify National Board either online via Ask NBPTS or by submitting the withdrawal form available in your *My Profile* account. You are also responsible for confirming your withdrawal with the National Board prior to your scheduled appointment.

## Preparing for the Testing Experience

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### Reviewing the Exercises

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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 National Board website ([www.nbpts.org](http://www.nbpts.org)).

### Accessing Online Preparation Tools

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The Pearson VUE website ([www.pearsonvue.com/nbpts/](http://www.pearsonvue.com/nbpts/)) offers the following resources to help you become familiar with the administration of the assessment center exercises:

- ✧ **Online Tour of a Pearson Professional Center.** 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 National Board 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. The tool is available in both Windows and Mac versions. Look for the correct link to download the software version you prefer.

\*Note: The sample exercise is strongly recommended for World Languages candidates who have two options for creating diacritical marks on a keyboard.

# What to Expect on the Test Day

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## Reporting to the Assessment Center

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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 attest to the *NBPTS Candidate Rules Agreement* (refer to page 19) and complete the following initial procedures:

1. Upon arriving at the assessment center, you will be required to show your valid, government-issued 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 authenticates your identity using state-of-the-art palm pattern recognition. These processes are for identification purposes only. The information is kept secure and confidential and is not shared with any organization.
3. If you are taking an exam that requires or allows you to record some or all of your responses in a response booklet, you will be given a response booklet and envelope. (Refer to "Certificate-Specific Requirements" on page 12 to see which exams require or allow the use of response booklets.) You will then be asked to sign that you have received the booklet and instructed to handwrite your candidate ID number on the response booklet and fill in your name with a No. 2 pencil. Do **NOT** use pen to write on the response booklet.

## Assessment Center Attendance Policies

Policy Area	Description
<b>Late Arrivals</b>	<p>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).</p>
<b>Absentees</b>	<p>If you miss your assessment center appointment, are not permitted to test (due to invalid ID or similar issues), 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 National Board 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 National Board website (<a href="http://www.nbpts.org">www.nbpts.org</a>).</p> <p>Once your eligibility is reinstated, you must schedule your new appointment within the same testing window as the appointment you missed.</p>
<b>Center Cancellation or Delay</b>	<p>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.</p>

## What to Bring to the Assessment Center

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### 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 names on the ID must match the names on your National Board account. 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). Recent name change may be accepted with legal documents such as a marriage certificate.

Acceptable forms of identification include non-expired forms of the following:

- ✧ government-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, 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 in your National Board account as reflected on your ATT and/or the assessment center appointment confirmation letter, call National Board immediately at 1-800-22TEACH.

## Certificate-Specific Requirements

**Certificate areas requiring a response booklet.** If you are a candidate in one of the following certificate areas taking one or more of the exercises listed below, you must be prepared to handwrite your ID number on your response booklet or exhibit/response booklet.

Certificate/Specialty Area	Exercises Requiring Booklet	
	Response Booklet	Exhibit/Response Booklet
EA/Mathematics	✕ Exercises 1–6	
AYA/Mathematics	✕ Exercises 1–6	
EAYA/Music		✕ Exercises 1, 2, 3, 6
EMC/Music		✕ Exercises 1, 2, 3, 6
EA/Science	✕ Exercises 3 and 4	
AYA/Science–Chemistry	✕ Exercise 3	
	✕ Exercise 4*	
AYA/Science–Physics	✕ Exercise 1*	

\* These exercises allow you the option to respond online or to compose your answers in a response booklet.

**Art.** 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 handwrite your candidate ID number on 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. Please refer to the *NBPTS Candidate Rules Agreement* found on page 19 for a complete list of testing center rules.

**IMPORTANT NOTICE REGARDING CONFIDENTIALITY:** You must read the National Board's "Certification Denial or Revocation Policy" in the *Guide to National Board Certification*, available at the National Board website ([www.nbpts.org](http://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 National Board 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)
- ✦ response booklet (see "Response Booklets for Mathematics, Music, and Science")
- ✦ Music exhibit/response booklet with musical scores and response areas (provided to Music candidates at the assessment center)
- ✦ 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 cough drops/glucose tablets, eyeglasses, hearing aids, an insulin pump attached to your body, a pillow or cushion, tissues (See the *Request for Testing Accommodations Form and Instructions* on the National Board website for more information about bringing minor comfort aids into the testing room.)

Photocopies of any materials, whether provided by National Board 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) a National Board approved response booklet or Music exhibit/response booklet and pencil (if applicable), and (4) your art product (if applicable) and assessment center-approved standard equipment.

## 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 PC or Mac version of the Web Tutorial and Sample Exercise available at the Pearson VUE website ([www.pearsonvue.com/nbpts/](http://www.pearsonvue.com/nbpts/)).

## Response Booklets for Mathematics, Music, and Science

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 <b>ONLY if directed on-screen</b> . Certain exercises either require you to compose your answers in a response booklet, or allow you the option compose your answers in a response booklet. The directions on-screen indicate when you can use a booklet. AYA/Science candidates in the specialty areas of Biology and Earth and Space Science will not be provided a response booklet.

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 for that exercise. 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. Write your name and candidate ID in the spaces provided on your booklet.
2. 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.
3. When using the response booklet, identify the appropriate exercise response section by following the directions on-screen that identify the section color and page numbers. Tabs along the outside edge of the booklet will assist you in locating the correct exercise section number and color. For Mathematics exercises, graph paper is provided at the end of each exercise section.
4. 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 scored. 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

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### 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
<b>Total Time of Testing Session</b>	<b>3 hours, 30 minutes</b>

\* If you fail to read and agree to the nondisclosure agreement within the 5-minute time allotment, the assessment will terminate and you will not be permitted to test.

### Retake Candidates

The length of the testing session for retake candidates depends on the number of exercises to be taken. For all candidates, time is allotted for checking in, completing a nondisclosure agreement, and taking the computer tutorial. If you will be 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	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 (refer to the *NBPTS Candidate Rules Agreement* found on page 19 for a complete list of testing center 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 described 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 the testing room.

**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. 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. You are not allowed to leave the test center during the test. If you do so, you will not be allowed back in to continue testing.

Every reasonable effort is made to minimize noise and other distractions in the testing room. If necessary, headsets or 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.** Audio clips are used in Exercises 1, 2, and 6. The musical scores for these audio clips will be presented in the exhibit/response booklet provided to you at the assessment center. Exercise 3 requires that you compose a musical score in your exhibit/response booklet.

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

**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).

**World Languages candidates.** Exercise 1 includes an oral component that will be recorded at your computer. To maintain a quiet testing environment for other candidates, World Languages exercises will be administered in a separate room at the assessment center. The separate room is not sound proof, so oral responses should be provided at a normal conversational level so that other candidates are not disturbed. If you are not taking Exercise 1, you may be scheduled at any workstation.

You will begin your exam with a test to confirm that 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.

**IMPORTANT NOTICE FOR WORLD LANGUAGES CANDIDATES:** Beginning in 2014, World Languages candidates will need to enter responses to all exercises on the computer. There are two ways to enter characters with diacritical marks in your typed responses including entering a Unicode character via numeric strokes and using the character selector tool provided in the exam.

You may practice entering characters with diacritical marks by taking the PC or Mac version of the Web Tutorial and Sample Exercise available at the Pearson VUE website ([www.pearsonvue.com/nbpts/](http://www.pearsonvue.com/nbpts/)).

**All candidates.** Before beginning 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, the assessment will be terminated and 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. 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. (Before your assessment center appointment, you are encouraged to utilize the Web Tutorial and Sample Exercise as well as the online tour of a Pearson Professional Center at the Pearson VUE website [[www.pearsonvue.com/nbpts/](http://www.pearsonvue.com/nbpts/)] to prepare for the assessment center experience.)

Finally, you will begin the exercises. Each assessment center exercise will consist of one or more prompts or questions. The number of prompts is displayed in the upper right corner of the screen. For exercises with a single prompt, the display will read "Prompt 1 of 1." For

exercises with multiple prompts, the display will read "Prompt 1 of 4," "Prompt 2 of 4," and so on.

For each assessment center exercise, you will be allotted 30 minutes. 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. For more information about scoring, access the *Scoring Guide for Candidates* at the National Board website ([www.nbpts.org](http://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;
- ✧ ask you to sign the Booklet Envelope and the Booklet Agreement Form;
- ✧ scan and record your palm vein.

### ***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 view and attempt to answer each of the scheduled 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 all are not 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. While it is important that you notify the assessment center administrator of any problems, **you must also notify National Board in writing within seven business 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 National Board in writing within seven business days, you will not be able to appeal your score based on that complaint.**

To report an assessment center problem to National Board, detail the situation in writing and submit your complaint to National Board either via "Ask NBPTS" in *My Profile* or by mail to:

National Board for Professional Teaching Standards  
c/o Pearson  
19500 Bulverde Road  
San Antonio, Texas 78259  
(888) 811-3514 (fax)

### ***Deciding Whether to Retake an Assessment Center Exercise***

If you do not achieve National Board Certification during your initial attempt, National Board will automatically bank your scores for a 24-month period (please be aware the 24-month period encompasses the two subsequent candidate cycles immediately following your initial score report). During the retake period, you may elect to retake any combination of portfolio entries and/or assessment center exercises for which you received a score less than 2.75.

You may wish to use the National Board's online retake calculator to compute the scores you would need in order to achieve National Board Certification. This hands-on tool helps you develop your own strategy for retaking portfolio entries and assessment center exercises. For complete information about analyzing your retake options, please refer to the *Scoring Guide for Candidates*, Part 1: Understanding and Interpreting Your Test Scores.

## National Board Candidate Rules Agreement

- I will not take the following types of personal items into the testing room: cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats (and other head coverings), bags, coats, books and notes. Studying is not allowed in the test center.
- I will store these items in a secure area indicated by the administrator. Cellular phones, pagers, and other electronic devices must be turned off prior to placing them in the designated secure area. The testing center is not responsible for lost, stolen or misplaced personal items.
- If I am given an erasable noteboard or exam-specific materials, I will not use them until after the exam has started. I will not remove these items from the testing room at any time during the exam, and I will return them to the administrator immediately after the exam.
- The administrator will log me in to my assigned workstation, verify that I am taking the intended exam and start the exam. I will sit in my assigned seat until escorted out by a Test Administrator. I understand that eating, drinking, smoking, chewing gum and making noise that creates a disturbance for other candidates are prohibited during the exam.
- I understand that a Non-Disclosure Agreement will be presented to me before the exam and I must agree to its terms and conditions within the specified time limit in order to take the exam or else I will forfeit my exam fees.
- The administrator will monitor me continuously while I take my exam. The session may be videotaped or otherwise recorded for security or other purposes.
- If I experience problems that affect my ability to take the exam, I will notify the administrator **immediately**.
- The administrator cannot answer questions related to exam content. If I have questions of this nature, I will contact the National Board after I leave the testing center.
- My exam may include **scheduled breaks**, and instructions will appear on the computer screen at the appropriate time. The administrator will set my workstation to the break mode, and I will take my ID with me when I leave the room. I must leave the room for all breaks and will have my palm vein captured when I leave the room and before I re-enter the room. The administrator will check my ID before I return to my seat and will then restart my exam. If I take an **unscheduled break** at any other time, the exam timer will **not** be stopped.
- While I am taking a **scheduled break or an unscheduled break**, I am NOT allowed access to personal items other than medication required at a specific time and with the approval of the test administrator. Items not permitted include but are not limited to: cellular phones, exam notes and study guides, unless specifically permitted by the National Board. I am also NOT allowed to exit the building. If I exit the building, I will not be readmitted for the remainder of my exam.
- I will not try to remove copies of exam questions and answers from the testing center, and I will not share or discuss the questions or answers seen in my exam with other candidates.
- After the exam ends, the administrator will come to my workstation and ensure my exam has ended properly and I will receive a printed confirmation that I attended my assessment center appointment. I will receive the printed confirmation after returning the erasable noteboard and other materials to the administrator.

**Your Privacy** – Your exam results will be encrypted and transmitted to Pearson VUE and to the exam sponsor. The testing center does not keep any information other than when and where your exam was taken. The Pearson VUE Privacy Policy Statement provides additional information regarding this; you can obtain this by visiting the Pearson VUE Web site ([www.pearsonvue.com](http://www.pearsonvue.com)) or by contacting a Pearson VUE Call Center.

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