

Component 1: Content Knowledge Assessment Center Policy and Guidelines



NATIONAL BOARD
for Professional Teaching Standards®

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Key Features of the Assessment Center

You will be able to complete your Component 1: Content Knowledge assessment center exercises during the authorized testing window for your assessment cycle. Please note, the following assessment center features are designed to make it easier for you to schedule, prepare for, and complete your computer-based assessment:

- Computer-based assessments for all certificate areas are administered by Pearson Professional Assessments in computer-based Pearson Professional Centers.
- You can schedule, cancel, and reschedule assessment center appointments online through your National Board [account](#) or by telephone through Pearson Professional Assessments Customer Service at 1-888-288- 3028, Monday through Friday, from 7am-7pm, CT.
- You may take an online tour of a Pearson Professional Center on the Pearson Professional Assessments [website](#).
- You may access the tutorial on the [Pearson Professional Assessments 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:

- [Assessment Center page](#) of the National Board website
- [Pearson Professional Assessments website](#) for National Board Certification candidates

About the Computer-based Assessment

The Component 1: Content Knowledge assessment component is a computer-based assessment administered at a testing center. In the computer-based assessment, you must demonstrate knowledge of and pedagogical practices for teaching your content area. You must demonstrate knowledge of developmentally appropriate content, which is necessary for teaching across the full age range and ability level of your chosen certificate area. This is assessed through the completion of constructed response item (CRIs) exercises and selected response items (SRIs).

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](#) *Component 1: Content Knowledge Sample Items and Scoring Rubrics*, available on the National Board website.

This publication includes information about the constructed response exercises **and** the selected response items that make up your assessment center exam.

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
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Before Scheduling Your Assessment Center Appointment

Receiving Approval to Test

Once assessment centers are ready to accept appointments for your assessment cycle, you will receive an email confirming you are eligible to schedule your assessment center appointment. For specific dates related to your assessment cycle, please refer to the [Guide to National Board Certification](#).

Preparing Your National Board Account for Scheduling Your Appointment

- **Verify Your Information:** Ensure all personal information in your National Board account is accurate and up to date, including your name, mailing address, and contact information.
- **Name Matching:** Confirm the first and last names in your National Board account exactly match the first and last names on your government-issued photo ID. This is crucial for admission to the assessment center (see "[Identification Requirements](#)").

IMPORTANT: The first and last names in your National Board account must exactly match the first and last names on the government-issued, photo ID you bring to the assessment center. If the first and last names do not match, you will not be admitted to the assessment center and you will be considered absent and marked as a "no show". You will need to be reauthorized before you can schedule a new appointment. The fee for the reauthorization service is \$175 and must be paid before the reauthorization will be processed. (see "[Identification Requirements](#)" for additional information.)

Type of Change	How to Change
Candidate Name	To change the name on your account, contact our Customer Support team. Allow up to 10 business days for processing.
Profile Updates (excluding name)	Update your account information online . Click the <i>My Profile</i> link in the left-hand navigation menu.

Requesting Testing Accommodations

The National Board is committed to serving candidates 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 the National Board policies and procedures. It is the policy of the National Board to comply with the Americans with Disabilities Act (ADA) of 1990 regulations governing both facilities and administration.

If you are requesting an accommodation for the assessment center component of the National Board Certification process, you may submit your request and any supporting documentation at the time of your component purchase, and no later than April 30. For a full list of instructions, access the [Accommodations Request Guide](#) which is available to download from the National Board website.

Your request must be reviewed and approved **before** you schedule your assessment center appointment. Early submission of requests is encouraged to allow sufficient time for arranging approved accommodations. All requests for accommodations must be submitted by the end of the registration window. Please refer to the [Guide to National Board Certification](#) for the specific registration deadline. If you have already completed your purchase and need to request an accommodation, please contact the Accommodations Team at 1-800-877-4590 (Mon–Fri, 9am–5pm ET) for assistance.

Scheduling Your Assessment Center Appointment

Planning Ahead to Secure the Date

When the scheduling window opens, you can schedule your assessment center appointment either online through your National Board account or by telephone. If you have been approved for testing accommodations, see "[Scheduling Considerations for Testing Accommodations](#)" for additional information. For specific dates related to your assessment cycle, please refer to the [Guide to National Board Certification](#).

Schedule early! Because some assessment centers 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) before your testing date; however, you are strongly encouraged to schedule your appointment at least 30 days before 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 "Find a Test Center" at the Pearson Professional Assessments [website](#).



To schedule or reschedule your assessment center appointment online:

Log into your National Board [account](#) and click the *Schedule* button located the *Component 1* tab of your *My Components* page.

Available 24 hours a day, 7 days a week.



To schedule or reschedule your assessment center appointment by telephone:

Call Pearson Professional Assessments Customer Service at 1-888-288-3028, Monday-Friday from 7am-7pm, CT (excluding holidays).

After you have made your appointment, you will receive 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 Professional Assessments at 1-888-288-3028, Monday-Friday from 7am-7pm, CT.

Plan to arrive 30 minutes before your scheduled appointment time to complete check-in procedures. When you arrive for your assessment center appointment, you will need to know your National Board ID number.

Scheduling Considerations for Testing Accommodations

Candidates with approved testing accommodations may schedule their assessment center testing appointment after receiving confirmation of their approved testing accommodations in their National Board account. For more detailed information on accommodations, please refer to the "Testing Accommodations" section of this guide. Additionally, you can find the [Accommodations Request Guide](#) on the National Board website.

Changing Your Appointment

Rescheduling or Canceling Your Appointment

If you need to change the date, time, or location of your assessment center appointment, or if you need to cancel it, you can do so through your National Board [account](#) or by calling Pearson Professional Assessments Customer Service at 1-888-288-3028, Monday-Friday from 7am-7pm, CT. **Note:** Canceling your appointment is not a withdrawal. If it is past the withdrawal deadline you are expected to test during the assessment cycle in which Component 1 was purchased. If you do not test, you will receive an NS (not scoreable) for Component 1 and the cycle year will count as an attempt.

Deadline: You must reschedule or cancel at least one business day (24 hours) before your scheduled appointment time. **Example:** If your appointment is at 3:00 p.m. on Monday, you must reschedule or cancel before 3:00 p.m. on the previous Friday.

Fee: There is no fee for rescheduling or canceling if you meet the 24-hour requirement. However, available dates, times, and locations may be limited.

Appointments with Accommodations: If you have been approved for testing accommodations and have questions about rescheduling your appointment, please contact the Accommodations Program Coordinator at 1-800-877-4590, Monday through Friday, from 7am-7pm, ET.

Missed Deadline: If you do not cancel or reschedule one business day (24 hours) before your scheduled assessment center appointment, you will forfeit your opportunity to test, will need to have your testing file reauthorized, and will be charged a **\$175 fee** which must be paid before the reauthorization will be processed.

Invalid ID or Similar Issues: If you arrive for your scheduled appointment and are not permitted to test due to invalid ID or similar issues, you will need to be reauthorized before you can reschedule your appointment. You will be charged a **\$175 fee** for this reauthorization.

Requesting a Reauthorization, log into your National Board account, select *Services* from the left-hand menu, and select *Component 1 Reauthorization*. Allow 3-5 days for the reauthorization to be completed. Once your testing file has been reauthorized, you can schedule a new appointment via your National Board [account](#) or by calling Pearson Professional Assessments Customer Service at 1-888-288-3028, Monday-Friday from 7am-7pm, CT.

Not Testing Within Your Authorized Testing Window

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

- Do not schedule your appointment;
- Schedule your appointment, miss it, and do not reschedule your appointment in the current testing window;
- Schedule your appointment, arrive but are not allowed to test (e.g., due to invalid ID or similar issues), and do not reschedule your appointment in the current testing window; or
- Cancel your assessment center appointment without rescheduling within your authorized testing window.

If you fail to test within your authorized testing window, you will forfeit the fees paid and will receive an NS (not scorable) on your score report for Component 1. Additionally, this assessment year will count toward your 5-year window to pursue certification, and you will be required to pay to retake the component.

Withdrawing From Component 1

If you choose to withdraw from Component 1 and have an assessment center appointment scheduled, you must first cancel your appointment. You are responsible for withdrawing via your National Board [account](#) by the withdrawal deadline.

If the withdrawal deadline has passed, you will not be eligible to withdraw. We recommend considering testing before the end of the testing window as the assessment fees are nontransferable. Even if you do not test, the assessment year will count toward your five-year window to pursue certification. Review the [Guide to National Board Certification](#) for more information on this policy.

Preparing for the Testing Experience

Reviewing the Exercises

To become familiar with the content of the assessment center exam, review the exercise and selected response item descriptions for [your certificate area](#) in the *Component 1: Content Knowledge Sample Items and Scoring Rubrics* available at the National Board website.

Accessing Online Preparation Tools

The Pearson Professional Assessments [website](#) offers the following resources to help you become familiar with the administration of the assessment center exam:

- **What to expect in a Pearson Professional Assessments test center.** The online tour provides descriptions of assessment center procedures and a short video of a Pearson Professional Center testing session.
- **National Board Web Tutorial (under Scheduling and Testing Information).** This online tool contains representative National Board exam content and navigation functions designed to help you prepare for the assessment center experience. The tool is interactive, so you can experience how to navigate in the exam. The National Board web tutorial can be accessed through your web browser without requiring any downloads. Look for the link to access this tutorial using your computer or handheld device.

Note: All candidates are highly encouraged to view the National Board web [tutorial](#) before their assessment center appointment. Those taking the Mathematics or Science exams may want to practice using the exam calculator.

Additional Preparation Resources

- **Component Instructions, Scoring Rubrics, and Standards.** Review the Component Instructions, Scoring Rubrics, and Standards for your certificate area, which are located in the [Candidate Center](#). This is the most comprehensive source of information to study. The Component 1 instructions document is organized consistently across all certificates, including an overview, a Selected Response section, a Constructed Response section with sample exercises, and a scoring rubric.
- **Preparing for Selected Response Items (SRIs).** There will be approximately 45 selected response items to complete. These are multiple-choice questions about your content area and the pedagogy you might use to teach it. The questions will cover the age range of your certificate, so you may need to study content above and/or below the grade or course level you teach. Focus on the Standards identified in the component instructions to prepare for your test.
- **Preparing for Constructed Response Items (CRIs).** Constructed Response Items will cover the full age range and ability level of your certificate area. Each exercise includes an introduction, criteria for scoring, directions, a stimulus, and prompts you must respond to. Ensure you respond to every part of the prompts, similar to the Written Commentary for Components 2, 3, and 4. Dissect the constructed response exercise descriptions and rubrics in the instructions document.
- **Practice.** One of the best ways to prepare is to use the sample exercises in the component instructions for practice. Set a timer for 30 minutes and practice writing responses. Repeat this process to improve your speed and completeness. Practicing with a timer is crucial.
- **Note:** If your certificate area is divided into specialties (e.g., Career and Technical Education, Exceptional Needs Specialist, Science, etc.), your assessment is specialty area specific. Review the Component 1: Content Knowledge Sample Items and Scoring Rubrics for your selected specialty area.
- **Special Note for English as a New Language Candidates.** If you are an English as a New Language candidate who selected Path 1, you must refer to the Component 1: Content Knowledge Sample Items and Scoring Rubrics for the generalist/content specialty you selected (Early or Middle Childhood Generalist; Early Adolescence or Adolescence and

Young Adulthood Mathematics, Science, or Social Studies–History).

- **National Board Homeroom.** Visit the National Board [Homeroom](#) for candidate resources and other helpful documents designed to guide you through the assessment center testing process, including the [Component 1 Planning Guide](#). Instructional guides and tutorials are also available on the [Assessment Center Testing page](#) in the [Candidate Center](#).

What to Expect on 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 "[Assessment Center Attendance Policies](#)" section).

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.

Assessment Center Attendance Policies

- **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 or a "no show" (see the absentee policy below).
- **Absentees:** 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 or a "no show". In this case, you must have your eligibility reauthorized before you can schedule a new appointment. For complete information about the reauthorization process, refer to "[Rescheduling or Canceling Your Appointment](#)".
- **Center Cancellation or Delay:** On occasion, weather conditions or other circumstances beyond the assessment center's control (such as a fire drill, power outage, etc.) may cause a cancellation of, or a delayed start to, your appointment. In the event of a cancellation, you will be contacted by email 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. Rescheduling can be done through your National Board account or by calling Pearson Professional Assessments Customer Service at 1-888-288-3028, Monday-Friday from 7am-7pm, CT.

Identification Requirements

To gain admission to the assessment center, you must bring personal identification that includes a recent photograph.

IMPORTANT: Your first and last names on the ID must exactly match the first and last names in your National Board account. If the first and last names do not match, you will not be admitted to the assessment center and you will be considered absent or a "no show" (see the "[Assessment Center Attendance Policies](#)" section). Recent name changes may be accepted with legal documents such as a marriage certificate or name change document. Note: Only original and certified copies generated by a court or records office will be accepted. No

documents will be accepted if the ID is expired.

Acceptable forms of identification include non-expired digital and/or physical forms of the following, with or without a signature:

- Government-issued driver's license with photograph
- Passport with photograph
- State identification with photograph
- National identification with photograph
- Military identification with photograph
- 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: Minor name discrepancies may be allowed at the assessment center. Examples include:

- A one-letter difference
- Transposed first and last names
- Variations of a given name (e.g., Mike vs. Michael, Sue vs. Suzanne, middle name vs. maiden name)

If the first and last names on your photo ID do not exactly match the first and last names that appear in your National Board account, [contact Customer Support](#) immediately.

Candidate Rules and Non-Disclosure Agreements

When you arrive at the assessment center, you will be required to attest to the *National Board Candidate Rules Agreement and Non-Disclosure Agreement (NDA)*. The language contained in these documents can be found at the end of this document. You will have five minutes to review and attest to this agreement; if you do not agree, or do not agree within the time allotted, you will not be permitted to test. 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.

After attesting to the *National Board Candidate Rules Agreement and Non-Disclosure Agreement*, you will complete the following initial procedures:

1. Upon arriving at the assessment center, you will be required to show your valid, government-issued photo ID.
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 11 to see which exams require or allow the use of response booklets.) You will then be asked to handwrite your National Board ID number on the response booklet and fill in your name with a No. 2 pencil. Do NOT use a pen to write in the response booklet.

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 exam. If this should be necessary, you will not receive a score report or a refund of your fees. Please refer to the *National Board Candidate Rules Agreement* at the end of this document for a complete list of testing center rules.

IMPORTANT NOTICE REGARDING CONFIDENTIALITY: You must read the National Board's policies in the *Guide to National Board Certification*, available on the National Board website. 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 the National Board at 1-800-22TEACH (83224). Assessment Center testing violations can also be reported directly to [Pearson Professional Assessments](#).

Materials Permitted in the Testing Center

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

- Photo identification (physical copies only)
- Response booklet (provided during check-in to Mathematics and Music candidates only)
- No. 2 pencil (provided at during check -in to candidates who will use response booklets)
- Note board and marker (provided during check-in to all candidates)
- Headphones (provided during check-in to candidates whose test contains an audio portion)
- Headsets and/or ear plugs for noise reduction (provided to candidates upon request)
- Minor comfort aids, such as cough drops/glucose tablets (excludes hard candy and cookies/wafers), eyeglasses, hearing aids, an inaudible insulin pump attached to your body, a pillow or cushion, tissues (See the [Accommodations Request Guide](#) on the National Board website for more information about bringing minor comfort aids into the testing room.)

Photocopies of any materials, whether provided by the 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 a note board and marker that will 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) note board and marker, (2) your identification, (3) a National Board approved response booklet and pencil (if applicable), and (4) assessment center-approved standard equipment.

Online Scientific Calculator for Mathematics and Science Specialty Areas

If you are a candidate taking a Mathematics or Science exam, 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 accessing the National Board Tutorial available at the Pearson Professional Assessments [website](#).

Certificate-Specific Requirements

If you are a candidate in one of the following certificate areas taking one or more of the constructed response exercises listed below, read the following information to understand how the response booklet is used for applicable certificate areas.

- Mathematics: For EA/Mathematics and AYA/Mathematics candidates, enter your responses to ALL of the Constructed response exercises in the response booklet.
- Music: For EAYA/Music and EMC/Music candidates, enter your response to Constructed Response Exercise 3 only in the response booklet.

NOTE: The paper response booklet should NOT be used for the selected response portion of the exam.

For prompts that require the use of a response booklet, you will receive on-screen instructions to compose your answer in the appropriate section of 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 as follows:

- Write your name and National Board ID in the spaces provided on the cover of your booklet.
- Record your responses in the appropriate section of 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.
- 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. Graph paper is provided at the end of each exercise section.
- Write the exercise title, prompt number (if applicable), and your National Board 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.

Duration of Assessment Center Appointments

For all candidates, time is allotted for checking in, completing a nondisclosure agreement, and taking the computer tutorial. There will be a short break after you complete the selected response portion of the exam. The table below shows the testing session schedule.

Task	Time	Total Time of Testing Session
Non-Disclosure Agreement	5 minutes	5 minutes
Tutorial	15 minutes	20 minutes
Selected Response Items	60 minutes*	1 hour, 20 minutes
BREAK	10 minutes	1 hour, 30 minutes
First constructed response exercise	30 minutes	2 hours
Second constructed response exercise	30 minutes	2 hours, 30 minutes
Third constructed response exercise	30 minutes	3 hours

*The time for the selected response items will be 75 minutes for the following certificate areas: AYA and EA Mathematics, AYA and EA English Language Arts, AYA Science (Physics and Chemistry).

During the Testing Session

After checking you in, the assessment center administrators will explain the rules (refer to the

[National Board Candidate Rules Agreement](#) at the end of this document 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 a 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 10 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 does not stop 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. You are responsible for tracking your scheduled break time. The Test Administrator will not tell you when your break is over.

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 upon request. 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, meaning other test takers may enter and leave the testing room while you are testing.

Taking the Assessment

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

Selected Response Items (SRIs)

There will be approximately 45 selected response items (SRIs) to complete. The number of questions is displayed in the upper right corner of the screen. If there are 45 questions and you are on the second question, you will see "2 of 45." This indicates that you are viewing the second of 45 questions.

For the SRIs, you will be allotted a total of 60 minutes or 75 minutes depending on the certificate area (See [Duration of Assessment Center Appointments](#) section above). At any point in the test, you can see how much time you have remaining on the clock in the upper right corner of the screen.

Each SRI is a multiple-choice question, and you will be asked to select the **best** answer. You can select the answer (i.e., A, B, C, or D) by pressing the corresponding letter on the keyboard, using the mouse to click the button next to the letter, or using the Tab key to move through the options and then pressing the spacebar to select an option. **You should try to select a response for every question.** You are not penalized for guessing on SRIs.

You are allowed only one answer for each selected response item. If you select the letter A and then select the letter C, your first answer will be removed. The last selection you make is your recorded answer. You are not penalized for changing answers.

You can move to any question of the exam by using the Navigator button in the lower right corner of the screen. The Navigator screen will display a list of the question numbers, the status of each question (i.e. incomplete, complete, unseen), and the questions you have flagged for review. You are not penalized for using the Navigator to view or answer SRIs out of order.

You can flag questions that you may want to return to later by clicking the Flag for Review button in the upper right-hand corner. Once selected, the image of the flag will be highlighted. Questions you flag for review will also be highlighted on the Navigator screen. You can select questions for review whether or not you have answered them. You can flag questions for review by also using the Tab key to move through the options and then press the spacebar to select, or hold down the

Alt key and press the letter F. If you wish to remove the flag from a question, click on the Flag for Review button again and the highlighted flag will disappear.

For Mathematics and Science exams, a scientific calculator will appear when you click on the calculator icon.

Constructed Response Exercises

For the constructed response portion of the exam, there will be 3 exercises. Each 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 constructed response 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. This pop-up will occur with 5 minutes remaining in the selected response portion of the exam.

Each 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.

After you complete your three constructed response items and leave the assessment center, take a few minutes to write some notes about your responses. Record as much information as you can recall about the content, focus, and organization of your work for your personal records (**remember that you signed an ethics clause not to disclose or share any information with anyone**). This documentation may help you interpret your scores.

You can practice the above mentioned functions and navigation prior to testing. Visit the Pearson Professional Assessments [website](#) to access the National Board Tutorial.

Completing Your Assessment Center Appointment

As you are completing each section of your exam, know that **responses are automatically saved** as they are entered, and all responses are submitted at the conclusion of the assessment, regardless of whether the exercise is ended early, or the allotted time has expired.

Before you leave the testing room, the assessment center administrators will:

- collect your note board and marker and all testing materials, including (if applicable) your response booklet,
- ask you to sign the Response Booklet Envelope and the Booklet Agreement Form (if applicable), and
- scan and record your palm vein.

Reporting Assessment Center Problems

In the event there are disruptions during your testing session, for which you are not responsible, your remedies will be limited to an opportunity for retest during the same testing window, subject to the approval of the National Board. Any other claims or remedies will be waived.

Immediate Actions: Before leaving the assessment center, you should immediately report any problems or incidents to the assessment center administrator. The administrator is required to file a report of the incident.

Reporting to the National Board: While it is important that you notify the assessment center administrator of any problems, **you must also notify the National Board in writing within seven business days** of attending your assessment center appointment. This is necessary for any complaints or problems that might result in a deviation from required testing procedures.

If you do not submit your complaint to the National Board in writing within seven business days, you will not be able to appeal your score based on that complaint. Requests received more than seven days after testing will NOT be reviewed or investigated.

How to Report:

1. **Detail the Situation:** Write a detailed description of the problem or incident.
2. **Submit Your Complaint:** Use the [Customer Support web form](#) on the National Board's [Contact Us page](#) to submit your complaint.

Reporting Cheating or Breaches of Confidentiality: To report suspected cheating or breaches of confidentiality, call the National Board at 1-800-22TEACH (83224). Assessment Center testing violations can also be reported directly to [Pearson Professional Assessments](#).

Post-Test Procedures

Receiving Your Results

After completing your assessment center exam, your results will be communicated to you through your National Board account. Scores are released on or before December 31. For specific dates related to each assessment cycle, please refer to the Guide to National Board Certification. You will receive an email notification when your results are available.

For additional resources and FAQs, visit the [Assessment Center Testing page](#) on the National Board website.

Assessment Center Testing Checklist

Before Scheduling Your Appointment

- ☐ Review the Component 1: Content Knowledge Sample Items and Scoring Rubrics for your [certificate area](#).
- ☐ Visit the National Board [Homeroom](#) for additional resources and guides.
- ☐ Ensure your National Board [account](#) information is up to date, including your name matching your ID.
- ☐ If you need testing accommodations, submit your request and supporting documentation at the time of your component purchase, and no later than April 30.

Scheduling Your Appointment

- ☐ Select your first and second choice assessment center locations.
- ☐ Schedule your appointment online through your National Board [account](#) or by calling Pearson Professional Assessments Customer Service at 1-888-288- 3028, Monday-Friday from 7am-7pm, CT.
- ☐ Schedule your appointment at least 30 days in advance, but no later than one business day (24 hours) before your desired date.

Preparing for the Testing Experience

- ☐ Review the exercise and selected response item descriptions for your [certificate area](#).
- ☐ Access the Pearson Professional Assessments online tour and National Board web tutorial on the Pearson Professional Assessments [website](#).
- ☐ Practice using the sample exercises in the [component instructions](#).
- ☐ Set a timer and practice writing responses to improve speed and completeness.
- ☐ For Mathematics or Science exams, practice using the exam calculator.

Day Before Your Appointment

- [] Confirm your appointment details and ensure you have the correct date, time, and location.
- [] Gather acceptable forms of identification (e.g., government-issued driver's license, passport).
- [] Ensure the first and last name on your ID exactly match the first and last name in your National Board [account](#).
- [] Plan your travel to the assessment center, allowing extra time for traffic or delays.

Day of Your Appointment

- [] Arrive at the assessment center at least 30 minutes before your scheduled appointment time.
- [] Bring your acceptable form of identification.
- [] Know your National Board ID number.
- [] Report any issues immediately to the assessment center administrator.
- [] [Notify the National Board](#) in writing within seven business days of any problems or incidents.

Note: If you are not permitted to test due to invalid ID or similar issues, or if you miss your appointment, you will forfeit your opportunity to test and will need to have your testing file reauthorized. There is a \$175 fee which must be paid before the reauthorization will be processed.

To request reauthorization, log into your National Board [account](#), select Services from the left-hand menu, and select *Component 1 Reauthorization*. Allow 3-5 days for the reauthorization to be completed. Once your testing file has been reauthorized, you can schedule a new appointment via your National Board account or by calling Pearson Professional Assessments Customer Service at 1-888-288- 3028, Monday-Friday from 7am-7pm, CT.

After Your Appointment

- [] Log into your National Board [account](#) to view your results once they are released.
- [] Refer to the [Guide to National Board Certification](#) for the specific date of Score Release for your assessment cycle.

National Board Candidate Rules Agreement

- I will not take the following types of personal items into the testing room: mobile 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.

I will store these items in a secure area indicated by the administrator. Mobile 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.

- I understand that studying is not allowed in the test center.
- If I am given a note board 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 test administrator will log me in to my assigned workstation, verify that I am taking the intended exam, and start the exam for me. I will sit in my assigned seat until I am escorted out by a test administrator.
- I understand that the following actions are prohibited during the exam: eating, drinking, smoking, chewing gum, and making noise that creates a disturbance for others.
- 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 to take the exam. **If I do not agree to the terms and conditions within the specified time limit, I will forfeit my exam fees.**
- I understand that all the content of this exam is confidential (including the exam questions themselves), belongs to the National Board for Professional Teaching Standards, and is protected by copyright, trademark, and other intellectual property rights. No part of the materials conveyed or displayed during this exam may be disclosed, copied, reproduced, published, used, or transferred through any means (verbal, written, electronic, or mechanical) for any purpose without the express prior written consent of the National Board. If I violate this non-disclosure policy, my candidacy for certification may be denied.

The National Board's Certification Denial or Revocation Policy states, in part, that "certification may be denied or revoked for any candidate or certificate-holder who, in the sole judgment of the National Board, has knowingly engaged in inappropriate conduct in connection with the Certification process or Maintenance of Certification process, including, but not limited to sharing, publishing, electronically posting or otherwise reproducing secure assessment materials or information." In addition, violation of this policy may lead to prosecution to the fullest extent of the law.

- The test 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 test administrator **immediately.**
- The test 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 test center.
- My exam may include a **scheduled break.** If my exam has a scheduled break, instructions will appear on the computer screen at the appropriate time. If I choose to take the scheduled break, the test administrator will put my workstation into 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 test 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 to access personal items other than comfort aids, medication, and food. Unless specifically permitted by the National Board, prohibited items include but are not limited to mobile phones, exam notes, and

study guides. 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.

- After the exam ends, the test administrator will come to my workstation and ensure my exam has ended properly. I will receive a printed confirmation that I attended my appointment after I return the note board and other materials to the test administrator.

Your Privacy – Your exam results will be encrypted and transmitted to Pearson Professional Assessments and to the exam sponsor. The test center does not keep any information other than when and where your exam was taken. The Pearson Professional Assessments Privacy Policy Statement provides additional information, which you can obtain by visiting the Pearson Professional Assessments website or by contacting the Pearson Professional Assessments Call Center.

Non-Disclosure Agreement and General Terms of Use

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