

UTSA COEHD Test Approval and Remediation Policy

The following establish standard policies for approving TExES tests for candidates at different points. This policy applies retroactively.

Status	Policy
Before Initial Test Approval	<ol style="list-style-type: none"> 1. Student completes a diagnostic test.¹ 2. Student completes a review session or module. 3. Student earns a passing score of 70% correct on a practice test. BTLPT requires a passing score of 80% correct.²
After Failed 1st Attempt	<ol style="list-style-type: none"> 1. Student submits a reflective essay³ and an action plan⁴ to the faculty mentor, completes 50 hours of remediation, and documents the activities and resources used in a learning log. 2. Student works with a faculty mentor to address the domains where the student failed to meet standard. Faculty member completes an Informal Review. 3. Student retakes and scores 85% on the practice examination or comparable examination. 4. The faculty mentor certifies the student is ready to retake the exam on the retake eligibility form.
After Failed 2nd Attempt	<ol style="list-style-type: none"> 1. Student writes a reflective essay regarding the repeated failures and submit it to the department chair. Chair completes a Formal Review: Level I. 2. Student develops an action plan using non-UTSA resources, completes 100 hours of remediation since the failure, and documents the activities and resources used.
After Failed 3rd Attempt	<ol style="list-style-type: none"> 1. Student completes 150 hours of remediation since the failure and documents the activities and resources used. 2. Student meets the Fitness to Teach Council. Council completes a Formal Review: Level II.
After Failed 4th Attempt	<ol style="list-style-type: none"> 1. Student meets with the Fitness to Teach Council about the history of failure and reasons why the prospects of success on the fifth attempt justify another try. 2. FTT Council (a) approves/disapproves the fifth attempt and (b) decides the course of action if the student fails the fifth attempt. Options include (1) allowing the student to appeal to SBEC for a waiver to attempt the test a sixth time, (2) allowing the student to pursue a different certification field, or (3) more coursework in the current certification field.
After Failed 5th Attempt	<ol style="list-style-type: none"> 1. Implement decision the FTT Council made after the fourth failure regarding approving a waiver, an alternative certification field, or more coursework. 2. If approved for a waiver, the student completes the remediation required by SBEC policy.

¹ PPR and Core Subjects diagnostic tests are available through the [LearningExpress Library](#) through JPL. Math 7-12, Science 7-12, BTLPT, and LOTE Spanish tests are available at the [Pearson TExES](#) site. LearningExpress tests are not acceptable for test approval or remediation. Other diagnostic tests will be released as they are developed.

² Students should take the diagnostic test first. They may take the review session and practice test in any order.

³ A [reflective essay](#) includes an analysis of the student's score report, identification of competencies where the student needs additional study, and identification of needed resources to address those competencies. The student should develop this in conjunction with the faculty mentor/chair.

⁴ An [action plan](#) is the student's plan for mastering the knowledge, skills and attitudes identified in the reflective essay. It should include resources, a schedule/timeline, and benchmarks/standards for measuring progress. The student should develop this in conjunction with the faculty mentor/chair.

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After Failed 6 or more attempts	<ol style="list-style-type: none"> 1. Student meets with Associate Dean of Professional Preparation, Assessment, and Accreditation or designee regarding history of failure and presents an action plan used to address areas of concern. 2. Associate Dean of Professional Preparation, Assessment, and Accreditation or designee approves or disapproves another attempt.
Legacy Failures⁵ – Less than 5 Years	<ol style="list-style-type: none"> 1. Follow the policies above depending on the number of failures. 2. Student requests testing permission from the Associate Dean of Professional Preparation, Assessment, and Accreditation or designee.
Legacy Failures – More than 5 Years	<ol style="list-style-type: none"> 1. Candidate meets with an Assistant Director, Teacher Certification to explain the candidate’s aspirations, the reasons for past failures, and plans for testing successfully. 2. Assistant Director, Teacher Certification prescribes a plan for preparing the candidate to test and recommends approving the candidate for testing. 3. If this will be the candidate’s second attempt, the Fitness to Teach Council approves or disapproves the candidate for testing. 4. If this will be the candidate’s third or higher attempt, the testing director approves or disapproves testing based on the Fitness to Teach Council’s decision.

⁵ A legacy failure is a candidate who failed a test in the past, finished the program at UTSA, and has come back to UTSA asking for test approval. The five-year period is from the most recent test failure.

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Remedial Activities

The following types of activities can count towards remediation.

Activity	Hour Type	Counted Hours	Notes
1:1 or 1:Many Direct Contact with Faculty or Staff	Clock Hours	1:1	
CPE Offered by an Approved Provider, including webinars and other distance learning resources.	Reported Hours	1:1	Includes Texas Gateway, T-Cert and similar sites as well as RESCs and districts. The student must produce a certificate or similar documentation of the time credited.
Coursework at UTSA or IHE, including auditing a class	Credit Hours	15:1	Each semester hour is good for 15 hours of remediation.
Guided Self-Study	Recorded Hours	1:1	Faculty/Staff may encourage students in guided self-study, e.g. aligning test competencies with TEKS requirements, assessed curriculum, and released test items. Guided self-study can count for up to 80% of the required hours before a student reaches the five-test limit. If a student is applying for a waiver to the five-test limit, guided self-study can count towards no more than 10% of the required remedial hours for an SBEC waiver to the 5-test limit.

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Self-Study

Guided self-study must include a formal record of the students' time and focus. Here is a sample record. Students record this in Excel.

Name:	Jane Smith						
Banner ID:	@12345678						
Total Time:	0:45						
English Language Arts & Reading							
Date	Competency	Start Time	Stop Time	Elapsed Time	Resources	Notes	Faculty Signature
7/6/2018	2(H)	11:30 AM	12:15 PM	0:45	List Resources Used	Add relevant notes	<i>John Hancock</i>
				0:00			
				0:00			
				0:00			

TEKS Alignment/Study

TEKS alignment exercises should take the following form. This tool helps students see the links between the Test at a Glance, TEKS, the Assessed Curriculum, and Released Test Questions. This is a tool for guiding and focusing student preparations for the tests, and it is useful for preparing them to teach their subjects.

Name:						
Banner ID						
TEKS Alignment						
Subject	TExES Competency	TEKS	Assessed Curriculum	Test Questions(s)	Resources	Faculty Signature
U.S. History	7G, 8A-8F, 9A-9F	TAC 113.42 (c)(2),(3),(4)	RC 1:(2), (3), (4)	2017 (14, 25, 26, 30, 41, 45, 47,	PBS Learning Media , Epic History	<i>John Hancock</i>