

UTSA TExES Eligibility Form – Retake

Use this form to request approval to retake a TExES exam after you have met the requirements.

Name: _____ Date of Birth: _____

Banner ID: @ _____ TEA ID: _____ Phone: _____

Preferred Email: _____

I want to take the _____ test

for the _____ (2nd, 3rd, 4th, or 5th) time. I completed _____ hours of remedial study.

I attended a review on _____. I retook the practice test on _____ and scored ____ %.

Test Results	Date	Scale	D1	D2	D3	D4	D5	D6	D7
1 st Attempt									
2 nd Attempt									
3 rd Attempt									
4 th Attempt									
5 th Attempt									

Faculty Mentor: This student is prepared to retake the certification exam for the first time.

Name (Print) Signature Date

Department Chair: This student is prepared to retake the exam for the second time.

Name (Print) Signature Date

Associate Dean or designee: This student met the Fitness to Teach committee, and the committee approved the student to retake the certification examination for the third or fourth time.

Name (Print) Signature Date

Student Affidavit:

I analyzed the score reports, implemented the action plan, and I am prepared to succeed on the test.

Student Signature Date Submitted

Use this form for retakes 1-4. Please submit eligibility form(s) by scanning and emailing to michael.vriesenga@utsa.edu, or by bringing it to the Office of Teacher Education Services MB 3.310, or by faxing it to (210) 458-5794.

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Requirements

First Retake

1. Student attended a review session or completed a review module.
2. Student completes and documents 50 hours of remedial study.
3. Student scored 85% or better on the practice exam.
4. Faculty member certifies the student is prepared to retake the exam.

Second Retake

1. Student completes and documents 100 hours of remedial study.
2. Department chair certifies the student is prepared to retake the exam.

Third Retake

1. Student completes and documents 150 hours of remedial study.
2. Associate Dean or designee affirms the Fitness to Teach committee approved the student to retake the certification exam.

Fourth Retake

1. Associate Dean or designee affirms the Fitness to Teach committee approved the student to retake the certification exam.

After the fourth retake (fifth failure) the student will need Fitness to Teach committee approval to appeal to the State Board for Educator Certification for a waiver to TEC 21.048 to permit the student to take the test again.

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