

# TESTING GUIDE

FALL 2018 NYC TEACHING FELLOWS



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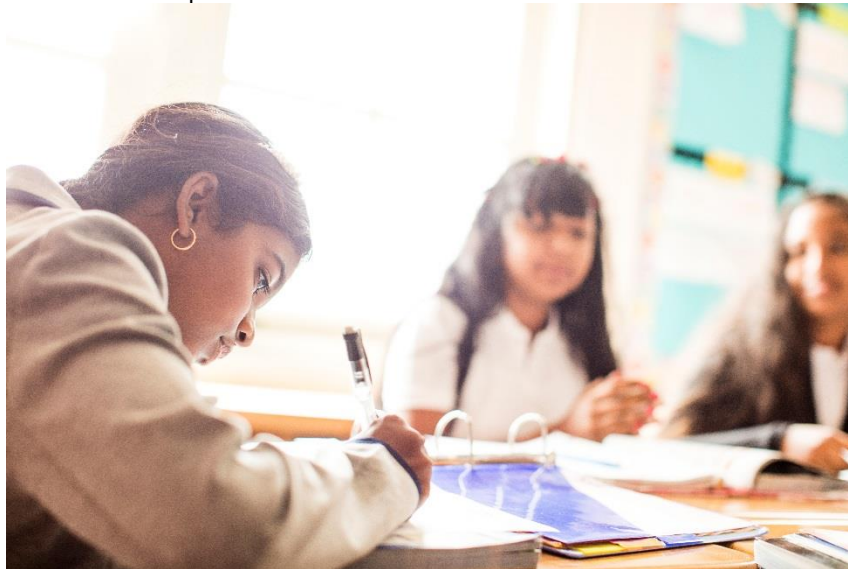
## Using this Guide

Welcome to the 2018 Fall Cohort of New York City Teaching Fellows! We are excited to work with you as you begin your career making a profound difference for New York City students.

As a Fellow, you will work towards your teaching certification with the help of our office, the New York State Education Department, and your assigned university. This Testing Guide is specifically designed to help you prepare to take your GRE General Test, which is a requirement for your university enrollment, and New York State teaching certification exams, which are required for all teachers in New York State. This guide includes:

- Important timelines for registering and taking your exams,
- Resources to help you study and prepare for your exams, and
- An outline of your next steps as you work towards certification

**It is important to note that you must have passing scores for all required certifications exams by February 1, 2019 (exact date is to be determined based on score reporting dates for the 2018-2019 school year determined by NYSTCE) in order to remain in good standing with the program and to be eligible to receive a Transitional B certification.** In addition to this guide, stay tuned for updates and reminders from our office leading up to Pre-Service Training and your final testing deadline(s). These resources are provided to help you stay organized and up-to-date on all requirements as you begin your teaching career with the NYC Department of Education.



“As teachers we are able to positively influence many generations to come. In order for us to be successful at this, it is necessary to work hard to be prepared. I would tell all Fellows going through the process that it may be challenging and require a lot of hard work. However, our work will continue the positive cycle and pay it forward.”-Raven Moore, Cohort 12 NYC Teaching Fellow

## Testing and Certification Checklist

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Here is a checklist designed to help you keep track of upcoming deadlines. Please refer to this checklist often since successfully meeting these deadlines will help you become certified to teach in New York City's public schools.

- ✓ **Immediately** - Review this testing guide to determine the exams that you are required to take, as well as the procedures for registering.
- ✓ **Immediately** - Register for your GRE general test exam – remember the latest that you can take the test is **July 16, 2018** if you enrolled prior to July 3, 2018 and **August 1, 2018** if you enrolled after July 3, 2018. More information can be found on page 5 of this guide.
- ✓ **Immediately** - Review practice exams for the EAS and the CSTs required for your subject area – Determine your comfort level with these exams and consider the amount of study and preparation time that you will need. At the absolute minimum we recommend 3 hours of preparation for the EAS and 6 hours of preparation for CSTs. Most Fellows spend much more time preparing given the cost of these exams and their difficulty. More information can be found on page 6 of this guide.
- ✓ **Within a week or two of receiving this guide** – Sign up for EAS and CST exams. Remember that you must take both exams prior to October 31, 2018.
- ✓ **One month prior to your EAS and CST exams** - Start your study plan for the exams – Taking practice tests, attending test prep workshops, studying with other Fellows, etc. More information can be found on page 6 of this guide.
- ✓ **By January 1<sup>st</sup>** – Create your TEACH account so that you will be ready to submit the information needed for certification. More information can be found on page 15 of this guide.
- ✓ **October 31<sup>st</sup>**– Receive scores of your first or second attempt on the certification exams. Register for a second or third attempt (if needed) on your CST or EAS exams. More information can be found on page 11 of this guide.
- ✓ **November 1<sup>st</sup> – January 1<sup>st</sup>** – Final window in which to take CST and EAS exams. More information can be found on page 11 of this guide.

## Information on the GRE General Test

### Overview

In accordance with state law, all applicants to a graduate-level teacher education program must submit GRE (Graduate Record Exam) General Test scores in order to be admitted to the program. As a result, you are required to take the [GRE General](#) Test by **July 16, 2018** in order to be eligible to enroll in a subsidized master’s degree program at one of our university partners.

GRE scores are reportable for five years following the testing year in which you tested (July 1–June 30). If you took the GRE **after** July 1, 2012 – you will not be required to re-test. You are required to re-test if you took the GRE **before** June 30, 2012.

### Exam Registration and Fees

	Fees	Additional Notes
GRE General Test	\$205	Before you register, we encourage you to learn about the <a href="#">GRE Fee Reduction Program</a> to find out if you qualify for a fee reduction voucher or certificate.
GRE Score Report	\$27 (if sent after exam) \$0 (if sent while taking the exam)	Fellows must send their score report to their assigned university.

For more information about how to register for the GRE General Test, please click [here](#).

### Score Requirements

The universities that we partner with do not have a minimum GRE score requirement. Your score on the exam will have no bearing on your candidacy for admissions at one of our partner universities. **As a result, we encourage you to prioritize studying for your teacher certification exams.** We do encourage taking the GRE exam early on for those who may have limited recent experience with standardized testing or computerized testing, as the GRE can serve to build comfort with computerized exams prior to taking **your teacher certification exams**. Please refer to this [Computer Based Testing Tutorial](#) to get a sense of what to expect at a testing center. Information on preparing for these exams is available on page 9 of this guide.

## Information on the Teacher Certification Requirements

As an alternative certification candidate, you will receive an entry-level certificate, known as a [Transitional B certificate](#), while completing your master’s degree. This certificate is valid for up to three years as long as you remain in good standing with the program. NY State regulations require you pass a series of certification exams in order to be eligible for a Transitional B Certificate. These exams include the Educating All Students (EAS) and at least one Content Specialty Test (CST). Upon completion of your master’s degree and additional state requirements, you will be eligible to apply for an [Initial Certificate](#) to continue your career as a teacher.

Test	Description	Who Takes this Exam?	Cost**	Test Design and Study Materials
<b>Educating All Students (EAS)</b>	Measures the professional and pedagogical knowledge and skills necessary to teach all students effectively in New York State public schools.	All Fellows	\$92	<a href="#">EAS Test Design and Framework</a> <a href="#">Study Guide</a> <a href="#">Additional Practice Material Part 1</a> <a href="#">Additional Practice Material Part 2</a> <a href="#">Additional Practice Material Part 3</a> <a href="#">Additional Practice Material Part 4</a>
<b>Content Specialty Test(s) (CST)*</b>	These exams measure knowledge and skills in the content area of a candidate’s field of certification. The exact exam that Fellows must take is determined by their subject certification area.	All Fellows – varies based on your subject area*	\$134- \$179	See table below

*\*The CST exam(s) you are required to take will depend on your subject area. For more information on the tests that you are required to take, please refer to the chart below.*

*\*\*Fees are subject to change and are determined by NYSTCE. All indicated fees are for computer-based testing.*

**Content Specialty Test(s)**

While all Fellows must take the EAS, the CST(s) that a Fellow must take depends on his/her assigned subject area. Please refer to the table below to find out which CST exam(s) are required for your subject area.

Your Assigned Subject Area	Content Specialty Test(s) – Name and Number	Test Design and Study Material
English as a New Language (K-12)*	<p><b>ENL Fellows may take and pass any CST offered by NYSTCE to meet the requirements for Transitional B certification.</b> To find a list of all CST exams, please <a href="#">click here</a>.</p> <p>CST exams can be hard to pass. Fellows are encouraged to look at practice CSTs when choosing which exam to take.</p>	<p>*NOTE: ENL fellows may be required to take the TESOL CST (116) to qualify for their initial certificate, as such, if you believe you can pass this exam now, taking it could save you additional funds later. However, we encourage you to take the exam you believe you are best positioned to pass the first time.</p>
Special Education – Moderate/Severe (1-6)	<p>Multi-Subject: Teachers of Childhood (Grades 1-6)</p> <ul style="list-style-type: none"> <li>• Part 1: Literacy and English Language Arts (221)</li> <li>• Part 2: Mathematics (222)</li> <li>• Part 3: Arts and Sciences (245)</li> </ul> <p>Fellows assigned to Special Education are <b>not</b> required to take the Students with Disabilities CST exam in order to be certified under the Transitional B license.</p>	<p><a href="#">Test Framework</a>  <a href="#">Study Guide</a>  <a href="#">Formula Sheet</a> (For Part 2)</p>

<p><b>Special Education (1-6)</b></p>	<p>Multi-Subject: Teachers of Childhood (Grades 1-6)</p> <ul style="list-style-type: none"> <li>• Part 1: Literacy and English Language Arts (221)</li> <li>• Part 2: Mathematics (222)</li> <li>• Part 3: Arts and Sciences (245)</li> </ul> <p>Fellows assigned to Special Education are <b>not</b> required to take the Students with Disabilities CST exam in order to be certified under the Transitional B license.</p>	<p><a href="#">Test Framework</a>  <a href="#">Study Guide</a>  <a href="#">Formula Sheet</a> (For Part 2)</p>
<p><b>Special Education (7-12)</b></p>	<p>Multi-Subject: Secondary Teachers (Grades 7-12)</p> <ul style="list-style-type: none"> <li>• Part 1: Literacy and English Language Arts (241)</li> <li>• Part 2: Mathematics (242)</li> <li>• Part 3: Arts and Sciences (245)</li> </ul> <p>Fellows assigned to Special Education are <b>not</b> required to take the Students with Disabilities CST exam in order to be certified under the Transitional B license.</p>	<p><a href="#">Test Framework</a>  <a href="#">Study Guide: Parts 1&amp;2</a>  <a href="#">Study Guide: Part 3</a>  <a href="#">Formula Sheet (For Part 2)</a>  <a href="#">1.1 Number &amp; Quantity</a>  <a href="#">1.2 Ratios and Proportional Relationships</a>  <a href="#">2.1 Algebra</a>  <a href="#">2.2 Functions</a>  <a href="#">3.1 Geometry</a>  <a href="#">3.2 Data</a>  <a href="#">4 Analysis, Synthesis &amp; Application</a></p>
<p><b>Special Education – Moderate/Severe (7-12)</b></p>	<p>Multi-Subject: Secondary Teachers (Grades 7-12)</p> <ul style="list-style-type: none"> <li>• Part 1: Literacy and English Language Arts (241)</li> <li>• Part 2: Mathematics (242)</li> <li>• Part 3: Arts and Sciences (245)</li> </ul> <p>Fellows assigned to Special Education are <b>not</b> required to take the Students with Disabilities CST exam in order to be certified under the Transitional B license.</p>	<p><a href="#">Test Framework</a>  <a href="#">Study Guide: Parts 1&amp;2</a>  <a href="#">Study Guide: Part 3</a>  <a href="#">Formula Sheet (For Part 2)</a>  <a href="#">1.1 Number &amp; Quantity</a>  <a href="#">1.2 Ratios and Proportional Relationships</a>  <a href="#">2.1 Algebra</a>  <a href="#">2.2 Functions</a>  <a href="#">3.1 Geometry</a></p>



[3.2 Data](#)[4 Analysis, Synthesis & Application](#)

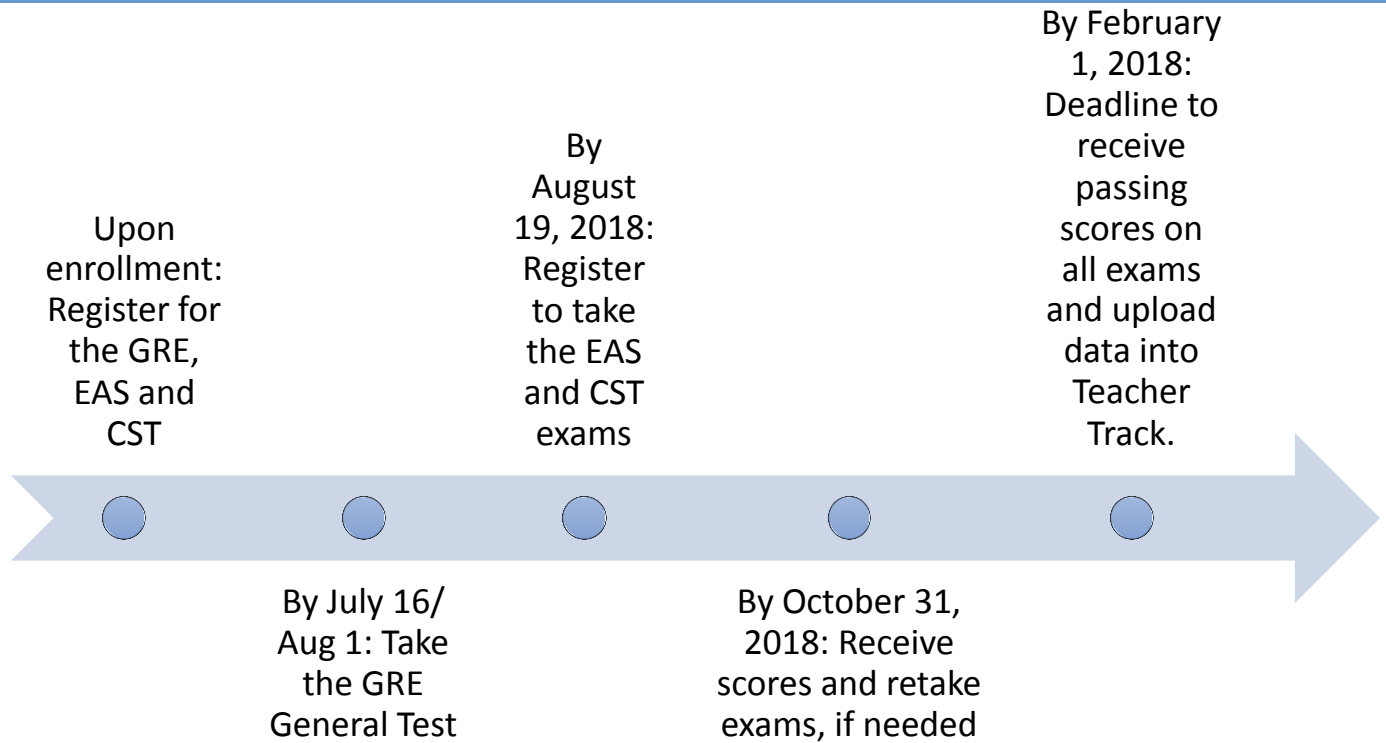
## Timelines to Register and Take Your Certification Exams

As you begin planning for testing, we wanted to share a few important things to consider. We hope that this information helps you strategize about when to take your exams and determine your study plan.

- **Seat Availability:** NYSTCE computer-based testing is available year-round by appointment, Monday through Saturday (excluding some holidays) at [test centers](#) located across the United States and at select international locations. **We recommend that you register for the exams at least 30 days before your desired exam date** as seats at testing centers are often difficult to secure. If you are unable to find seats at your desired testing center, please consider other testing centers in the area.
- **Score Reporting:** Scores are reported according to the NY State [score reporting schedule](#). Score reporting is limited, particularly for CST exams, and you may be required to wait over two months to receive your scores. This score reporting schedule may also affect the number of opportunities that you have to re-take and pass your exams before the **February 1, 2019** testing deadline.
- **Re-taking Exams:** As per the guidelines and regulations set out by NY State, you can only take most CSTs once every 60 days and the EAS exam once every 30 days. While we encourage you to study and set yourself up to pass the exam on your first attempt, should you need to retake the exam, testing early ensures these wait times will not interfere.

New York State's certification exams set a high bar for success and Fellows are often required to retake exams. Given the challenging nature of these exams and the amount of time it takes to receive a score report, we require that you test early enough to have the opportunity to test twice, if needed. **The last possible date for all Fellows to retake exams is January 1, 2019 for the EAS and CST exams in order to receive score reports by the first day of school.** Please see the table on the next page for a comprehensive list of test dates and the corresponding dates for score reports. To register now, [click here](#).

We have provided the basic timeline below to help you plan and highly recommend that you begin studying as soon as you enroll.



***Please note that the timeline above provides you with the opportunity to retake each exam at least once.***

## Preparing to Take your Certification Exams

The NY State certification exams are rigorous, and you should plan to spend ample time preparing for each exam. In addition to the study guides and frameworks linked above, we have pulled together resources from the New York State Teacher Certification Examinations (NYSTCE) [website](#), as well as resources that past Fellows have found helpful when preparing for their certification exams.

We highly recommend that you access these materials to begin to familiarize yourself with the exams in advance of the release of further test preparation materials.

Exam	Resources for Independent Study
EAS	<ul style="list-style-type: none"> <li>• City University of New York's <a href="#">EAS Overview Webinar</a> <i>When watching the webinar, you will need to access the following material, which we recommend reviewing as pre-work.</i></li> <li>• <a href="#">EAS Rubric</a></li> <li>• <a href="#">Constructed Response Practice</a></li> <li>• <a href="#">Practice Test</a></li> <li>• <a href="#">Practice Test Answer Key</a></li> <li>• <a href="#">NYCTF Webinar</a></li> </ul>
CST	Please review the test design and framework, as well as the preparation material provided by NYSTCE for your exam(s).

## Creating a TEACH Account

**Do This Now:** TEACH is the NY State system designed for users to perform various functions regarding teacher certification and fingerprinting. By creating a personal account, you will be able to apply for your Transitional B certification and access fingerprint information as well as track test results. Fellows **must create an account** in order to meet all certification requirements. To create your account, please begin the [TEACH Self-Registration](#).

**Do This Later:** During the summer, you will receive information about applying for your Transitional B certification, for which there is a \$50 application fee.

For additional troubleshooting, please refer to the TEACH [FAQ](#) section.

**NYSED.gov**  
Office of Teaching Initiatives

Educator Resources | Certification | Fingerprinting | **TEACH System** | Topics A-Z | Certificate Holder Lookup

**TEACH System**

List of TEACH Services  
Frequently Asked Questions about Your TEACH Account  
TEACH Resources  
Report Problems Using TEACH

[NYSED / Higher Ed / OTI / TEACH System](#)

**TEACH Online Services**

TEACH is compatible with Google Chrome and Internet Explorer 11.

**Log in to TEACH**

Forgot your Username or Password? [Click Here](#)

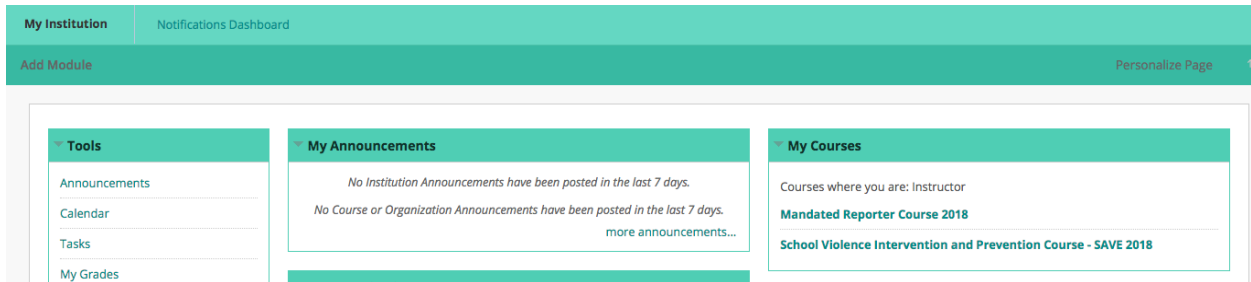
<p><b>Create a NY.gov TEACH account</b></p> <p>If you do not have a NY.gov TEACH account, create one here</p>	<p><b>Add TEACH to a NY.gov account</b></p> <p>If you have a NY.gov account with another State Agency, click here</p>	<p><b>Employer, Administrator &amp; College Access</b></p> <p>Public School Districts, Private School Administrators, and New York College/University access to Ny.gov TEACH</p>
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## Accessing Blackboard

[Blackboard](#) is the official online platform of the NYC Teaching Fellows program. You will visit this platform for key resources as well as special announcements designed to provide you with the strong foundation you need to hit the ground running this fall!

You will use this system to access important resources related to your enrollment, testing, hiring and pre-service training (PST). Prior to the start of PST, you will also complete some online coursework on Blackboard. Stay tuned for more information about your online coursework – this has been provided in your NYCTF Onboarding Guide.

**Login instructions for Blackboard will be sent directly to your Teacher Track Message Center within the next few weeks.** We encourage you to log in frequently (at least weekly) for new resources, reminders and announcements.



## Next Steps

1

**Upon Enrollment: Register for your GRE General Test and certification exams (EAS, CST).** Please refer to page 6 for more information about which CST exam to register for based on your subject area. When registering for your exams on the NYSTCE website, please ensure that you choose to have your scores released to the New York City Teaching Fellows program. To begin the registration process, please click [here](#).

2

**By July 16, 2018: Take the GRE General Test.**

3

**By August 19, 2018.** Register for the EAS and CST. **By October 31, 2018: Prepare for and take your EAS and CST certification exams.** We recommend using all available resources when preparing for your exam. Retake EAS/CST exam(s), if necessary.

4

**By February 1, 2019: Receive passing scores for all certification exams.** Once you complete all requirements, your university will recommend you to NY State for certification. Please inform the NYCTF office of passing scores by uploading your score reports to your Checklist on Teacher Track. Please inform the NYCTF office of certification by uploading a screenshot of your certification notice to Teacher Track. Please note, your Transitional B Certificate will not be issued by the State until passing scores on all exams are received.

5

**By January 1, 2019: Create TEACH account.** Please refer to page 11 for additional information.



**Best of Luck!**