2018-2019

TExES Exam Registration

TExES Advising Office
University of North Texas
2018-2019
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STEP 1 - CREATING YOUR TESTING ACCOUNT


2. Click on Register Now.

3. Click on “Create an account now.”
4. Fill out the requested Account Information and click **Next**. **USE A PERMANENT EMAIL ADDRESS. THIS ACCOUNT WILL FOLLOW YOU BEYOND UNT.**

5. Select **YES** when asked if you have a TEA ID number, and click **Next**. If you do not know your TEA ID number, you need to log into your TEAL account ([https://pryor.tea.state.tx.us/](https://pryor.tea.state.tx.us/)) to retrieve it. Not sure how to log into TEAL? Follow our [TEAL Educator Account Access](#) guide.
6. Enter your TEA ID Number, First Name, Last Name, and Date of Birth, then click Next.

7. Verify that your information is correct. **Check the box** that you have verified the information and click **Submit**.
8. You should now see your Account Information. If you received an error message, read it carefully and make the appropriate corrections. Typically, error messages are shown for those who have not completed their Educator Profile in TEAL. In this case, log into your TEAL Account, click on “View My Educator Certification Account,” and verify that you have filled out all required information (gender, ethnicity, driver’s license, etc.).

You are now ready to register for your exams!! Continue on to page 6 for instructions on how to register and schedule your exams.
STEP 2 – REGISTERING FOR YOUR EXAM

Before registering for an exam, you can use the seat availability tool (use this link for language exams) to confirm that there are available appointments at locations and on dates and times convenient for you.

1. Once you are logged into your testing account on Pearson (http://www.tx.nesinc.com), click on Register, then Register Now.

2. Confirm your identity.
3. Select the exam you wish to take from the drop down menu.
Click Add.
Click Next.

**YOU MAY ONLY TAKE EXAMS REQUIRED BY YOUR CERTIFICATION PROGRAM
UNTIL YOU RECEIVE YOUR INITIAL CERTIFICATE. ONCE YOU HOLD YOUR INITIAL
CERTIFICATE, YOU WILL BE ABLE TO TAKE ADDITIONAL CERTIFICATION EXAMS.**

4. Verify and update any account information if prompted.
5. If you do not plan to take the exam with Alternative Testing Arrangements (Accommodations), select No, click Next.

If you do plan to take the exam with Alternative Testing Arrangements (Accommodations), select Yes, click Next.

If you selected Yes, please be sure that you submit your Testing Arrangements Request Form and any necessary documentation. You can find the Request form and other information related to testing with accommodations by selecting the exam you are taking under the Exams Menu on the Pearson site, and clicking on Requesting Alternative Testing Arrangements from the menu on the right.
6. Pearson has a two-step registration process. Step 1 involves selecting your exam and paying for it. Step 2 involves scheduling the date and location. You are given 170 days to schedule and take your exam from the date you pay for the exam. This will be reflected on the screen in step 4 of the registration process.

Click **Next** to proceed.

**PLEASE BE AWARE THAT YOU ARE **NOT** SELECTING THE TESTING DATE AND LOCATION AT THIS TIME. YOU WILL DO THIS **AFTER** YOU PAY FOR THE EXAM.**
7. Complete the background questions and click **Next**.

8. Select your preference for receiving your scores via email. Click **Next**.
9. Review your registration information, then select **Add to Cart**.

10. Proceed to the cart screen to view your total exam costs. The State of Texas charges a nominal fee for processing payments, which is added in to the total you will see.

Click on **Check Out** to proceed to the payment screen. Once you have paid for the exam and have received your confirmation, you may schedule your exam.
STEP 3 – SCHEDULE YOUR EXAM

When you are ready to schedule your test appointment or if you need to change your test appointment, choose Schedule or Reschedule in your Pearson testing account.

1. **Select one or more exams to schedule.** If you have registered for two exams, you may schedule them in back-to-back appointments on the same day. After selecting the first exam, click the button to “Add another exam to take on the same day.” If you do not select this option now, you will not be able to add a second exam later and you will not be able to take both exams back-to-back.

Selected Exams:

<table>
<thead>
<tr>
<th>Exam 1:</th>
<th>TX233: TExES History 7–12</th>
</tr>
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<tbody>
<tr>
<td>Language:</td>
<td>English</td>
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Consecutive Appointments

You may add one or more exams to take on the same day. **Tell me more.**

Add another exam to take on the same day
2. **Specify your search criteria.** Enter a zip code or city that is convenient to you, and then choose a date to see what appointments are available in nearby test centers.
3. **Choose your location, date, and time.** If there is more than one appointment offered at a test center for a desired date, you can select from a list of available times.

4. **Finalize your selection and check out.** Once you choose your desired appointment center and time, you can schedule your test and proceed to check out. There is no payment required in this step.

5. **Confirm your information and review testing policies.** Review your personal information and agree to the applicable testing policies. Once you have submitted your order, your exam will officially be scheduled.
6. **Save your confirmation.** You will receive an email confirming your appointment date, time, and test center location. You may also view this information in your Pearson testing account at any time. Admission tickets are not required at the test center; your confirmation email is for your reference.

**WHAT TO KNOW:**

- You may reschedule or cancel your testing appointment, without any fees, up to 48 hours before your scheduled appointment date.

- You must schedule an appointment and test within 170 days of registering for an exam.

- If you withdraw your registration, you will be refunded your exam registration payment, minus $25. The Texas.gov funds are not refundable.
ID REQUIREMENTS FOR TESTING

You are responsible for ensuring that the name shown in your testing account exactly matches (excluding hyphens, accents, and spaces) the first and last name on the ID documents you will present at the test center. The name you use when you register is the one that will appear on your admission information.

**If your ID documents do not match the name you use when you register, you will be prohibited from testing and your exam fees will be forfeited.**

If your TEA Educator account and your testing account on this website have both already been created, please confirm that the name on your ID documents still matches the name that appears in your accounts. If they do not, you must **request a name change from TEA** at least 12 business days before your test date.

You must bring to the exam administration **two** pieces of original (no photocopies or digital ID) and valid (unexpired) identification, printed in English in the name in which you registered. Your identification must contain your name, a recent recognizable photograph, and your signature.

Your **primary identification** must be one of the following government-issued IDs:

- Driver's license (If you present a Texas driver's license with two expiration dates, your ID will be considered expired if *either* of the expiration dates has expired.)
- State identification
- Military identification (with visible or embedded signature)
- Passport (Diplomatic and embassy ID cards cannot be used in place of a passport.)
  - The following documents can be used in place of a passport if presented along with at least one of the primary or supplemental identification documents:
    - Permanent Resident Card/Resident Alien Card (Form I-551 or I-151)
    - Temporary Resident Card (Form I-688)
    - Employment Authorization Card (Form I-688A, I-688B or I-766)
    - Mexican Border Crosser Card (This form of ID will be accepted only at test centers within 25 miles of the Mexican border.)

Your **supplemental identification** may be any original and valid identification as long as it contains your name and a clear recognizable photograph, or your name and signature.