

# *The School Leadership Series* **Information Bulletin**



**2017–18**

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The policies and procedures explained in this *Bulletin* are effective only for the 2017–18 testing year (August 1, 2017 through July 31, 2018) and supersede previous policies and procedures. The fees, terms, and conditions contained in this *Bulletin* are subject to change. Educational Testing Service is dedicated to the principle of equal opportunity, and their programs, services, and employment policies are guided by that principle.

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# THE SCHOOL LEADERSHIP SERIES AT A GLANCE

Visit the School Leadership Series (SLS) website at [www.ets.org/sls](http://www.ets.org/sls) for the most up-to-date information.

## REGISTRATION

- ▶ School Leaders Licensure Assessment
- ▶ School Superintendent Assessment
- ▶ Kentucky Specialty Test Of Instructional And Administrative Practices

### REGISTER ONLINE

Register online at [www.ets.org/sls/register](http://www.ets.org/sls/register), using a credit/debit card or PayPal™.

### REGISTER BY MAIL

Complete the Test Authorization Voucher Request Form (located in this *Bulletin* and downloadable from the SLS website, at [www.ets.org/sls/about/downloads](http://www.ets.org/sls/about/downloads)) and mail with check, money order, U.S. Postal Service money order, or credit/debit card information to the appropriate address listed on the form. **Allow three (3) weeks for processing.** When your Test Authorization Voucher Request is processed, ETS will contact you with a voucher number, which you will use to schedule a test appointment online. The voucher number must be used within one calendar year from the date of issue.

Online registration offers real-time seat reservations.

After you register, you will access and print your admission ticket from your online account. If you find an error in your personal information (such as name misspellings or incorrect contact information) on your admission ticket, you may log into your account and update this information in your profile, then print an updated admission ticket. Your admission ticket is important because it contains the test center address and reporting time on test day. However, you are not required to present it at the test center to take the test. You are permitted to test without the admission ticket.

For additional information, see:

- Fees for Tests and Related Services (*page 6*)
- Registration Changes (*page 7*)
- Test Fee Refunds (*page 7*)
- Reporting Your Test Scores (*page 12*)

## TEST TAKERS WITH DISABILITIES OR HEALTH-RELATED NEEDS

- ETS is committed to serving test takers with disabilities or health-related needs by providing accommodations that are reasonable and appropriate given the purpose of the test. Testing accommodations, such as braille or large-print test materials, extended testing time, or sign language interpreter for spoken directions only, are available for test takers with disabilities who meet ETS requirements. For additional information on eligibility and the types of accommodations offered, please refer to the *Bulletin Supplement* (see below).
- If you are requesting testing accommodations, you must register through ETS Disability Services and have your accommodations approved before scheduling your test. See the *Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs* ([www.ets.org/sls/disabilities](http://www.ets.org/sls/disabilities)) for detailed instructions.
- **IMPORTANT NOTE TO PRAXIS/SLS TEST TAKERS:** You can complete many of the steps required for requesting accommodations and registering for an SLS test through your ETS account portal, available at <https://www.ets.org/sls>. Specifically, you can submit accommodation requests, view approved accommodations, and view test appointments through your ETS account. Additionally, if you are approved for certain accommodations (extended time; extended breaks; screen magnification; and/or selectable foreground and background colors), you may also self-schedule your test through your ETS account. If you are seeking one or more accommodations besides the four listed above, you can also indicate your preferred SLS test date and location online through your ETS account portal. To begin the accommodation process, create or log in to your Praxis/SLS account, click on “Praxis Accommodation Status/New Request” under the “Test Takers with Disabilities or Health-Related Needs” section on the home page, and follow the instructions.
- The 2017–18 *Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs* contains information on eligibility, a list of some of the accommodations ETS most frequently approves and provides, contact information, procedures for requesting testing accommodations, and forms. The *Supplement* should be used in conjunction with the information in this *Bulletin* and Test Authorization Voucher Request Form on *page 15* of this *Bulletin*. To download a copy of the *Supplement*, visit [www.ets.org/sls/disabilities](http://www.ets.org/sls/disabilities). Disability documentation guidelines and forms are available on the ETS website at [www.ets.org/disabilities/documentation](http://www.ets.org/disabilities/documentation).
- To request a large-print copy of this *Bulletin* and the 2017–18 *Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs*, contact ETS Disability Services. See ETS Disability Services on *page 5*.

## TEST PREPARATION MATERIAL

ETS is committed to helping you do your best on the SLS tests by offering a variety of test preparation materials. We offer both free and low-cost test preparation materials including **interactive practice tests** and **study companions** to help you feel ready and confident on test day. Find your test preparation materials at the SLS website at [www.ets.org/sls/testprep](http://www.ets.org/sls/testprep). To obtain alternate format test prep materials, contact ETS Disability Services. See *page 5*.

## ON TEST DAY

- Report to the test center at least thirty (30) minutes before your appointment.
- Please review the Identification (ID) Requirements on *pages 8–10*. We encourage you to collect the required documents before the morning of the test. If you arrive without the required ID documents that match your name as shown on your registration, you will not be permitted to test.

- **Please note:** possession of or use of any phones, tablets, personal digital assistants (PDAs), or other electronic, photographic, listening, scanning, or recording devices is prohibited in the test center and will result in your dismissal from the test, forfeiture of your test fees, and cancellation of your scores by ETS even if dismissal is not enforced on the day of the test.
- Watches are not allowed in the test room. If you bring a watch to the test center, you will be asked to remove the watch and store it during the administration.

**For other important information regarding test day, see**

- Identification (ID) Requirements (pages 8–10)
- Cancellation of Scores by You (page 13)
- Test Center Procedures and Regulations (pages 10–11)

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## ABOUT THE SCHOOL LEADERSHIP SERIES ASSESSMENTS

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The School Leadership Series consists of three assessments—the School Leaders Licensure Assessment, the Kentucky Specialty Test of Instructional and Administrative Practices, and the School Superintendent Assessment. The Kentucky Specialty Test of Instructional and Administrative Practices is given by computer continuously throughout the year. The School Leaders Licensure Assessment and the School Superintendent Assessment are delivered by computer and are offered during multiple testing windows throughout the year. These tests were developed to provide a thorough, fair, and carefully validated assessment for states to use as part of the licensure process for principals, superintendents, and school leaders. These tests reflect the most current research and professional judgment and experience of educators across the country, and they are based on both a national job analysis study and a set of standards for school leaders identified by the Interstate School Leaders Licensure Consortium (ISLLC). **Please note:** the School Leadership Series exams are administered in English only.

### Testing Requirements

Each state agency that uses a School Leadership Series assessment determines its assessment needs for principals, superintendents, and other school leaders based on legislated requirements and/or state policy. Typically, the agency assembles a panel of principals, superintendents, other school leaders, and educational

administration professors as appropriate to review the test specifications and make an initial determination of whether the assessment is appropriate for meeting that agency's goals. The test is then reviewed and validated for that state. If you are not sure you have the latest information regarding state licensing requirements, check with the Department of Education or Educational Licensure Board in the state where you plan to work.

### Passing Scores

Each state choosing to use School Leadership Series assessments as part of the requirements for licensure of principals, superintendents, or other school leaders will determine a “passing” score that the state will apply to all test takers who wish to obtain a license.

To set a passing score, states must abide by rigorous industry standards to ensure that the score is appropriate and fair. The score is set by a panel of approximately 14 experts—most of whom are either principals, superintendents, or other school leaders—from diverse school backgrounds.

The panel reviews numerous examples of test takers' responses over the course of two days and works collaboratively to arrive at an appropriate passing score. The final decision is informed by the vision of school leadership embodied in the ISLLC Standards, as well as an awareness of the impact selection of various passing scores will have on the passing rate of the test taker population.

# CONTACT INFORMATION

## GENERAL INQUIRIES

### Phone:

1-800-772-9476 — U.S., U.S. Territories, and Canada  
1-609-771-7395 — all other locations  
Monday–Friday  
8 a.m.–7:45 p.m. ET

*Recorded information is available 24 hours a day if you use a touch-tone phone. Phones are busiest weekdays between 11 a.m. and 2 p.m. ET and all day on Monday.*

### Email:

sls@ets.org

### Website:

[www.ets.org/sls](http://www.ets.org/sls)

### Mail:

ETS — SLS  
PO Box 6051  
Princeton, NJ 08541-6051

*Use this address for general inquiries only. Do **NOT** mail check payments with the Test Authorization Voucher Request Form to this address. See the form for mailing instructions.*

### Overnight Mail:

ETS — SLS  
Distribution and Receiving Center  
1425 Lower Ferry Road  
Ewing, NJ 08618

### Fax:

1-973-735-0384 or 1-609-530-0581

*Include the following information exactly as you entered when you registered: name, address, date of birth, test date, SLS candidate ID number, Social Security number (if previously supplied), and phone number (U.S. residents only).*

## ETS DISABILITY SERVICES

To obtain information and registration materials, contact ETS:

### Phone:

1-866-387-8602 — U.S., U.S. Territories, and Canada  
1-609-771-7780 — all other locations  
Monday–Friday  
8:30 a.m.–5 p.m. ET

### Email:

disability.reg@ets.org

### Website:

[www.ets.org/sls/slsdsabl.html](http://www.ets.org/sls/slsdsabl.html)

### Mail:

ETS — SLS  
Disability Services  
PO Box 6054  
Princeton, NJ 08541-6054

### Fax:

1-609-771-7165

## TEST CENTER COMPLAINTS

ETS — SLS  
Testing Complaints  
PO Box 6051  
Princeton, NJ 08541-6051  
Fax: 1-609-530-0581

### Email:

sls@ets.org

*Complaints must be received in writing no later than 7 business days after your test date. Complaints received after this period will not be accepted.*

*For additional information, see*

- Registering a Complaint (page 11)

## TEST QUESTION INQUIRIES

If you think there is an error in a test question that affects your response, tell the test administrator as soon as you finish the test, or immediately write to

ETS — SLS  
Test Question Inquiries  
PO Box 6667  
Princeton, NJ 08541-6667

*In your letter, state the name and address of the center, the test date and name of the test, the number and content of the question, and the section in which it appeared.*

## TEST PREPARATION RESOURCES

### Phone:

1-800-537-3161 — U.S., U.S. Territories, and Canada  
1-609-771-7243 — all other locations  
Monday–Friday  
8 a.m.–7 p.m. ET

### Website:

[www.ets.org/store.html](http://www.ets.org/store.html)

### Mail:

ETS — SLS  
PO Box 6000  
Princeton, NJ 08541-6000

## TEST REFUND REQUESTS

ETS — SLS  
Test Refunds  
PO Box 6051  
Princeton, NJ 08541-6051

*For additional information, see*

- Registration Changes (page 7)
- Test Fee Refunds (page 7)

## TELEPHONE REGISTRATION

*Telephone registration is only available for test takers who have previously created an online SLS account.*

1-800-772-9476 — U.S., U.S. Territories, and Canada  
Monday–Friday  
8 a.m.–7:45 p.m. ET

## FILE CORRECTIONS

ETS–SLS  
PO Box 6051  
Princeton, NJ 08541-6051

*For additional information, see*

- File Corrections (page 7)

## SCORING SERVICES

### Additional Score Reports:

1-800-772-9476 — U.S., U.S. Territories, and Canada  
Monday–Friday  
8 a.m.–7:45 p.m. ET

These scoring services are only available from a touch-tone phone if you have tested in the past ten (10) years and are paying by credit or debit card (American Express, Discover Network, JCB, MasterCard, or VISA). Note: Any debit/check card branded with one of the five accepted credit card logos can be processed. To be sure that your request is completed, wait for confirmation before hanging up. Once your request is confirmed, changes cannot be made.

*Please have the following information ready when you call:*

- Social Security Number or Candidate ID Number
- Test Date
- Date of Birth

*For additional information, see*

- Additional Score Reports (page 12)
- Score Review Service (page 12)

# REGISTRATION INFORMATION

**Note: Some states require a Social Security number (SSN) to process certification paperwork. Check your state's requirements at [www.ets.org/sls/states](http://www.ets.org/sls/states) to see if your state requires a SSN with your test score reports. ETS does not require your SSN for its own purposes, but will submit it to your state agency with your test results. Failure to provide your SSN could delay your state's processing of your certification application.**

## Fees for Tests and Related Services

### INDIVIDUAL TEST FEES

School Leaders Licensure Assessment (6011) .....	\$ 425
School Superintendent Assessment (6021) .....	\$ 350
Kentucky Specialty Test of Instructional and Administrative Practices (6015) .....	\$ 80
Test center or test date change .....	\$ 40
Telephone registration .....	\$ 35
Additional score reports (each) .....	\$ 50
Score review for SLLA (6011) .....	\$ 65
Score review for SSA (6021) .....	\$ 65

Fees are subject to change without notice. The above amounts are exclusive of any Value Added or similar taxes, which will be added to these amounts, if applicable.

### Preferred Forms of Payment

- Credit or Debit Card (American Express, Discover Network, JCB, MasterCard, or VISA) **Note:** Any debit/check card branded with one of the five accepted credit card logos can be processed. ETS reserves the right to add or remove online payment methods at its own discretion and without notice.
- Money Order or U.S. Postal Service Money Order
- Bank Check
- PayPal™ (online)
- eCheck

### Other Payment Policies

- All fees are stated in U.S. dollars.
- All payments must be for the full amount.
- Payments made by check or money order should be made payable to ETS—The School Leadership Series.

*If paying by check, please comply with the following:*

- Bank name and its address should be preprinted on the face of the check.
- Check must have a preprinted check number.
- Check must include Candidate or Payee name and address.
- Check date CANNOT be over 90 days old.
- Checks missing the preprinted name and address, and checks with typewritten names, are not acceptable.
- A check in U.S. dollars must be drawn on a bank in the U.S. or Canada. Checks payable in other currencies must be drawn on banks in the same countries as the currencies. By sending your check, be aware that you are authorizing ETS, at its discretion, to use the information on your check to make a one-time electronic debit from your account for the amount of your check; no additional amount will be added.
- PayPal payments are permitted online only. Please be sure that you are enrolled with PayPal before you begin the registration process online.
- If you do not have sufficient funds in your account, your scores will

be withheld, you will be unable to register for additional tests, and an additional service fee of \$20 will be added to your account. You will receive your scores as soon as the total outstanding balance has cleared. Contact ETS to learn about other payment options if you prefer not to have your check used in this way.

- If you do not include the correct fee, your registration or service request will be returned.
- Services may be withheld for nonpayment of fees.
- There are no refunds for service fees.
- Refunds will be made in U.S. dollar denominations.
- Credit or debit cards may also be used for services ordered directly from ETS—The School Leadership Series.
- There is a \$20 fee for a declined credit card.
- Cash payments cannot be accepted.

### IF YOUR PRIMARY LANGUAGE IS NOT ENGLISH (PLNE)

Test accommodations (extended testing time) may be available for test takers whose primary language is not English. Test takers who meet ETS requirements will be allowed 50 percent additional testing time.

**Once PLNE accommodations are approved, test changes and/or additions, or test center changes, are not permitted.**

#### *How to Register for PLNE*

Your request must include the following:

1. A completed Certification of Documentation form (*page 17*). ETS has the right to request further verification, if needed, of the professional's credentials and expertise relevant to the Certification of Documentation form. An embossed school seal must be affixed over the signature on the Certification of Documentation form or the signature must be notarized.
2. A completed Eligibility Form for Test Takers Whose Primary Language Is Not English (*page 18*). **It is necessary to complete this form each time you register for PLNE accommodations.**
3. A completed Test Authorization Voucher Request Form and appropriate fees. All documentation must be approved before the test administration date. ETS will make every effort to evaluate all requests in a timely manner. If further verification of the professional's credentials and expertise relevant to the documentation submitted is needed, it is possible that testing will be delayed until the next applicable test date. Because of ETS's need to review documentation in order to provide accommodations, all test takers must register through ETS.

Check the box at the top of the form to note that you are requesting accommodations. Submit this form with the documentation listed above, and payment to the appropriate address. If you are paying with a paper check or money order, all documents must be sent together to: ETS—School Leadership Series, Box 382065, Pittsburgh, PA 15251-8065. If you prefer to provide credit/debit card information to pay, please mail all documents to: ETS—School Leadership Series, PO Box 6051, Princeton, NJ 08541-6051. Once your accommodation request is approved, ETS will contact you with a voucher number and instructions on how to register. Test appointments are scheduled based on availability, and not all tests are offered year-round. Please plan ahead and check test date availability before requesting accommodations, and **allow approximately 4 weeks before your intended test date** for the processing of your request.

ETS recognizes the right of individuals to confidentiality with regard to documentation supplied by and about them that may be stored in files held by ETS and the concomitant responsibility of ETS to safeguard information in its files from unauthorized disclosure.

#### *Reregistration*

If you have previously registered and your request for accommodations has been approved by ETS, you may request the same testing accommodations for subsequent test dates.

## REGISTRATION INFORMATION *(continued)*

To reregister, submit a completed Eligibility Form (page 18) indicating your candidate ID number and test date for which documentation was approved and on file at ETS, Test Authorization Voucher Request form, and appropriate fees approximately four weeks before your intended test date.

### File Corrections

After the test administration, score reports requiring corrections for date of birth, Social Security number, spelling of name, or other information will require file corrections.

- You may not change your name on the file, only correct the spelling.
- If an adjustment to your Social Security number is required, please include a clear copy of your Social Security card. You may not change your Social Security number on file, only make corrections.

### Registration Changes

#### *Make Changes to Your Testing Appointment*

There are two ways you can change your test center, test date or test time for a current test registration:

- log in to your SLS account and process the change online
- contact ETS at **1-800-772-9476**

**Note:** you must make changes **up to 3 days before your appointment** (not including the day of your test) or your fees will be forfeited. For example, the deadline to make changes to a Friday appointment is Tuesday at 11:59 p.m. ET. ETS cannot guarantee that the testing time or test center you are now requesting will be available. There is a \$40 fee for this service.

#### *Add a Test*

School Leadership Series are scheduled by appointment. To “add” a test, simply register for the new test the same way you registered for the previous test. There is no additional fee to create a new test registration.

#### *Cancel a Test*

There are two ways you can cancel a test for which you are currently registered:

- log in to your SLS account and process the change online
- contact ETS at **1-800-772-9476**

**Note:** you must cancel your test **up to 3 days before your appointment** (not including the day of your test) or your fees will be forfeited. For example, the deadline to make changes to a Friday appointment is Tuesday at 11:59 p.m. ET. If you cancel your original test by the deadline, you may be eligible for a refund of 50 percent of your test fees. **Please see Test Fee Refunds**, below.

### Test Fee Refunds

If you are absent from or arrive late to the test administration for which you are registered, you will not be entitled to any refund.

If you cancel a test up to three days before the test date (not including the day of the test), you may be eligible for a refund of 50% of your test fees. To cancel a registration:

- Log into your SLS account, or download and complete the Refund Request Form, which is downloadable from the SLS website at [www.ets.org/sls/register/cancel\\_change](http://www.ets.org/sls/register/cancel_change).
- The request must be made online, by telephone, or the form received no later than three days before the test date (not including the day of the test).
- If you stop payment, you are responsible for the \$20 processing fee.

Refunds will be in U.S. dollars. If original payment was drawn on a U.S. domestic bank, please allow 8 weeks after your canceled test date for your refund to be processed. If you paid by eCheck, please allow

9 to 10 weeks for your refund to be processed. If original payment was made in non-U.S. funds drawn on a bank outside the U.S., please allow twelve (12) weeks. Payments made by credit card will be credited back to that account. Service fees are nonrefundable.

### Test Retake Policy

Tests may be taken once every 21 days, not including your initial test date. If you test earlier than permitted, the scores from your retest will not be reported and your test fees will not be refunded. This applies even if you cancelled your scores on a test taken previously.

### Consent and Data Retention

#### *Consent*

Notwithstanding anything to the contrary in any other ETS or ETS affiliate’s (“ETS,” “we,” “us,” “our”) materials or agreements with you, you consent to the terms and conditions herein by registering for or taking an ETS test, creating an online account or using our Website, providing survey information or requesting one of our services or completing order or payment information. You agree that we have the right to obtain, store, use and transmit your personal information, including full name, home address, email address, telephone number, Social Security number, passport number, biometric data such as fingerprints, audio recordings and video files and your answers to other background information questions, the test you are registering for, test date, payment information, how you specifically use our Website (“Personal Information”).

We use your Personal Information to:

- complete any registration, purchases or other transactions you request online
- improve our products and services, and identify, develop and offer new or expanded products and services
- improve and personalize your experience on the Website
- notify you about updates, products, services and/or special offers from ETS, its affiliates and selected third parties
- ask you to participate in brief surveys or provide other information
- generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our Website

Based upon your specific relationship(s) with us, we may use your Personal Information in ways described in more detail in one or more other agreements.

Additionally, you consent to the transfer of your Personal Information within and outside of your country of residence and outside of the location where you have taken the test(s).

We disclose your Personal Information to certain third parties with whom we have a direct or indirect business or contract relationship, to provide the products and services you have requested.

You will have the ability to opt out of receiving certain communications from us, including voicemail or email. If you do not opt out immediately, but later decide that you would prefer not to receive email communications from us, please contact that particular testing program through [www.ets.org](http://www.ets.org). Remember, however, that we may still send email or call you in order to provide a product or service that you request.

#### **Australia requires ETS to provide notification to AU residents.**

**For Australian residents only**, please be informed that if you consent to the overseas disclosure of the information or transfer of your data outside of Australia, ETS and its affiliates will not be required to take reasonable steps to ensure that ETS or its affiliates’ use of such data outside of Australia does not breach the Australian Privacy Principles.

By indicating “Accept,” you consent to the terms and conditions above and those more fully outlined in the ETS Privacy Policy located at <http://www.ets.org/legal/privacy> or attached hereto for paper-based assessments.

## REGISTRATION INFORMATION *(continued)*

### *Data Retention*

Educational Testing Service shall at all times protect your personal information with operational, administrative, technical and physical security safeguards. Unless your photograph or other biometric samples taken on the day of the test during the check-in or registration process are being used in connection with a security investigation, ETS shall retain them for a maximum of three years unless local regulations limit retention.

We will keep your information as required to meet the following requirements:

- Protect against fraud, theft, and misrepresentation by unauthorized test takers
- Purpose of identity verification
- Maintain integrity of the testing process

## ON TEST DAY

### Identification (ID) Requirements

All test takers are responsible for bringing valid and acceptable identification each time they report to a test center. It is your responsibility to ensure that your ID documents are up-to-date and available on the day of the test.

**Your ID requirements depend on your country of citizenship and where you plan to test. Please read the specific section for acceptable primary and supplemental ID documents and allowed exceptions.**

- You are responsible for ensuring that the name you used to register **exactly** matches the name on the ID document(s) you will present at the test center.
- If your name has changed since you registered for a test, you must ensure that you have appropriate ID matching the name on your registration to show at the test center. It is recommended that you have ID in the correct name **BEFORE** you complete the registration process. Additionally, you must create a new online SLS account providing your name exactly as it appears on the primary identification you will present on test day. During the creation of your new account, we advise that you leave the Social Security number (SSN) field blank to avoid technical issues. After the new account is created, you will have the opportunity to enter your SSN by clicking the “Update Personal or Contact Information” link.
- If the test administrator questions the ID you present, you may be required to provide supplemental ID. If positive confirmation cannot be made, you may not be permitted to test or your test score may be withheld.
- All test takers are encouraged to bring at least two forms of acceptable ID each time they report to a test center. Prior admission to a test center based on a given ID document does not assure that that document will be considered acceptable. Test centers are not required to hold your seat if you leave the center to obtain acceptable identification.
- Admission to the test center does not assure that the ID you provided is valid or that your scores will be reported. All reported cases of questionable ID are subject to review and approval by the ETS Office of Testing Integrity either during or after the test administration. ETS reserves the right to withhold and/or cancel scores in the event that the ID requirements set forth herein are not met.
- You may be required to show your ID and/or to sign a test center log at various points throughout the test administration.
- Your test fees will not be refunded if you are not permitted to test or if your scores are withheld or canceled because of invalid or unacceptable ID.

### MULTIPLE-PART LAST NAME

**If the ID document you will present on the day of the test contains a multiple-part last name, your admission ticket must *exactly* match your ID. You cannot use a supplemental ID to resolve last name discrepancies.**

### ID DOCUMENT REQUIREMENTS

With few exceptions, ID documents must meet *all* of the following requirements. Each ID document must:

- be an **original** document; photocopied documents are not acceptable and documents cannot be presented on a cell phone or any other electronic device
- be a government-issued national/state/province identity card that is recognized by the country in which you are a citizen or permanent resident
- be **valid**; expired documents (bearing expiration dates that have passed) are not acceptable
- bear the test taker’s **full name** *exactly* as it was used when registering for the test.
- bear a recent **photograph** that clearly matches the test taker
- bear the test taker’s **signature**; **the name and signature on the ID document must match**

See “Unacceptable ID Documents” on *page 9*.

*See Exceptions and Requirements on page 9 if:*

- you are testing in Mainland China, Bangladesh, India, Pakistan, Nigeria, Saudi Arabia, or the Philippines
- you are testing outside your country of citizenship
- you are not a U.S. citizen and you are testing in the U.S.
- you are a Citizen of European Union, Schengen Zone, or Gulf Cooperation Council (GCC) Arab countries or Mercosur countries
- you have a multiple-part last name
- you are in the process of renewing your driver’s license
- you are in the military and your Military ID does not contain your signature
- you have been granted political asylum or refugee status
- you have *any* questions about the acceptability of your ID document(s)
- you are unable to meet the ID requirements

### ACCEPTABLE PRIMARY ID DOCUMENTS

The following government-issued ID documents are acceptable for admission to a test center within your country of citizenship:

- Passport/Passport Card (document must be signed in permanent ink or be accompanied by a valid supplemental ID) in addition to the US passport card
- Driver’s license (including provisional driver’s license as outlined under “Driver’s License Renewals”)
- State or Province ID card (including those issued by the motor vehicle agencies)



## ON TEST DAY *(continued)*

- National ID card
- Military ID card

### SUPPLEMENTAL ID DOCUMENTS

- You may be required to provide a supplemental ID if the test administrator questions your primary ID document and/or if your primary ID document is otherwise acceptable but does not bear your full name, photograph or signature.
- Supplemental ID documents may *not* be used to resolve last name discrepancies. The last name on your primary ID *must* match the name on your admission ticket.

The following ID documents are generally acceptable as supplemental ID:

- **Government-issued ID card** (including, but not limited to, those listed under Primary ID Documents earlier in this section)
- **Student ID card**
- **Confirmation of identity letter from your educational institution.** This letter must be typed or printed on the original letterhead of the educational institution you attend(ed) and, in addition to meeting all of the ID Document Requirements listed earlier in this section, must include your date of birth and the date issued. Additionally, a school official's signature and the school seal must be present and both must overlap your photograph. Such letters are valid for only one year from the date issued.

### UNACCEPTABLE ID DOCUMENTS

The following documents are *not* acceptable as primary or supplemental ID under any circumstances:

- Any document that is photocopied or expired
- Any ID document presented at the center on a cell phone or any other electronic device
- Any document that does not bear your last name *exactly* as you entered it when you registered
- International driver's license
- Draft classification card
- International student ID
- Credit/debit card of any kind
- Notary-prepared letter or document
- Birth certificate
- Social Security card
- Employee ID card
- Any Temporary ID card, excluding driver's license renewals
- Diplomatic, consulate or embassy ID card
- Any document that is not recognized by a government agency

### *Exceptions and Requirements:*

#### TESTING IN MAINLAND CHINA

- Residents of Mainland China must present a Second Generation National Resident ID Card.
- Residents of Taiwan must present their Travel Permit to Mainland China.
- Citizens from all other countries and locations must present a valid passport.

#### TESTING IN TAIWAN

- Residents of Mainland China must present their Travel Permit to Taiwan.
- Citizens from all other countries and locations must present a valid passport.

#### TESTING IN BANGLADESH, INDIA, NIGERIA, AND PAKISTAN

You **MUST** present a valid passport with your name, photograph and signature as your primary ID document. There are no exceptions to

this policy.

### TESTING IN SAUDI ARABIA

If you are working in Saudi Arabia and are not a citizen, you may use your employer-sponsored Iqama Residence Identification along with a supplemental ID that includes your name, photograph and signature. You must present two forms of identification.

### TESTING IN THE PHILIPPINES

In the Philippines you may present a Social Security System ID Card, issued by the Republic of the Philippines, that includes your name, photograph and signature along with a supplemental ID from the list of acceptable supplemental ID documents.

**Driver's license renewal certificate — Temporary Policy for the Philippines.** If your driver's license is expired and you have been issued a renewal certificate receipt, **you may provide both documents together** as long as the name on the expired driver's license and the name on the renewal certificate are the same

### TESTING OUTSIDE YOUR COUNTRY OF CITIZENSHIP

- You must present a valid **passport** with your name, photograph and signature as your primary ID document. See "**Acceptable Primary ID Documents**" on **page 8**.
- If you are not a U.S. citizen and are testing within the U.S., you must present a passport that meets all of the ID requirements listed earlier in this section.
- Diplomatic and embassy ID cards cannot be used as primary identification in place of a passport.
- If your passport is not written in English-language letters, you must also present a supplemental ID that contains your name; a recent, recognizable photo; signature; and is in English. If you do not have a supplemental ID and the test center staff cannot read the language in which it is written, you may not be permitted to take the test.
- The following documents may be acceptable for admission if presented along with at least one of the documents listed under Supplemental ID Documents earlier in this section.
  - 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 may be accepted only at test centers within 25 miles of the Mexican border.)

### TESTING IN EUROPEAN UNION/SCHENGEN ZONE/ GULF COOPERATION COUNCIL (GCC) ARAB COUNTRIES/ MERCOSUR COUNTRIES

- If you are testing in a European Union, Schengen Zone, Arab States of the Gulf (GCC) countries or Mercosur countries other than the one where you reside, you can use your valid national or European identity card, if you have one. The card must contain your name; a recent, recognizable photo; your date of birth; and your signature. If this identification does not contain all of these elements, you will be required to present a second ID from the list of acceptable secondary identifications.

### DRIVER'S LICENSE RENEWALS

- If you are in the U.S. military and your driver's license has an official extension sticker validating that your driver's license has been extended, this can be used as supplemental ID along with your U.S. Military ID.
- If the test taker is in the U.S. military, and the expiration of his or her driver's license has been extended or deferred by the issuing state, the license can be used as supplemental ID along with the test taker's U.S. Military ID. Depending on the state, the extension or deferral may consist of either a sticker affixed to the license, the designation "military" printed in place of an expiration date, or a

## ON TEST DAY *(continued)*

separate document carried with the license, usually with a notation that the driver's license is valid until a specific time period after discharge from service.

- If your driver's license has expired, but you present it along with your original Department of Public Safety renewal certificate, these two documents together are acceptable provided the names on both documents match exactly. If a provisional driver's license is issued in lieu of a renewal certificate, this is acceptable as a primary ID document if it contains your photo, signature, and an expiration date.

### MILITARY ID WITHOUT SIGNATURE

If your Military ID does not contain your signature, you must present a supplemental ID.

### UNABLE TO MEET ID REQUIREMENTS

If you have been granted political asylum, have refugee status or are otherwise unable to meet the identification requirements, you **must** contact the ETS Office of Testing Integrity (OTI) at least seven days *before* registering to test. You must receive approval from OTI before you may register. You should also be prepared to submit any requested documents to OTI for review before receiving approval. If you do not contact OTI before you register, and as a result you are not permitted to test or your test scores are withheld, your test fees will not be refunded.

ETS Office of Testing Integrity (OTI)  
Monday–Friday 7:30 am–5:30 pm EST  
Phone: 1-609-406-5430  
1-800-750-6991

Fax: 1-609-406-9709  
Email: TSReturns@ets.org

For general questions about acceptable ID, call:  
**1-800-772-9476** (U.S., U.S. Territories, and Canada)  
**1-609-771-7395** (all other locations)

## Test Center Procedures and Regulations

### GENERAL GUIDELINES FOR TEST DAY

- Test-related information written on ID documents, one's clothing, or on any part of the body is prohibited.
- Test centers do not have large waiting areas. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or be in contact with you while you are taking the test, including during breaks. Except for ETS-authorized observers, visitors are not allowed in the testing room while testing is in progress or during breaks.
- ID verification at registration, and/or check-in at the test center may include:
  - Biometric voice and photo identification
  - Fingerprinting/thumbprinting
  - Videotaping
  - Signature comparison

If you refuse to participate, you may not be permitted to test and you will forfeit your test fees. This is in addition to the requirement that you present acceptable and valid identification.

- ETS reserves the right to ensure the security of test content by using electronic detection scanning devices (e.g., hand-held metal detectors/wands). Failure to comply may result in dismissal from the test and forfeiture of your test fees.
- You may be required to remove your eyeglasses for close visual inspection. The inspection will take a few seconds and will be done at check-in and upon return from breaks.
- Personal items other than ID documents are not allowed in the testing room. This includes any phones, tablets, PDAs, all watches,

including digital, analog and smart watches, and any other electronic, recording, listening, scanning or photographic devices. If you are seen using or accessing any of these electronic devices and/or transmitting data, including but not limited to text messaging, email and photographs, your device may be inspected and/or confiscated. You may not access your phone during the test or during breaks to check messages or to check the time.

- Jewelry is prohibited, except for wedding and engagement rings. Do not wear other jewelry to the test center.
- Clothing and other personal items that include, but are not limited to, hair accessories, neckties, bowties, hats, scarves, jackets and outerwear are subject to inspection by the test center administrator. Refrain from wearing such items as tie clips, cuff links, ornate clips, combs, barrettes, headbands and other hair accessories on test day, as you may be prohibited from wearing them in the testing room.
- Before the test, you will receive instructions from test center staff regarding where to store personal items. You may also be asked to empty your pockets. You will not have access to your personal items during the test administration except for food, beverages and medication, which may be accessed during a break.
- If you fail to follow the instructions of the test center staff, you will not be permitted to test and your test fee will not be refunded. Any violation of these procedures during the test or during breaks may result in dismissal from the test center and/or cancellation of your test scores.
- Test centers and ETS assume no responsibility for personal items including watches, jewelry or devices that you choose to bring to the test center.
- The test administrator will assign you a seat.
- On occasion, weather conditions or other circumstances beyond the test administrator's or ETS's control may require a delayed start or the rescheduling of your test.
- **ETS reserves the right to take appropriate action and/or notify appropriate authorities including, but not limited to, law enforcement authorities, if a test taker responds in a threatening or disturbing way to essay or speaking questions or communicates with ETS either verbally or in writing in a threatening or disturbing manner.**

**ETS takes test security very seriously. Although tests are administered under strict supervision and security measures, testing irregularities may sometimes occur. Please contact ETS as soon as possible to report any observed irregular behavior—for example, someone copying from another test taker, taking a test for someone else, having access to test questions before the exam, or using notes or unauthorized aids. All information will be held in strictest confidence. Reports of cheating or fraud will be investigated thoroughly and offenders may be prosecuted to the full extent of the law.**

Phone: 1-800-353-8570 (United States only)  
1-609-406-5430 (all other locations)

Fax: 1-609-406-9709  
Email: TSReturns@ets.org

### DURING THE TEST

The following procedures and regulations apply during the entire test session, which begins at sign-in, ends at sign-out, and includes breaks.

- Bring a valid photo ID to the test center. Your admission ticket is important because it contains the test center address and reporting time on test day. However, you are not required to present it at the

## ON TEST DAY (continued)

test center to take the test. You are permitted to test without the admission ticket.

- You will be required to write and sign a confidentiality statement at the test center. If you do not complete and sign the statement, you may not be allowed to test and your fees will NOT be refunded.
- You will be required to sign the test center log before and after the test session and any time you leave or enter the testing room.
- Other than ID, personal items (such as handbags and study materials) are not allowed in the testing room. Before the test, you will be assigned a locker or receive instructions from test center personnel regarding where you must store personal items. You may also be asked to empty your pockets. Storage space is limited, so plan accordingly. You may not have access to your personal items during the test or break.
- You are required to remain in the test center building. It is your responsibility to ask the test administrator for permission to leave the test center vicinity—for example, to go to the nearest restroom. If you leave the test center without permission, you may be dismissed or your scores may be canceled.
- At a computer-delivered test center, the administrator will provide you with scratch paper that may be replaced after you have used all pages of the scratch paper initially given to you. You may not take your own scratch paper to the test, nor may you remove any portion of the scratch paper from the testing room at any time. You may not write on anything other than the scratch paper provided (e.g., computer or workstation or ID document). The scratch paper is provided to assist test takers in working out problems and for appropriate note-taking during the timed sections of the test. Scratch paper should NOT be used during the untimed sections or during breaks. If you are observed using any document other than the designated scratch paper, the document will be confiscated by the test center staff.
- For paper-delivered tests administered as an accommodation for a disability, test takers may use the test book for scratch work. Scratch paper is not provided except as an approved accommodation.
- If you need to leave your seat at any time other than a scheduled break, raise your hand; timing of the section will not stop.
- If at any time during the test you have a problem with your computer, or for any reason need the administrator, raise your hand.
- Testing premises are subject to videotaping.
- The maximum time allotted for the tutorial and/or other untimed sections before the test is 30 minutes. The purpose of the tutorial and/or other untimed sections before the test is to become familiar with the computer functions and other important information that will make your testing experience as convenient as possible. The time you spend on the tutorial and/or other untimed sections should not be for any other purpose. You may not use scratch paper during this time. Infractions will be reported to ETS, and the test administrator is authorized to dismiss you from the test administration if you fail to follow the test administrator's directions.
- The testing session is actively monitored by test center staff. This includes staff walking around, and entering and leaving the testing room.

### DISMISSAL FROM A TEST CENTER

A test administrator is authorized to dismiss you from a test session and/or your scores will be canceled by ETS for actions such as, but not limited to, the following:

- Attempting to take the test for someone else or having someone else take the test for you.
- Failing to provide acceptable identification.
- Obtaining improper access to the test, a part of the test, or information about the test. This includes having preknowledge

of test questions or answers in advance of the test administration, in any form, and/or bringing such information to the test center in any form, including on identification documents, stored in cell phones, or any other method.

- Using or having any phones or other electronic, recording, listening, scanning, or photographic device in your possession. Such devices are strictly prohibited at the test center. If you take these devices into the test center, you will be dismissed from the test, forfeit your test fees, and ETS will cancel your scores even if dismissal is not enforced on the day of the test. Test centers and ETS assume no responsibility for personal items that you choose to bring into the test center.
- Using any aids in connection with the test is prohibited such as: mechanical pencils, pens, scan pens or devices, pagers, beepers, calculators, watch calculators, books, pamphlets, notes, rulers, highlighter pens, stereos or radios with headphones, any phones, watch alarms (including those with flashing lights or alarm sounds), stop watches, dictionaries, translators, compasses, protractors, rulers, and any hand-held electronic, recording/listening, scanning, or photographic devices.
- Creating a disturbance. Disruptive behavior in any form will not be tolerated. The test administrator and ETS have sole discretion in determining what constitutes disruptive behavior.
- Attempting to give or receive assistance. Discussion or sharing of test content or answers during the test administration, during breaks, or after the test is prohibited. Communication in any form is not permitted during the test administration.
- Removing or attempting to remove test content from the test center. Under no circumstances may test content or any part of the test content be removed, reproduced, and/or disclosed by any means (e.g., hard copy, verbally, electronically) to any person or entity.
- Bringing a weapon or firearm into the test center.
- Bringing food, beverages, or tobacco into the testing room.
- Leaving the test center vicinity during the test session or during breaks, without permission.
- Leaving the testing room before the test session is dismissed (except for an unscheduled break during the test session).
- Taking excessive or extended unscheduled breaks during the test session. Test center administrators are required to strictly monitor unscheduled breaks and report test takers who take excessive or extended breaks.
- Referring to, looking through, or working on any test, or test section, **when not authorized to do so**, or working after time has been called.
- Failing to follow any of the test administration regulations contained in this *Bulletin*, given by the test administrator, or specified in any test materials.

ETS reserves the right to take all action—including, but not limited to, barring you from future testing and/or canceling your scores—for failure to comply with test administration regulations or the test administrator's directions. If your scores are canceled, they will not be reported, and your test fees will not be refunded.

### REGISTERING A COMPLAINT

If you think conditions at the test center were such that you were unable to perform satisfactorily, you may cancel your score(s). You may also request a retest. However, ETS will investigate before responding to your request. Complaints need to be received in writing no later than seven (7) business days after the administration. Complaints received after this period will not be accepted. Please see *page 5* for additional information. Also, please note that retests cannot be offered once scores for a specific test date have been reported.

# SCORES & SCORE REPORTS

## Reporting Your Test Scores

If you test in Arkansas, District of Columbia, Kansas, Kentucky, Louisiana, Maryland, Mississippi, Missouri, Nebraska, New Jersey, North Carolina, Pennsylvania, Rhode Island, Tennessee, Utah, Vermont, or Virginia, a copy of your scores will automatically be sent to that state's credentialing agency for school principals and superintendents.

### SCORE REPORTING DATES

Your official scores will be supplied to your score recipients and available to you online approximately 2–3 weeks after the testing window closes (regardless of the specific day on which you tested within that window). You will receive an email notifying you when your score report is available to view. Access your scores online at [www.ets.org/sls](http://www.ets.org/sls) by logging into the account you created when you registered. Score reports will be available for 10 years from the date scores are posted. We recommend that you print or save a copy of your score reports for your records.

For each test date, a copy of your scores will be sent to up to four score recipients.\* In order for your attending institution (college or university where you received training that most closely relates to the test(s) you are taking) to receive a copy of your score report, you MUST list that institution as a score recipient. Individual score reports are NOT sent to attending institutions unless they are designated as a score recipient. Your scores for a specific test will be sent to a designated recipient only if that institution or agency is eligible to receive those test scores. Score reports will list your current score and highest score you have ever earned on each test.

You will receive passing score information on your score report for those score recipients or the state agency you designated when you registered. If you list an institution as a score recipient, you will receive passing score information for the state agency in which the institution is located. Your score report will provide you with the passing score set by the credentialing agency for each test you took and tell you whether or not you met that score. The passing score information is based on the most recent information The School Leadership Series program has for each agency. Score recipients you chose when you registered or to whom you sent an Additional Score Report will receive passing score information that is pertinent only to them. They will not receive passing score information for other agencies, associations, or organizations.

Official score reports will not be released if you have an outstanding balance, which may include an outstanding balance for previous services from The School Leadership Series.

Scores from the 2017–18 testing year will be available for reporting on additional score reports for ten years. Test taker background data will be retained for the same time period.

For more information about your scores, you may download *Understanding Your School Leadership Series Scores* from the SLS website at [www.ets.org/sls/scores/understand](http://www.ets.org/sls/scores/understand).

\* ETS reserves the right to refrain from sending score reports

- (1) to entities that have been found to violate the Proper Use of The Praxis Series and Related Assessments and
- (2) to entities against which complaints of violation have been made pending completion of ETS's inquiry into the claimed violations

## Scoring Services

### SCORE RELEASE DATES FOR 2017–18 SLS TESTS

TEST	SCORES BY WEB
School Leaders Licensure Assessment (6011)	Approximately 15–16 business days after the testing window closes
School Superintendent Assessment (6021)	Approximately 15–16 business days after the testing window closes
Kentucky Specialty Test of Instructional and Administrative Practices (6015)	Approximately 10–11 business days after the test date

**Note:** Occasionally, some scores may be unavailable on the dates specified due to processing delays or data updates.

### ADDITIONAL SCORE REPORTS (ASRs)

**Fee: \$50 each**

At your request, ETS will send your scores and reportable background information to additional institutions or agencies. When you register to test, you may select up to four score recipients at no charge. You may add or change these score recipients up to 3 days before your test appointment. You may complete your request online at [www.ets.org/sls/scores/add\\_reports](http://www.ets.org/sls/scores/add_reports), by mail, phone, or fax. To make an ASR request online, log in to your SLS account online. Click on “Order Additional Score Reports” and follow the instructions to complete your order. To request an ASR by mail or fax, download and complete the Additional Score Report form located at [www.ets.org/sls/scores/add\\_reports](http://www.ets.org/sls/scores/add_reports). Additional score reports are issued within seven business days for online and phone requests and 10 business days for mailed or faxed requests. The additional score reports are posted to your ETS online account and remain available for 10 years from the test date. The reports are no longer mailed to your postal address.

When you ask ETS to send additional score reports to institutions or agencies, you automatically authorize ETS to report your highest score. (Scores will be sent to a recipient only if that recipient is eligible to receive those scores.)

If scores have not been reported from a current administration and you want the institutions or agencies listed on your Additional Score Report Request form combined with those you selected when you registered, check the appropriate box on the form. Current and highest scores will then be reported to all recipients requested.

You will automatically receive a copy of your score report confirming that your score report was sent.

### SCORE REVIEW SERVICE

**Fee: SLLA (6011) - \$65  
SSA (6021) - \$65**

All constructed-response and essay readers have been carefully trained and follow strict scoring procedures. Each test that contains one or more constructed responses or essays is scored by more than one reader. However, if you feel that your score on the School Leaders Series Assessment and/or the School Superintendent Assessment does not accurately reflect your performance, you may request a score review of your test. (**Note:** Selected-response questions on computer-delivered tests are not available for score review because they have already been scored twice—initially at the test center, then they were transmitted to ETS where they were verified.)

To have a score reviewed, download and complete the Score Review Request form from the SLS website at [www.ets.org/sls/register/cancel\\_change](http://www.ets.org/sls/register/cancel_change) and send it to ETS with the proper fee. **Your request must be received within three months of the test date.** If there is a change in your reported score, the revised score (which may be higher or lower than your originally reported score) will be

## SCORES & SCORE REPORTS *(continued)*

reported to you and to the recipients of the original score, and your review fee will be refunded. Your test books and answer sheets are not available for disclosure. Please note that your score for a specific test will be reviewed only once.

### Cancellation of Scores by You

If you feel you did not perform to your potential on a test, you have the option of cancelling your scores before they are reported.

You may cancel your score for an SLS test at the end of the test session, but before viewing your unofficial score on the screen. (**Note:** not all SLS tests offer the opportunity to view unofficial scores at the end of a testing session. If an unofficial score is not provided for your test, it means that further analysis must be conducted before scoring can be completed. This does NOT indicate any problem with the administration of your test and will NOT result in any delay of the reporting of your official score.)

Once your scores have been cancelled, they will not be reported, and they cannot be reinstated on your record. You will not receive a refund if you choose to cancel your scores.

### Cancellation of Scores by ETS

ETS strives to report scores that accurately reflect the performance of every test taker. Accordingly, ETS's standards and procedures for administering tests have two primary goals: giving test takers equivalent opportunities to demonstrate their abilities, and preventing any test takers from gaining an unfair advantage over others. To promote these objectives, ETS reserves the right to cancel any test score when, in ETS's judgment, a **testing irregularity occurs**, there is an apparent **discrepancy in a test taker's identification**, the test taker engages in **misconduct** or **plagiarism**, or the score is **invalid** for another reason. Reviews of scores by ETS are confidential. When, for any of the above reasons, ETS cancels a test score that has already been reported, it notifies score recipients that the score has been canceled, but it does not disclose the reason for cancellation except when authorized to do so by the test taker and in certain group cases.

#### Testing Irregularities

"Testing Irregularities" refers to problems with the administration of a test. Testing irregularities may result from actions of test takers, test center personnel, ETS, or from man-made causes. When testing irregularities occur, they may affect an individual or groups of test takers. Such problems include, without limitation, administrative errors (such as improper timing, improper seating, defective materials (e.g., improper or damaged test forms), and defective equipment); improper access to test content; and other disruptions of test administrations (such as natural disasters or other emergencies). When testing irregularities occur, ETS may decline to score the test, or cancel the test score. When, in ETS's judgment, it is appropriate to do so, ETS gives affected test takers the opportunity to take the test again as soon as possible, without charge.

#### Identification Discrepancies

When, in ETS's judgment or the judgment of test center administrators, there is a discrepancy in a test taker's identification, the test taker may be dismissed from the test center. In addition, ETS may decline to score the test or cancel the test score if the documents or photos from the test day cannot be validated or if ETS has evidence that you did not appear for the test. If test scores are canceled by ETS, the test fees will NOT be refunded.

#### Misconduct

When ETS or test center personnel find that there is misconduct in connection with a test, the test taker may be dismissed from the test center, or ETS may decline to score the test, or cancel the test score. Test takers whose scores are canceled will forfeit their test fees.

If fraudulent activity is detected after scores have been reported, ETS will cancel scores, notify score recipients of the cancellation, and ban the test taker from future testing. Misconduct includes, but is not limited to, noncompliance with the "Test Center Procedures and Regulations," on pages 10–11 of this *Bulletin*.

#### Invalid Scores

ETS may also cancel scores if, in its judgment, there is substantial evidence that they are invalid for any other reason. Substantial evidence means evidence that is sufficient to persuade a reasonable person; the substantial evidence standard is lower (i.e., requires less proof) than reasonable doubt, clear and convincing, and preponderance of evidence standards. Evidence of invalid scores may include, without limitation, discrepant handwriting, unusual answer patterns, and inconsistent performance on different parts of the test. Before canceling scores pursuant to this paragraph, ETS notifies the test taker in writing about its concerns, gives the test taker an opportunity to submit information that addresses ETS's concerns, considers any such information submitted, and offers the test taker a choice of options. The options may include voluntary score cancellation, a future test without charge, or arbitration in accordance with ETS's standard Arbitration Agreement. In addition, the test taker is sent a copy of a booklet, *Why and How Educational Testing Service Questions Test Scores*, which explains this process in greater detail. (This booklet is available to any test taker at any time on request from the ETS Office of Testing Integrity. Call 1-800-353-8570 or email [TSReturns@ets.org](mailto:TSReturns@ets.org).)

**Note: The retest option is available only to test takers in the United States, U.S. territories, and Canada. The arbitration option is available only for tests administered in the United States and U.S. territories.**

Your essay responses on the writing section will be reviewed by experienced essay readers during the scoring process. ETS reserves the right to cancel test scores of any test taker when an essay response includes any of the following:

- text that is unusually similar to that found in one or more School Leaders Licensure Assessment and/or School Superintendent Assessment essay responses;
- quoting or paraphrasing, without attribution, language or ideas that appear in published or unpublished sources;
- unacknowledged use of work that has been produced through collaboration with others without citation of the contribution of others;
- essays submitted as work of the test taker that appear to have been borrowed in whole or in part from elsewhere or prepared by another person.

When one or more of the above circumstances occurs ETS may conclude that the essay response, in ETS's professional judgment, does not reflect the independent writing skills that this test seeks to measure. When ETS reaches that conclusion, it cancels the essay score and cannot report scores for this test, of which the essay score is an indispensable part.

### Confidentiality of Information

ETS recognizes your right to control the information about you that is stored by ETS. Its policies are designed to safeguard your information from unauthorized disclosure.

Your score report is intended only for you and for your designated score recipients. However, background information as noted during registration is reported to some states and institutions. To protect your right to control the distribution of your scores, reports will

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## SCORES & SCORE REPORTS *(continued)*

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be released only at your specific request and only to ETS-approved score recipients. ETS will not release your scores at the request of institutions or agencies except

- for use in research studies approved by The School Leadership Series and that preserve your anonymity
- when information is required under compulsion of legal processes, in which case your score record and other documents you completed that are retained at ETS may be released to third parties (e.g., government agencies, parties to a lawsuit, etc.) if requested pursuant to a subpoena. Such documents may include but are not limited to photographs and documents completed at check-in on test day.
- when a state's central regents office or board of governors requests copies of scores that have been reported to its member institutions
- when test takers have been informed by the administrator beforehand that their scores will automatically be released to the state
- when test takers have been notified in the *Bulletin* that a particular state requiring scores has arranged for all individuals tested in that state to have their scores sent directly from ETS
- when a branch institution requests scores previously sent to its main office or vice versa

Official score reports for properly designated recipients are sent directly from ETS to ensure the authenticity of the reports. Note that whenever ETS has confirmed that you have submitted a School Leadership Series Assessment score directly to an educational institution, agency, or district in satisfaction of one of its requirements, ETS will respond to requests for score verification from that recipient.

### Test Takers' Performance Data

Test takers' performance data may be used in analysis samples, score interpretation data, group statistics, and research studies. Test takers' constructed responses may be used in ETS materials to train scorers, to help score recipients interpret scores, or to help test takers prepare for the test. In each instance, all identifying information will be removed.

# TEST AUTHORIZATION VOUCHER REQUEST FORM



If paying by paper check or money order, mail this completed form with your test fee to:

ETS-SLS  
P.O. Box 382065  
Pittsburgh, PA 15251-8065

If you would like to pay for your test registration with a credit/debit card or PayPal, and are not requesting testing accommodations, you do not need to fill out this form. You may register online.

- Check here if you are paying by check or money order and are not requesting testing accommodations.
- Check here if you are requesting testing accommodations.

PLEASE PRINT ALL INFORMATION CALLED FOR BELOW.

NAME: Print your last name, first name, and middle initial.																						
Last Name – first 15 letters										First Name – first 10 letters					M.I.							
MAILING ADDRESS: Number and Street (include apartment number)																						
City															State		Zip Code (U.S. only)				Country Code (Outside U.S. & P.R. only)	
DATE OF BIRTH			SOCIAL SECURITY NUMBER					DAYTIME TELEPHONE NUMBER														
Month	Day	Year	19	-	-	-	-	-	-	-	-	-	-	-								

PREFERRED TEST DATE \_\_\_\_\_ PREFERRED TEST LOCATION \_\_\_\_\_

**SLS TEST FEES** Please check the appropriate box for the test(s) you are planning to take.

- \$425 School Leaders Licensure Assessment
- \$350 School Superintendent Assessment
- \$80 Kentucky Specialty Test of Instructional and Administrative Practices

**PAYMENT** Please make check or money order payable to ETS-SLS. **Do not send cash.** Orders received without payment or with incorrect payment may be returned. If you are requesting an accommodation and prefer to pay online, do not send your payment with this form. You can pay online after your accommodation has been approved.



**NOTE:** By sending your check to us, you authorize ETS to convert the check into an electronic fund transfer. Please be aware that your bank account may be debited as soon as the same day we receive your payment and you will not receive a canceled check. If you do not have sufficient funds in your account, an additional service fee of \$20 will be added to your account.

- Payment enclosed

If paying by credit card, indicate which card you are using and provide your card number, expiration date and the cardholder's signature.

**IMPORTANT NOTE:** If you are requesting testing accommodations and are emailing your documents, do not include credit card information on this registration form. Once your application has been received, you will be sent an email with instructions regarding payment

- American Express®
- Discover®
- JCB®
- MasterCard®
- Visa®

Charge Card Account Number \_\_\_\_\_ Expiration Date (MM/YY) \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

- I consent to the terms and conditions outlined in the consent policy on the next page of this form.

Please write, DO NOT PRINT, the following statement.

- I hereby agree to the conditions set forth in the 2017-18 School Leadership Series Assessment Information Bulletin, specifically those concerning test administration, payment of fees, the reporting of scores, and the confidentiality of test questions. I certify that I am the person who will take the test at the center and whose name and address appear on this form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# TEST AUTHORIZATION VOUCHER REQUEST FORM

## CONSENT

Notwithstanding anything to the contrary in any other ETS or ETS affiliate's ("ETS," "we," "us," "our") materials or agreements with you, you consent to the terms and conditions herein by registering for or taking an ETS test, creating an online account or using our Website, providing survey information or requesting one of our services or completing order or payment information. You agree that we have the right to obtain, store, use and transmit your personal information, including full name, home address, email address, telephone number, Social Security number, passport number, biometric data such as fingerprints, audio recordings and video files and your answers to other background information questions, the test you are registering for, test date, payment information, how you specifically use our Website ("Personal Information").

We use your Personal Information to:

- complete any registration, purchases or other transactions you request online
- improve our products and services, and identify, develop and offer new or expanded products and services
- improve and personalize your experience on the Website
- notify you about updates, products, services and/or special offers from ETS, its affiliates and selected third parties
- ask you to participate in brief surveys or provide other information
- generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our Website

Based upon your specific relationship(s) with us, we may use your Personal Information in ways described in more detail in one or more other agreements.

Additionally, you consent to the transfer of your Personal Information within and outside of your country of residence and outside of the location where you have taken the test(s).

We disclose your Personal Information to certain third parties with whom we have a direct or indirect business or contract relationship, to provide the products and services you have requested.

You will have the ability to opt out of receiving certain communications from us, including voicemail or email. If you do not opt out immediately, but later decide that you would prefer not to receive email communications from us, please contact that particular testing program through [www.ets.org](http://www.ets.org). Remember, however, that we may still send email or call you in order to provide a product or service that you request.

**Australia requires ETS to provide notification to AU residents. For Australian residents only,** please be informed that if you consent to the overseas disclosure of the information or transfer of your data outside of Australia, ETS and its affiliates will not be required to take reasonable steps to ensure that ETS or its affiliates' use of such data outside of Australia does not breach the Australian Privacy Principles.

By indicating "Accept," you consent to the terms and conditions above and those more fully outlined in the ETS Privacy Policy located at <http://www.ets.org/legal/privacy> or attached hereto for paper-based assessments.



# CERTIFICATION OF DOCUMENTATION For Test Takers Whose Primary Language Is Not English



If paying by paper check or money order, mail to:  
 ETS—SLS  
 P.O. Box 382065  
 Pittsburgh, PA 15251-8065  
 If paying via credit or debit card, mail to:  
 ETS—SLS  
 P.O. Box 6051  
 Princeton, NJ 08541-6051

If you have previously registered and your request for accommodations has been approved by ETS, you need to submit the PLNE Eligibility Form on *page 16*. See “If Your Primary Language Is Not English” on *pages 6–7* for more information.

TO BE COMPLETED BY A QUALIFIED PROFESSIONAL AND SENT TO ETS WITH THE TEST TAKER’S ELIGIBILITY FORM, TEST AUTHORIZATION VOUCHER REQUEST FORM, AND TEST FEES.  
**DO NOT MAIL THIS FORM SEPARATELY TO ETS.**

Complete and sign. Cross out material within brackets that does not apply.

1. I, \_\_\_\_\_ am [a qualified ESL teacher/coordinator, foreign language department supervisor/chairperson, or other appropriate professional (specify) \_\_\_\_\_]

at \_\_\_\_\_ . I have held that position since \_\_\_\_\_ .  
(Name of Institution) (Date)

2. I have [worked with and/or reviewed pertinent documentation about] \_\_\_\_\_ .  
(Name of Test Taker)

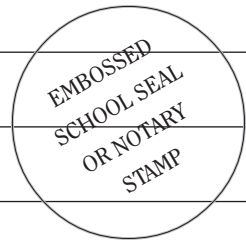
I certify that English is not the test taker’s primary language. The test taker’s primary language is \_\_\_\_\_ .

3. The test taker is taking one or more SLS tests to meet the requirements of \_\_\_\_\_ .  
(Institution/State/Agency)

The score recipient code is \_\_\_\_\_ .

4. In the event Educational Testing Service (ETS) requests a copy of the documentation described above, I promise to send ETS, for its consideration, any information pertinent to establishing the need for these accommodations (pursuant to the test taker’s permission on the Eligibility Form) sufficiently in advance of the test administration date in question to permit complete processing.

_____ Date	_____ Name _____ Signature* _____ Title _____ Institution _____ Telephone and/or TDD/TTY Number _____ Fax Number _____ Email
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\* Must be original signature. Photocopy of signature or stamped signature will not be accepted. An embossed school seal must be affixed over the signature or the signature must be notarized.

Certification of Documentation

# ELIGIBILITY FORM **For Test Takers Whose Primary Language Is Not English**



If paying by paper check or money order, mail to:

ETS—SLS  
P.O. Box 382065  
Pittsburgh, PA 15251-8065

If paying via credit or debit card, mail to:

ETS—SLS  
P.O. Box 6051  
Princeton, NJ 08541-6051

## TO BE COMPLETED BY THE TEST TAKER

I attest that the information about me provided on the Certification of Documentation form is true to the best of my knowledge. If the certification document is not sufficient for me to obtain the accommodation sought, I give permission to release to ETS a copy of any pertinent information required to establish the need for the accommodation described therein. I understand that the necessary information must be available to ETS sufficiently in advance of the test administration date to provide time to process my request and implement the requested accommodations. I further understand that ETS does not waive its right to request this documentation if necessary after the test administration date. I acknowledge that my request for this accommodation will not be processed if I alter or revise the certification document in any way after it has been completed by the appropriate official. This information will be protected by the terms of ETS's Confidentiality of Information on *page 13* of the *SLS Bulletin*. I am taking one or more SLS tests to meet the requirements of

\_\_\_\_\_  
(Institution/State/Agency)

The score recipient code is \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Test Taker

## THE FOLLOWING SECTION MUST BE COMPLETED EACH TIME YOU REGISTER TO TEST UNDER THIS POLICY.

I have previously submitted documentation that English is not my primary language and approved documentation is on file at ETS.

(Indicate test date for which documentation is on file: \_\_\_\_\_.)

My candidate ID number is \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Test Taker

\_\_\_\_\_  
PRINT NAME

# REGISTRATION LISTS

You will need to refer to the lists below to register for a test. These lists are available on the SLS website at [www.ets.org/sls/register](http://www.ets.org/sls/register).

- *Test Centers* — locate a test center to register for standard test administration.
- *Attending Institution/Recipient Code* — find the code(s) (preceded by an A) for the institution(s) where you received training relevant to the test; find the code (preceded by an R) for the agency, professional association, or organization where you would like score reports sent.
- *Major and Certification Field Codes* — find the code(s) for your undergraduate major field and the field(s) in which you are seeking certification.
- *Citizenship & Country or Region Codes* — refer to this list if your address is outside the U.S., U.S. Virgin Islands, Guam, or Puerto Rico.
- *Abbreviations* — refer to this list for proper postal service abbreviations.

# DIRECTORY

## STATE AGENCIES and PROFESSIONAL ASSOCIATIONS and ORGANIZATIONS PHONE DIRECTORY

<b>Arkansas</b>	501-682-4342	<b>Kentucky</b>	502-564-4606	<b>Mississippi</b>	601-359-3483	<b>Tennessee</b>	615-532-4885
<b>District of Columbia</b>	202-741-5881	<b>Louisiana</b>	877-453-2721	<b>Nebraska</b>	402-471-0739	<b>United States Virgin Islands</b>	340-774-4546
<b>Guam</b>	671-735-2554	<b>Maine</b>	207-624-6600	<b>New Jersey</b>	609-292-2070	<b>Utah</b>	801-538-7740
<b>Kansas</b>	785-296-2288	<b>Maryland</b>	410-767-0412	<b>Pennsylvania</b>	717-783-6788	<b>Vermont</b>	802-479-1700
		<b>Michigan</b>	517-335-6615	<b>Rhode Island</b>	401-222-4600	<b>Virginia</b>	804-225-2022

# Prepare for Success

with test preparation resources from ETS

We offer a variety of free and low-cost test preparation resources to help you feel ready and confident on test day.



To find your test preparation materials, visit [www.ets.org/sls/testprep](http://www.ets.org/sls/testprep)

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[www.ets.org](http://www.ets.org)