

### TEExES Representative Testing with the UNTD SOE and the Testing Center

#### Frequently Asked Questions (FAQ) Guide

##### **1. What is a TEExES Representative test?**

TEExES Representative tests are retired actual tests used in prior years made available for candidates to register to take. A TEExES Representative test is the closest option to a current actual TEExES and gives you feedback on your performance by domain and competencies. Since the TEExES representative exams are retired “real” exams, we must administer the tests in an actual monitored testing environment.

##### **2. Where can I sign up to take the TEExES Representative tests?**

Go to <https://advising.untDallas.edu/testing-services-unt-dallas> and you will see the link to access the registration page. After you complete the online registration process, a Testing Center staff member will add you to the Canvas course where you can complete the representative exam.

##### **3. Do I need to pay any fees to take the TEExES Representative test?**

Yes, you are required to register for the representative test. Each test is only \$28.50.

##### **4. What steps do I need to take to register for the Representative tests?**

Step 1. Click on the link - <https://advising.untDallas.edu/testing-services-unt-dallas>.

Step 2. Select "Schedule a Testing Appointment" on the left.

Step 3. Select a group "TEExES Pre-Certification Exams" from the drop-down menu.

Step 4. Select the exam that you need to take from the drop-down menu.

Step 5. Input and/or verify the auto-filled information.

Step 6. Click on the check box, if you agree with the guidelines.

Step 7. Enter your UNTD student ID and phone number and click on “Add to Cart.”

Step 8. Click on “Ready to checkout” and complete the payment information. Once done, click on “Purchase Exams.”

##### **5. What are the requirements for taking test remotely?**

Since the TEExES representative exams are retired “real” exams, we must administer the tests in a monitored testing environment adhering to TEA and the test vendor guidelines. You must have a working webcam and microphone, must install a lockdown browser, and have a quiet space to complete the remote testing session. You must have a UNTD ID or approved ID and please sign in to register for the test. The exams are monitored via Respondus Monitor and reviewed by testing staff.

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### **6. What should I do after I made the payment for the TExES Representative test?**

Once the payment is processed, you will receive a confirmation email of your purchase from the UNT Dallas Testing Center. Look for the Testing Center email from [testing@untdallas.edu](mailto:testing@untdallas.edu). You may also want to check your spam and junk email folders to allow emails from [testing@untdallas.edu](mailto:testing@untdallas.edu).

### **7. I have received the confirmation email but still don't have access to take the representative test. Why?**

At this point, please be patient, The UNT Dallas Testing Center is working hard to process your request. You will receive an invitation through Canvas within 2-3 business days after you receive the registration email. If registering on a weekend or holiday, please remember UNTD will be closed. You will be able to join the course to take your representative exam. If you don't already have installed the lockdown browser, then the registration email will have the link to download it.

### **8. I am alumni of UNT Dallas. Can I still take the representative tests?**

Yes, as long as you are active in the system and have a UNTD ID, you can register to take the TExES representative tests.

### **9. I have purchased multiple TExES Representative tests but only got access to one test. Whom should I contact?**

Please send email inquiries to [testing@untdallas.edu](mailto:testing@untdallas.edu)

### **10. How can I access my scores?**

You can log into Canvas and retrieve your scores. You can check your scores by clicking on the "Grades" on the left-hand side of the screen.

### **11. Can I submit a screenshot of my representative test scores for approval to take the current, actual TExES exams with Pearson and Educational Testing Services?**

UNT Dallas does not accept screenshots of scores. Please save your scores in a pdf format and submit with your test approval application.

### **12. I took the representative test and failed it. I am more prepared now and want to give it another try. Do I need to pay for the test again?**

Yes, you will be required to pay \$28.50 each time you register to take a representative test.

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**13. I am unable to take the representative test on the scheduled date. Can I reschedule for another date?**

Yes, you can reschedule. Please click on [How to reschedule](#) and follow the instructions.

**14. I made a mistake when registering for the representative test. Can I cancel my representative test?**

Yes, you can cancel the representative test registration. Please click on [How to Cancel](#) and follow the instructions.

**15. I am unable to schedule for the representative test. Whom should I contact?**

You can contact the UNTD testing center by sending email at [testing@untdallas.edu](mailto:testing@untdallas.edu). In the meantime, we recommend clicking on the [troubleshooting](#) link and follow the instructions.

**The UNTD Testing Center understands the importance of scheduling the representative tests works diligently to support your representative testing needs. The Testing Center team will process all requests in the order they are received.**

**For questions concerning certification items, please contact the Teacher Certification and Accountability Officer at [SOETCAO@untdallas.edu](mailto:SOETCAO@untdallas.edu). We appreciate your support!**