

APPENDIX B

INFORMATIONAL HANDOUTS

- B-1: Frequently Asked Questions
- B-2: Developing a Study Plan
- B-3: Test-Taking Strategies

B–I: Frequently Asked Questions

How do I register for a test?

There are a number of ways to register for a test. You may register online at the ICTS Web site (www.icts.nesinc.com), or you may request the current ICTS Registration Form and register by mail or by telephone during emergency registration. The registration bulletin is available on the ICTS Web site at www.icts.nesinc.com.

How many tests may I take at one test administration?

There is one morning test session and one afternoon test session on each test date. You are permitted to register for only one full-session test or two partial-session tests per session.

All content-area tests (except for foreign language) and tests for removal of an LBS I Limitation only are partial-session tests.

All other ICTS tests (Basic Skills, Assessment of Professional Teaching, foreign language content-area, Learning Behavior Specialist II, English Language Proficiency, and Target Language Proficiency) are full-session tests.

How long do I have to take the tests?

Both the morning and afternoon test sessions are five hours each.

I am taking only one test. Will I test in the morning or afternoon?

Your assignment to a test session is dependent on the number and type of tests for which you register. The Basic Skills test is given only in the morning session. The Assessment of Professional Teaching tests are given only in the afternoon session. The following tests are given in both the morning and afternoon sessions:

- Content-area tests (other than for foreign language)
- Learning Behavior Specialist II (LBS II) tests
- Tests for removal of an LBS I Limitation only

The following tests are given in either the morning or afternoon sessions:

- Foreign language content-area tests
- Language proficiency tests for the Transitional Bilingual Certificate

What forms of payment can I use to pay for the test?

The method of payment depends on when and how you register, as indicated in the table below.

Registration Period	Internet	By Mail	By Phone
Regular Registration	MasterCard or VISA	Personal Check, Cashier's Check, or Money Order MasterCard or VISA	Not Applicable
Late Registration	MasterCard or VISA	Personal Check, Cashier's Check, or Money Order MasterCard or VISA	Not Applicable
Emergency Registration	MasterCard or VISA	Not Applicable	MasterCard or VISA

How do I obtain a study guide for the test that I am taking?

Study guides are available on the ICTS Web site at www.icts.nesinc.com. Single paper copies may be obtained by contacting (800) 239-8107.

Whom do I contact if I have questions about my registration?

If you have questions about your registration, contact:

Illinois Certification Testing System
Evaluation Systems
Pearson
P.O. Box 660
Amherst, MA 01004-9000
Telephone: (800) 239-8107 or (413) 256-2870
Teletypewriter (TTY): (413) 256-8032

I have registered for a test but want to make a change in my registration. What do I do?

Refer to the current version of the ICTS registration bulletin and complete and mail the Change of Registration Request Form, or use the online form found on the ICTS Web site at www.icts.nesinc.com. Information about deadlines for making such changes is provided in the bulletin and on the Web site.

I have a disability. How do I request alternative testing arrangements?

Refer to the current version of the ICTS registration bulletin, which can be found on the ICTS Web site at www.icts.nesinc.com, and complete and mail the Alternative Testing Arrangements Request Form at the same time that you send in your registration form. If you have any questions about making alternative testing arrangements, call (800) 239-8107.

I have a religious conviction that prohibits me from testing on Saturday. Can I test on an alternative date?

Refer to the current version of the ICTS registration bulletin, which can be found on the ICTS Web site at www.icts.nesinc.com, and complete and mail the Alternative Testing Arrangements Request Form at the same time that you send in your registration form. If you have any questions about making alternative testing arrangements, call (800) 239-8107.

When will my test scores be available?

Official score reports will be mailed to examinees approximately four weeks after the test date. Unofficial score reports will be available online on the official score report mailing date for each test administration. For test dates and score report dates, refer to the ICTS Registration Bulletin, which can be found on the ICTS Web site at www.icts.nesinc.com.

What information will be provided on my score report?

You will receive a total test score as well as information about your performance on each of the major test content subareas.

How many times can I retake a test?

There is no limit to the number of times you may take a test.

B–2: Developing a Study Plan

The following suggestions are designed to help you develop a study plan in preparation for the Illinois Certification Testing System.

✓ **Study the objectives.**

The first step in preparing for an ICTS test is to identify what information the test will cover by reviewing the test objectives for your field. Test objectives are included in the study guide for each test field and are the only source of this information.

Test objectives are organized into groups known as subareas. The subareas define the major content areas of the test. You will find a list of subareas at the beginning of each test objective list. The number of objectives within each subarea typically reflects the emphasis given to that subarea on the test. In general, subareas with greater numbers of objectives will receive more coverage on the test.

Once you have a broad picture of what the examination includes, read each objective and its descriptive statements carefully to get a more specific idea of the knowledge you will be required to demonstrate on the examination. When you have become familiar with the objectives, make a list of those objectives about which you feel you know the least. Use this review of the objectives to set priorities for your study time. The test objectives are the core of the testing program and a helpful study tool. Read them carefully to determine the areas of strength and weakness in your content knowledge.

✓ **Identify resources.**

After you have identified the objectives on which you will focus your time, consider the resources you may use in studying the content of those objectives. The most appropriate resources may well be textbooks from courses you have taken. You may also wish to consult your class notes. This is especially important for courses you took more than a year ago. Talk with other students who have taken those courses more recently. Meet with your advisor or the professors who teach these courses. They may be able to provide you with some guidelines for reviewing your notes and textbooks. You may also wish to review other materials and publications from local, state, and national professional education organizations.

✓ **Review the sample test questions.**

After you have become familiar with the objectives, you may want to review the sample test directions and the test question formats and suggested approaches contained in the appropriate ICTS study guide. Then try to answer the sample multiple-choice questions for the test you are taking. If your test includes one or more constructed-response assignments, you should try to respond to the sample assignment(s) as well.

Next, review the correct responses and explanations for the sample multiple-choice questions. If your test includes one or more constructed-response assignments, you should review the sample response(s) or description of the task/assignment that is provided.

✓ **If you are retaking a test, use the information on your score report.**

Your subarea performance will help you identify possible areas on which to focus your studies. You may wish to concentrate your study on those subareas or sections of the test that include the greatest number of test items and that count the most toward your total test score.

✓ **Take additional courses.**

Consult with your advisor about whether you have completed sufficient coursework in preparation for the test. Your advisor may be able to identify specific courses that may cover content you have not yet studied.

✓ **Form or join a study group.**

Joining a study group can be effective for reviewing test-related content. You may gain the most from participation in a study group if you have already identified the test objectives with which you are less familiar and which you need to review more. If you have a specific need or area of weakness, a study group that focuses on that need or area may be best for you.

✓ **Avoid cramming in the days before the test.**

A gradual study pattern will be more effective for learning unfamiliar or difficult content. In the last few days before the test, take time to review the content with which you feel more comfortable and avoid trying to learn new material.

B-3: Test-Taking Strategies

The following suggestions may help you develop strategies to use when you are taking the Illinois Certification Testing System.

✓ **Follow directions.**

It is very important to listen to and follow all test directions. This includes the oral directions that will be read by the test administrators and any written directions in the test booklet.

✓ **Pace your work.**

You will be assigned to one or both test sessions depending on the number and types (full session or partial session) of tests for which you register. Each test session is five hours in length. The time it takes test administrators to read the directions at the beginning of the test session is not included in the five hours. You may wish to flip through the test booklet when you are given the signal to begin testing. This may give you an idea of how to pace yourself when taking the test. Remember to leave enough time to respond to the constructed-response assignment(s), if applicable.

✓ **Read carefully.**

Do not try to speed up by skimming directions or by reading the test questions too quickly. You may miss important information and instructions.

✓ **Determine the "best answer."**

Your response to each multiple-choice test question should be the best of the alternatives provided. Read and evaluate all four answer choices before deciding which one is best.

✓ **Guess wisely.**

Your multiple-choice test score will be based on the number of multiple-choice questions you answer correctly. You will not be penalized for guessing. If you are unsure about a question, use your knowledge in the content area to eliminate as many of the alternatives as you can. Then select among the remaining choices.

✓ **Mark your answers carefully.**

Your responses to the multiple-choice questions will be scored electronically. It is critical for you to mark your answers carefully and to erase any stray marks completely. If you skip a question, be sure that you skip the corresponding row of answer choices on the answer sheet.

✓ **Check your accuracy.**

Use any remaining time at the end of the test session to check the accuracy of your work. Make sure that you have filled in the appropriate bubbles on the answer sheet and that you have completely erased any stray marks.

✓ **Review carefully the constructed-response assignment(s), if applicable, and write legibly.**

Be sure to read and respond to each part of the assignment(s).

Your response(s) to the constructed-response assignment(s) will be evaluated by at least two qualified scorers. It is important for the scorers to be able to read your response(s).

Also, make sure that you have recorded your response(s) to the constructed-response assignment(s) on the appropriate answer document(s) in the appropriate space.