

## COMMISSION FOR TEACHER PREPARATION AND LICENSING

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September 5, 1978

78-7909

TO: Educational Associations, Counselors and Deans  
at Higher Education Institutions, and County  
and District Superintendents of Schools

FROM: Peter L. LoPresti, Executive Secretary *PL*

SUBJECT: UPDATE - Examination Score Standards  
and Appeal Procedures

In order to keep all candidates and constituents informed after each test administration, the Commission updates its examination score and appeal standards. Enclosed is a copy of the Examination Appeal Process and current Score Standards, which apply to examinations until July 31, 1978. It is anticipated that new standards will be set for the 1978-79 testing year, and will become effective for the November 1978 administration. The field will be notified as soon as a decision has been made by the Commission.

It is important that a candidate be informed that two fees are required when using the appeal process: a \$20 processing fee for the appeal, and a \$20 application fee for the credential.

I would appreciate it if you would circulate this information to the appropriate people on your staff and encourage them to make copies available for all candidates. Credential analysts and testing officers also should be encouraged to give copies to the students with whom they deal.

If you have any questions regarding these policies and procedures, please call Mrs. Marjorie B. Brodt at (916) 322-2304 or ATSS 8-492-2304.

Enclosures

EXAMINATION APPEAL PROCESS \*

The Commission for Teacher Preparation and Licensing, at its January 1977 meeting, adopted Examination Appeal Regulations. This appeal process is applicable only to examinations relating to the multiple and single subject teaching credentials. This updates our letter dated January 20, 1978 listing the minimum scores required for an appeal, by including the minimum score standards for the February 1978 administration of the examination.

The adopted appeal procedure states that:

Effective July 1, 1976, the Common Examination scores may be considered for appeal if all of the following (1, 2, and 3) are met:

- (1) the score is at least equivalent to the 25th percentile among California candidates at the same test administration;
- (2) the candidate has either -
  - (a) an overall grade point average of 3.0, or
  - (b) an excess score in one area of the Common Examinations equivalent to at least twice the shortage in the area(s) in question;
- (3) a grade point average of 2.5 has been earned in at least 12 semester hours of course work in the area(s) in question.

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Effective July 1, 1976, Single Subject Matter Area Examinations scores may be considered for appeal if all of the following are met:

- (1) the score is at least equivalent to the 40th percentile among California candidates at the same test administration provided that at least 100 California candidates take the examination; if fewer than 100 California candidates take the examination, the score must be equivalent to the 40th percentile among national examinees at that test administration;
- (2) the candidate has an overall grade point average of 2.5;
- (3) the candidate has a grade point average of 3.0 in at least 18 semester hours of course work in the subject area for which the examination is to be waived;

and

effective November 3, 1977, the Single Subject Matter Agriculture Area Examination score may be considered for appeal if all of the following criteria are met:

- (1) a formula score equivalent to passing 40th percentile of the items;
- (2) an overall grade point average of 2.5;
- (3) a grade point average of 3.0 in at least 18 semester hours of course work in the subject area for which the examination is to be waived.

Commission policy provides that anyone meeting these standards who took the examination after July 1, 1974 may request an appeal by writing to the Commission; providing evidence required above, including a copy of the report of scores and complete transcripts; and submitting the required \$20 processing fee for each examination to be considered. This fee is not refundable. Scores will remain valid and may be used for appeal purposes for two years following the date of the examination on which the score was achieved.

If an applicant fails a subject matter examination and does not meet the standards stated in 1, 2 and 3 above, he may appeal by requesting to be examined by a Board of Examiners. Such an appeal shall be in writing and shall include all of the following:

- (1) verification that appealer has failed the examination and does not meet the standards stated in 1, 2 and 3 above;
- (2) agreement by the appealer to pay the costs for impaneling and operating the Board of Examiners.

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This fee will be the actual costs to assemble a Board of Examiners. A maximum fee of \$250 must be paid prior to the scheduling of the examination. After actual costs have been determined, a refund of any unearned portion of the fee will be paid to the applicant.

The Commission shall appoint Boards of Examiners as appropriate, each consisting of not more than six persons drawn equally from practicing public school teachers and full-time higher education faculty in the subjects or field(s) in which the candidate wishes to be examined. All examinations held by such Boards shall be executive and closed sessions with only Board members, Commission members and staff, and the applicant permitted to attend. The recommendations of each Board of Examiners shall be in writing. A copy of such recommendations shall be transmitted to the Commission and the Commission will notify applicants of its decision by registered mail within 30 days after the Commission considers the recommendations of the Board.

The oral examination will be given at a location or locations designated by the Commission. No more than two such examinations shall be scheduled in one year for each subject matter area. This oral examination shall cover the substance specified in the adopted Scope and Content Statement appropriate to the subject matter area being examined, and shall be scheduled for no longer than three hours.

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\*Adapted from California Administrative Code, Title 5,  
Sections 5941-5941.5

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A candidate meeting appeal standards must

- (1) send a written request for an appeal with the required \$20 processing fee. This fee is not refundable
- (2) include copies of the N.T.E. test results
- (3) send transcripts of all collegiate course work. Transcripts should be secured from each separate college attended.

NOTE: After a successful appeal, the only fee required will be the \$20 application fee. To speed processing, include a copy of the notification letter from this office with the application materials.

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EXAMINATION SCORE STANDARDS - UPDATE

The Commission for Teacher Preparation and Licensing, at its September 1977 meeting, extended the use of the NTE Examinations and their adopted cut-off scores to July 31, 1978.

PASSING SCORE STANDARDS  
September 1, 1974 - July 31, 1978

<u>Examination</u>	<u>Passing Score</u>
<u>Common Examinations</u> (candidate must pass in each section)	
Written English Expression	60
Social Science, Literature & Fine Arts	60
Science & Mathematics	62
<u>Single Subject Examinations</u>	
Agriculture	500
Art Education	622
Biology & General Science	676
Business Education	629
Chemistry, Physics & General Science	628
English Language & Literature	618
French	613
German	631
Home Economics Education	647
Industrial Arts Education	626
Mathematics	632
Men's Physical Education (taken prior to February 1976)	612
Music Education	616
Physical Education (February 1976 to present)	623
Social Studies	627
Spanish	636
Women's Physical Education (taken prior to February 1976)	664
Ed. Administration & Supervision (taken prior to January 1977)	617 *
(January 1, 1977 to present)	673 *
Reading Specialist/Miller-Unruh	560 *
Introduction to the Teaching of Reading	680 *

\* No appeal possible

PASSING SCORE STANDARDS

September 1, 1974 - July 31, 1978

Examinations Passing Score

Common (Candidate must pass in each section)

Written English Expression 60

Soc. Sci., Lit. & Fine Arts 60

Science & Mathematics 62

Single Subject

Agriculture (California Test) 500

Art Education 622

Biology & General Science 676

Business Education 629

Chemistry, Physics & Gen. Science 628

English Language & Literature 618

French 613

German 631

Home Economics Education 647

Industrial Arts Education 626

Mathematics 632

Men's Phys. Ed. (prior to Feb. 1976) 612

Music Education 616

Physical Ed. (Feb. 1976 to present) 623

Social Studies 627

Spanish 636

Women's Phys. Ed. (prior to Feb. 1976) 664

MINIMUM SCORES REQUIRED, BY DATE OF EXAMINATION, TO QUALIFY FOR THE APPEAL PROCESS

Year 1974-75 Nov '75 Feb '76 Jul '76 Nov '76 Feb '77 Jul '77 Nov '77 Feb '78

(25th percentile of California scores)

55 55 55 56 53 55 54 55 54 55 54 52

57 56 59 57 58 55 56 55 57 57 57 56

56 56 54 55 54 55 55 55 55 54 54 51

(40th percentile of California scores)

620 632 606 609 599 590\* 590\* 619 617\* 571\* 571\* 571\*

658 696 593 640 601 660\* 619 617\* 636 636 604

643 551 607 605 622 610\* 610\* 577\* 577\* 577\* 577\*

624 634 585 647 599 630\* 630\* 575\* 575\* 575\* 575\*

615 617 574 585 574 582 592 582 582 582 582

662 635 561 600 661 600 600\* 572\* 572\* 572\* 572\*

513 559 626 590\* 656 590\* 590\* 571\* 570\* 570\* 570\*

625 588 638 618 671 630\* 630\* 599\* 599\* 599\* 599\*

620 619 619 644 583 600\* 600\* 594\* 594\* 594\* 594\*

582 551 564 579 565 561 555 556 544 544 541

620 612 612 612 612 612 612 612 612 612 612

541 553 636 636 661 600\* 600\* 583\* 583\* 583\* 583\*

616 612 598 570 621 585 581 619 621 621 621

641 634 600 632 610\* 610\* 610\* 585\* 585\* 585\*

627 583 583 583 583 583 583 583 583 583 583

\*If fewer than 100 California candidates take the examination, the scores must be equivalent to the 40th percentile among national examinees. Scores equivalent to 40th percentile among national examinees are indicated by an asterisk (\*).

\*\*Based only on California candidates.

A PROCESSING FEE OF \$20 MUST ACCOMPANY EACH APPEAL. IF THE APPEAL IS DENIED, THE FEE IS NOT REFUNDABLE.