### **PREPARATION STRATEGIES FOR THE MICHIGAN TEST FOR TEACHER CERTIFICATION (MTTC)**



April 2023

Hello, everyone. On behalf of the Michigan Department of Education and the Evaluation Systems group of Pearson, we would like to welcome you to the webinar *Preparation Strategies for the Michigan Tests for Teacher Certification*.

We're happy you could join us and hope you find the information we have to share valuable as you begin to prepare for the test.



### ✓ Overview of the MTTC

### ✓ Preparing for the Test

What's on the Test?

UWhat You Already Know

U What You Need to Learn

How Can You Do Your Best?

### ✓ The Day of the Test

### ✓ How to Register for the MTTC

✓ How to Read Your Score Report

✓ Questions?

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Today, we'll be focusing on some strategies you can use to prepare for your MTTC.

We will discuss what resources are available to you on the MTTC website and how you might make the best use of those resources to help you as you prepare to take the test.

After we've covered preparation activities, we'll show you where to find information on the website about what to expect at the test center on the day of the test.

We'll also briefly walk you through the process of registering for the test.

Finally, we'll review how to read a score report, and how to review the detailed information on your score report, and reference information on the website in the event you should need to retake a test.

## Where to begin?



### Key questions to ask when preparing to do your best:



- What's on the test?
- What do I already know?
- What do I need to learn?
- How can I do my best?



Candidate Webinar: Test Preparation 3

There are some key questions to ask when preparing to take the test:

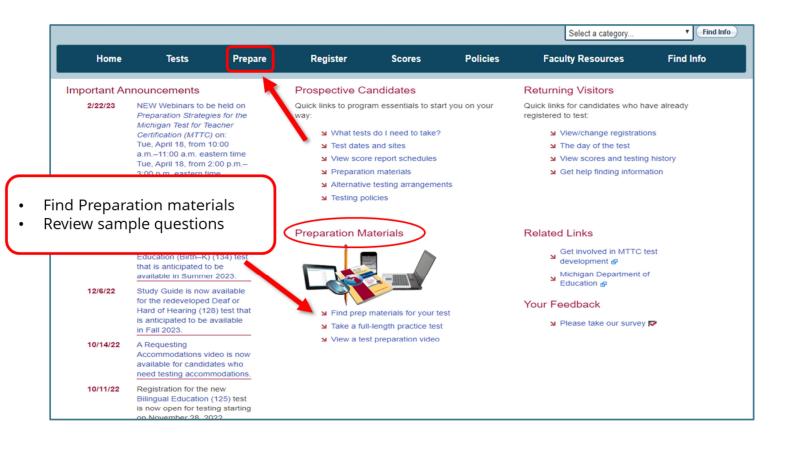
- What's on the test?
- What do I already know?
- What do I need to learn?
- How can I do my best?

Let's see how we might best use the resources on the Michigan Test for Teacher Certification (MTTC) website to answer these questions.

The MTTC website includes all the information you need to register for and prepare for your test.

### **MTTC Test Overview**





Candidate Webinar: Test Preparation 4

The first place to start your preparation is to learn about what is on the test you need to take.

To access preparation materials, you will begin on the MTTC program website at *www.mttc.nesinc.com*.

There are multiple ways to access the preparation information on the website.

You can select the Prepare tab at the top of the page, or the links underneath Preparation Materials heading.



Where to Find Preparation Materials

me / Prepare							Home	
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When you click on the Prepare tab, you will need to select your test from the dropdown menu.

In this example, I've selected Bilingual Education.

When I select Go, I'm taken to a page that shows all the preparation materials that are available for this test.



Where to Find Preparation Materials

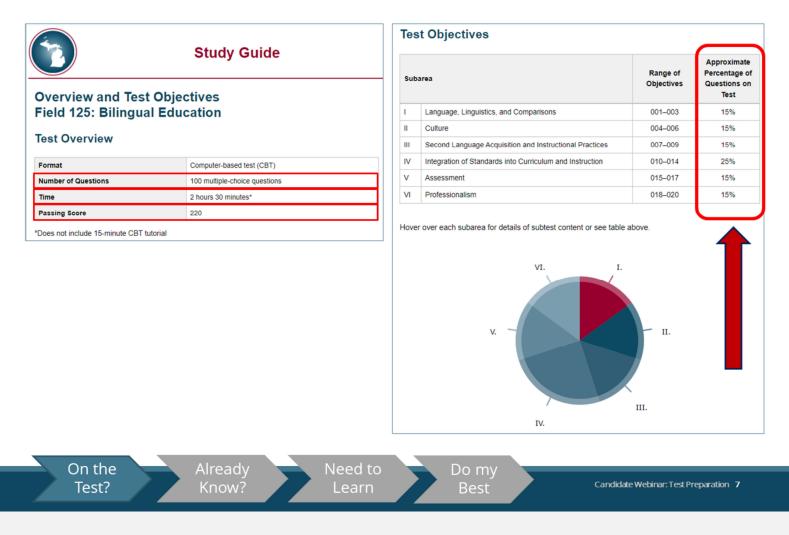
reparation I	Materials					
ilingual Educa	tion (125)					
Study Guide		1: Program and Test				
		2: How to Prepare fo 3: What's on the test	? Overview and test o	bjectives		
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			accommodations for			
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with Registration						
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	tests.		preview or view a sam			
	Bilingual Educa		\$9.95	pie practice test prev	Buy Now	
Score Report	Understand you	ur test results 🔎 T	his document provide	s an explanation of y	our score report.	
Explanation	Interpret your to	est results 🔎 This	document defines sco	pre-related informatio	n found on your score	report.

Then, the test objectives are included in Section 3 of the study guide.

On this page, you would click the area highlighted by the arrow, Section 3: What's on the test? Overview and test objectives.



Study Guide



In the Test Overview section, you will find information about the number of test questions, the testing time, and the passing score for your test.

In the Test Objectives, you will see the test design, including information about each subarea and the approximate test weighting, or the emphasis given to that subarea, on the test.

This information shows the content coverage you can expect on the test.

Structure of the Test Objectives



#### Test Objectives:

- Describe content measured on each test
- Provide information to candidates about the test structure
- Show approximate percentage of the total test score derived from each of the subareas

#### Overview and Test Objectives Field 125: Bilingual Education

#### **Test Objectives**

Sub	area	Range of Objectives	Approximate Percentage of Questions on Test
I.	Language, Linguistics, and Comparisons	001-003	15%
Ш	Culture	004-006	15%
Ш	Second Language Acquisition and Instructional Practices	007–009	15%
IV	Integration of Standards into Curriculum and Instruction	010-014	25%
V	Assessment	015-017	15%
VI	Professionalism	018-020	15%



Now, let's look at the organization of the test objectives.

The MTTC test objectives are aligned with the Michigan standards for the preparation of teachers.

The test objectives specify the content to be covered on the test and are organized by major domains of content called subareas.

The tests are intended to assess a candidate's proficiency and depth of understanding of the subject at the level required for a college degree major according to Michigan standards.

Look at the Subareas for Bilingual Education.

In this test, there are sections on:

- Language, Linguistics, and Comparisons;
- Culture;
- Second Language Acquisition and Instructional Practices;
- Integration of Standards into Curriculum and Instruction;
- Assessment; and
- Professionalism.

Let's see how we can use the test objectives to get an idea about what we know, what we don't know, and what we should review for the test.

Structure of the Test Objectives





Objective 001-Understand major concepts and principles related to the nature of language and language systems.

Includes:

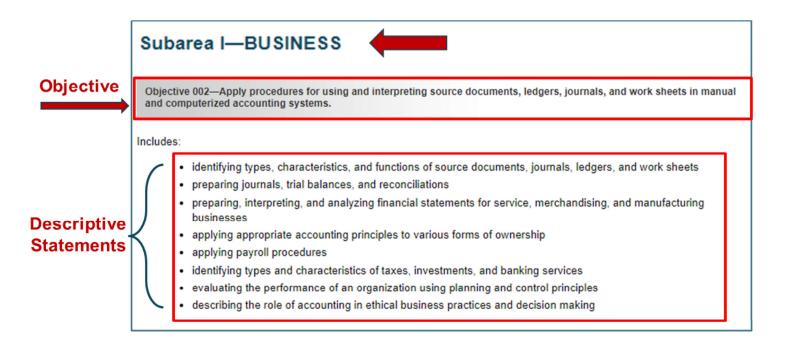
- demonstrating knowledge of the dynamic, changing nature of language, and language systems and concepts related to innateness and universality of language acquisition
- demonstrating knowledge of different types of variation that occur in a language (e.g., dialects, registers, historical and/or regional variations) and factors that affect language variation
- demonstrating knowledge of the nature of bilingualism/multilingualism and concepts related to bilingualism/multilingualism (e.g., code-switching, diglossia)
- demonstrating knowledge of the theoretical foundations of bilingual education and the development of biliteracy (e.g., Cummins' Common Underlying Proficiency theory, Krashen's Input hypothesis)
- · demonstrating knowledge of basic aspects of world language families for linguistic comparisons



Within each objective is a list of descriptive statements that further define the content of that objective.

Test Objectives: A Closer Look







Here's a closer view of the layout of the test objectives.

This example is from a Business Management, Marketing, and Technology test. It shows the test objective 2 from subarea 1.

Notice the subarea, the objective, and descriptive statements that are noted.

Now that we've seen how the information is organized, let's see how we can use the test objectives to guide our preparation and identify study resources.

## What You Already Know



Carefully review the test objectives to become familiar with the structure and content of the test. For each objective and set of descriptive statements, ask yourself:

- Am I fully prepared to answer questions about this subject?
- Is this an area I know something about, but need to review?
  - Is this content that I am not familiar with at all?

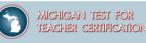


You should carefully review the test objectives to understand the knowledge and skills you will be required to demonstrate on the test.

The test objectives may be used as a guide, by going through the sets of descriptive statements and asking yourself these questions:

- Am I fully prepared to answer questions about this subject?
- Is this an area I know something about, but need to review?
- Is this content that I am not familiar with at all?

# What You Already Know



Objective 006-Understand listening and speaking strategies used for effective communication for different purposes.

Includes:

- evaluating strategies of organization, selection of details, and delivery in relation to audience and purpose
  - identifying various speaking strategies (e.g., enunciation, pauses) and their effect on meaning
  - evaluating visual materials for use in oral presentations
  - identifying elements of effective communication in various contexts (e.g., pacing, repetition, emotion)
  - analyzing elements of effective listening and speaking in conversation (e.g., using clear and appropriate language, providing verbal and nonverbal responses to the speaker)
- analyzing elements of effective listening and speaking in small and large groups (e.g., paraphrasing to clarify, interpreting nonverbal cues to monitor reactions, applying discussion techniques)



Here is an example:

For this set of descriptive statements, we have marked each statement to designate content with which a sample candidate feels confident, content that is in need of review, and content which the candidate is not familiar with at all.

This exercise is helpful as you begin organizing your study plans.

### What You Need to Learn



### Are there gaps in your content knowledge?

Consider scheduling some review time with a faculty advisor.

- ✓ Identify resources
- ✓ Take additional courses

If you are not currently part of a preparation program, identifying an educator preparation program in your area and contacting them might be helpful.



Another important component for preparing for your test is to identify the sources of information you have access to.

If you do see some gaps in your knowledge, it may be a good idea to schedule some time with an advisor to review this content.

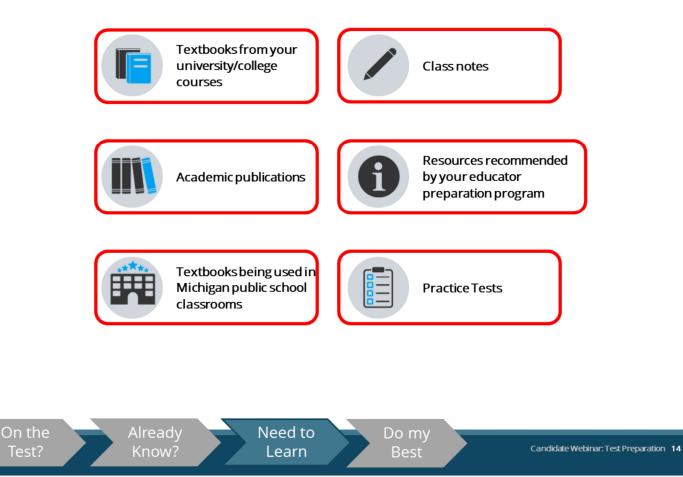
They may help you to find resources, or let you know if additional or new coursework is available to you.

If you are not currently part of a preparation program, identifying an educator preparation program in your area and contacting them might be helpful.

## What You Need to Learn



Identify Resources for Further Preparation



Here is a list of some of the resources that you can reference for content information in the areas you've identified for further study.

- textbooks from your college;
- academic publications;
- textbooks being used in Michigan public schools;
- class notes;
- resources recommended by your program; and
- practice tests.

**Please note** that the Michigan Department of Education (MDE) exclusively recommends materials that have been designed for our teacher candidates, understanding that supplemental materials (for example: course notes or readings, K-16 student texts, or artifacts) are also valuable aids in preparing for an exam. MDE does not recommend fee-based "MTTC prep" materials that are marketed to candidates, such as *Mometrix*, *240 Tutoring*, or similar.



**Preparation Materials** Search by type of preparation material Home / Prepare Prepare Preparation materials are available for every test. Select a test from the dropdown list to access preparation materials by test, or choose a product from the categories below. ✓ Go Select a test. General Test Information and Content Review Test Objectives Study Guides 1-07 Review sample questions and general Review the content areas covered by the A Print of the test information. test. Practice Tests Learn more about practice tests. Videos, Tutorials, and Additional Resources Test Preparation Video **CBT** Tutorials How to Prepare for Your Teacher Find out what to expect when you take a Certification Test. computer-based test. Tour the Center Score Report Explanation Take a guided tour of a computer testing Learn more about test scores and score center. reporting. Preparation Webinar Requesting Accommodations Candidate Test Preparation Webinar: Learn more about requesting Video 📷 | Slides 🔎 accommodations for your test. <u>On the</u> Need to Already Do my Candidate Webinar: Test Preparation 15 Know? Test? Learn Best

You should take advantage of the no-cost preparation materials posted for each test, beginning with the Study guides, which include the test design, test objectives, and sample multiple-choice questions.

The Study Guides may be accessed through the Prepare page on the MTTC program website by clicking on Study Guides and then selecting the test you plan to take.

Or with a full-length online practice test.

### **Finding the Right Practice Test**



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Home	Tests	Prepare	Register	Scores	Policies	Faculty	Resources	Find Info
Home / Prepare / M		ts					Home Prepare MTTC F	Practice Tests
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On the Test?		Already Know?		ed to arn	Do my Best		Candid	late Webinar: Test Prepar

For many tests, you will be given access to a full-length online practice test with registration.

The online practice test includes multiple-choice questions and (if applicable) written constructedresponse assignment(s) that are representative of the actual test.

It will be available through your account until two years after the score report date for the test you took.

From your account, you may view, save, download, and/or print the practice test for future use.

For some tests, you may choose to purchase the following:

- a full-length online practice test that offers features similar to an actual computer-based testing environment; or
- a 20-question practice test preview that offers features similar to an actual computer-based testing environment. *Please note* that the 20 questions on the practice test preview are the same questions as are included in the practice test that you receive with your test registration.

A purchased practice test or practice test preview is available for 120 days beginning on the date of activation.

**Note** that for *some* fields, a practice test is available for purchase outside registration. The practice test available for purchase contains the exact same questions as the practice test that is provided upon test registration.

The primary advantage of purchasing the practice test outside registration is to experience the CBT environment.

Also, a general CBT tutorial is provided on the website.

Use the Study Guide

### Study Guides contain:

- Section 1: Program and Test Information
- Section 2: How to Prepare for the Tests
- Section 3: What's on the test? Overview and test objectives

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• Section 4: Sample Multiple-Choice Questions



Study Guides are valuable tools for preparing to take an MTTC examination.

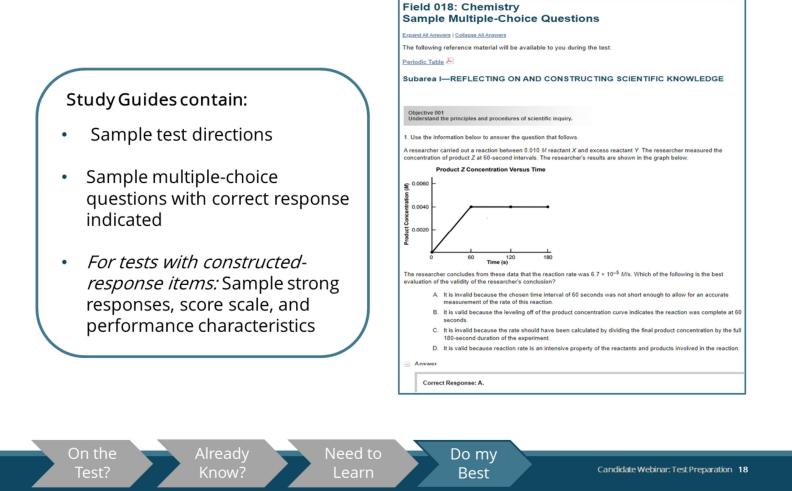
They contain comprehensive information about the MTTC program and the test selected, as well as information about how to prepare for the test, the structure and the content of the test, and the test objectives.

In addition, the Study Guides contain sample multiple-choice questions along with their correct responses.

Once you are familiar with the test objectives, try to answer the sample test questions for the test you are required to take.



Use the Study Guide



The sample multiple-choice questions were developed in conjunction with the questions that appear on actual tests and are the best example of the types of questions that you will encounter when you take your MTTC.

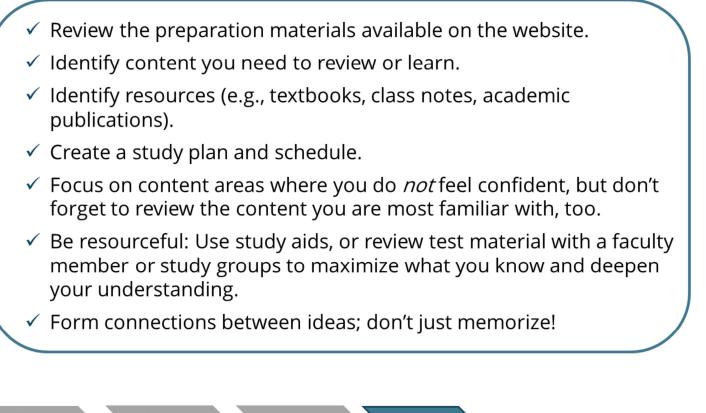
They contain sample test directions; sample multiple-choice questions, along with correct responses; and, if your test includes constructed-response items, the study guide will also include sample constructed-response items, as well as sample strong responses, the scoring scale, and performance characteristics for those items.

Performance for these constructed-response items is shown using an index of 1 to 4 plus symbols. The four points of the score scale correspond to varying degrees of performance. One plus symbol indicates a lack of skill, while 4 plus symbols indicate strong skills.

After reading a question, you may want to reread the objective and corresponding set of descriptive statements to see how the question is aligned to the objective. This may help you understand what questions associated with objectives might look like.



Prepare for the Test

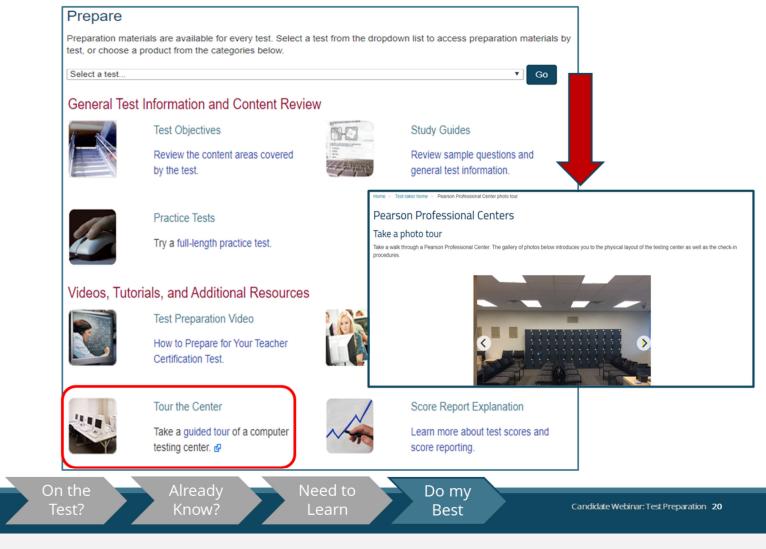




To briefly review what we've covered so far on how to do your best on the test:

- review the website;
- identify content you need to learn;
- identify resources available to you;
- create a study plan and schedule;
- focus on content you need to learn and also on what you are familiar with;
- use study aids, or review test material with a faculty member or study groups to maximize and deepen your understanding; and
- lastly, try to form connections between ideas instead of memorizing.



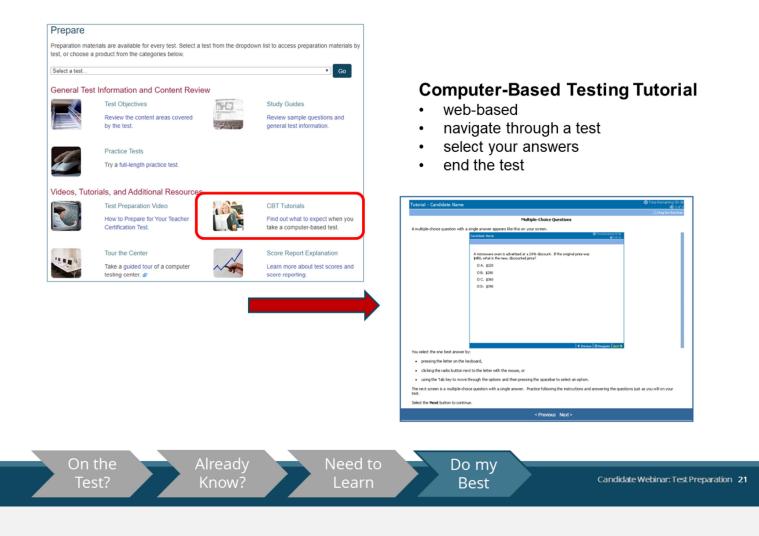


Moving beyond more traditional test preparation resources, the Michigan Test for Teacher Certification website has resources that will help you get a better idea of what to expect on the day of the test.

First, you can take a "virtual tour" of a Pearson test center so that you are familiar with the overall look of the general testing environment you can expect when you arrive.



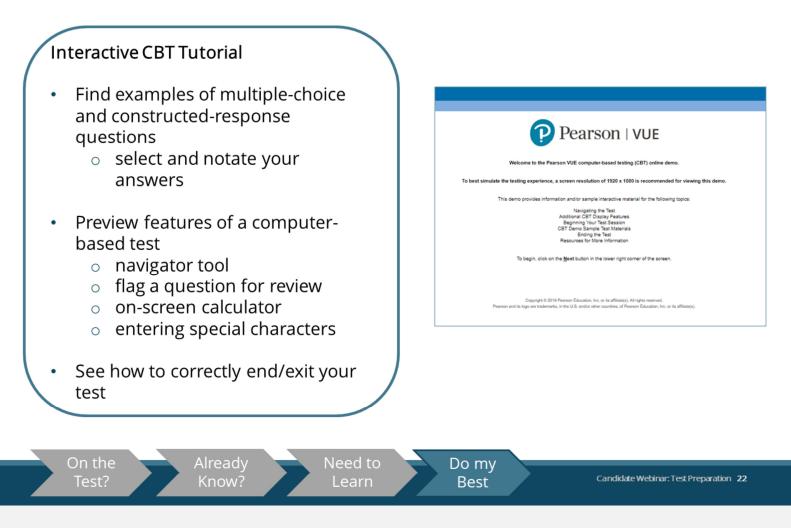
Computer-Based Testing



Next, from the Preparation Materials page, a CBT Tutorial is also available. The tutorial can help you become familiar with the computer-based testing interface before the day of your test, to help you to focus on your test performance rather than other factors.

Computer-Based Testing





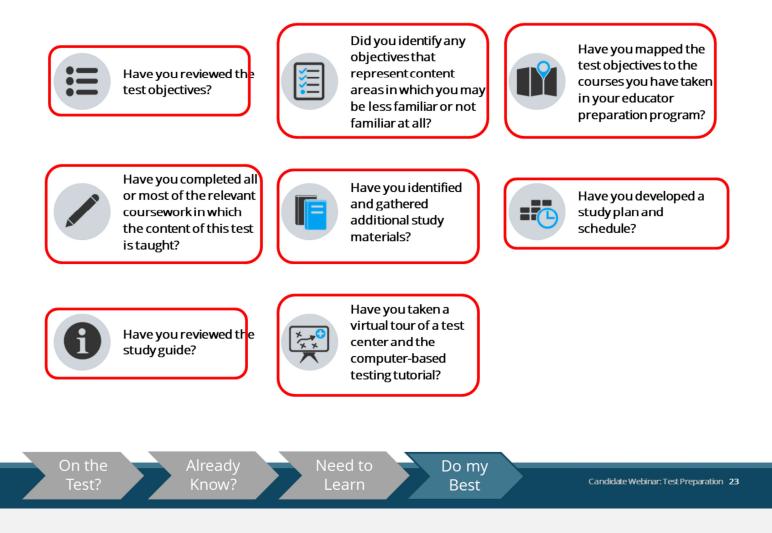
There is also a downloadable, interactive CBT tutorial, where you have the ability to take an on-screen tutorial that demonstrates how to navigate through the test, answers, and features of the computer-based test.

You will find examples of multiple choice and constructed-response questions, where you are able to see how to choose and notate an answer.

You can preview features of a computer-based test (e.g., a navigator tool, functionality to flag a question for later review, an on-screen calculator, and functionality to enter special characters).

You will also see the correct way to end and exit your test.

Questions to Ask Yourself

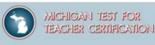


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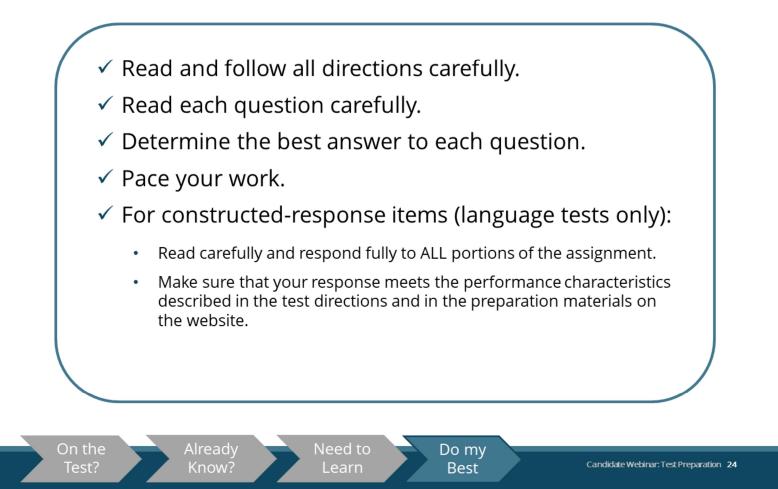
TEACHER CERTIFICATION

Here is a check list of questions to ask yourself to help you get the most out of the test preparation resources on the program website.

- Have you reviewed the test objectives?
- Did you identify any objectives that represent content areas in which you may be less familiar or not familiar at all?
- Have you mapped the test objectives to the courses you have taken in your educator preparation program?
- Have you completed all or most of the relevant coursework in which the content of this test is taught?
- Have you identified and gathered additional study materials?
- Have you developed a study plan and schedule?
- Have you reviewed the study guide?
- Have you taken a virtual tour of a test center and the computer-based testing tutorial?



Taking the Test



Finally, on the day of the test:

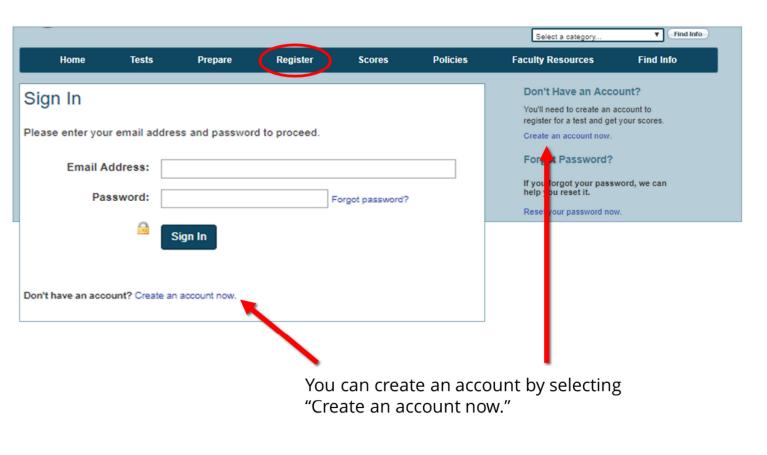
- be sure to read and follow directions carefully;
- read each question carefully;
- determine the best answer to each question;
- pace your work;
- and, for constructed-response items:
  - $\circ\;$  read carefully and respond fully to ALL portions of the assignment; and
  - make sure that your response meets the performance characteristics described in the test directions and in the preparation materials on the website.





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In this section we will walk through how to create an account, how to register, and how to check seat availability at a test center near you.



Candidate Webinar: Test Preparation 26

MICHIGAN TEST FOR

TEACHER CERTIFICATION

First, let's walk through the steps to follow to register for your certification test.

After clicking on the Register tab on the home page, you will be brought to the sign-in screen.

If you already have an MTTC account, you simply sign in.

If you need to create an account, you can do it from this page by selecting "Create an account now," either at the bottom of the sign-in screen or on the right-hand menu.

Prepare

Register

Tests

Home

Next

		1	1. Account Information
Account Informa	tion		2. Personal Information
Please provide the followin	g information to create your account.	$\sim$	3. Review New Account
Email Address:			
Confirm Email:			
Password:			
	four password must be between 6 and 30 characters and must contain at least one letter and one digit and cannot contain spaces nor any of the characters "&=''~<\[]-".		
Confirm Password:			
Security Question:			
Security Answer:			
	Your answer to your security question must be between 4 and 128 characters.		

Scores

Policies

#### We recommend that you do not use an email address that is temporary, such as your university email which may expire.

Candidate Webinar: Test Preparation 27

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Find Info

**Find Info** 

Select a category

**Faculty Resources** 

Step 1 of 3

TEACHER CERTIFICATION

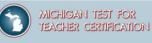
If you do not have one already, the first step in the registration process involves creating an account.

Account creation involves three steps of its own. Step 1 is providing account information.

To do this, you will need to provide an email address and confirm it, create a password (one that complies with all the suggested characteristics) and confirm it, and provide a security question as well as its answer.

Please note that notifications regarding your registration and your test results (if you choose to have your scores sent via email) will be sent using the email address you provide. We recommend that you do not use an email address that is temporary, such as your university email which may expire.

Click Next to proceed to the next step.



		Step 2 of 3
		1. Account Information
Personal Inform	nation	2. Personal Information
Disease provide the following	ng information to create your account.	3. Review New Account
	exactly as it appears on your government-issued identification.	
First Name:		
	Carthau Barran ann D	
	Exactly as it appears on your ID. For multiple first names, enter all in the order in which they appear.	
Middle Initial:		
	Must match the first letter in the middle name on your ID.	
	An incorrect middle initial will prevent admission to your test. Absence of a middle initial will not prevent admission.	
Last Name:		
	Exactly as it appears on your ID. For multiple last names, enter all in the order in which they appear.	
Mailing Address:		
Address Line Two:		
City:		
State/Province/Region:		
Zip/Postal Code:		
Country:	United States	
Daytime Phone:		
Evening Phone:		
Previous Next		
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For the second step, you will be asked to provide personal information.

This will include your name (first, middle initial, and last) exactly as it appears on your ID, your mailing address, and phone number(s) that can be used to contact you both in the daytime and evening.



Email Address:       anexaminee@gmail.com         First Name:       Any         Middle initial:       O         Last Name:       Examinee         Mailing Address:       S5 Elm St         Address Line Two:	lease review your persona	I Information.	
Middle Initial: O Last Name: Examinee Mailing Address: 55 Elm St Address Line Two: City: Anytown State: MA ZipiPostal Code: 01003 Country: United States Daytime Phone: (444)555-2222 Evening Phone: (444)555-1111 You must verify: Your name as it appears here matches the full legal name on your government-lissued ID. If it do not match exactly, you will not be admitted to the test center. An incorrect name could result in: - an incomplete score report that does not reflect your scores for all of the tests you have taken	Email Address:	anexaminee@gmail.com	
Last Name: Examinee Mailing Address: 55 Elm St Address Line Two: City: Anytown State: MA Zip/Postal Code: 01003 Country: United States Daytime Phone: (444)555-2222 Evening Phone: (444)555-2222 Evening Phone: (444)656-1111 Markow You must verify: Your name as it appears here matches the full legal name on your government-issued ID. If it do not match exactly, you will not be admitted to the test center. An incorrect name could result in: - an incomplete score report that does not reflect your scores for all of the tests you have taken	First Name:	Алу	
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State: MA Zip/Postal Code: 01003 Country: United States Daytime Phone: (444)555-2222 Evening Phone: (444)655-1111 Your name as it appears here matches the full legal name on your government-issued ID. If it do not match exactly, you will not be admitted to the test center. An incorrect name could result in: - an incomplete score report that does not reflect your scores for all of the tests you have taked	Address Line Two:		
Zip/Postal Code: 01003 Country: United States Daytime Phone: (444)555-2222 Evening Phone: (444)655-1111 Your name as it appears here matches the full legal name on your government-lissued ID. If it do not match exactly, you will not be admitted to the test center. An incorrect name could result in: - an incomplete score report that does not reflect your scores for all of the tests you have take	City:	Anytown	
Country: United States Daytime Phone: (444)555-2222 Evening Phone: (444)556-1111  You must verify: Your name as it appears here matches the full legal name on your government-issued ID. If it do not match exactly, you will not be admitted to the test center. An incorrect name could result in:  • an incomplete score report that does not reflect your scores for all of the tests you have taken	State:	MA	
Daytime Phone:       (444)555-2222         Evening Phone:       (444)656-1111         Image: A second se	Zip/Postal Code:	01003	
Evening Phone: (444)656-1111  You must verify: Your name as it appears here matches the full legal name on your government-issued ID. If it do not match exactly, you will not be admitted to the test center. An incorrect name could result in:      an incomplete score report that does not reflect your scores for all of the tests you have taken	Country:	United States	
You must verify: Your name as it appears here matches the full legal name on your government-issued ID. If it do not match exactly, you will not be admitted to the test center. An incorrect name could result in:	Daytime Phone:	(444)555-2222	
Your name as it appears here matches the full legal name on your government-issued ID. If it do not match exactly, you will not be admitted to the test center. An incorrect name could result in: an incomplete score report that does not reflect your scores for all of the tests you have take	Evening Phone:	(444)656-1111	
college/university	An Incorrect name	ppears here matches the full legal name or y, you will not be admitted to the test or a could result in: a score report that does not reflect your so formation or no information being transmit	ores for all of the tests you have taken

Candidate Webinar: Test Preparation 29

On the next screen, as the third and final step of creating your account, you will be asked to confirm that the information you entered is correct.

You will need to check the box marked "I have reviewed the personal information above and it is correct" in order to proceed.

Once you confirm your personal information and click Submit, your Account is created.

You will access this account to register and pay for tests, purchase practice tests, if desired, and view your score reports and testing history.



The following information is re	equired to register to test and to access test results.
Social Security Number:	
Confirm Social Security Number:	
	Why is my SSN required? To register you must provide a valid U.S. social security number or Canadian social insurance number. If you do not have a valid U.S. social security number or Canadian social insurance number you must obtain a nine-digit Office of Educator Excellence (OEE) number in order to complete your registration. An OEE registration number may be obtained by contacting the OEE at UtterbackD@michigan.gov or (517) 335-4610.
Date of Birth:	November
Gender:	<ul> <li>Decline to state</li> <li>Female</li> <li>Male</li> </ul>

Candidate Webinar: Test Preparation 30

Next, you will confirm your identity and acknowledge that you are the person who plans to take the test.

You will be asked to provide your social security number and date of birth.

You will also be asked to provide your gender, but you can decline to do so.

Due to laws protecting your confidentiality and privacy, you can only register yourself for any test and make inquiries regarding only your own registration.



	AN TEST FO R CERTIFICA					Select a category	i Sign Out i Contact Us Find Info
Home	Tests	Prepare	Register	Scores	Policies	Faculty Resources	Find Info
<ul> <li>Incorrect info</li> <li>an incor</li> <li>incomplexity</li> <li>college/</li> <li>your no</li> </ul>	mation provided. er: ify that your So rmation could r mplete score rep lete information o university t being able to ar e personal info	cial Security number	r and date of birth in ct your scores for all g transmitted to your n information or score	of the tests you have state, district, and/or	taken	Step 2 of 2 1. Required Candidate I 2. Review Required Ca Information	

Candidate Webinar: Test Preparation 31

The next screen will ask you to verify that your social security number and date of birth are correct.

Be sure to check the box marked "I have reviewed the personal information above and it is correct," then click Submit.



Test Selection	
Select the test you would like to take, then click the "Add" Your selection will appear below.	button
Test	Options
Select the test or subtest(s) you would like to take.	
Biology (017)	Remove

Candidate Webinar: Test Preparation 32

Once you've confirmed your identity, you will select one or more tests from the dropdown menu.

Once you select the test(s) from the dropdown, you will be prompted to answer background questions regarding your ethnicity, certification status, educational background, the preparation program you attended, and the reason you are taking the MTTC.



	me	Tests	Prepare	Register	Scores	Policies	Faculty	Resources	Find In
Exa For	tive Tes		hysical, learning, or and guidelines and a	cognitive disabilities m				2. Test S 3. Alterr Arran	y Confirmation election native Testing gements e Scheduling
Bet app Do you plan	to submit a	ng "Yes" below, j request for alter request alterna		ements.	t are available at all t	est centers without pri	ior	Option 6. Backg	Reporting is round Questic w Registration

Candidate Webinar: Test Preparation 33

Next, you will be asked if you plan to submit a request for alternative testing arrangements. Select yes or no.

If you select yes, a pop-up will appear saying that you have indicated that you intend to request alternative testing arrangements.

**Please note** that you will then need to submit your Alternative Testing Arrangements Request Form, along with all necessary documentation, and that you will be given further instruction at the end of the registration process. Agreement to the Rules of Test Participation

Register



Rules of test participation

#### Rules of Test Participation for the MTTC

By registering for the MTTC, you are agreeing to abide by the Rules of Test Participation and all rules, requirements, and policies specified or referenced on the current program website and communicated to you, orally or in writing, at each test administration for which you have registered.

A nondisclosure agreement will be presented to you on the computer after you sign in at the test center. It will ask you to indicate your agreement to the conditions set forth on the current program website, including the Rules of Test Participation and the rules communicated to you orally or in writing at the test session. You will have five minutes to read and accept the terms of this nondisclosure agreement. If you do not respond within five minutes, or if you indicate that you do not accept the terms of the agreement, your test session will terminate, you will not be permitted to test, and you will receive no refund or credit of any kind.

#### Rules of Test Participation

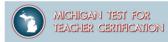
- 1. Compliance: I understand that if I fail to comply with the rules, requirements, and policies specified or referenced on the current program website, including these Rules of Test Participation, and communicated to me, orally and/or in writing, at the test administration, or if I take any prohibited actions, my test results may be voided, no refund will be issued, no portion of the testing fee can be applied toward the cost of any future testing fees, I may not be permitted to register for current or future test administrations, my registration may be canceled, I may not be allowed to test, I may be required to test under controlled conditions, and legal proceedings and actions may be pursued as well as any other remedies that the Michigan Department of Education (MDE) and/or the Evaluation Systems group of Pearson, a business of NCS Pearson, Inc. (Evaluation Systems), may deem appropriate, including denying, revoking, or suspending a teaching certificate.
- Policies: I have read and agree to the information and policies presented on the current program website, including, but not limited to, Test Fees and Payment Policy, Withdrawal/Refund Policy, Identification Policy, and Late Arrival Policy.

Candidate Webinar: Test Preparation 34

The next page includes the rules and policies that apply to registration and testing for the Michigan Test for Teacher Certification. Here, you may easily scroll and review the rules.

To proceed, you must check the box that says that you have had a chance to review the policies and procedures.

Once you've checked the box and selected Next, you will be taken to the billing information and payment page.



#### Withdrawal/Refund Policy

If after registering for a test you wish to withdraw your registration, you may do so according to the following procedure:

If you have not yet scheduled your test: Submit a withdrawal request through your account.

If you have already scheduled your test:

- First, cancel your test appointment at least 24 hours before your scheduled testing time. To cancel your
  appointment, log in to your account, click "Reschedule," and follow the instructions provided.
- 2. After cancelling your test appointment, submit a withdrawal request through your account.

If you withdraw your registration before you have scheduled your test appointment or if you cancel your test appointment at least 24 hours before your scheduled testing time and then withdraw your registration, you will receive a full refund of your test fee. Your refund will be issued by Evaluation Systems within four weeks of your request.

If you are absent from the test, you will not receive a refund or credit of any kind.

Your registration is valid for one year from the date of issue. If you do not schedule a test appointment and take your test within one year, or withdraw your registration within one year, your registration will expire and you will receive no refund or credit of any kind.

Candidate Webinar: Test Preparation 35

The payment page includes information about the withdrawal and refund policy.

Your registration is valid for one year from the date of issue. If you do not schedule a test appointment and take your test within one year, or withdraw your registration within one year, your registration will expire, and you will receive no refund or credit of any kind.

If you've scheduled your test, you may cancel the test up to 24 hours before the scheduled testing time and will be eligible for a full refund.

To proceed, you are required to check that you've had a chance to review the withdrawal and refund policy.



Review Regist	tration			
Test(s)	Biology (017)	Change		
Alternative Testing Arrangements	No	Change		
Score Reporting Options	Scores via Email: • Yes	Change		
Background Questions	Ethnicity: • White (not of Hispanic origin) First (Native) Language: • English License: • Biology (5-8)			
	View Cart	ption	Actions	Price
		ption	Actions Remove	Price
	Descrip	ption		Price \$129.00
	Descri	otion		
	Descrip	ption	Remove	

Candidate Webinar: Test Preparation 36

Next, you are given an opportunity to review your registration to confirm your selections, including the test(s) you plan to take.

At this point, you may make changes to any information or to the test(s) you've selected.

If there are no changes, you will click Check Out to confirm. You will then be asked to enter your card information for payment.





# After payment is confirmed, you may select your testing date and time.

#### Your registration is valid for one year from the date of issue.

If you do not schedule a test appointment and take your test within one year, or withdraw your registration within one year, your registration will expire, and you will receive no refund or credit of any kind.

Candidate Webinar: Test Preparation 37

After payment is confirmed, you may select your testing date and time.

#### Your registration is valid for one year from the date of issue.

If you do not schedule a test appointment and take your test within one year, or withdraw your registration within one year, your registration will expire, and you will receive no refund or credit of any kind.

## **Check Real-Time Seat Availability**



Go         To view available exams, open the group the exam is assigned to by clicking on the group name. Only one group may be opened at a time.         CTEL- California Teacher of English Learners         ILTS -Illinois Licensure Testing System         MTEL - Massachusetts Tests for Educator Licensure		
<ul> <li>CTEL- California Teacher of English Learners</li> <li>ILTS -Illinois Licensure Testing System</li> <li>MTEL - Massachusetts Tests for Educator Licensure</li> </ul>		1
<ul> <li>CTEL- California Teacher of English Learners</li> <li>ILTS -Illinois Licensure Testing System</li> <li>MTEL - Massachusetts Tests for Educator Licensure</li> </ul>		
<ul> <li>ILTS -Illinois Licensure Testing System</li> <li>MTEL - Massachusetts Tests for Educator Licensure</li> </ul>		
<ul> <li>ILTS -Illinois Licensure Testing System</li> <li>MTEL - Massachusetts Tests for Educator Licensure</li> </ul>		
<ul> <li>MTEL - Massachusetts Tests for Educator Licensure</li> </ul>	•	CIEL- California Teacher of English Learners
MTEL - Massachusetts Tests for Educator Licensure		II TS -Illinois Licensure Testing System
	· ·	iero initiois electisare resting system
MTTC - Michigan Test for Teacher Certification	•	MTEL - Massachusetts Tests for Educator Licensure
MTTC - Michigan Test for Teacher Certification		
· Write - Wienigan resctor reacher certification	• •	MTTC - Michigan Test for Teacher Certification
		NVSTCE - New York State Teachers Cerification Evan

Candidate Webinar: Test Preparation 38

At the next screen, when you check for the availability of seats at a testing center, select "MTTC – Michigan Test for Teacher Certification" from the list.

# Select a Test Center



wheth		r midday (13:00 or 1:00 PM) appointment.		very nearly 24 hours a day. For example, depending on the time format you prefer, note
♥ 10.4 mi	Pearson Professional Centers-Dearborn MI 8355 Mason St Suite A-200 Dearborn, Michigan 48124 United States	23 June 2023	<b>#</b>	8:00 AM
<b>♀</b> 11.6 mi	MTEC Michigan Technical Education Center 7900 Tank Avenue Room 126 Workforce Assessment Center Warren, Michigan 48092 United States	Select a date		Andrew Stanford Chevrolet Dental Planty Dental Pl
♥ 14.6 mi	Pearson Professional Centers- Southfield MI 26555 Evergreen Road Suite 125 Southfield, Michigan 48076 United States	22 June 2023	₩	Utybar 224 Brome Modern Ealer ( C Consolitants Grief Recordsort et al. ( Consolitants Grief 8:00 AM ~

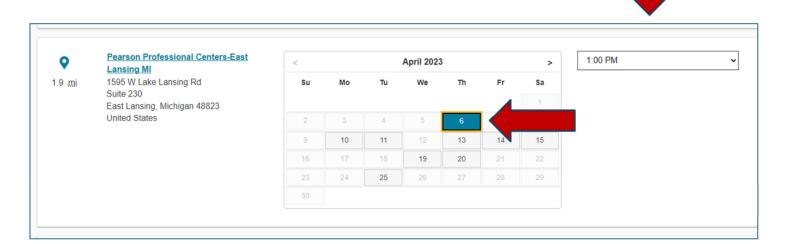
Candidate Webinar: Test Preparation 39

On the following screen, confirm your test selection, and click Next.

The next screen will ask you to enter your location, to search for test centers near you. Enter the name of your town or city and click Search.

Finally, you will be directed to choose an appointment time. From the list that is provided, select the test center at which you would like to check seat availability. You may select up to three centers to compare seating availability.

## Select a Date



# We encourage you to check for test center availability *prior* to registration by using the seat availability tool.

Candidate Webinar: Test Preparation 40

MICHIGAN TEST FOR

TEACHER CERTIFICATION

The website will then allow you to check seat availability by date.

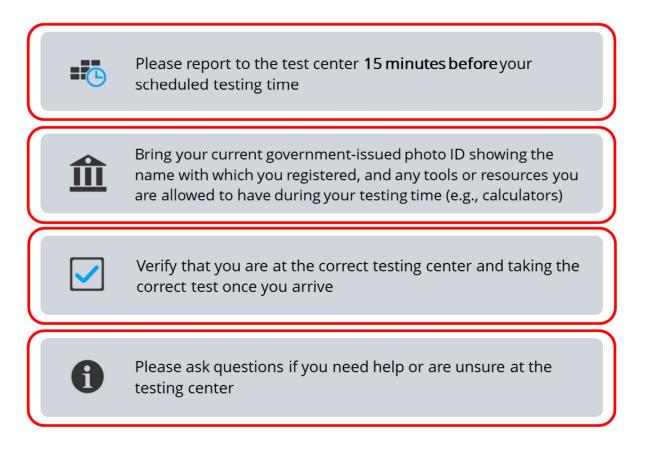
**Please note** that seat availability is shown in real-time as of the time that you search. Seats are not guaranteed to be available until officially scheduled.

We encourage you to check for test center availability *prior* to registration by using the seat availability tool.

# Day of the Test



MICHIGAN TEST FOR TEACHER CERTIFICATION



Candidate Webinar: Test Preparation 41

On the day of the test, please report to the test center **15 minutes before** your scheduled testing time.

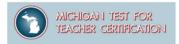
Bring your current government-issued photo ID showing the name with which you registered, and any tools or resources you are allowed to have during your testing times (e.g., calculators).

Verify that you are at the correct testing center and taking the correct test once you arrive.

Please ask questions if you need help with anything at the testing center.

If you are ill on the day of your test appointment, do not report to the test center. If you miss your appointment due to illness, please review the absentee policy for emergency circumstances, which includes information about requesting a refund.

If you have any questions or need help on the day of the test, please contact Customer Support.



Unless you take a world language test, you will be provided with preliminary passing status at the end of your test.

Please note that these results are NOT official.

You will receive an official score report via email if you requested this service. Otherwise, you will need to log into your account on the MTTC website to access your score report.

In your account, you can view your report as a PDF.

The score report will be available for two years. After two years, the score report will not be available in your account.

#### We recommend that you print your score report.

Candidate Webinar: Test Preparation 42

This next section provides information on how to read your score report.

Unless you take a world language test, you will be provided with preliminary passing status at the end of your test.

#### Please note that these results are not official.

You will receive an official score report via email if you requested this service; otherwise, you will need to log into your account on the MTTC website to access your score report.

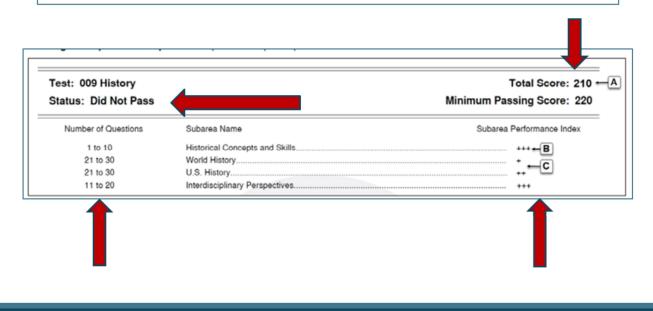
In your account, you can view your report as a PDF.

The score report will be available for two years. After two years, the score report will not be available in your account.

#### We recommend that you print your score report.



For tests with multiple-choice questions only, preliminary test results are provided at the test center at the conclusion of your test session. This is a **preliminary report only**. Information provided at the test center upon completion of the test is for individual reference only and may be subject to change on your official score report. No decisions about subsequent registrations or the issuing of teacher certification may be made on the basis of a preliminary report. Final passing status may only be confirmed using an official score report, which will be sent according to the score report schedule.



Candidate Webinar: Test Preparation 43

A candidate's performance on a test is evaluated against an established standard. Each test has its own passing score that is set by the Michigan Department of Education. The scores are converted to a common scale. A candidate must achieve a total test scaled score of 220 or higher to pass a test.

For tests with multiple-choice questions only:

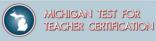
Once you have completed the test at the test center, you will see a screen with a preliminary score report showing either a **Pass** or **Did Not Pass** status. This is a *preliminary* report only. Final passing status may **only** be confirmed using an official score report.

Let's look at this sample score report for a candidate who Did Not Pass.

The candidate can see they **did not meet** the Passing Score, can see the range of the number of multiple-choice items in each subarea, and can see a rating based on a scale showing the approximate performance index for each subarea.

On an *official* score report, your approximate performance on each subarea is indicated for *both* multiple-choice and constructed-response items (if applicable).

Again, you will receive an official score report via email if you requested this service. Otherwise, you will need to log onto the MTTC website to access your score report.



Status. A "Passed" indicates that you passed the test. A "Did Not Pass" indicates that you did not pass. Performance Index. The report indicates your performance on each subarea of the test/subtest as described below. This information will help you understand your areas of strength and/or weakness; you do not "pass" individual subareas Multiple-Choice Subarea Performance. This information should be interpreted with caution since subareas contain different numbers of questions. For each subarea containing multiple-choice questions, you will see one of the following designations: ++++ if you answered most of the questions correctly +++ if you answered many of the questions correctly ++ if you answered some of the questions correctly if you answered few or none of the questions correctly constructed-response Assignment(s) Performance. whiteh responses to constructed-response assignments are revie evaluated independently by at least two scorers using four-point score scales that describe varying levels of performance; the score scales are provided in the study guide, which is available on the MTTC website at www.mttc.nesinc.com. For each constructed-response assignment, you will see one of the following designations: if your response showed strong skills (see score point description "4") ++++ if your response showed satisfactory skills (see score point description "3") +++ if your response showed limited skill (see score point description "2") ++ if your response showed a lack of skill (see score point description "1") Reading a Sample Score Report. A sample score report is provided below. Test: 009 History Total Score: 210 - A Status: Did Not Pass Minimum Passing Score: 220 Number of Questions Subarea Performance Index Subarea Name 1 to 10 Historical Concepts and Skills +++ + B 21 to 30 World History. C 21 to 30 U.S. History Interdisciplinary Perspectives. 11 to 20 sing score of 220). plinary Perspectives In the sample, the examinee did not pass the test (total score of 210 [A] compared to the minimum The examinee performed well on two subareas of the test: Historical Concepts and Skills (+++) [B] and Interd (+++). The examinee did not perform well on two subareas of the test: World History (+) and U.S History (++) When preparing to retake the test, the examinee should probably focus on the two subareas in which performance indicates weakn

#### Candidate Webinar: Test Preparation 44

The range of the number of items in each subarea is indicated on your score report. Individual subareas contain varying numbers of items and, therefore, contribute differently towards your total test score.

There are no passing scores for individual subareas.

Performance on the multiple-choice section is shown as a scale of 1 to 4 plus symbols shown here and is based on the number of questions answered correctly. 1 plus symbol indicates few or no questions answered correctly, while 4 plus symbols indicate most questions answered correctly.

*Note* that points are not deducted for incorrect answers. Each multiple-choice question counts the same toward the total test score.

For constructed-response assignments, performance is reviewed and evaluated independently by at least two scorers using a similar index of 1 to 4 plus symbols. 1 plus symbol indicates a lack of skill, while 4 plus symbols indicate strong skills.

This information will help you understand your areas of strength and/or weakness. But again, *please note* that you do not pass individual subareas. **Passing status is based on your total test score only.** 



Interpreting Your MTTC Score Report	MICHIGAN TEST FOR TEACHER CERTIFICATION (MT	TC)
<ol> <li>Status         If you received a scaled total test score of 220 or above, you will receive a "Passed" status. If you received a scaled total test score below 220, you will receive a "Did Not Pass" status.     </li> <li>Total Score</li> </ol>	Examinee Score Report Test Date: Month DO, Year fee gap 2 for an explanation of ho year assessment. FIRSTNAME M LASTNAME 123 GAMPLE LANE CITY, ST 99999	ar to read
Your scaled total test score ('total score') is based on your performance on the entire test: the number of multiple-choice questions answered correctly combined with any constructed-response assignment score(s). If you meet the minimum passing score, your total score will not be reported and you will receive a "Passed" status. Your total score is only provided if you did not pass the test.		Total Score: 210 imum Passing Score: 220 atus: Passed une of MITIC tet.
<ul> <li>3 Subarea Performance</li> <li>The performance index provides, for each subarea of the test, information about the relative number of multiple-choice test items answered correctly or your relative performance on the constructed-response assignments in that subarea. It is intended to help you understand your areas of strength and/or weakness; you do not "pass" individual subareas.</li> <li>Multiple-Choice Subarea Performance</li> <li>Performance on the multiple-choice section of the test is based on the number of questions answered correctly, and is shown using an index of 1 to 4 *** symbols. One **' indicates few or no questions answered correctly.</li> </ul>	Number of Christian         Subarea Name         Subarea Name           11 to 20         4         Lankeig Compatibilities           11 to 20         4         Raining Compatibilities	Amarca Islan *** *** *** ***
Constructed-Response Assignment(s) Performance- NOT APPLICABLE TO ALL TESTS Scorers judge the overall effectiveness of each response using a score scale and a set of performance characteristics, which can be found in the Study Guide. Performance is shown using an index of 1 to 4 *** symbols. One ** indicates a lack of skill, while *+++* indicates strong skills.	$\sim 25/$	
6 Reporting of Scores Your scores are automatically reported to the Michigan Department of Education and to the Michigan institution(s) you indicated during registration. You should keep this score report for your own records.	Examinee Name: FIRSTNAME M LASTNAME Social Security Number: XXX     Tor much have been aren't the Mongae Department of Education and the Noneage Mongae relation: Oblance University     Amore and the social security and the social security number of the social securety number of the social security number of the social security nu	

Candidate Webinar: Test Preparation 45

Finally, your scores are automatically reported to the Michigan Department of Education and to the Michigan institution(s) you indicated during registration.

#### You should keep the score report you receive for your own records.

#### **Retaking the Test**



# If you need to retake a test, please consult the MTTC website for information on registering.

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If you need to retake a test, please look at the MTTC website for information on registering.

# **Score Report Dates**



M TE	ICHIGAN TEST FO: ACHER CERTIFICAT	8 1901				Wew Cart 1	My Account   Contact Us	
	$\frown$					Select a category	Find Info	
Home	Tests	Prepare	Register	Scores	Policies	Faculty Resources	Find Info	
	$\mathbf{}$					Home		
ome / Tests						Tests		
Tests						What Tests Do I Need to Take?		
hat tests do l	I need to take? Read abo	out which tests are r	equired for teacher ce	ertification in Michiga	ı.	About the Tests		
	out each test. Get specifition materials by selecting							
Test Code	Test							
037	Agricultural Education							
102	Arabic (Modern Stand	ard)						
064	Autism Spectrum Disc	order						
075	Bilingual Education							
017	Biology							
098	Business, Manageme	nt, Marketing, and T	echnology	Se	lectyou	r MTTC test		
018	Chemistry							

Candidate Webinar: Test Preparation 47

Lastly, let's look at score report dates. From the Tests page, select the test for which you would like to see the score report dates.

## **Score Report Dates**



		MTTC Score Report Dates				
Home / Tests / B	iology	Test Dates	Score Report Date			
	_	May 16, 2022–June 12, 2022	June 24, 2022			
Biology (01	7)	June 13, 2022–July 10, 2022	July 22, 2022			
Format	Computer-based test (CBT)	July 11, 2022–August 7, 2022	August 19, 2022			
	100 multiple-choice questions	August 8, 2022-September 4, 2022	September 16, 202			
-		September 5, 2022–October 2, 2022	October 14, 2022			
Time	2 hours and 45 minutes total appointment time 15 minutes for CBT tutorial and nondisclosure agreement	October 3, 2022–October 30, 2022	November 14, 2022			
	2 hours and 30 minutes testing time	October 31, 2022–November 27, 2022	December 9, 2022			
		November 28, 2022–December 25, 2022	January 6, 2023			
Test Dates	By appointment year-round, Monday through Saturday (excluding some holidays)	December 26, 2022–January 22, 2023	February 3, 2023			
	Check appointment availability for MTTC tests d?.	January 23, 2023-February 19, 2023	March 3, 2023			
Test Sites	Located in Michigan and nationwide	February 20, 2023-March 19, 2023	March 31, 2023			
	Find the nearest test center @.	March 20, 2023–April 16, 2023	April 28, 2023			
Desistant		April 17, 2023–May 14, 2023	May 26, 2023			
Passing Score	220	May 15, 2023–June 11, 2023	June 23, 2023			
		June 12, 2023–July 9, 2023	July 21, 2023			
Test Fees	\$129 test fee.	July 10, 2023-August 6, 2023	August 18, 2023			
	Additional fees may apply. Review payment information.	August 7, 2023-September 3, 2023	September 15, 202			
	review payment monnation.	September 4, 2023–October 1, 2023	October 13, 2023			
Score	Scores are released within 6 weeks of testing.	October 2, 2023-October 29, 2023	November 10, 202			
Reporting	Review score report dates.	October 30, 2023-November 26, 2023	December 8, 2023			

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On the next page, scroll towards the bottom to the row called Score Reporting and select Review score report dates. You will then see a list of test date ranges with their subsequent report dates.

#### Questions and Additional Information

MICHIGAN TEST FOR TEACHER CERTIFICATION								
						Select a category	Find Info	
Home	Tests	Prepare	Register	Scores	Policies	Faculty Resources	Find info	
				Certific Alterna Test In Chang The Da My Tes	a categor cation Inqu ative Testin formation jing My Re ay of the T st Scores My Accou	iry ng Arrangement egistration Test	S	

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MICHIGAN TEST FOR

TEACHER CERTIFICATION

For questions and additional information, you can select Contact Us in the upper right-hand corner of your browser.

You may also find information by clicking on the Find Info tab and then selecting a category.

# Thank you for your time!



#### https://www.mttc.nesinc.com/Contacts.aspx

For General Information: (800) 823-9225 (toll free, US and Canada)

Available: Mon–Fri: 8:00 a.m.–8:00 p.m. eastern time Sat: 9:00 a.m.–5:00 p.m. eastern time Excluding holidays

(Automated Information System available 24 hours daily)

Live customer support will not be available during the following holidays:

Jan 2, 2023 Jan 16, 2023 May 29, 2023 Jun 19, 2023 Jul 3–4, 2023 Sep 4, 2023 Nov 23–24, 2023 Dec 25, 2023 Please email any additional questions to: Es-mttc@pearson.com

For certification questions, please contact the Michigan Department of Education at: MDE-EducatorHelp@MICHIGAN.GOV

#### Acknowledgements

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Thank you for your time today. We hope this information is helpful to you.

Please contact our Customer Contact Center for additional information/questions.

For questions regarding certification, please contact the Michigan Department of Education.

Have a great day.