

Check-Out Form for Departmental Competency Tests

College of Education at the University of North Texas

Name of Person Checking Out These Materials

Department or Office

Date

----- At Check Out of Materials -----

I, the undersigned, request authorization to remove from the TExES Advising Office of the Student Advising Office in the College of Education at the University of North Texas, the testing materials listed below. I will return the completed all tests, manuals, and the completed answer forms to the TExES Office. The TExES Office will score the tests and return results within five (5) working days after the tests are returned.

I have read and agree to all College of Education (COE) and Educational Testing Services (ETS) procedures and agreements related to these test materials. The Procedures for COE and the agreement with ETS are attached to this form. Removal of the materials is for the following purpose:

The materials checked out are being taken to (list all offices and testing locations):

The exam will be administered on: _____ Time: _____ Date: _____

Materials need to be ready by: _____ Time: _____ Date: _____

All materials checked out will be returned to the TExES Office by: _____ Time: _____ Date: _____

Generally, these test materials are checked for one (1) work day (over night one work night). Please make special arrangements for longer times.

Exam #	Exam Title	Quantity Requested	Quantity Taken	Quantity Returned
TExES	_____	_____	_____	_____
TExES	_____	_____	_____	_____
TExES	_____	_____	_____	_____
TExES	_____	_____	_____	_____
TExES	_____	_____	_____	_____
TExES	_____	_____	_____	_____
TExES	_____	_____	_____	_____
TExES	_____	_____	_____	_____
	Administration Manual	_____	_____	_____
	Scantron forms	_____	_____	_____

Signature

Date of Signature

Request Received by
(TExES Office Staff)

Notes: Be sure to read and follow the attached agreements on using these secure tests.
Please provide ID# for each student being tested so we may maintain accurate records.

----- At Check In of the Materials -----

Notes:

COE Procedures for Use of the Departmental Competency Tests

All individuals checking out the **Representative Form** of any TExES test and its administrative manual must abide by the contractual agreement signed by the College of Education and the Educational Testing Services (ETS) and with the procedures developed by the College of Education to implement that contractual agreement.

None of the materials provided are to be copied nor can they be sold, used, or reproduced for commercial use. All users of these materials must agree not to disclose any information about the Representative Form Materials or any part of them (including the form, subject matter, substance, and wording of any test question or any answer) to any person. The Representative Form is the test used for the Departmental Competencies Examinations in the College of Education and other Colleges and Schools at the University of North Texas preparing educators and other school personnel.

Materials Available For Checking Out – May be checked out only for testing, not for review or other uses

1. The Departmental Competency tests
2. The administration manuals

Allowable Uses of Checked-Out Materials

1. These tests may **ONLY** be used for the actual Departmental Competency examinations. No other use is allowed by contractual agreement between UNT and ETS.
2. No discussion with students of specific items or duplication of any kind is allowed.
3. The tests may be reviewed by approved departmental faculty in a controlled setting in the TExES Office in the College of Education
4. No individual or group may copy any portion of the tests at any time: when checking out materials, during the Departmental Competency Exams, before returning materials, or when reviewing the tests. No photocopy, scanned, handwritten, typed, or word-processed copying is allowed.

Departmental Competency Test Check-out Procedures

1. Only Deans, Department Chairs, Academic Program Coordinators, or Departmental Faculty can check out the Departmental Competency testing materials. Lecturers and Adjunct faculty or staff may check them out with pre-approval from the TExES Office. This pre-approval is given upon receiving written authorization from the Chair or Program Coordinator for the designated lecturers and adjunct faculty or staff member.
2. Requests for tests are made five or more working days prior to when the tests are needed.
3. The person picking up the materials completes and signs a release form from the TExES Office before they are allowed to take the testing materials from the Office.
4. The exact materials taken are recorded on the checkout form, as is the required return date.
5. All materials checked out are returned (all test booklets (even if written in), manuals, and answer sheets) the next day unless special arrangements are made to hold the tests for longer. The person who signs for the materials at check out is liable for their complete return at check in and may be held liable by ETS for the damages and cost (including redevelopment costs) incurred because of any breach of the contractual agreement and procedures reviewed above and repeated on the checkout form. They may be subject to other legal and equitable remedies (including injunctive relief) for each such breach.

ETS User Agreement for Departmental Competency Tests

College of Education at the University of North Texas

This is an agreement between the University of North Texas and Educational Testing Services (ETS).

Because of the great cost expended to develop the Representative Form Materials, because of their proprietary nature, because of the obvious necessity that they be kept confidential and secure from disclosure to fairly and effectively perform the test functions for which they were designed, and because any disclosure of part or all of the contents of the Representative Form Materials to anyone might render them unusable for future test administrations, I promise and agree on behalf of my SBEC-approved TEXES/MRT/MTT educator preparation program, that neither I nor the college, university, regional education service center, independent school district, or other entity will disclose any information about the Representative Form Materials or any part of them (including the form, subject matter, substance, and wording of any test question or any answer there to) to any person for a period of ten (10) years from the date of this agreement. Discussion, copying, or use of any part of the Representative Form material except by SBEC-approved TExES/MRT/MTT Preparation Programs under secure conditions is strictly prohibited. The Representative Form materials may not be sold, used, or reproduced for commercial use. The materials ordered below and supplied under this agreement will be provided to the preparation program for use only as described in the Representative Form Administration Manual and may not be used for any other purpose. Except during supervised test administrations, materials must be kept in secure, locked storage.

I understand and agree that if I or the college, university, regional education service center, independent school district, or other entity should violate this agreement of nondisclosure, we may be liable in damages and costs (including redevelopment costs) incurred as a result of any breach of this agreement, and we may be subject to other legal and equitable remedies (including injunctive relief for any such breach. The undersigned official certifies that the college, university, regional education service center, independent school district, or other entity will abide by the conditions cited in this agreement and listed in the Representative Form Administration Manual. The undersigned official also certifies that he/she is duly authorized by the college, university, regional education service center, independent school district, or other entity of which the preparation program is a part, to enter this agreement on behalf of the college, university, regional education service center, independent school district or other entity and to legally bind the college, university, regional education service center, independent school district, or other entity to abide by this agreement.