



Mail or fax to:
Attention Finance
Evaluation Systems
Pearson
P.O. Box 226
Amherst, MA 01004

Phone: (800) 877-4591 or (413) 256-2886
Fax: (413) 256-7055

Instructions

An institution official should complete and submit this form at least 6 weeks before the date the candidate intends to test. Upon approval by Evaluation Systems, usually within three weeks after receipt of the request, a voucher code will be provided to the candidate via email. Candidates should wait to receive their voucher code before registering to test.

Retake Voucher Eligibility Requirements

For a candidate to be eligible for a retake voucher, she or he must have attempted to pass the test module at least once but no more than twice, must have a GPA of 3.0 or higher*, and must meet the following score point requirement*:

- for PreK-4 Module 1, must have a scaled score from 184 to 196
- for PreK-4 Modules 2 & 3, must have a scaled score from 184 to 192
- for Special Education PreK-8, and Special Education 7-12, must have a scaled score from 209 to 219
- for PAPA Modules 1 & 3, must have a scaled score from 209 to 219
- for PAPA Module 2, must have a scaled score from 177 to 192

Eligible candidates may receive one voucher only per test module.

1. Candidate's Name

| | | |
|------|-------|----------------|
| | | |
| Last | First | Middle Initial |

2. Candidate's Address

| | | |
|--|-------|----------|
| | | |
| Post Office Box or Street Address and Apartment Number | | |
| | | |
| City or Town | State | ZIP Code |

3. Candidate's Telephone Numbers

| | | |
|----------------------|----------------------|--|
| | | |
| Daytime Area Code | Evening Area Code | |

4. Candidate's Email Address: _____

This section must be completed by an appropriate official at the candidate's teacher education program.

5. Candidate's Attending Institution: _____

6. Candidate's GPA: _____

7. Test Module to Be Retaken: _____

8. Candidate's Highest Score to Date on Test Module to Be Retaken: _____

Test Date of Highest Score: _____

9. Candidate Meets All Eligibility Requirements: Yes No

If no, please note exceptions*: _____

10. Approved by: _____ **11. Title:** _____
Name (please print)

I certify that I am the person whose name appears below, that I am authorized by the listed institution to approve this request, and that the candidate named above meets the eligibility requirements for a retake voucher, with any exceptions noted on line 9.

Signature _____

Date _____

*The Dean of the School of Education may waive the GPA or the score point requirement if she or he feels the candidate warrants special consideration.



Guidelines for Requesting PECT Retake Vouchers

1. For a candidate to be eligible for a retake voucher, she or he must have attempted to pass the test module at least once but no more than twice, must have a GPA of 3.0 or higher*, and must meet the following score point requirement*:
 - for PreK–4 Module 1, must have a scaled score from 184 to 196
 - for PreK–4 Modules 2 & 3, must have a scaled score from 184 to 192
 - for Special Education PreK–8, and Special Education 7–12, must have a scaled score from 209 to 219
 - for PAPA Modules 1 & 3, must have a scaled score from 209 to 219
 - for PAPA Module 2, must have a scaled score from 177 to 192

Eligible candidates may receive one voucher only per test module.

2. **Retake vouchers must be requested on behalf of a candidate by the college or university at which the candidate is currently enrolled or from which the candidate graduated.** Prior graduates are eligible only if they are currently working on a temporary, provisional, or emergency certificate. Retake Voucher Request Forms are available only to approved Pennsylvania teacher education programs.
3. Retake voucher requests must be approved and signed by the dean, director, certification officer, or other appropriate official from the institution's teacher education program. If the candidate does not meet all of the eligibility requirements, the request must be approved by the Dean of the School of Education (or equivalent administrator).
4. If a candidate is eligible for a retake voucher for more than one test module, the program official should submit a separate Retake Voucher Request Form for each module.
5. It is recommended that Retake Voucher Request Forms be submitted at least 6 weeks before the candidate intends to test to allow time to process the request and issue the voucher. Candidates must wait to receive their voucher code before registering to test. Evaluation Systems will not retroactively refund examinees who receive vouchers after they re-registered to test.
6. Upon receipt of a Retake Voucher Request Form, Evaluation Systems will process and issue a voucher code directly to the candidate via email, usually within 3 weeks. The voucher code can be used during online registration to cover the test fee.
7. Retake vouchers cover test fees only; they cannot be used to pay service fees or past-due balances.
8. If an outstanding balance is owed by the candidate to Evaluation Systems, the retake voucher cannot be used by the candidate until the balance, including a \$20 fee to cover processing (e.g., due to a disputed credit card charge), is paid in full.
9. Retake vouchers are offered in addition to, and do not replace, the Financial Assistance Vouchers that are available to candidates receiving financial aid who meet certain eligibility income guidelines. See "Test Fees and Payment Information" on the PECT website for information about the Financial Assistance Vouchers.
10. Questions about PECT Retake Vouchers can be directed to Evaluation Systems by sending an email to ES-PECT@pearson.com, or by calling Todd Jansen at 413-256-2799.

*The Dean of the School of Education may waive the GPA or the score point requirement if she or he feels the candidate warrants special consideration.