# How to Register for Praxis Computer-delivered Testing (CDT)

1) Log into your Praxis user account. Under the *Registrations and Orders* menu, click **Register for a** *Praxis* **Test**.



#### 2) Read the information and click I Agree.

# Before You Register for a Test

Before you register for a test, make sure you do the following:

- · Check your state testing requirements to see which test(s) are required for certification
- . Know where you'd like to send your three free score reports, and make sure you know the state, agency or institution's deadline for submitting scores.
- Have your payment information ready. You can pay by credit/debit card (American Express®, Discover®, JCB®, MasterCard® or Visa®), PayPal or voucher.
- Read <u>The Praxis Series</u><u>TM</u><u>Information Bulletin</u>.
- If you reregister for a paper-delivered test before you know the results of a prior test, and subsequently receive a passing score for that test, you will
  automatically receive a full refund. You do not need to submit a request for a refund.

If you need accommodations because of disability or health-related needs, or if your primary language is not English and you need extra testing time, please review the <u>Praxis Test Accommodations</u> procedures. For some types of accommodations, you may need to register by mail or by phone instead of using this online registration system.

By clicking the "I Agree" button below, you agree to the conditions concerning test administration, fee payment, and score reporting in The Prazinformation Bulletin and to ETS's Terms and Conditions and Privacy and Security Policy. If you do not agree, you cannot proceed with your online

Go to My Praxis Home

I Do Not Agree

I Agree

3) Answer all questions that apply to you on the **Background Information** page and click **Continue** at the bottom of the page.

#### **Background Information**

\*\* Strongly recommended. This information will be reported on your score reports.

The following questions are optional and will not affect your scores. Information regarding ethnicity will be included for states or institutions that receive electronic reporting. All questions (other than those marked with \*\*) are used for research purposes only and respondents will remain anonymous.

You can update these answers at any time, but information that appears on score reports must be updated at least one week prior to a score reporting date to appear on the report.

1. How do you describe yourself?

- 4) Under Certifying State or National Agency, select **Northern Mariana Islands** from the drop-down menu. Under State Agency, select **CNMI Board of Education** and click **Search**.
  - <u>Note:</u> If you do not wish to select these options, you may select whichever is applicable to your Praxis testing certification.

Schedule Tests Sco	ore Recipients Test Preparation Review Payment Order Complete
elect a Test	
Find Your Test	
Select a state or agency certificate,check the <u>Stat</u>	to see which tests are required for teacher licensure. If you are not e are required for your specific license or te Requirements.
Select a state or agency certificate,check the <u>Stat</u> Certifying State or	to see which tests are required for teacher licensure. If you are not see the Requirements.
Select a state or agency certificate,check the <u>Stat</u> Certifying State or National Agency:	to see which tests are required for teacher licensure. If you are not : te Requirements.  Northern Mariana Islands

5) Select the tests you want to take by checking the box under **Select**. Once you have selected your tests, scroll down and click **Continue**.

#### 2. Select the Tests You Want to Take

Select up to four tests, then click "Continue".

- Most computer-delivered tests are offered during testing windows; some are offered year round by appointment.
- Reduced test fees are available when multiple Core tests are selected at the same time. The tests must be registered for at the same time, to be taken on the same test date. Two Core tests: \$125. Three Core tests: \$135.

24 Result(s)

. Inclusion here does not guarantee seat availability at your chosen test center.

Search Results for "Guam: GUAM COMM FOR EDUC CERT"

Sele	t Test Name	•	Code	Delivery	Duration	Price	2014-2015 Test Dates		
							9/13	5/30	
	Art: Content Knowledge		5134	Computer	150 minutes	\$115.00	Offered during testing windows based on test ce availability		

6) The Computer-delivered Tests to be Scheduled will be your cart. These are the tests you will register and pay for. If you wish to add tests, click Add Test(s). When you are ready to proceed, click Schedule Computer Test(s).

Schedule Tests Score Recipients Test Preparation Review Payment Order Complete	
Schedule Tests Score Recipients Test Preparation Review Payment Order Complete	
	Schedule Tests Score Recipients Test Preparation Review Payment Schedule Complete

# Computer-delivered Tests to be Scheduled

You have selected the following test(s). You will also have to select a test center, date and time for each test, one at a time. You may choose to test at the same test center for all tests, or you may choose to test at a different test center for each one. Check "Schedule Test(s)" to check seat availability for the first test listed below. The duration time listed includes time for tutorials and directional screens that may be included in the test. Actual testing time may be less.

Computer-delivered tests are scheduled one at a time.



7) Select a Test Center by selecting Northern Mariana Islands under the Find Test Centers by Location. Click Search. You may also choose to change your test by clicking Change Tests.

Schedule Tests Score Recipients Test Preparation Review Payment Order Complete									
Select a Test Center									
Computer-delivered Tests	Code	Duration	Price						
Core Academic Skills for Educators: Combined	5751	300 minutes	\$135.00						

#### Step 1. Find a Test Center

Enter the U.S. ZIP code where you would like to take the above test(s) on your selected date, or select a country (and state) to find test centers by location.

Find Test Centers Nearest to this U.S. ZIP Code ZIP Code:	OR	Find Test Centers by Location         Country/Location:         Northern Mariana Islands				
Search		State/Territory:	Search			
Change Tests						

8) Select a Date and Time by choosing a date from the calendars shown. You may click the highlighted dates. Once you select a date, the **Available Times** will show on the right side of the internet browser. Click on the time (example: 05:30 PM) to move on to the next page.

elect D	ate a	Ind	Tin	ne									
Compute	er-deliv	ered	Tests										Code Duration Price
→ Core Academic Skills for Educators: Combined								5751 300 \$135.00 minutes					
Test Center									Code				
ortnern Maria As Terlaje SAIPAN 9	anas Co Hill )6950 te to se	e avai	lable r	epor	t tim	es for	(STN1	)752A	4). Th	ie first	t mor	nth wit	shown. Select > to advance to later months.
Choose a da		O December 2014								2015		0	December 15, 2014
Choose a da	Dece	mber	2014										
Choose a da	Dece Io Tu	mber We	2014 Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Times: 05:30 PM
Choose a da	Dece lo Tu 1 2	mber We 3	2014 Th 4	Fr 5	<b>Sa</b> 6	<b>S</b> u 21	Mo 3 29	<b>Tu</b> 30	<b>We</b> 31	Th 1	<b>Fr</b>	Sa 3	Times: 05:30 PM

 After reviewing your Computer-delivered Tests, confirm your testing information by clicking Confirm. You may choose to edit information by clicking Edit under the appropriate sections.

14 15 16 17

6

18 19 20 21 22

4



# **Confirm Your Testing Information**

<u>15 16 17 18 19</u>

21 22 23 24 25 26 27

28 29 30 31 1 2 3

8

9 10

14

4

You have requested seat(s) for the selected test(s). Please click the "Continue" button to identify your Attending Institution and Score Recipients for the most recently added test. If the information is incorrect, click the appropriate "Edit" or "Remove" links.

You are not guaranteed a seat at your chosen test center(s) until you have completed the registration and payment process.

#### **Computer-delivered Tests**

Test Date and Center		Code		
Monday, December 15, 2014				<u>Edit</u>
Northern Marianas College SAIPAN, 96950		STN10752A		<u>Edit</u>
Test Name	Delivery Mode	Code	Price	
Core Academic Skills for Educators: Combined Report Time: 05:30 PM Duration: 300 minutes	Computer	5751	\$135.00	<u>Remove</u>

Confirm

- 10) Identify Your Attending Institution. You can search your institution by using the Find Your Attending Institution by Name or Code or using the drop-down menu under Find Your Attending Institution by Location. If your institution is not found, you may click the Institution Not Found button on the bottom of the webpage.
  - Northern Marianas College Code 1040



# Identify Your Attending Institution

## 1. Tell Us Where You Received Your Relevant Training

Please identify the college or university where you took the classes that most closely relate to the tests you are taking. This is for data analysis purposes only. Your individual score report will not be sent to your attending institution unless you also list them as one of your three free score recipients.

Note: If you cannot find your institution from the list provided, then you can skip this option by selecting the "Institution Not Found" button located at the bottom of the page after you have attempted your search.

Find Your Attending Institution by Name or Code	ORF	Find Your Attending Institutio	n by Location	_
Enter full or partial name or institution code:	C	Country/Location:::		
Northern Marianas College Search	l	USA	•	
	s	State/Territory::		
		- Select -	•	Search

# 2. Select Your Attending Institution

Select your attending institution by clicking its corresponding "Select" link below. Or modify your search above. Candidates who take the Speech-Language Pathology or Audiology test should select the code with (SLP/AUD) following the institution's name.

Search Results for {northern marianas college}		1 Result(s)
Attending Institution	Code	
NORTHERN MARIANAS COLLEGE	1040	<u>Select</u>
PO BOX 501250		
SAIPAN, MP, Northern Mariana Islands 96950		

Institution Not Found

11) Confirm if you wish to send your score report to your Attending Institution by clicking **Continue** at the bottom of the webpage. If you would like to cancel this option, click on **Remove**.



## Your Attending Institution

You have selected the following as the institution where you received training that most closely relates to the test(s) you are taking. If this is incorrect, click the "Remove" link.

Attending Institution	Code	
NORTHERN MARIANAS COLLEGE	1040	<u>Remove</u>
PO BOX 501250		
SAIPAN, MP, Northern Mariana Islands 96950		

## Send Scores to Your Attending Institution



12) On the **Your Score Recipients** page, you may add up to four score recipients. If you would like to send your scores to the CNMI Public School System (or another institution), click on **Add a Score Recipient**.

Continue



- If you wish to send your scores to additional recipients, click "Add a Score Recipient".
- You can send your scores to up to four authorized score recipients (for each paper-delivered test date or each computer-delivered test) at no additional cost.
   You can change your free recipients online, after completing your order up until test day.
- · Before the test, or up to 10 years after the test you can order additional score reports for a fee of \$50 each.
- Your score report will include your current score and highest score earned on each test taken over the last 10 years. Scores for a specific test will be sent to a recipient only if that recipient is eligible to receive those scores.
- If you see an Automatic Score Recipient listed below, it is because you are testing in a state that requires scores to be automatically sent to the department of education.

#### Your Score Report Copy

Score reports are available via your online account. You will receive an email when your score report has been posted. See <u>https://www.ets.org/praxis/scores/get/</u> for the score reporting schedule

Your scores will be accessible through your account for 1 calendar year from the score reporting date. We recommend you download or print your report for your records.

#### Test Date: Sep 9, 2016

Core Academic Skills for Educators: Combined (5751)

Additional Score Recipient(s)	Code	
NORTHERN MARIANAS COLLEGE	1040	Remove
PO BOX 501250		
SAIPAN, MP, MP 96950		
		Add a Score
		Recipient

13) On the Add a Score Recipient page, you may type in the name of the institution under Find Your Score Recipient by Name or Code <u>or</u> select Northern Mariana Islands under the Find Your Score Recipient by State or Agency. Once you have found your score recipient, click Select.

CNMI Board of Education Code - 8520



# 2. Select Your Score Recipient

Select your score recipient by clicking its corresponding "Select" link below, or modify your search above. Candidates who take the Speech-Language Pathology or Audiology test should select the code with (SLP/AUD) following the institution's name.

3 Result(s)

Search Results for {United States: Northern Mariana Islands}

Score Recipient	Code	
CNMI BOARD OF EDUCATION P.O BOX 501370 SAIPAN, Northern Mariana Islands null	8520 <u>Sel</u>	<u>lect</u>
EUCON INTERNATIONAL UNIVERSITY P.O BOX 500087 CK SAIPAN, Northern Mariana Islands 96950	1041 <u>Sel</u>	<u>lect</u>
NORTHERN MARIANAS COLLEGE PO BOX 501250 SAIPAN, MP, Northern Mariana Islands 96950	1040 <u>Se</u> l	<u>lect</u>

Edit Attending Institution

14) On the **Add a Score Recipient** (3. Tell Us Which Scores to Send), confirm which scores you would like to send to your chosen score recipient. By default, the test you are registering for should already be check-marked. Click **Continue** to proceed to the next step.

			. —	-
Schedule Tests	Score Recipients	Test Preparation >> Revi	ew >> Payment	Order Complete

# Add a Score Recipient

## 3. Tell Us Which Test Scores to Send

Score Recipient	Code
CNMI BOARD OF EDUCATION	8520
P.O BOX 501370	
SAIPAN, Northern Mariana Islands null	

Please indicate the test dates from which you want to send scores to the above recipient.

Select	Test Date/Test(s)			
	September 08, 2016: Core Academic Skills for Educators: Combined (5751)	-		
			$\checkmark$	

#### Edit Attending Institution

15) You should be on the **Your Score Recipients** page (shown on step 12). If you have completed selecting your score recipients, click on the **Continue** button at the bottom of the webpage.

Continue

16) Test Preparation: On this webpage, you have the option to purchase a digital study guide made by ETS to prepare for your specific Praxis test code. You may select to purchase this product by clicking the checkmark box next to Yes, I want to purchase this product. You may also specify the quantity by entering the number in the Quantity field. If you do not wish to purchase any of these materials, click the Continue button at the bottom of the webpage.

Score Recipients Schedule Tests **Test Preparation** Review Payment Order Complete Test Preparation Would you like to purchase any of the following test preparation products with your registration?\* You can purchase test preparation products at any time, in the ETS Store. View System Requirements for these products. \*E-commerce services are provided by Digital River, Inc., an Educational Testing Service Store e-commerce reseller. ETS has a no refund, no returns policy on priced test preparation materials. Core Academic Skills for Educators: Mathematics (5732), Interactive Practice Test, 90-Day Subscription Use this interactive practice test to prepare for the Core Academic Skills for Educators: Mathematics test (5732) in a timed, online environment that simulates the test. Practice using one full set of authentic test questions and after completing the test, view your results by content category along with the correct answers and explanations for each correct answer. There is only one version available for this test title, so each time you take the practice test, you answer the same questions in the same order. Retaking or repurchasing the same practice test more than once does not give you different practice questions or change the order in which the questions are delivered Digital \$19.95 Yes, I want to purchase this product: Quantity 1

- <u>Note</u>: Please visit <u>http://www.marianas.edu/TestingServices.php</u> and scroll down to the **Online** Resources and Links > Praxis section. Browse through the links provided to review free study guides! Do not limit yourself to just these resources ©
- 17) You should be on the **Review Your Order** page. Double-check that all information entered is accurate: personal information, test center, test date, score recipients, attending institution, etc. If you are sure all information is accurate, click the **Continue** button at the bottom of the webpage.
- 18) You have finally reached the Payment page! Select your Payment Method by clicking on the bubble next to each option. Read the instructions below and make sure you understand them before checking the box and proceeding. Once you have read all instructions, check the box next to I understand and agree to the policies above and click on the Checkout button at the bottom of the page.

Schedule Tests Score Recip	pients > Test Prepa	aration > Review	Payment	Order Complete

Sel	ect Payment	Method
Tota	I for Order:	\$150.00
Pay	ment Method	
۲	Credit/Debit Card or	PayPal:
$\odot$	Voucher:	What is a voucher?
	Voucher Number:	:
	Apply	

#### WARNING: You have 30 minutes to complete paying for your order.

WARNING: Clicking your browser's BACK button on this screen will cause issues with your order. If you are not ready to proceed to checkout, you may click the Review Your Order button on the bottom left of the screen OR go to MY PRAXIS HOME and begin your order again.

Once you submit your request for an Additional Score Report, your request cannot be changed, canceled or refunded. By checking the box below, you acknowledge that you understand and agree to all conditions concerning test administration, fee payment, and score reporting in *The Praxis™ Series Information Bulletin*, including policies related to payments, cancellations, and refunds.

#### PRAXIS TEST REGISTRATION

CHANGING YOUR TEST CENTER, OR TEST DATE: If you change your test center or test date after you submit your order, you will be charged an additional fee of \$40. Note: You must make changes no later than four full days prior to your appointment (not including the day of your test) or your fees will be forfeited.

CHANGING YOUR SCORE RECIPIENT(S): You may change or add any free score recipients up to the date of the test. After that, you cannot change your free score recipients. You will be able to select additional score recipients for a fee after the date of the test by ordering an Additional Score Report.

CANCELING YOUR REGISTRATION: After you submit your order, if you cancel your test no later than four full days prior to your appointment (not in day of your test), you may be eligible to receive a refund of 50% of your test fees. Service fees are not refundable. If your cancelation request is receive deadline, your fees will be forfeited.

I understand and agree to the policies above.:





19) Select your payment method. Click **Continue** to proceed to the next page.

• <u>Note:</u> Bank of Guam debit/credit cards may **not** work. If possible, use a debit/card from another financial institution.

ayment De	etails								Contact/Shipping Information	What Is This?
roduct	Qty	Price	CityC	ountyl	District	State	Тах	Amount	First Name:	Isabel
est 1	1	150.00	0.00	0.00	0.00	0.00	0.00	150.00	Last Name:	Matsunaga
av								0.00	Company:	
otal Amou	int							150.00	Street Address 1:	
Currency								USD	Street Address 2:	null
									Country:	MP
									City:	Saipan
									State:	null
									Postal Code:	96950
									Phone Number:	
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yment Me	ethod									
Pa ca	ay with a Cre ard	dit Card,	or Deb	it Card	l with a ∖	√isa, N	/laster	card, American Exp	ress, Discover, or	
										PayPai

20) Enter your payment information and billing information. Double-check to make sure all info is accurate! To finalize your order, click **Buy** on the bottom of the webpage. Print your admission ticket. Bring your admission ticket and a valid government-issued photo ID (driver's license, passport, military ID, state ID, etc.) to your testing appointment. If you are taking a math Praxis, you may be allowed to bring a calculator (please verify if it is four-function, scientific or graphing). Calculators may be inspected before entry into the testing center and cleared upon exiting the testing center.