praxis®
school leadership series

The School Leadership Series

Information Bulletin

2025–26

The policies and procedures explained in this *Bulletin* are effective only for the 2025–26 testing year (August 1, 2025 through July 31, 2026) and supersede previous policies and procedures. The fees, terms, and conditions contained in this *Bulletin* are subject to change. ETS is dedicated to the principle of equal opportunity, and their programs, services, and employment policies are guided by that principle. Copyright © 2025 by ETS. ETS and PRAXIS are registered trademarks of ETS. The Eight-Point Logo is a trademark of ETS. All other trademarks are the property of their respective owners.

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The School Leadership Series at a Glance

Visit the School Leadership Series (SLS) website at *www.ets.org/sls* for the most up-to-date information.

REGISTRATION

- **School Leaders Licensure Assessment**
- **School Superintendent Assessment**
- **Connecticut Administrator Test**

The SLS tests can be taken at a test center or at home. The SLS at-home tests apply only to the School Leaders Licensure Assessment (SLLA) (6990) and the School Superintendent Assessment (SSA) (6991) and are:

- available to test takers who live in the United States, its territories, or in Canada (based on the address in your SLS account)
- identical in content, format and on-screen experience to tests taken at a test center
- taken on your own computer at home or another secure location
- monitored online by a human proctor
- available seven days a week.

Register Online
Register online at ***www.ets.org/sls/register***, using a credit/debit card or PayPal®.

Register By Phone
To register by phone, you must have an SLS account. There's an additional $35 surcharge to use this service. At least 3 days before your test date, call ETS at 1-800-772-9476 Monday–Friday, 8 a.m. to 7:45 p.m. U.S. Eastern Time, and pay by credit/debit card.

Online registration offers real-time seat reservations. After you register, access and print your admission ticket from your online account. If you find an error in your personal information (such as name misspellings or incorrect contact information) on your admission ticket, log into your account and update this information in your profile, then print an updated admission ticket. Your admission ticket is important because it contains the test center address and reporting time on test day. While you are not required to present it at the test center to take the test, test center personnel may ask for it. You are permitted to test without the admission ticket.

For additional information, see:

- Fees for Tests and Related Services *(page 10)*
- Registration Changes *(page 12)*
- Reporting Your Test Scores *(page 22)*

TEST TAKERS WITH DISABILITIES OR HEALTH-RELATED NEEDS

- ETS is committed to serving test takers with disabilities or health-related needs by providing accommodations that are reasonable and appropriate given the purpose of the test. Testing accommodations, such as braille or large-print test materials, extended testing time, or sign language interpreter for check-in assistance and spoken directions, are available for test takers with disabilities who meet ETS requirements. For additional information on eligibility and the types of accommodations offered, please refer to the *Bulletin Supplement* (see below).
- To request a testing accommodation, you must register through ETS Disability Services and have your accommodations approved before scheduling your test. See the *Praxis/SLS Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs* (***www.ets.org/sls/disabilities***) for detailed instructions.
- IMPORTANT NOTE TO SLS TEST TAKERS: You can complete many of the steps required for requesting accommodations and registering for an SLS test through your ETS account portal, available at ***www.ets.org/sls.*** Specifically, you can submit accommodation requests, view approved accommodations, and view test appointments through your ETS® account. Additionally, if you are approved for certain accommodations (extended time; extended breaks; screen magnification; and/or selectable foreground and background colors), you may also self-schedule your test through your ETS account. If you are seeking one or more accommodations besides the four listed above, you can also indicate your preferred SLS test date and location online through your ETS account portal. To begin the accommodation process, create or log in to your SLS account, click on "Request Accommodations or Review Application Status" under the "Test Takers with Disabilities or Health-Related Needs" section on the home page, and follow the instructions.
- The *Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs* contains information on eligibility, commonly requested accommodations, contact information, procedures for requesting testing accommodations, and forms. The *Supplement* should be used in conjunction with the information in this *Bulletin* and Test Authorization Voucher Request Form on *page 27* of this *Bulletin*. To download a copy of the *Supplement*, visit ***www.ets.org/sls/disabilities***. Disability documentation guidelines and forms are available on the ETS website at ***www.ets.org/disabilities/test-takers/disability-documentation***.

TEST PREPARATION MATERIAL

ETS is committed to helping you do your best on the *SLS* tests by offering a variety of test preparation materials. We offer both free and low-cost test preparation materials including **interactive practice tests, study companions, and study plans** to help you feel ready and confident on test day. Find your test preparation materials at the *SLS* website at ***www.ets.org/sls/testprep***. To obtain alternate format test prep materials, contact ETS Disability Services. See *page 9*.

The School Leadership Series at a Glance *(continued)*

ON TEST DAY AT A TEST CENTER

- Report to the test center at least thirty (30) minutes before your appointment. If you arrive after your scheduled testing time, you will not be permitted to test, and will forfeit your test fees. Please view the Study Companion to learn the duration of the test(s) you are taking at ***www.ets.org/sls/resources***.
- Please review the Identification (ID) Requirements on *pages 13–17*. We encourage you to collect the required documents before the morning of the test. Make sure your name on the ID documents exactly matches the name you used to register for the test. If the required ID documents do **not** match your name as shown on your registration, you will not be permitted to test.
- Possession of or use of any phones, tablets, wearable technology, and other electronic, recording, listening, scanning, or photographic devices is strictly prohibited in the test center at all times and will result in your dismissal from the test, forfeiture of your test fees, and cancellation of scores by ETS even if dismissal is not enforced on the day of the test. This includes, but is not limited to, accessing the device for any reason, including checking the time, making calls, and checking for messages or for any other reason during the test administration, including scheduled, optional, or unscheduled breaks.
- Watches are not allowed in the test room. If you bring a watch to the test center, you will be asked to remove the watch and store it during the administration.
- Unless you have separately been granted an accommodation, you should not bring personal items to the test center. If you do, you will be required to store them in a designated area before entering the test room. You will not be able to access any personal items until testing is completed, except for food, beverages and medication, which may be accessed during a break.
- You are required to remain inside the test center building. If you leave the test center without permission during the administration or during breaks, you will be dismissed and your scores will be canceled.

ON TEST DAY AT HOME

Before your session begins:

- Run a final Equipment Check and fix any issues before you attempt to check in for your test. **All issues must be resolved before your appointment time.** A link to your final equipment check can be found in your confirmation email and in your SLS account.
- Close all browsers and applications not needed for the test. This can help prevent bandwidth issues while you test.
- Make sure any other devices in your home that use the internet are not running, such as a streaming device.
- Gather the materials you'll need for your test session. (All other materials are prohibited.)
  - o Passport or other acceptable ID
  - o Acceptable note-taking materials, such as a whiteboard or plastic transparency sheet, that can be erased in view of the proctor
  - o Cellphone or hand-held mirror for check-in

The School Leadership Series at a Glance *(continued)*

Make sure your testing area meets all ***environment requirements***, including:

- o The room is quiet and well lit.
- o The table and surrounding area are clear.
- o You are alone in the room with no one else entering during the test and all doors are closed before beginning testing.

- Make sure you are dressed appropriately, with your ears and face visible to the proctor. Avoid wearing any jewelry or other accessories.
- Face masks may **not** be worn during check in or any part of the at-home testing session.

Next, check in.

- At your appointment time, click the "At Home Check-In" link in your confirmation email or the home page of your account to begin your appointment. We recommend launching your test 15 minutes before your start time to allow time for the check-in process. You'll have up to 12 minutes after your scheduled time to begin your check in. **If you haven't checked in by that time, your test will be canceled and your fee will not be refunded**.
- To see a detailed description of what you can expect at check-in visit the link in your confirmation email or in your SLS account.
- Your entire test session will be recorded and monitored by a human proctor, and your photo will be taken.
- During the test, the proctor will monitor you (via video camera) and your computer screen to ensure you follow all testing procedures.
- Make sure you can be seen on camera by the proctor. To ensure the security of the test, the proctor must be able to view your face from forehead to chin at all times. Suspicious movements could invalidate your test.
- If you need to contact the proctor during your test, speak to get their attention. It may take 30–60 seconds for the proctor to reply.

For other important information regarding test day, see

- Identification (ID) Requirements *(pages 13–17)*
- Cancellation of Scores by You *(page 23)*
- Test Center Procedures and Regulations *(pages 17–21)*

About The School Leadership Series Assessments

The School Leadership Series consists of these assessments — the School Leaders Licensure Assessment, the School Superintendent Assessment and the Connecticut Administrator Test. The School Leaders Licensure Assessment, the School Superintendent Assessment and the Connecticut Administrator Test are delivered by computer and are offered several times throughout the year. These tests were developed to provide a thorough, fair, and carefully validated assessment for states to use as part of the licensure process for principals, superintendents, and school leaders. These tests reflect the most current research and professional judgment and experience of educators across the country, and they are based on both a national job analysis study and a set of standards for school leaders identified by the Interstate School Leaders Licensure Consortium (ISLLC). **Please note:** the School Leadership Series exams are administered in English only.

Testing Requirements

Each state agency that uses a School Leadership Series assessment determines its assessment needs for principals, superintendents, and other school leaders based on legislated requirements and/or state policy. Typically, the agency assembles a panel of principals, superintendents, other school leaders, and educational administration professors as appropriate to review the test specifications and make an initial determination of whether the assessment is appropriate for meeting that agency's goals. The test is then reviewed and validated for that state. If you are not sure you have the latest information regarding state licensing requirements, check with the Department of Education or Educational Licensure Board in the state where you plan to work.

Passing Scores

Each state choosing to use School Leadership Series assessments as part of the requirements for licensure of principals, superintendents, or other school leaders will determine a "passing" score that the state will apply to all test takers who wish to obtain a license.

To set a passing score, states must abide by rigorous industry standards to ensure that the score is appropriate and fair. The score is set by a panel of approximately 14 experts — most of whom are either principals, superintendents, or other school leaders — from diverse school backgrounds.

The panel reviews numerous examples of test takers' responses over the course of two days and works collaboratively to arrive at an appropriate passing score. The final decision is informed by the vision of school leadership embodied in the ISLLC Standards, as well as an awareness of the impact selection of various passing scores will have on the passing rate of the test taker population.

Contact Information

General Inquiries

Phone:

1-800-772-9476 (U.S., U.S. Virgin Islands, Puerto Rico, and Canada)

1-609-771-7395 (all other locations Monday–Friday 8 a.m.–7:45 p.m. ET and Saturday 8 a.m.–4:30 p.m. ET)

Recorded information is available 24 hours a day. Phones are busiest weekdays between 11 a.m. and 2 p.m. ET and all day on Monday.

Email:

sls@ets.org

Website:

www.ets.org/sls

Chat:

https://ets.custhelp.com/app/chat/praxis/chat_launch/

Mail:

ETS—SLS
PO Box 6051
Princeton, NJ 08541-6051

Use this address for general inquiries only.

Overnight mail:

ETS—SLS
Distribution and Receiving Center
660 Rosedale Road
Princeton, NJ 08540

Fax:

1-973-735-0384 or 1-609-530-0581

Include the following information exactly as you entered when you registered: name, address, date of birth, test date, SLS candidate ID number, and phone number (U.S. residents only).

ETS Disability Services

To obtain information and registration materials, contact ETS:

Phone:

1-866-387-8602 (U.S., U.S. Virgin Islands, Puerto Rico, and Canada)

1-609-771-7780 (all other locations Monday–Friday 8:30 a.m.–5 p.m. ET)

Email:

For inquiries: stassd@ets.org
For forms and/or documents: disability.reg@ets.org

Website:

https://www.ets.org/sls/register/disability-accommodations.html

Mail:

ETS—SLS
Disability Services
PO Box 6054
Princeton, NJ 08541-6054

Fax:

1-609-771-7165

Test Center Complaints

ETS—SLS
Testing Complaints
PO Box 6051
Princeton, NJ 08541-6051

Fax:

1-609-530-0581

Email:

sls@ets.org

Complaints must be received in writing no later than 7 business days after the administration. Complaints received after this period will not be accepted.

For additional information, see

- Registering a Complaint (*page 21*)

Test Question Inquiries

If you think there is an error in a test question that affects your response, tell the test administrator as soon as you finish the test, or immediately write to or email:

Email:

sls@ets.org

ETS—SLS
Test Question Inquiries
PO Box 6667
Princeton, NJ 08541-6667

In your message, state the name and address of the center, the test date and name of the test, the number and content of the question, and the section in which it appeared.

Test Preparation Resources

Phone:

1-800-537-3161 (U.S., U.S. Virgin Islands, Puerto Rico, and Canada)

1-609-771-7243 (all other locations Monday–Friday 8 a.m.–7 p.m. ET)

Website:

https://www.ets.org/sls/resources.html

Mail:

ETS—SLS
PO Box 6000
Princeton, NJ 08541-6000

Test Refund Requests

ETS—SLS
Test Refunds
PO Box 6051
Princeton, NJ 08541-6051

For additional information, see

- Registration Changes (*page 12*)

Telephone Registration

Telephone registration is only available for test takers who have previously created an online Praxis account.

1-800-772-9476 (U.S., U.S. Virgin Islands, Puerto Rico, and Canada)
Monday–Friday 8 a.m.–7:45 p.m. ET

File Corrections

ETS—SLS
PO Box 6051
Princeton, NJ 08541-6051

For additional information, see

- File Corrections *(page 11)*

Scoring Services

These scoring services are available only if you have tested in the past 10 years. They can be ordered by phone if you are paying by credit or debit card. To be sure that your request is completed, wait for confirmation before hanging up. Once your request is confirmed, changes cannot be made. Please have the following information ready when you call: Candidate ID, Test Date, Date of Birth.

Additional Score Reports:

1-800-772-9476 (U.S., U.S. Virgin Islands, Puerto Rico, and Canada)
Monday–Friday 8 a.m.–7:45 p.m. ET

For additional information, see

- Additional Score Reports (*page 22*)
- Score Review Service (*page 23*)

Registration Information

Note: Some states require a Social Security number (SSN) to process certification paperwork. Check your state's requirements at *www.ets.org/sls/states* to see if your state requires a SSN with your test score reports. ETS does not require your SSN for its own purposes, but will submit it to your state agency with your test results. Failure to provide your SSN could delay your state's processing of your certification application.

Fees for Tests and Related Services

Individual Test Fees

School Leaders Licensure Assessment (6990).....$425

School Superintendent Assessment (6991 or 6021).....$350

Connecticut Administrator Test (6412).....$120

Test center or test date change.....$40

Telephone registration.....$35

Additional score reports (each).....$50

Score review for SLLA (6990).....$65

Score review for SSA (6991).....$65

Fees are subject to change without notice. The above amounts are exclusive of any Value Added or similar taxes, which will be added to these amounts, if applicable. Test and test-related fees are inclusive of any sales, use, value-added or similar taxes. In jurisdictions where the customer is required to account for any local taxes due, the price remitted to ETS excludes those taxes. In those circumstances, it is the sole responsibility of the customer to pay those taxes to the local tax authority. ETS is not responsible or liable for collecting and remitting those taxes on the customer's behalf. In the jurisdictions noted test and test-related fees are exclusive of any sales, use, value-added or similar taxes and will be added to the order when it is placed.*

* *Chile, Nigeria, Turkey, Colombia, Australia, Singapore, India, Norway, Saudi Arabia, Vietnam, Canada and the United States.* (effective beginning January 1, 2024).

Forms of Payment

Online: Register online at ***www.ets.org/sls/register*** and make a payment with any of the following:

- Credit or debit card — American Express®, Diners Club International®, Discover®, JCB®, MasterCard®, RuPay Global, UnionPay®, or VISA®
- PayPal®
- Authorization voucher

Phone: If you have previously created a School Leadership Series account online and you are testing at a U.S. test center, you may register by phone. There is an additional $35 surcharge to register by phone. At least three full days before your test date, call ETS at 1-800-772-9476, Monday–Friday, 8 a.m. to 7:45 p.m. ET and pay by credit card, debit card or authorization voucher.

Payment Policy

- Cash, check, and money order payments are not accepted.
- If you have an outstanding balance in your account, your scores will be withheld, and an additional non-refundable service fee of US$30 will be added to your account.
- Services may be withheld for nonpayment of fees.
- All outstanding balances incurred from prior ETS tests and/or services must be paid in full in order to register for any future ETS test or service.
- When registering online, candidates may be given the option to pay in the local currency supported by their card issuer or in USD.
- During the payment process you may be asked by your card issuing bank to verify cardholder identity by entering an authentication code. Failure to enter the required information or entry of invalid information will result in the sale being rejected. If you don't know your 3D-Secure passcode or password, and you are not being given the option to enroll online in the bank's pop-up screen, then you will need to contact your bank.
- ETS reserves the right to add or remove payment options at its own discretion and without notice.

Refund Policy

If you cancel your registration no later than three days before your test date, you will automatically receive a refund equivalent to half of the test fee. The

remainder of your payment will be retained to cover expenses for processing your registration.

- Cash refunds are not available.
- There are no refunds for test preparation materials, additional services, or service fees.
- Refunds will be processed in the same currency and credited back to the original payment method. Note: if for any reason the refund cannot be processed, an ETS representative may need to contact you. Please ensure your contact information is accurate.
- Refunds will not be given if you do not follow proper registration procedures and/or fail to present the required identification documents on test day.
- If you are absent from or arrive too late to take the test at the test administration for which you registered, you are not entitled to a refund.

If Your Primary Language is Not English (PLNE)

Test accommodations (extended testing time) may be available for test takers whose primary language is not English. Test takers who meet ETS requirements will be allowed 50 percent additional testing time.

How to Apply for PLNE

Your request must include the following:

1. A completed Certification of Documentation form (*page 28*). ETS has the right to request further verification, if needed, of the professional's credentials and expertise relevant to the Certification of Documentation form. A business card or school seal or school stamp must be affixed to the Certification of Documentation Form.
2. A completed Eligibility Form for Test Takers Whose Primary Language Is Not English (*page 29*).
3. A completed Test Authorization Voucher Request Form. All documentation must be approved before you can register. ETS will make every effort to evaluate all requests in a timely manner. If further verification of the professional's credentials and expertise relevant to the documentation submitted is needed, it is possible that testing will be delayed until the next applicable test date. Because of ETS's need to review documentation in order to provide accommodations, all test takers must register through ETS.

Check the box at the top of the form to note that you are requesting accommodations. Submit this form with the documentation listed above. You can email your documents to ETS. Do NOT include credit card information on the Test Authorization Voucher Request form if you email them. Please email to ***disability.reg@ets.org***. **Once your accommodation request is approved, ETS will contact you with an approval letter and instructions on how to register.** Test appointments are scheduled based on availability, and not all tests are offered year-round. Please plan ahead and check test date availability before requesting accommodations, and **allow approximately 3 weeks before your intended test date** for the processing of your request.

ETS recognizes the right of individuals to confidentiality with regard to documentation supplied by and about them that may be stored in files held by ETS and the concomitant responsibility of ETS to safeguard information in its files from unauthorized disclosure.

Using Previously Approved PLNE Accommodations for Subsequent SLS Tests

If you previously registered and ETS approved your accommodation(s), you may request the same accommodation(s) for additional SLS tests. Please allow approximately three weeks before your intended test date for the processing of your request. To request that your approved PLNE accommodations be provided for subsequent *Praxis*® tests, please email ***stassd@ets.org*** with a written statement asking that your approved PLNE accommodation(s) be applied to additional SLS test(s).

File Corrections

You may not change your name on the file. If your name has changed for any reason, including marriage or divorce, you must create a new online SLS test account providing your name **exactly** as it appears on the primary identification you will present on test day.

Registration Information *(continued)*

If your file contains an error, make corrections to your date of birth, Social Security number, the spelling of your name, or other information at least one day before the test administration to ensure that your scores are reported with the correct personal information. To make corrections to your: date of birth, Social Security number, or other information, sign into your SLS account and select "Update Personal or Contact Information" in the "Manage Profile" section and make the appropriate change. To correct the spelling of your name, contact ETS at sls@ets.org or 1-800-772-9476, and provide the information as it now exists on the file, along with the change(s) requested. If you made corrections after the test administration and need your scores resent to a score recipient, you may order an Additional Score Report (ASR) online or by phone. ASRs cost $50 per score recipient *(see page 22)*.

Registration Changes

Make Changes to Your Testing Appointment

There are two ways you can change your test center, test date or test time for a current test registration:

- log in to your SLS account and process the change online
- contact ETS at **1-800-772-9476** (U.S., U.S. Virgin Islands, Puerto Rico, and Canada) or 1-609-771-7395 (all other locations)

Note: you must make changes **up to 3 days before your appointment** (not including the day of your test) or your fees will be forfeited. For example, the deadline to make changes to a Friday appointment is Tuesday at 11:59 p.m. ET. ETS cannot guarantee that the testing time or test center you are now requesting will be available. There is a $40 fee for this service.

Add a Test

School Leadership Series are scheduled by appointment. To "add" a test, simply register for the new test the same way you registered for the previous test, and you will be charged the associated test fee. There is no additional service fee to create a new test registration.

Cancel a Test

There are three ways you can cancel a test for which you are currently registered:

- log in to your SLS account and process the change online
- *Chat:* ***https://ets.custhelp.com/app/chat/praxis/chat_launch/***
- contact ETS at **1-800-772-9476** (U.S., U.S. Virgin Islands, Puerto Rico, and Canada) or 1-609-771-7395 (all other locations)

Note: you must cancel your test **up to 3 days before your appointment** (not including the day of your test) or your fees will be forfeited. For example, the deadline to make changes to a Friday appointment is Tuesday at 11:59 p.m. ET. If you cancel your original test by the deadline, you may be eligible for a refund of 50 percent of your test fees.

- Log into your SLS account, or download and complete the Refund Request Form, which is downloadable from the SLS website at ***www.ets.org/sls/register/how-to-register***.
- The request must be made online, by telephone, or the form received no later than three days before the test date (not including the day of the test).

Test Retake Policy

Tests may be taken once every 28 days, not including your initial test date. For example, if you take the test on the first of the month, you cannot take it again until the 29th day of the month. If you test earlier than permitted, the scores from your retest will not be reported and your test fees will not be refunded. This applies even if you cancelled your scores on a test taken previously.

ETS Use of Personal Information

By providing personal information to us and registering for a SLS test, you expressly consent (or confirm your consent) to allow ETS to use such personal information in accordance with ETS's Privacy and Security Policy located at ***www.ets.org/legal/privacy***.

On Test Day

Identification (ID) Requirements

You are responsible for having valid and acceptable ID each time you test. It's your responsibility to bring the correct documents and to make sure they're up to date on test day. If you do not present acceptable ID, you will not be permitted to test and you will forfeit your test fee.

Your ID requirements depend on your country of citizenship and where you plan to test. Please read the specific section for acceptable primary and supplemental ID documents and allowed exceptions.

- You are responsible for ensuring that the first and last name you used to register **exactly** matches the name on the ID document(s) you present on test day.
- If your name has changed since you registered for a test, you must ensure that you have appropriate ID matching the name on your registration to show at the test center. It is recommended that you have ID in the correct name BEFORE you complete the registration process. Additionally, you must create a new online SLS account providing your name exactly as it appears on the primary identification you will present on test day. During the creation of your new account, we advise that you leave the Social Security number (SSN) field blank to avoid technical issues. After the new account is created, you will have the opportunity to enter your SSN by clicking the "Update Personal or Contact Information" link.
- If the test administrator questions the ID you present, you may be required to provide supplemental ID. If positive confirmation cannot be made, you may not be permitted to test or your test score may be withheld.
- All test takers are encouraged to have at least two forms of acceptable ID each time they test. Prior admission to a test based on a given ID document does not assure that that document will be considered acceptable. Test centers are not required to hold your seat if you leave the center to obtain acceptable identification.
- Admission to the test center, or acceptance by a proctor for the at-home test, does not assure that the ID you provided is valid or that your scores will be reported. All reported cases of questionable ID are subject to review and approval by the ETS Office of Testing Integrity either during or after the test administration. ETS reserves the right to withhold and/or cancel scores in the event that the ID requirements set forth herein are not met.
- You may be required to show your ID and/or to sign a test center log at various points throughout the test administration.
- Your test fees will not be refunded if you are not permitted to test or if your scores are withheld or canceled because of invalid or unacceptable ID.

Multiple-Part Last Name

If the ID document you will present on the day of the test contains a multiple-part last name, your admission ticket must exactly match your ID. You cannot use a supplemental ID to resolve last name discrepancies.

ID Document Requirements

With few exceptions, ID documents must meet *all* of the following requirements. Each ID document must:

- be an **original** document; photocopied documents are not acceptable and documents cannot be presented on a cell phone or any other electronic device
- be **valid** and **cannot be expired**. As of January 1, 2023, ETS no longer accepts expired drivers' licenses.
- be a government-issued national/state/province identity card that is recognized by the country in which you are a citizen or permanent resident

- bear the test taker's **first and last name** *exactly* as it was used when registering for the test
- bear a recent **photograph** that clearly matches the test taker
- bear the test taker's **signature; the name and signature on the ID document must match**

See Exceptions and Requirements on page 15 if:

- you are testing in Mainland China, Bangladesh, India, Pakistan, Nigeria, Saudi Arabia, or the Philippines
- you are testing outside your country of citizenship
- you are not a U.S. citizen and you are testing in the U.S.
- you are a Citizen of European Union, Schengen Zone, or Gulf Cooperation Council (GCC) Arab countries or Mercosur countries
- you are in the process of renewing your driver's license
- you are in the military and your Military ID does not contain your signature
- you have been granted political asylum or refugee status
- you have *any* questions about the acceptability of your ID document(s)
- you are unable to meet the ID requirements

Acceptable Primary ID Documents

The following government-issued ID documents are acceptable for admission to a test center, or to the at-home test within your country of citizenship:

- Passport
- Passport Card (United States only — must be accompanied by valid supplemental ID)
- Driver's license (including provisional driver's license as outlined under "Driver's License Renewals").
- State or Province ID card (including those issued by the motor vehicle agencies)
- National ID card
- Military ID card
- Mexican Voter ID

Supplemental ID Documents

- You may be required to provide a supplemental ID if the test administrator questions your primary ID document and/or if your primary ID document is otherwise acceptable but does not bear your full name, photograph or signature.
- If your supplemental ID does not have a signature, you may present a second government-issued photo ID. If you cannot present two forms of government-issued, photobearing identification in the same name as the name on your registration, you will not be permitted to take the test.
- Supplemental ID documents may not be used to resolve last name discrepancies. The last name on your primary ID must match the name on your admission ticket.

The following ID documents are generally acceptable as supplemental ID:

- **Government-issued ID card** (including, but not limited to, those listed under Primary ID Documents earlier in this section)
- **Student ID card**
- **Confirmation of identity letter from your educational institution.** This letter must be typed or printed on the original letterhead of the educational institution you attend(ed) and, in addition to meeting all of the ID Document Requirements listed earlier in this section, must include your date of birth and the date issued. Additionally, a school official's signature and the school seal must be present and both must overlap your photograph. Such letters are valid for only one year from the date issued.

Unacceptable ID Documents

The following documents are *not* acceptable as primary or supplemental ID under any circumstances:

- Any document that is photocopied or expired
- Any ID document presented at the center on a cell phone or any other electronic device except in the Republic of Korea, where some digital IDs are permitted

- Any document that does not bear your first and last name exactly as you entered it when you registered
- International driver's license
- Draft classification card
- International student ID
- Credit/debit card of any kind
- Notary-prepared letter or document
- Birth certificate
- Social Security card
- Employee ID card
- Temporary ID card, excluding driver's license, resident card, and employment authorization card renewals
- Diplomatic, consulate or embassy ID card
- Any document that is not recognized by a government agency
- Aadhaar card

Exceptions and Requirements:

Testing in Canada

A test taker who is not a Canadian citizen and cannot present a passport can be admitted to a Canadian test center with one of the following alternative ID documents. If the alternative document is missing your photo or signature, it must be presented along with a secondary ID, such as a driver's license, student ID card, letter of identity from a school or sponsoring agency, or Canadian Health Card.

- o Record of Landing/Permanent Resident Card (IMM1000)
- o Notice of Decision (for a Convention Refugee) or Refugee Protection Claimant Document (IMM1442)

Testing in Mainland China

- Residents of Mainland China must present a Second Generation National Resident ID Card.
- Residents of Taiwan must present their Travel Permit to Mainland China.
- Citizens from all other countries and locations must present a valid passport.

Testing in Taiwan

- Residents of Mainland China must present their Travel Permit to Taiwan.
- Citizens from all other countries and locations must present a valid passport.

Testing in Bangladesh, India, Nigeria, and Pakistan

You MUST present a valid passport with your name, photograph and signature as your primary ID document. There are no exceptions to this policy.

Testing in Saudi Arabia

If you are working in Saudi Arabia and are not a citizen, you may use your employer-sponsored Iqama Residence Identification along with a supplemental ID that includes your name, photograph and signature. You must present two forms of identification.

Testing in the Philippines

In the Philippines you may present a Social Security System ID Card, issued by the Republic of the Philippines, that includes your name, photograph and signature along with a supplemental ID from the list of acceptable supplemental ID documents.

Driver's license renewal certificate—Temporary Policy for the Philippines. If your driver's license is expired and you have been issued a renewal certificate receipt, you **may provide both documents together** as long as the name on the expired driver's license and the name on the renewal certificate are the same.

Testing Outside Your Country of Citizenship

- You must present a valid **passport** with your name, photograph and signature as your primary ID document. See **"Acceptable Primary ID Documents" on page 14**.
- If you are not a U.S. citizen and are testing within the U.S., you must present a passport that meets all of the ID requirements listed earlier in this section.

- Diplomatic and embassy ID cards cannot be used as primary identification in place of a passport.
- If your passport is not written in English-language letters, you must also present a supplemental ID that contains your name; a recent, recognizable photo; signature; and is in English. If you do not have a supplemental ID and the test center staff cannot read the language in which it is written, you may not be permitted to take the test.
- The following documents may be acceptable for admission if presented along with at least one of the documents listed under Supplemental ID Documents earlier in this section. If you are in the process of renewing the document and have the expired document in your possession, you may present it together with the government-issued renewal extension letter.
  - o Permanent Resident Card/Resident Alien Card
  - o Temporary Resident Card
  - o Employment Authorization Card
  - o Mexican Border Crosser Card (This form of ID may be accepted only at test centers within 25 miles of the Mexican border.)

Testing in European Union/Schengen Zone/ Gulf Cooperation Council (GCC) Arab Countries/ Mercosur Countries

- If you are testing in a European Union, Schengen Zone, Arab States of the Gulf (GCC) countries or Mercosur countries other than the one where you reside, you can use your valid national or European identity card, if you have one. The card must contain your name; a recent, recognizable photo; your date of birth; and your signature. If this identification does not contain all of these elements, you will be required to present a second ID from the list of acceptable secondary identifications.

Driver's License Renewals

- If you are in the U.S. military and your driver's license has an official extension sticker validating that your driver's license has been extended, this can be used as supplemental ID along with your U.S. Military ID.
- If the test taker is in the U.S. military, and the expiration of his or her driver's license has been extended or deferred by the issuing state, the license can be used as supplemental ID along with the test taker's U.S. Military ID. Depending on the state, the extension or deferral may consist of either a sticker affixed to the license, the designation "military" printed in place of an expiration date, or a separate document carried with the license, usually with a notation that the driver's license is valid until a specific time period after discharge from service.
- If your driver's license has expired, but you present it along with your original Department of Public Safety renewal certificate, these two documents together are acceptable provided the names on both documents match exactly. If a provisional driver's license is issued in lieu of a renewal certificate, this is acceptable as a primary ID document if it contains your photo, signature, and an expiration date.

Military ID Without Signature

If your Military ID does not contain your signature, you must present a supplemental ID.

Unable to Meet ID Requirements

If you have been granted political asylum, have refugee status or are otherwise unable to meet the identification requirements, you **must** contact the ETS Office of Testing Integrity (OTI) at least seven days before registering to test. You **must** receive approval from OTI *before* you may register. You should also be prepared to submit any requested documents to OTI for review before receiving approval. If you do not contact OTI before you

register, and as a result you are not permitted to test or your test scores are withheld, your test fees will not be refunded.

ETS Office of Testing Integrity (OTI)

Monday–Friday 7:30 a.m.–5:30 p.m. ET
Email: ***TSReturns@ets.org***
Phone: 1-800-750-6991 (U.S., U.S. Virgin Islands, Puerto Rico, and Canada)
1-609-406-5430 (all other locations)

For general questions about acceptable ID, call:
1-800-772-9476 (U.S., U.S. Virgin Islands, Puerto Rico, and Canada)
1-609-771-7395 (all other locations)

Test Center Procedures and Regulations

General Guidelines for Test Day at a Test Center

- Test-related information written on ID documents, clothing and footwear, or on any part of the body is prohibited.
- Test centers do not have large waiting areas. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or be in contact with you while you are taking the test, including during breaks. Except for ETS-authorized observers, visitors are not allowed in the testing room while testing is in progress or during breaks.
- ID verification at registration, and/or check-in at the test center may include:
  - o Biometric voice and photo identification
  - o Fingerprinting/thumbprinting
  - o Video surveillance
  - o Signature comparison

  If you refuse to participate, you may not be permitted to test and you will forfeit your test fees. This is in addition to the requirement that you present acceptable and valid identification.
- ETS respects individuals' privacy and has implemented procedures to ensure that the check-in process is completed in a respectful manner. ETS reserves the right to ensure the security of test content by using electronic detection scanning devices (e.g., hand-held metal detectors/wands) and may also employ additional security measures such as visual inspections for unauthorized testing aids or other wearable technology. Test takers should be prepared to undergo these security measures to ensure a fair testing environment. Failure to comply may result in dismissal from the test and forfeiture of your test fees.
- To ensure unauthorized aids are not brought into the testing room, additional visual inspections of clothing, footwear, and ID documents may also be conducted. You may also be required to remove your eyeglasses for close visual inspection. These inspections will be done at check-in and upon return from breaks. Unless an inspection is required for use or possession of an unauthorized aid during the test session, removal of footwear is prohibited in the testing room.
- Personal items other than ID documents are not allowed in the testing room. This includes any phones, tablets, all watches, wearable technology, and any other electronic, recording, listening, scanning or photographic devices. If you are seen using or accessing any of these electronic devices and/or transmitting data, including but not limited to text messaging, email and photographs, your device may be inspected and/or confiscated. You may not access your phone during the test, during breaks to check messages, make a call, check the time or for any other reason.
- Jewelry is prohibited, except for wedding and engagement rings. Do not wear other jewelry to the test center.
- Clothing and other personal items that include, but are not limited to, hair accessories, neckties, bowties, hats, scarves, jackets and outerwear are subject to inspection by the test center administrator. Refrain from wearing such items

as tie clips, cuff links, ornate clips, combs, barrettes, headbands and other hair accessories on test day, as you may be prohibited from wearing them in the testing room.

- Before the test, you will receive instructions from test center staff regarding where to store personal items. You will not have access to your personal items during the test administration except for food, beverages and medication, which may be accessed during a break.
- If you fail to follow the instructions of the test center staff, you will not be permitted to test and your test fee will not be refunded. Any violation of these procedures during the test or during breaks may result in dismissal from the test center and/or cancellation of your test scores.
- Test centers and ETS assume no responsibility for personal items including watches, jewelry or devices that you choose to bring to the test center.
- The test administrator will assign you a seat.
- On occasion, weather conditions or other circumstances beyond the test administrator's or ETS's control may require a delayed start or the rescheduling of your test.
- **You may be asked to empty your pockets, raise your pant legs above your ankles, pull up your sleeves above your wrists for visual inspection, and you may be scanned with a hand-held metal detector wand. Such inspections are routine prior to each entry into the testing room. You may request that the inspections be performed by a staff member of the same gender and/or in an area sheltered from the view of other people. Test center staff will make every effort to accommodate such requests, but ETS cannot guarantee that all test centers will have the necessary staff and space available.**

General Guidelines on Test Day at Home

Be sure to follow all testing rules. Otherwise, your test can be canceled and your fee won't be refunded.

- Don't use any unauthorized materials, including mobile devices, prewritten notes or textbooks.
- Personal recording devices of any kind are strictly prohibited.
- You must disable any screen-sharing or remote access software (such as Zoom®, Skype®, TeamViewer®, Microsoft Teams™ and Apple Remote Desktop™) prior to the test. It must remain disabled throughout the test. Make sure that the software will not open automatically during the test.
- Don't communicate with anyone else except the proctor during the test administration, including scheduled, optional, or unscheduled breaks.
- There may be references to using a headset during your test. Ignore these; headsets are NOT allowed in the tests at home.
- You must be alone in a room with no one else entering during the test.
- You must close all doors in the room before beginning the test.
- **ETS reserves the right to take appropriate action and/or notify appropriate authorities including, but not limited to, law enforcement authorities, if a test taker responds in a threatening or disturbing way to essay or speaking questions or communicates with ETS either verbally or in writing in a threatening or disturbing manner.**

ETS takes test security very seriously. Although tests are administered under strict supervision and security measures, testing irregularities may sometimes occur. Please contact ETS as soon as possible to report any irregular behavior that is either observed or reported to you — for

example, someone copying from another test taker, taking a test for someone else, having access to test questions before the exam, or using notes or unauthorized aids. All information will be held in strictest confidence. Reports of cheating or fraud will be investigated thoroughly and offenders may be prosecuted to the full extent of the law.

Phone: **1-800-353-8570 (U.S., U.S. Virgin Islands, Puerto Rico, and Canada)**
1-609-406-5430 (all other locations)
Email: ***TSReturns@ets.org***

During the Test at a Test Center

The following procedures and regulations apply during the entire test session, which begins at sign-in, ends at sign-out, and includes breaks.

- Bring your admission ticket and ID with you to the testing center. Your admission ticket is important because it contains the test center address and reporting time on test day. While you are not *required* to present it at the test center, test center personnel may ask you for it.
- You will be required to read and sign a Confidentiality and Regulations Agreement at the test center. If you do not complete and sign the agreement, you may not be allowed to test and your fees will NOT be refunded.
- You may be required to sign the test center log before and after the test session and any time you leave or enter the testing room.
- Other than ID, personal items are not allowed in the testing room. Before the test, you will be assigned a locker or receive instructions from test center personnel regarding where you must store personal items. Storage space is limited, so plan accordingly. You may not have access to your personal items during the test administration except for food, beverages, and medication which may be accessed during the break.
- You are required to remain in the test center building. It is your responsibility to ask the test administrator for permission to leave the test center vicinity — for example, to go to the nearest restroom. If you leave the test center without permission, you may be dismissed or your scores may be canceled.
- The test administrator will provide you with scratch paper for use during the test to assist you in working out problems and for appropriate note-taking during timed sections of the test. You may not take your own scratch paper to the test. Scratch paper is not to be used before the test or during breaks. During the test, if you have used all of your scratch paper, you must return it to the test center staff in order to receive more. You cannot remove a page or portion of the scratch paper at any time. All paper, in its entirety, must be returned to the test center administrator at the end of the testing session. You may not write on anything other than the scratch paper provided (e.g., computer or workstation or ID document). Scratch paper should NOT be used during the untimed sections or during breaks. If you are observed using any documents or unauthorized papers other than the designated scratch paper distributed by the test site, they will be confiscated by the test center staff.
- For paper-delivered tests administered as an accommodation for a disability, test takers may use the test book for scratch work. Scratch paper is not provided except as an approved accommodation.
- If you need to leave your seat at any time other than a scheduled break, raise your hand; timing of the section will not stop.
- If at any time during the test you have a problem with your computer, or for any reason need the administrator, raise your hand.

- Testing premises are subject to videotaping.
- The maximum time allotted for the tutorial and/or other untimed sections before the test is 30 minutes. The purpose of the tutorial and/or other untimed sections before the test is to become familiar with the computer functions and other important information that will make your testing experience as convenient as possible. The time you spend on the tutorial and/or other untimed sections should not be for any other purpose. You may not use scratch paper during this time. Infractions will be reported to ETS, and the test administrator is authorized to dismiss you from the test administration if you fail to follow the test administrator's directions.
- The testing session is actively monitored by test center staff. This includes staff walking around, and entering and leaving the testing room.

During the Test at Home

- You must disable any screen-sharing or remote-access software (such as Zoom®, Skype®, TeamViewer®, Microsoft Teams™ and Apple Remote Desktop™) prior to the test. It must remain disabled throughout the test.
- Make sure that the software will not open automatically during the test.
- You must be alone in a room with no one else entering during the test and all doors must be closed before beginning testing.
- You must remain in view of the proctor. You should avoid doing anything that may look suspicious, like talking out loud or looking away from the screen.

Dismissal from a Test Administration

A test administrator is authorized to dismiss you from a test session and/or your scores will be canceled by ETS for actions such as, but not limited to, the following:

- Attempting to take the test for someone else or having someone else take the test for you.
- Failing to provide acceptable identification.
- Obtaining improper access to the test, a part of the test, or information about the test. This includes having preknowledge of test questions or answers in advance of the test administration, in any form, and/or bringing such information to the test center in any form, including on identification documents, stored in cell phones, or any other method.
- Using or having any phones or other electronic, recording, listening, scanning, photographic device, or wearable technology in your possession. Such devices are strictly prohibited at the test center. If you take these devices into the test center, you will be dismissed from the test, forfeit your test fees, and ETS will cancel your scores even if dismissal is not enforced on the day of the test. Test centers and ETS assume no responsibility for personal items that you choose to bring into the test center.
- Using any aids in connection with the test is prohibited such as: mechanical pencils, pens, scan pens or devices, pagers, calculators, watch calculators, books, pamphlets, notes, rulers, highlighter pens, stereos or radios with headphones, any phones, watch alarms (including those with flashing lights or alarm sounds), stop watches, dictionaries, translators, compasses, protractors, rulers, and any hand-held electronic, recording/listening, scanning, or photographic devices.
- Creating a disturbance. Disruptive behavior in any form will not be tolerated. The test administrator and ETS have sole discretion in determining what constitutes disruptive behavior.
- Attempting to give or receive assistance. Discussion or sharing of test content or answers during the test administration, during breaks, or after the test is prohibited. Communication in any form is not permitted during the test administration.

- Removing or attempting to remove test content from the test center. Under no circumstances may test content or any part of the test content be removed, reproduced, and/or disclosed by any means (e.g., hard copy, verbally, electronically) to any person or entity.
- Bringing a weapon or firearm into the test center.
- Bringing food, beverages, tobacco, or electronic cigarettes into the testing room.
- Leaving the test center vicinity during the test session or during breaks, without permission.
- Leaving the testing room before the test session is dismissed (except for an unscheduled break during the test session).
- Taking excessive or extended unscheduled breaks during the test session. Test center administrators are required to strictly monitor unscheduled breaks and report test takers who take excessive or extended breaks.
- Referring to, looking through, or working on any test, or test section, **when not authorized to do so,** or working after time has been called.
- Failing to follow any of the test administration regulations contained in this *Bulletin*, given by the test administrator, or specified in any test materials.

ETS reserves the right to take all action — including, but not limited to, barring you from future testing and/or canceling your scores — for failure to comply with test administration regulations or the test administrator's directions. If your scores are canceled, they will not be reported, and your test fees will not be refunded.

Registering a Complaint

If you think conditions at the test center were such that you were unable to perform satisfactorily, you may cancel your score(s) and request a retest. If you wish to cancel your score(s), you must select the "Cancel Scores" option at the end of the test. Retests cannot be offered if the "Report Scores" option has been selected and the unofficial scores have been viewed. Complaints must be received in writing no later than 7 business days after the administration. Complaints received after this period will not be accepted. ETS will investigate before responding to your request. Please see *page 9* for additional information.

Scores & Score Reports

Reporting Your Test Scores

If you test in Arkansas, District of Columbia, Kansas, Kentucky, Louisiana, Maryland, Mississippi, Missouri, Nebraska, New Jersey, North Carolina, Pennsylvania, Rhode Island, Tennessee, Utah, Vermont, or Virginia, your scores will automatically be sent to that state's credentialing agency for school principals and superintendents.

Score Reporting Dates

Your official scores will be supplied to your score recipients and available to you in your online account. You will receive an email notifying you when your score report is available to view. Access your scores online at ***www.ets.org/sls*** by logging into the account you created when you registered. Official score reporting dates vary, depending on which test you took. Please see the ***Score Reports*** (***https://www.ets.org/sls/scores/get-scores***) for additional information on the score reporting dates. Score reports will be available for 10 years from the date scores are posted. We recommend that you print or save a copy of your score reports for your records. To obtain an official score report for scores reported within the last 10 years, but before July 21, 2017, you will need to order an additional score report. Please see ***https://www.ets.org/sls/scores/send-scores*** for ordering information.

For each test date, your scores will be sent to up to four score recipients.* In order for your attending institution (college or university where you received training that most closely relates to the test(s) you are taking) to receive a copy of your score report, you MUST list that institution as a score recipient. Individual score reports are NOT sent to attending institutions unless they are designated as a score recipient. Your scores for a specific test will be sent to a designated recipient only if that institution or agency is eligible to receive those test scores. Score reports will list your current score and highest score you have ever earned on each test.

You will receive passing score information on your score report for those score recipients or the state agency you designated when you registered. If you list an institution as a score recipient, you will receive passing score information for the state agency in which the institution is located. Your score report will provide you with the passing score set by the credentialing agency for each test you took and tell you whether or not you met that score. The passing score information is based on the most recent information The School Leadership Series program has for each agency. Score recipients you chose when you registered or to whom you sent an Additional Score Report will receive passing score information that is pertinent only to them. They will not receive passing score information for other agencies, associations, or organizations.

Official score reports will not be released if you have an outstanding balance, which may include an outstanding balance for previous services from The School Leadership Series.

Scores from the 2025–26 testing year will be available for reporting on additional score reports for ten years. Test taker background data will be retained for the same time period.

For more information about your scores, you may download *Understanding Your School Leadership Series Scores* from the SLS website at ***www.ets.org/sls/scores/understand-scores***.

** ETS reserves the right to refrain from sending score reports*

(1) to entities that have been found to violate the Proper Use of the ETS® Professional Educator Programs Assessments (PDF) and

(2) to entities against which complaints of violation have been made pending completion of ETS's inquiry into the claimed violations

Scoring Services

Additional Score Reports (ASRs)

Fee: $50 each

At your request, ETS will send your scores and reportable background information to additional institutions or agencies. When you register to test, you may select up to four score recipients at no

charge. You may add or change these score recipients up to 3 days before your test appointment. You may complete your request online at ***www.ets.org/sls/scores/send-scores***, or by phone. To make ASR Request online, log in to your SLS account. Click on "Order Additional Score Reports" and follow the instructions to complete your order. If you wish to send your scores to additional recipients, you may order an additional score report (ASR). Additional score reports are issued within 5–7 calendar days for online and phone requests. The additional score reports are posted to your ETS online account and remain available for 10 years from the test date. The reports are no longer mailed to your postal address.

When you ask ETS to send additional score reports to institutions or agencies, you automatically authorize ETS to report your highest score. (Scores will be sent to a recipient only if that recipient is eligible to receive those scores.)

If scores have not been reported from a current administration and you want the institutions or agencies listed on your Additional Score Report Request form combined with those you selected when you registered, check the appropriate box on the form. Current and highest scores will then be reported to all recipients requested.

You will automatically receive a copy of your score report confirming that your score report was sent.

Score Review Service

Fee: SSA (6991) - $65
SLLA (6990) - $65

All constructed-response and essay readers have been carefully trained and follow strict scoring procedures. Each test that contains one or more constructed responses or essays is scored by more than one reader. However, if you feel that your score on the School Leaders Series Assessment and/or the School Superintendent Assessment does not accurately reflect your performance, you may request a score review of your test. (**Note:** Selected-response questions on computer-delivered tests are not available for score review because they have already been scored twice — initially at the test center, then they were transmitted to ETS where they were verified.)

To have a score reviewed, please contact customer service at 1-800-772-9476. **Your request must be received within three months of the test date.** If there is a change in your reported score, the revised score (which may be higher or lower than your originally reported score) will be reported to you and to the recipients of the original score, and your review fee will be refunded. Your test books and answer sheets are not available for disclosure. Please note that your score for a specific test will be reviewed only once.

Cancellation of Scores by You

If you feel you did not perform to your potential on a test, you have the option of cancelling your scores before they are reported.

You may cancel your score for an SLS test at the end of the test session, but before viewing your unofficial score on the screen. (**Note:** not all SLS tests offer the opportunity to view unofficial scores at the end of a testing session. If an unofficial score is not provided for your test, it means that further analysis must be conducted before scoring can be completed. This does NOT indicate any problem with the administration of your test and will NOT result in any delay of the reporting of your official score.

Once your scores have been cancelled, they will not be reported, and they cannot be reinstated on your record. You will not receive a refund if you choose to cancel your scores.

Cancellation of Scores by ETS

ETS strives to report scores that accurately reflect the performance of every test taker. Accordingly, ETS's standards and procedures for administering tests have two primary goals: giving test takers equivalent opportunities to demonstrate their abilities, and preventing any test takers from gaining an unfair advantage over others. To promote these objectives, ETS reserves the right to cancel any test score whether or not it has already been reported, and to take such other actions as ETS deems appropriate, including banning the test taker from taking any future ETS test and referring the matter to law enforcement authorities, when in ETS's judgment, a testing irregularity occurs; there is an apparent discrepancy in a test taker's identification; the test taker may have engaged in misconduct, including without limitation having someone else take the test for the test taker, obtaining improper access to test questions or answers, disclosing test questions or answers to third parties, plagiarism, or copying or communication; or the score is invalid for another reason. When ETS cancels a test score that has already been reported, it notifies score recipients that the score has been canceled.

Testing Irregularities

"Testing Irregularities" refers to problems with the administration of a test. Testing irregularities may result from actions of test takers, test center personnel, ETS, or from man-made causes. When testing irregularities occur, they may affect an individual or groups of test takers. Such problems include, without limitation, administrative errors (such as improper timing, improper seating, defective materials (e.g., improper or damaged test forms), and defective equipment); improper access to test content; and other disruptions of test administrations (such as natural disasters or other emergencies). When testing irregularities occur, ETS may decline to score the test, or cancel the test score. When, in ETS's judgment, it is appropriate to do so, ETS gives affected test takers the opportunity to take the test again as soon as possible, without charge.

Identification Discrepancies

When, in ETS's judgment or the judgment of test center administrators, there is a discrepancy in a test taker's identification, the test taker may be dismissed from the test center. In addition, ETS may decline to score the test or cancel the test score if the documents or photos from the test day cannot be validated or if ETS has evidence that you did not appear for the test. If test scores are canceled by ETS, the test fees will NOT be refunded. ETS may also ban you from taking any future ETS test.

Misconduct

When ETS or test center personnel find that there is misconduct in connection with a test, the test taker may be dismissed from the test center, ETS may decline to score the test, cancel the test and may ban you from taking any future ETS test. Test takers whose scores are canceled will forfeit their test fees. If fraudulent activity is detected after scores have been reported, ETS will cancel scores and notify score recipients of the cancellation. Misconduct includes, but is not limited to, noncompliance with the Test Center Procedures and Regulations, on *pages 17–21* of this *Bulletin*.

Invalid Scores

ETS may also cancel scores if, in its judgment, there is substantial evidence that they are invalid for any other reason. Substantial evidence means evidence that is sufficient to persuade a reasonable person; the substantial evidence standard is lower (i.e., requires less proof) than reasonable doubt, clear and convincing, and preponderance of evidence standards. Evidence of invalid scores may include, without limitation, discrepant handwriting, unusual answer patterns, and inconsistent performance on different parts of the test. For test takers within the United States, before canceling scores pursuant to this paragraph, ETS notifies the test taker in writing about its concerns, gives the test taker an opportunity to submit information that addresses ETS's concerns, considers any such information submitted, and offers the test taker a choice of options. The options may include voluntary score cancellation, a voucher for

future test, or arbitration in accordance with ETS's standard Arbitration Agreement. Note: The arbitration option is available only to test takers who test in the United States, its territories and Canada.

If at any time before, during, or after a review of questionable scores, ETS finds that misconduct has occurred in connection with a test, ETS may treat the matter under its misconduct procedures; in that event, the options available under this "Cancellation of Scores by ETS" section or the "Testing Irregularities" section, as applicable, will not be available, even if those options were previously offered.

Plagiarism

Your essay responses on the writing section will be reviewed by experienced essay readers during the scoring process. ETS reserves the right to cancel test scores of any test taker when an essay response includes any of the following:

- text that is unusually similar to that found in one or more School Leaders Licensure Assessment and/or School Superintendent Assessment essay responses;
- quoting or paraphrasing, without attribution, language or ideas that appear in published or unpublished sources;
- unacknowledged use of work that has been produced through collaboration with others without citation of the contribution of others;
- essays submitted as work of the test taker that appear to have been borrowed in whole or in part from elsewhere or prepared by another person.

When one or more of the above circumstances occurs ETS may conclude that the essay response, in ETS's professional judgment, does not reflect the independent writing skills that this test seeks to measure. When ETS reaches that conclusion, it cancels the essay score and cannot report scores for this test, of which the essay score is an indispensable part.

Confidentiality of Information

ETS recognizes your right to control the information about you that is stored by ETS. Its policies are designed to safeguard your information from unauthorized disclosure.

Your score report is intended only for you and for your designated score recipients. However, background information as noted during registration is reported to some states and institutions. To protect your right to control the distribution of your scores, reports will be released only at your specific request and only to ETS-approved score recipients. ETS will not release your scores at the request of institutions or agencies except

- for use in research studies approved by The School Leadership Series and that preserve your anonymity
- when information is required under compulsion of legal processes, in which case your score record and other documents you completed that are retained at ETS may be released to third parties (e.g., government agencies, parties to a lawsuit, etc.) if requested pursuant to a subpoena. Such documents may include but are not limited to photographs and documents completed at check-in on test day.
- when a state's central regents office or board of governors requests copies of scores that have been reported to its member institutions
- when test takers have been informed by the administrator beforehand that their scores will automatically be released to the state
- when test takers have been notified in the *Bulletin* that a particular state requiring scores has arranged for all individuals tested in that state to have their scores sent directly from ETS
- when a branch institution requests scores previously sent to its main office or vice versa

Official score reports for properly designated recipients are sent directly from ETS to ensure the authenticity of the reports. Note that whenever ETS has confirmed that you have submitted a School

Leadership Series Assessment score directly to an educational institution, agency, or district in satisfaction of one of its requirements, ETS will respond to requests for score verification from that recipient.

Pretest Questions

SLS tests may include pretest questions — new questions that are being evaluated for possible use in future editions of the test.

- Pretest questions are not identified within a test in order to assess how test takers respond to them under actual testing conditions.
- Pretest questions do not count toward your score.

Test Takers' Performance Data

Test takers' performance data may be used in analysis samples, score interpretation data, group statistics, and research studies. Test takers' constructed responses may be used in ETS materials to train scorers, to help score recipients interpret scores, or to help test takers prepare for the test. In each instance, all identifying information will be removed.

Test Authorization Voucher Request Form

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If you would like to pay for your test registration with a credit/debit card or PayPal®, and are not requesting testing accommodations, you do not need to fill out this form. You may register online.

☐ Check here if you are requesting testing accommodations.

PLEASE PRINT ALL INFORMATION CALLED FOR BELOW.

NAME: Print your last name, first name, and middle initial.			
Last Name – first 15 letters		First Name – first 10 letters	M.I.

MAILING ADDRESS: Number and Street (include apartment number)			
City	State	ZIP Code (U.S. only)	Country Code (Outside U.S. & P.R. only)

EMAIL ADDRESS

DATE OF BIRTH			SOCIAL SECURITY NUMBER	DAYTIME TELEPHONE NUMBER	Candidate ID (if known)
Month	Day	Year 19__	___–___–____	___–___–____	

PREFERRED TEST DATE _____ PREFERRED TEST LOCATION _____

SLS TEST FEES Please check the appropriate box for the test(s) you are planning to take

- ☐ $425 School Leaders Licensure Assessment
- ☐ $350 School Superintendent Assessment
- ☐ $120 Connecticut Administrator Test

PAYMENT Please pay online or by phone with a credit card. **Do not send cash.** If you are requesting an accommodation do not send your payment with this form. You can pay online after your accommodation has been approved.

IMPORTANT NOTE: If you are requesting testing accommodations and are emailing your documents, do not include credit card information on this registration form. Once your application has been received, you will be sent an email with instructions regarding payment.

Please write, DO NOT PRINT, the following statement.

☐ I hereby agree to the conditions set forth in the 2025–26 *School Leadership Series Assessment Information Bulletin*, specifically those concerning test administration, payment of fees, the reporting of scores, and the confidentiality of test questions. I certify that I am the person who will take the test at the center and whose name and address appear on this form.

Signature: _____ Date: _____

Certification of Documentation

For Test Takers Whose Primary Language Is Not English

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If you have previously registered and your request for accommodations has been approved by ETS, you need to submit the PLNE Eligibility Form on *page 29*.
See "If Your Primary Language Is Not English" on *page 11* for more information.

TO BE COMPLETED BY A QUALIFIED PROFESSIONAL AND SENT TO ETS WITH THE TEST TAKER'S ELIGIBILITY FORM, TEST AUTHORIZATION VOUCHER REQUEST FORM, AND TEST FEES.

DO NOT MAIL THIS FORM SEPARATELY TO ETS.

Complete and sign. Cross out material within brackets that does not apply.

1. I, _____, am [a qualified ESL teacher/coordinator, foreign language department supervisor/chairperson, or other appropriate professional (specify)_____] at _____. I have held that position since _____.
   (Name of Institution) (Date)

2. I have worked with and/or reviewed pertinent documentation about _____.
   (Name of Test Taker)
   I certify that English is not the test taker's primary language. The test taker's primary language is _____.

3. The test taker is taking one or more SLS tests to meet the requirements of _____.
   (Institution/State/Agency)
   The score recipient code is _____.

4. In the event Educational Testing Service (ETS) requests a copy of the documentation described above, I promise to send ETS, for its consideration, any information pertinent to establishing the need for these accommodations (pursuant to the test taker's permission on the Eligibility Form) sufficiently in advance of the test administration date in question to permit complete processing.

_____
Date

Attach Business Card OR School Seal OR School Stamp Below

Business Card

School Seal or School Stamp

_____
Name

_____
Signature*

_____
Title

_____
Institution

_____
Telephone and/or TDD/TTY Number

_____
Fax Number

_____
Email

* Must be original signature. Photocopy of signature or stamped signature will not be accepted. A business card or school seal or school stamp must be affixed to this form.

Eligibility Form

For Test Takers Whose Primary Language Is Not English

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TO BE COMPLETED BY THE TEST TAKER

I attest that the information about me provided on the Certification of Documentation form is true to the best of my knowledge. If the certification document is not sufficient for me to obtain the accommodation sought, I give permission to release to ETS a copy of any pertinent information required to establish the need for the accommodation described therein. I understand that the necessary information must be available to ETS sufficiently in advance of the test administration date to provide time to process my request and implement the requested accommodations. I further understand that ETS does not waive its right to request this documentation if necessary after the test administration date. I acknowledge that my request for this accommodation will not be processed if I alter or revise the certification document in any way after it has been completed by the appropriate official. This information will be protected by the terms of ETS's Confidentiality of Information on *page 25* of the SLS *Bulletin*. I am taking one or more SLS tests to meet the requirements of

_____ .
(Institution/State/Agency)

The score recipient code is _____ .

_____ _____
Date Signature of Test Taker

THE FOLLOWING SECTION MUST BE COMPLETED EACH TIME YOU REGISTER TO TEST UNDER THIS POLICY.

I have previously submitted documentation that English is not my primary language and approved documentation is on file at ETS.

(Indicate test date for which documentation is on file: _____.)

My candidate ID number is _____.

_____ _____
Date Signature of Test Taker

_____
PRINT NAME

Registration Lists

You will need to refer to the lists below to register for a test. These lists are available on the SLS website at ***www.ets.org/sls/register***.

- *Test Centers* — locate a test center to register for standard test administration.
- *Attending Institution/Recipient Code* — find the code(s) (preceded by an **A**) for the institution(s) where you received training relevant to the test; find the code (preceded by an **R**) for the agency, professional association, or organization where you would like score reports sent.
- *Major and Certification Field Codes* — find the code(s) for your undergraduate major field and the field(s) in which you are seeking certification.
- *Citizenship & Country or Region Codes* — refer to this list if your address is outside the U.S., U.S. Virgin Islands, Guam, or Puerto Rico.
- *Abbreviations* — refer to this list for proper postal service abbreviations.

Directory

STATE AGENCIES and PROFESSIONAL ASSOCIATIONS and ORGANIZATIONS PHONE DIRECTORY

Arkansas	501-682-4342	Indiana	317-232-9010	Nebraska	402-471-0739	Tennessee	615-532-4885
Colorado	303-866-6600	Kansas	785-296-2288	New Jersey	609-292-2070	United States Virgin Islands	340-774-4546
Connecticut	860-713-6969	Kentucky	502-564-4606	New Mexico	505-827-5821	Utah	801-538-7740
Delaware	302-857-3388	Louisiana	877-453-2721	Pennsylvania	717-783-6788	Vermont	802-479-1700
District of Columbia	202-741-5881	Maine	207-624-6600	Rhode Island	401-222-4600	Virginia	804-225-2022
Guam	671-735-2554	Maryland	410-767-0390	South Carolina	803-896-0368		
		Mississippi	601-359-3483	South Dakota	605-773-3426		

Prepare for Success

with test preparation resources from ETS

We offer a variety of free and low-cost test preparation resources to help you feel ready and confident on test day.

To find your test preparation materials, visit **www.ets.org/sls/testprep**

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