**Test Selection**

# School District Leader (103/104)

Website: http://www.nystce.nesinc.com/index.asp

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|---|---|
| **Format** | **Computer-based test (CBT)**<br><br>● **Part One: 60 selected-response items and 2 written assignments**<br>● **Part Two: 60 selected-response items and 2 written assignments** |
| **Time** | ● **Part One: 4 hours**<br>● **Part Two: 4 hours**<br>**15 minutes additional time for CBT tutorial and nondisclosure agreement** |
| **Test Dates** | **By appointment during testing windows.**<br><br>**View testing windows** |
| **Test Sites** | **Located in New York State and nationwide**<br><br>**Find the nearest test center** ⬈. |
| **Passing Score** | **220** |
| **Test Fee** | **Part One: $195**<br>**Part Two: $195**<br>**Both Parts: $390**<br>**Review complete fee and payment policy information.** |
| **Score Reporting** | **Scores are released within 4–5 weeks of testing.**<br><br>**View score report dates** 📄. |
| **Prepare** | **Review preparation materials for this test.** |

## Registration and Scheduling Information

The School Leadership Assessments are administered in test sessions that include four hours of actual testing time for each test. Test sessions are by appointment and are scheduled by examinees (see "Internet Registration" for

information about test scheduling). Examinees must report to the test center 30 minutes before their scheduled testing time to be signed in. The earliest a test appointment may be scheduled for is 8:00 a.m.

**Candidates taking one test (i.e., Part One or Part Two of an assessment).** If you register for only one test, you will receive an *Authorization to Test* for a one-test session. The one-test session includes four hours of testing time as well as additional time at the beginning for signing in and completing a short computer tutorial. One-test sessions may be scheduled for different times of day, depending on seat availability at specific test centers.

**Candidates taking both parts of an assessment.** If you are taking Part One and Part Two of a single assessment, you have two testing options:

1. **Take both tests in a two-test session.** The two-test session is a nine-hour test session (typically 8:00 a.m.–5:00 p.m.) that includes four hours of testing time for each test and a built-in 40-minute lunch break between the two tests, as well as additional time at the beginning for signing in and completing a short computer tutorial. Selecting the two-test session is the only way to guarantee that you will be able to take both parts of the assessment in one day.
   - To receive an *Authorization to Test* for a two-test session, you must select and pay for both parts of an assessment in a single registration.
2. **Take each test in its own one-test session.** Registering for each test separately allows you to schedule the two tests separately (e.g., on different days within a testing window). Please note, however, that with this approach, you may not be able to schedule the two test appointments for a single day.
   - In order to receive two separate *Authorization to Test* that will allow you to schedule two separate one-test sessions, you must submit two separate registrations, one for each test.

**Register carefully.** Decisions about whether to test in a two-test session or separate one-test sessions must be made at the time of registration. The number of tests you select during registration will determine whether you receive an *Authorization to Test* for a two-test session or a one-test session. **After you register, you may not change from a two-test session to separate one-test sessions or vice versa without withdrawing your registration(s) and reregistering.** Since test fees are only partially refunded, candidates who withdraw and then reregister effectively incur additional registration costs. (See "Changing Your Registration" for more information.)

NOTE: If you are registering for two tests that are not parts of the same assessment, you will not have the option of testing in a two-test session; you will need to submit separate registrations and schedule separate test appointments for the two tests.

# School District Leader Preparation Materials

Website Link: http://www.nystce.nesinc.com/NY_flds103-104_PG_opener.asp

Preparing for the District Exam: http://www.nystce.nesinc.com/NY_flds103-104_PG_opener.asp

Select from the following links to view or print the NYSTCE School District Leader preparation materials.

## Getting Started

- Preparing for the Test

## Sample Questions and Assignments

- Part One Sample Questions and Written Assignments (18-page document)
- Part Two Sample Questions and Written Assignments (22-page document)

## View, Print, or Download Complete Preparation Materials

Click the links below to view, print, or download complete preparation materials for this field, including the test design and assessment framework and preparation guide. Note that the preparation guide contains "Preparing for the Test" as well as sample questions and assignments.

- Test Design and Assessment Framework (15-page document)
- Preparation Guide (47-page document)

## Computer-Based Testing Tutorials

- Computer-Based Testing Tutorials – Find out what to expect when you take a computer-based test.

## Score Report Explanation

- How to Read Your Score Report
- Understanding Candidate Score Reports

# Revised (Sept. 2013) School Building Leader (107/108)

Website: http://www.nystce.nesinc.com/index.asp

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|---|---|
| **Format** | **Computer-based test (CBT)**<br><br>● **Part One: 41 selected-response items, 1 extended performance task, and 2 shorter performance tasks**<br>● **Part Two: 26 selected-response items, 2 extended performance tasks, and 1 shorter performance task (note: includes a 15-minute video clip of a teacher's instruction)** |
| **Time** | ● **Part One: 4 hours**<br>● **Part Two: 4 hours**<br>**15 minutes additional time for CBT tutorial and nondisclosure agreement** |
| **Test Dates** | **By appointment during testing windows.**<br><br>**View testing windows** |
| **Test Sites** | **Located in New York State and nationwide**<br><br>**Find the nearest test center**. |
| **Passing Score** | **520** |
| **Test Fee** | **Part One: $237**<br>**Part Two: $237**<br>**Both Parts: $474**<br>**Review complete fee and payment policy information.** |
| **Score Reporting** | **Scores are released within 4–6 weeks of testing.**<br><br>**View score report dates** . |

| | |
|---|---|
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# NYSTCE Revised (Sept. 2013)

# School Building Leader Preparation Materials

Website Link: http://www.nystce.nesinc.com/NY_PM.asp?t=107

Preparing for the Building Exam: http://www.nystce.nesinc.com/NY_PM.asp?t=107

Select from the following links to view or print test preparation information for the NYSTCE Revised (Sept. 2013) School Building Leader test.

| Test Content |
| --- |
| Test framework |

| Study Guide |
| --- |
| 1. Introduction<br>2. Part 1: Sample selected-response items<br>3. Part 1: Sample performance tasks<br>4. Part 2: Sample video observation and analysis assignment<br>5. Part 2: Sample selected-response items<br>6. Part 2: Sample performance tasks |

| Videos and Tutorials |
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| Pearson Professional Centers Tour |
| Computer-Based Testing Tutorials – Find out what to expect when you take a computer-based test. |

| Score Report Explanation |
| --- |
| How to Read Your Score Report<br>Understanding Candidate Score Reports |