

Submission System User Guide for *ETS*[®] Performance Assessments

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I. Welcome

ETS Performance Assessments Informational Website

Information about the ETS Performance Assessments is available on the informational website at www.ets.org/ppa. You will find details about ETS performance assessments, including task requirements and rubrics, preparation materials, candidate handbooks, ancillary forms and documents, registration and submission deadline dates, fees and payments, scores, and frequently asked questions.

ETS Performance Assessments Online Submission System

The online submission system is where you will enter your task responses, upload all required artifacts, link required artifacts to your task responses, upload and review your video, and submit your tasks.

This guide provides step-by-step instructions with related screenshots to help direct you through the registration and submission process. The images provided are a combination of screenshots from multiple performance assessments.

II. Technical Requirements and Support

The online submission system has been fully tested and supported on the following operating systems, browsers, and hardware. Using other versions, may not provide all system functionality to support your submissions.

Operating Systems and Browsers Currently Supported

Windows®: Chrome®, Firefox®, and Edge

MAC®: Chrome® and Safari®

Computer Hardware Currently Supported

PC and MAC are supported hardware. The use of mobile devices (tablets, cell phones, etc.) for entering and submitting your task responses is not supported.

Internet Explorer 8 and 9 are not compatible with the system functionality and should not be used.

Bookmarking URLs

To access the submission system, type the URL <http://www.ets.org/myppa> directly into the address bar of a newly opened browser page. We recommend that you do not bookmark the URL. If it is necessary to save the URL as a bookmark/favorite, you must edit the bookmark/favorite to reflect the test-taker URL: <http://www.ets.org/myppa>.

Text Editing Tools

Disable text editing applications/tools you may have on your computer when you are working in the submission system. These applications may interfere with the linking functionality in the textboxes. It is your responsibility to ensure that your linked text is highlighted and surrounded by brackets before submitting the task. Contact ETS if you encounter issues when linking your artifacts.

Pop Up Blockers

The application utilizes several pop-up windows. Disable the pop-up window blocker within your browser to allow these to display.

Technical Issues

Saving Responses

- A maximum character count has been established for each task as seen in the task requirements. This maximum count is for your response to the entire task. This is not a maximum for each individual textbox. You will encounter errors when attempting to save your responses if your character count has exceeded the maximum character limit for the task. **While the text that you entered may appear in the textboxes, the text and artifact links will not save if the maximum character count is exceeded.** It will be necessary to edit your response in order to save your work. Verify your character count often to make sure your response does not exceed the maximum character count. The character count button is located above the textboxes.

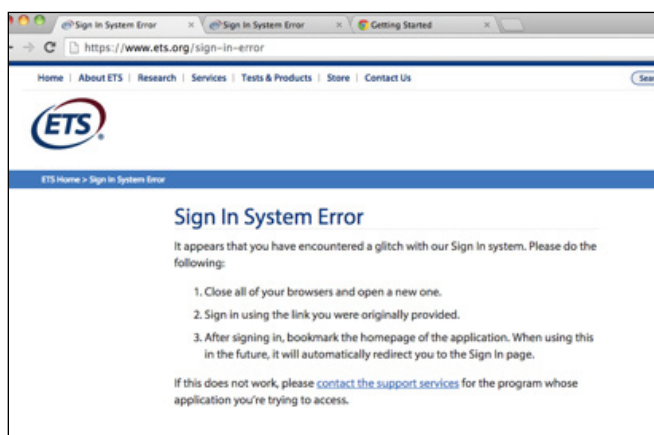
- Your responses will not save if you are disconnected from the submission system. Upon saving your response, a popup window will appear confirming the save. If you do not receive a pop-up confirmation after attempting to save, your response did not save. It is very likely that you may be disconnected from the system.
- Your responses will not save if you navigate away from the task page without saving your work. The **Save Response** button that is located above the textbox saves only that textbox response. The **Save All Responses** button that is located after the final step of the task at the bottom of the screen saves all textbox responses.

Log In Error

Most log in errors (as seen in Figure 1) are the result of:

- not properly closing out a session from a previous log in
- using a browser or operating system that is not supported by our systems
- trying to log in using a bookmark of the URL
- trying to log in too many times with an incorrect password

Figure 1: Log In System Error



If you encounter log in errors, please attempt to log in again by following the steps below.

1. Close all internet browsers, then open a new browser window. Type: <http://www.ets.org/myppa> directly into the address bar of the newly-opened browser page.
2. We have seen issues when users are trying to log into the site using a bookmark or favorite. When you initially save the test taker URL above as a bookmark or favorite, it converts to a very long URL. If you save the URL as a bookmark/favorite, please edit the bookmark/favorite to reflect the test taker URL: <http://www.ets.org/myppa>.
3. If the issue persists, the Internet browser cache may need to be cleared. Use the links below to access instructions on clearing the cache on these supported browsers.
 - **Chrome:** [Clearing the Cache](#)
 - **Firefox:** [Clearing the Cache](#)
 - **Safari:** [Clearing the Cache](#)

Account Locked Out Error

Technical error messages (as seen in Figure 2) may be the result of a user account becoming locked due to too many login attempts using an incorrect password. If you receive this message, try the steps listed above. If you are still unable to log in, contact Customer Service support.

Figure 2: Technical Error



Multiple Browser Windows Open Impact Saving

When working in the submission system, work in only one browser window of the submission system. Working in multiple browser windows that are open to the submission system may result in loss of data.

Upload Issues

For artifact upload issues, see the Upload/Manage My Artifacts section of this guide.

For video upload issues, see the Video Upload section of this guide. Included in this section are tips for reducing the file size and joining video segments to meet the file requirements.

If you are still unable to resolve your upload issues, contact our support team.

Technical Support Contact Information

Should questions arise as you are using the system, please contact customer service.

Email: ppa@ets.org

Phone: 1-609-359-5634 or 1-855-628-5088

Representatives are available Monday through Friday, 8 a.m. to 6 p.m. ET (except for U.S. holidays).

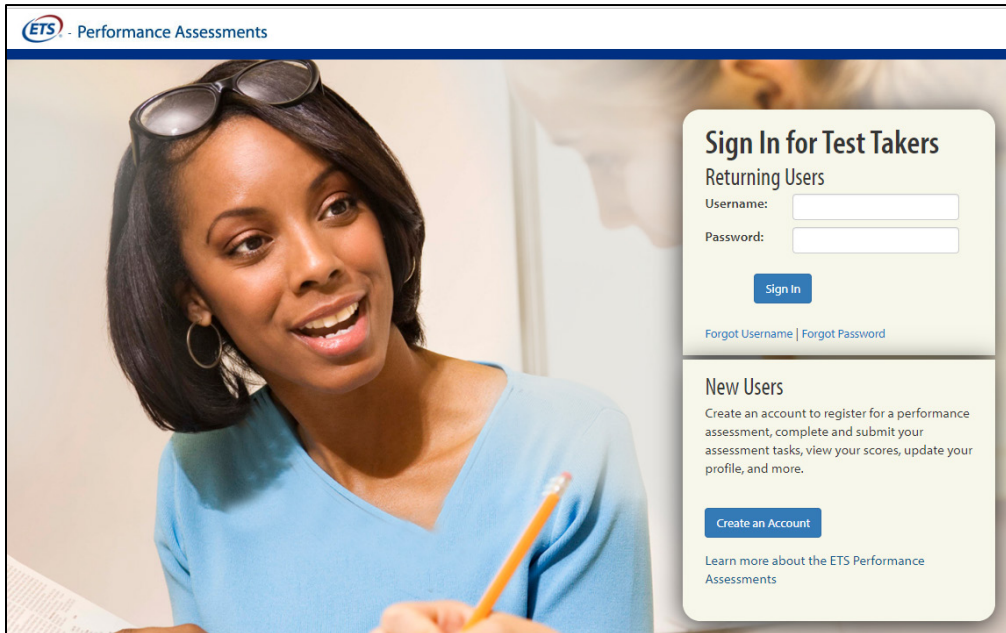
When contacting ETS for technical issues, please be prepared to provide information about your operating system and browser, a description of what you were doing in the system when the error occurred, and a screen shot of the error that you encountered.

II. Registration

You must create an ETS Performance Assessment account and register for your assessment before you can access the submission system. To create an account and register for an assessment, go to the “Register” web page for your assessment found on the ETS Performance Assessments informational website at www.ets.org/ppa. You will find an overview of the registration process and a link to the site where you will create your account.

On the Performance Assessments Sign In for Test Takers page, select the **Create an Account** button (as seen in Figure 3). If you have an existing account for an ETS® Performance Assessment for the GACE Teacher Leader assessment, or for the GRE®, sign in as a Returning User.

Figure 3: Sign In for Test Takers Page



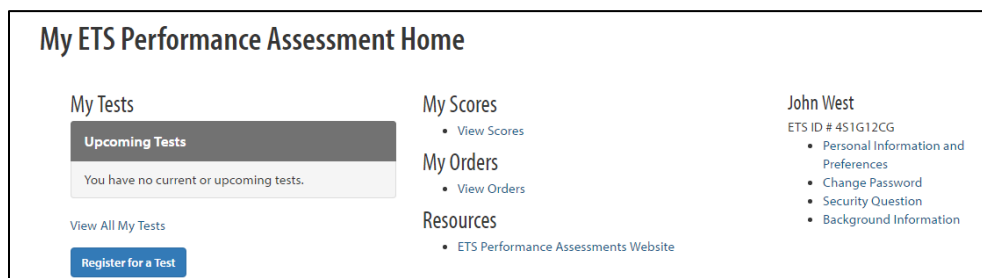
When creating your account, you will be prompted to enter your personal information. In states where approval is required to take the assessment, please make sure that your name and date of birth on your account match the same in your state certification system account.

Background Information and Certification State

You will also be presented with a few background information questions when creating your profile. Most questions are optional. However, it is mandatory that you respond to the question that asks for the state where you are seeking certification. Your response to this question will be used to determine whether we automatically report your scores to a state agency. If you are seeking certification in a state that is an automatic score recipient for the assessment, the state certification agency will automatically receive a copy of your scores. A list of states and passing scores can be found on the informational website in the “Scores” section.

Once you have created your account, your home screen (as seen in Figure 4) serves as your access point to registration, profile information, resources, scores, and the assessment. These features will be described in detail in the following sections.

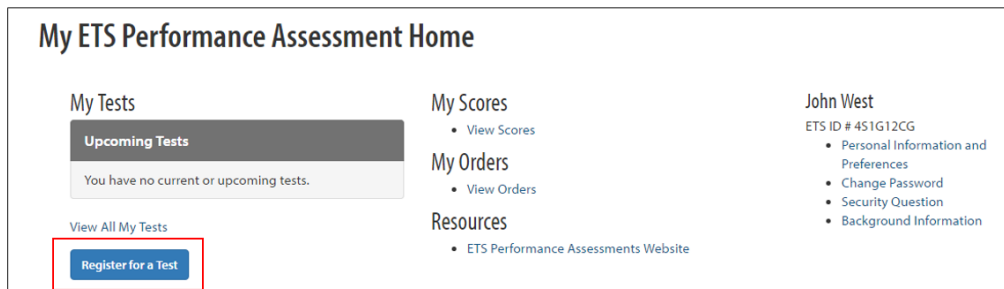
Figure 4: My ETS Performance Assessment Home Screen



My Tests

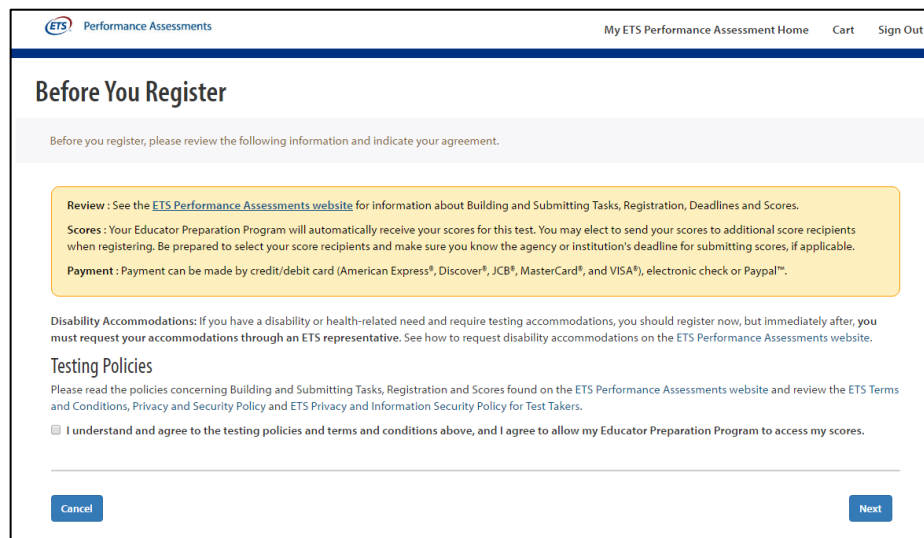
Under “My Tests”, select **Register for a Test** (as seen in Figure 5) to register for your assessment and submit payment.

Figure 5: Register for a Test



You will be taken to a screen that shows the testing policies and terms and conditions. Read this information and then check the box indicating that you understand and agree to the terms (as seen in Figure 6). After you check the box, select **Next**.

Figure 6: Agreement to Policies and Terms and Conditions



The personal information from your ETS Performance Assessment Account will appear. Review your information and select **Next**.

Figure 7: Confirm Your Personal Information

The screenshot shows a web interface for scheduling an appointment. At the top, it says "Schedule New Appointment for". Below that is a section titled "Confirm Your Personal Information". This section contains a list of personal details: First or Given Name, Middle Initial, Last or Family Name, Date of Birth, Gender, Email, Country/Location, Address Line 1, Address Line 2, City, State/Province/Territory, ZIP Code, Primary Phone, and Alternate Phone. An "Edit" button is located to the right of the list. At the bottom of the form, there are two buttons: "Cancel" on the left and "Next" on the right.

Note for candidates seeking certification in Texas:

We verify candidate approval to take the PASL assessment with the Texas Education Agency (TEA) system prior to you reaching the **Select a Test and Submission Window** screen. If you are not approved for the assessment in the TEA system, you will encounter error messages on this screen. Follow the instructions in the messaging to resolve the issue. If you are not registering for the PASL assessment, disregard these messages.

On the **Select a Test and Submission Window** screen, you will be presented with the state in which you are seeking certification and the ETS Performance Assessments that are available for registration (as seen in Figure 8).

Verify the state that appears is the state in which you are seeking certification. Follow instructions to change this state, if needed.

Next, search for your assessment and select the applicable submission window. Carefully consider your choice. If you select a submission window and then decide to change to a later one, you will be subject to a reschedule fee. You will be required to re-enter any task written commentary that you may have previously entered in the system.

When you have selected your assessment submission window, select **Next**.

Figure 8: Select a Test and Submission Window

Using the drop-down menu, select your Educator Preparation Program (EPP) that is requiring you to take the assessment. The EPP you select will automatically receive your scores for the assessment. If you are seeking certification as an out of state/out of country candidate, select the state in which you are seeking certification from the **Select State** drop-down list and then select the “Prepared Out of State” listing from the **Educator Preparation Program** drop-down list.

Figure 9: Select Your EPP

You may also select up to four additional score recipients as part of your test fee. You may add score recipients up until 10 p.m. ET the night before the submission deadline date (the last task submission deadline date for assessments with multiple submission deadline dates). To send your scores to a state licensing agency, be sure to select them as a score recipient. If you indicated in the Background Information questions that you are seeking certification in a state that is an automatic score recipient for the assessment, the state certification agency will automatically appear as a score recipient. A list of states and passing scores can be found on the informational website in the “Scores” section. Enter your additional score recipients and select **Next**.

Figure 10: Select Score Recipients

Register for a Test

Selected Test
Praxis Performance Assessment for Teachers (PPAT) Fall 2015

Score Recipients

You can send your test scores to up to 4 recipients with your registration fee. You can select your score recipients now, or up to 10 p.m. Eastern Time the night before the final task deadline for your assessment.

Search

Select State:

Select Institution:

Selected Score Recipients

During registration, you are presented with background information questions. Responses to these questions will not affect your scores. Some responses will be included on score reports sent to your EPP and the other score recipients you select.

Figure 11: Background Information Questions

Register for a Test

* Required Information

Selected Test
Praxis Performance Assessment for Teachers (PPAT) Fall 2015

Background Information

The following questions are used for research purposes only and will not be shared with raters or affect your scores. Some responses will be included on score reports that are sent to states, educator preparation programs and other score recipients that you designate.

Responses associated with test registration cannot be updated once you submit your registration.

* Provide the zip code for the school district where you will be conducting your clinical experience.

* Indicate the type of school where you will be conducting your clinical experience (select all that apply).

Private
 Public
 Rural
 Suburban
 Urban
 Charter

* Select the area that best identifies your clinical experience assignment and which you will be using as your focus for completing this assessment.

What is your undergraduate major field?

What is your graduate major field?

What is your graduate major field?

After you are finished with the background questions, select **Next** to review your shopping cart (as seen in Figure 12). Confirm your information including the assessment, submission window, EPP, and additional score recipients, if any. Select **Proceed to Checkout** to move on and submit your payment.

Figure 12: Shopping Cart

Shopping Cart

- **Cancellation Policies:** If you cancel prior to the cancellation deadline for your submission window, you are eligible to receive a partial refund. Resubmission fees are non-refundable.
- **Reschedule Policies:** Prior to the reschedule deadline for your submission window, you may reschedule your registration to another submission window for a fee. Reschedule fees are non-refundable. Resubmissions cannot be rescheduled.
- See reschedule and cancellation policies on the Praxis Performance Assessments website.

Appointments [Schedule More Appointments](#)

Test Title: Praxis Performance Assessment for Teachers (PPAT) [\(Edit\)](#) [Remove](#)

Submission Window: Fall 2015 Submissions Accepted Aug 13, 2015 - Nov 6, 2015

Educator Preparation Program [\(Edit\)](#)
ARIZONA STATE UNIVERSITY (85069)
PO BOX 37100, PHOENIX, AZ 85069

Score Recipients [\(Edit\)](#) **Test Price:** \$275.00

Pay Amount: \$275.00

[Schedule More Appointments](#) [Proceed to Checkout](#)

The Checkout page will display applicable taxes due on the order. If you are using a voucher code for either full or partial payment, enter the code where prompted and select **Apply** (as seen in Figure 13). Upon processing the voucher code, your “Pay Amount” will be reduced to reflect a new amount due. If the voucher covers the full amount of your registration, the Pay Amount will reflect a \$0.00 balance. Select **Submit** to proceed.

Figure 13: Checkout with Voucher

Checkout

A voucher or promotional code can be used when registering for a test or purchasing a product. Voucher and promotional codes may be good towards all or part of an order. If you have a voucher or promotional code that does not cover the full amount of your order, you will be prompted for additional payment.

Voucher/Promotional Code [Apply](#)

Appointments

Praxis Performance Assessment for Teachers (PPAT) (Fall 2015)
Test Price: \$275.00

Pay Amount: \$275.00

[Pay Now](#)




If you are not using a voucher or if your voucher only covers a portion of your registration, select **Pay Now** to move on to payment.

Enter your payment information and select **Continue**.

Figure 14: Payment Method

[Exit & Return to Order](#)

Payment Details								Contact/Shipping Information What Is This?	
Product	Qty	Price	City Tax	County Tax	District Tax	State Tax	Tax Amount	First/Last Name:	PPVFirst Thisisatest
Praxis Performance Assessment for Teachers PPAT	1	1275.00	0.00	0.00	0.00	0.00	275.00	Company:	
Tax							0.00	Street Address 1:	1000 AAA Drive
Total Amount							275.00	Street Address 2:	
Currency							USD	Country:	US
View amount in a different currency (reference only)								City:	Princeton
								State/Postal Code:	NJ 08541
								Phone Number:	6096832371
								Email Address:	rbananapeel123@yahoo.com

Payment Method	
<input type="radio"/> 	Pay with a Credit Card, or Debit Card with a Visa/MasterCard logo
<input type="radio"/> 	Have funds transferred directly from your bank account. Must be a US Bank.
<input type="radio"/> 	Pay using PayPal What is PayPal?

Once your order has been successfully processed, you will be able to access your Order Confirmation. You will also receive an Order Confirmation email at the email address you entered when creating your account.

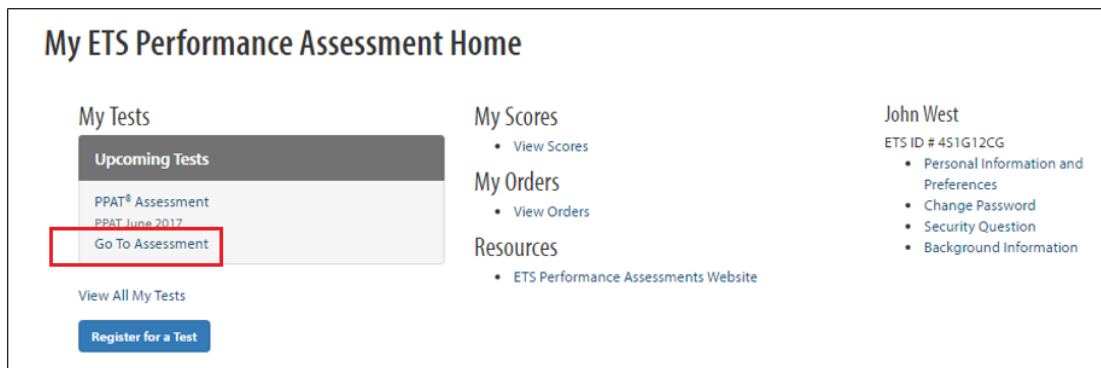
You can access the assessment from your Home page by selecting **Go To Assessment**.

IV. Performance Assessments Home Screen

Access the Assessment

After your registration is complete, your assessment will appear under “My Tests” on the “My Home” screen (as seen in Figure 15). Select the **Go To Assessment** link to access the assessment and submit responses to the tasks. Note that if you selected a submission window that begins in the future, you will not be able to work on the tasks in the system until the submission window begins.

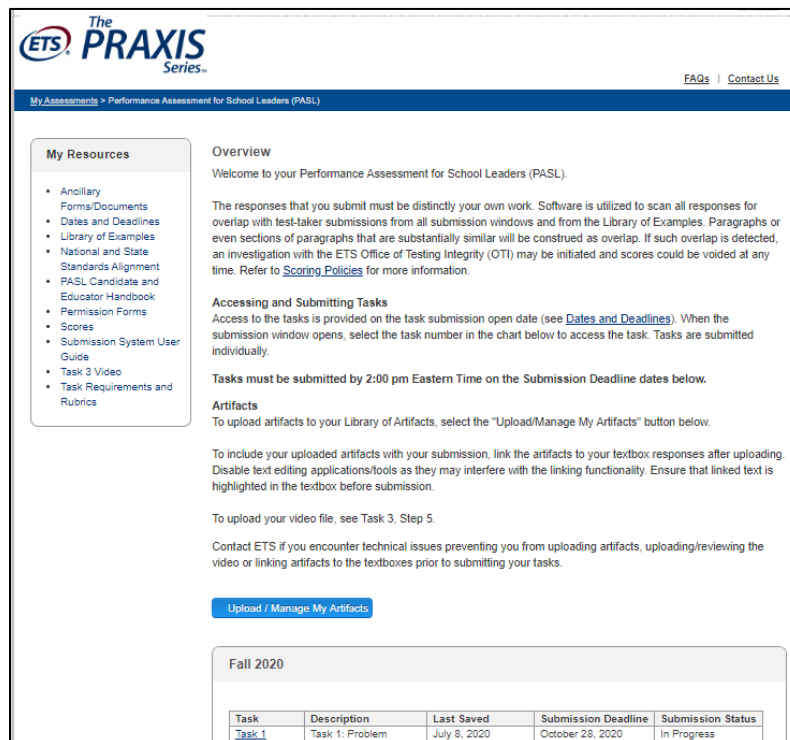
Figure 15: Access the Assessments



Assessment Overview Page

The assessment Overview screen (as seen in Figure 16) will serve as your access point for the resources, assessment tasks, submission overview, and artifact library. These features will be described in detail in the following sections.

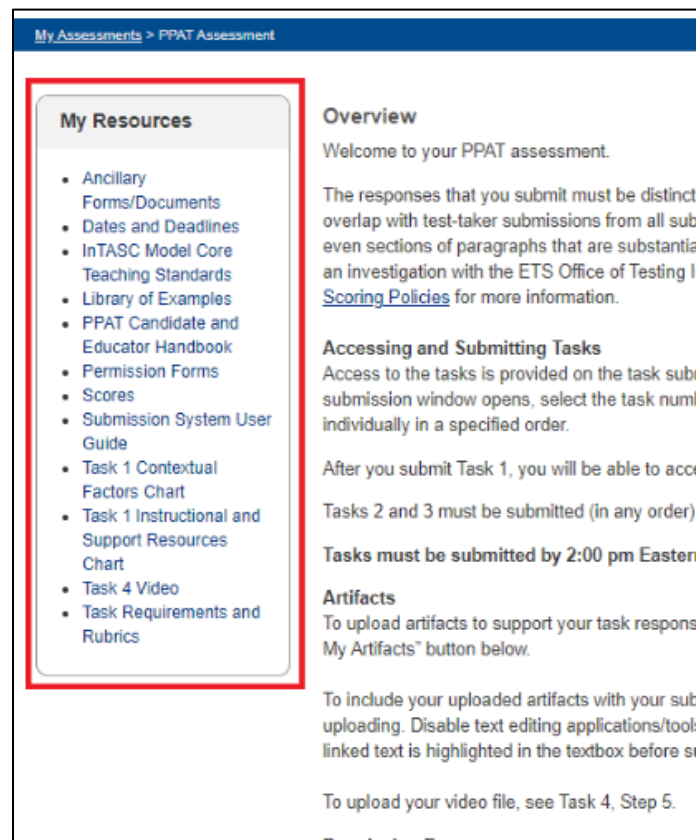
Figure 16: The Performance Assessment Overview Screen



My Resources

On the left side of the assessment overview screen, you will find a section titled “My Resources” (as seen in Figure 17). This section will provide you with links to resources on the informational website related to the assessment, including task requirements, rubrics, ancillary materials (documents referenced in the tasks that may be used for your task responses), handbooks, permission forms, submission dates and deadlines, standards and indicators measured by the assessment, and video requirements. These links are assessment specific. Simply click on one of the links to be redirected.

Figure 17: My Resources



Overview

In the center of the screen (as seen in Figure 18), you will be provided with general information about:

- the ETS review of all task responses for overlap with test-taker submissions from all submission windows and from the library of examples
- the order in which tasks may be accessed and submitted
- submission deadline time (**2 p.m. ET**)

Depending on the assessment, the Overview information may vary. For example, the task access and submission dates may be the same for all tasks, or they may be staggered.

Figure 18: Assessment Overview Example

Overview
 Welcome to your Performance Assessment for School Leaders (PASL).

The responses that you submit must be distinctly your own work. Software is utilized to scan all responses for overlap with test-taker submissions from all submission windows and from the Library of Examples. Paragraphs or even sections of paragraphs that are substantially similar will be construed as overlap. If such overlap is detected, an investigation with the ETS Office of Testing Integrity (OTI) may be initiated and scores could be voided at any time. Refer to [Scoring Policies](#) for more information.

Accessing and Submitting Tasks
 Access to the tasks is provided on the task submission open date (see [Dates and Deadlines](#)). When the submission window opens, select the task number in the chart below to access the task. Tasks are submitted individually.

Tasks must be submitted by 2:00 pm Eastern Time on the Submission Deadline dates below.

Artifacts
 To upload artifacts to your Library of Artifacts, select the "Upload/Manage My Artifacts" button below.

To include your uploaded artifacts with your submission, link the artifacts to your textbox responses after uploading. Disable text editing applications/tools as they may interfere with the linking functionality. Ensure that linked text is highlighted in the textbox before submission.

To upload your video file, see Task 3, Step 5.

Contact ETS if you encounter technical issues preventing you from uploading artifacts, uploading/reviewing the video or linking artifacts to the textboxes prior to submitting your tasks.

[Upload / Manage My Artifacts](#)

Fall 2020

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1: Problem Solving in the Field	July 8, 2020	October 28, 2020	In Progress

Upload/Manage My Artifacts

Located just below the “Overview” section on the assessment home screen is the **Upload/Manage My Artifacts** button (as seen in Figure 19). When clicked, this button will grant you access to your Library of Artifacts.

Figure 19: Upload/Manage My Artifacts

To upload your video file, see Task 3, Step 5.

Contact ETS if you encounter technical issues preventing you from uploading artifacts, uploading/reviewing the video or linking artifacts to the textboxes prior to submitting your tasks.

[Upload / Manage My Artifacts](#)

Fall 2020

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1: Problem Solving in the Field	July 8, 2020	October 28, 2020	In Progress
Task 2	Task 2: Supporting Continuous Professional Development		October 28, 2020	Not Started
Task 3	Task 3: Creating a Collaborative Culture		October 28, 2020	Not Started

All assessments require the inclusion of artifacts with your submission.

Note about artifacts: In order for your responses to be scored fairly:

- do not exceed the required number of artifacts,
- do not attach those required artifacts multiple times within your response,

- do not exceed the maximum page limit for each artifact, do not include a link to a third-party sites for the rater to view your artifact, and
- do not attach additional artifacts that are not required by the task.

To protect the identity of students and adults, it is extremely important that, in your task responses and artifacts, you do not identify:

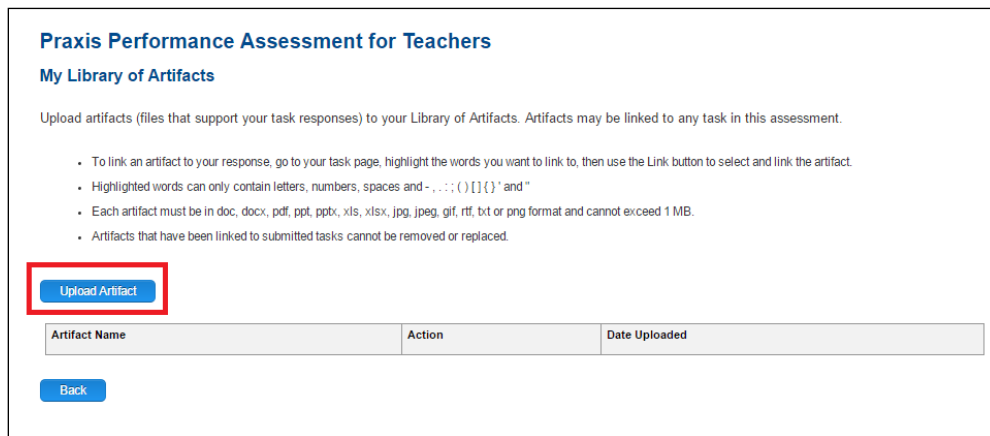
- yourself,
- your students,
- your colleagues,
- your school or the city/town in which your school is located

Instead, refer to students as “Student 1,” “Student 2” and so on. Refer to places as “my school” or “my district.” Please remove identifiers from work samples, observations, letters, etc. — you can do this simply by crossing them out with a marker or by covering them with correction tape or fluid before scanning.

The purpose of the Library of Artifacts is to provide you with an area where you can store artifacts that you will be submitting for the assessment. **Uploaded artifacts that you intend to be part of your task response MUST BE linked to text in your task response.**

Once an artifact is uploaded, it will be available for linking to any task response. You must upload your artifacts prior to performing the link function in your text response. Information about uploading, linking, and removing artifacts follows in this guide.

Figure 20: Library of Artifacts



Preparing Your Artifacts for Uploading

Prior to uploading your artifacts, verify that the file type, size and file name meet the online submission system requirements:

- **Acceptable artifact file types include:** .doc, .docx, .pdf, .ppt, .pptx, .xls, .xlsx, .jpg, .jpeg, .gif, .rtf, .txt and .png.
- Maximum file size: 1 MB
- **File names:** cannot contain spaces or include such characters as ! + \$ % , ` ^ * < > [] { } ? “ # / ~ = @ ; % and cannot exceed 50 characters

If your file does not meet these requirements, you will receive an error message when trying to upload and the upload will fail.

You may need to make changes to your file in order to meet the system requirements. For example, you may need to reduce the file size. See options below for reducing jpg files. Search online for additional options to reduce a file size or convert a file to an acceptable file type.

Reducing jpg images

If you are not able to scan your artifacts, take a picture of the artifact with your cell phone or tablet. This usually creates a jpg file. You will not be able to upload the file from your cell phone or tablet, but you should be able to send the file to your email account. If the file is too large, your phone should prompt you with options to reduce the file size before sending the email. Select one of the reduced file options. Access your email from your PC or MAC to retrieve the reduced file.

If the file is already on your computer, open your document library on your computer and find the file.

1. Select the file with the mouse, but do not open the file.
2. On the toolbar, click **Email**.
3. If the **Attach Files** dialog box opens, select a picture size, and then click **Attach**.
4. Windows will automatically resize the picture and attach it to an email message.
5. Right click on the file in the email and save the new file to your computer.

Allow time to resolve any upload errors that you may receive. If your file still does not meet the system requirements or if you continue to encounter errors when uploading the file, please contact Customer Service for assistance at 1-855-628-5088.

Uploading Artifacts

For assessments that require a video recording, please note that your video file does not get uploaded to the Library of Artifacts. Refer to “Section V, Video Upload” for information about uploading your video recording.

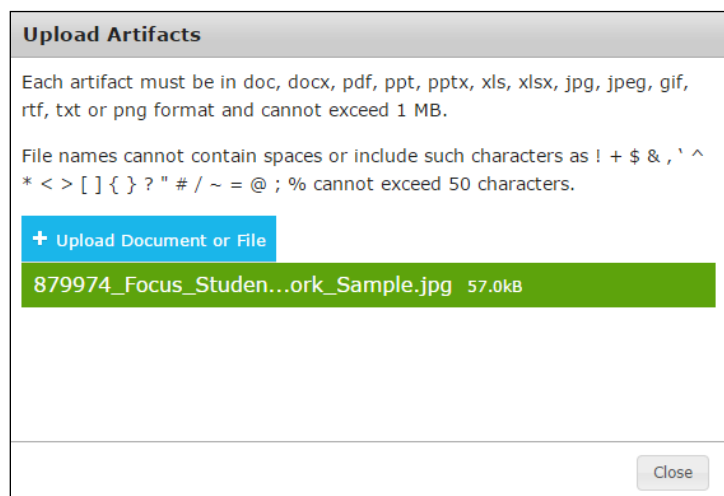
To upload an artifact, go to the Library of Artifacts by first selecting the **Upload/Manage my Artifacts** button on the assessment home screen.

Click the **Upload Artifact** button, located above the artifact directory (as seen in Figure 20). After you click the **Upload Artifact** button, a file-selector window will pop up.

Select the **Upload Document or File** button and find the file you wish to upload. The file name will appear within the file-selector window and will be highlighted in green (as seen in Figure 21). You can choose to upload another document by selecting the **Upload Document or File** button again, or you can return to the Library of Artifacts by selecting the **Close** button in the lower right corner of the window.

If you receive an error message during the upload, verify that the file type, size, and name are acceptable based on the document attributes identified in the **Upload Artifacts** pop-up box. Also, check to make sure that the file was not previously uploaded to your library.

Figure 21: File Selector Window



Linking Artifacts to Task Responses

For scoring purposes, **the artifacts that you wish to include with your submission MUST be linked to your written responses.** After you have uploaded your artifacts to your Library of Artifacts, the artifacts will be available for linking to any task response. See “Section V, Textbox Features” for specific instructions about how to link artifacts to responses.

Removing Artifacts

To remove an item from the Library of Artifacts, simply return to the Library of Artifacts directory (as seen in Figure 20). The Library of Artifacts directory has three columns: artifact name, action, and date uploaded. By clicking on the **Remove** link, located under the action column, you will remove the selected artifact from your library. If you wish to remove an artifact that is linked to a task response, you must first remove the link in the task response textbox (see “Section V, Textbox Features”). Artifacts that have been linked to submitted tasks cannot be removed or replaced.

Task Chart

On the assessment Overview screen, you will find a task chart that identifies the submission window and tasks associated with the assessment (as seen in Figure 22). This is where you will access the assessment tasks.

Figure 22: Task Chart Example

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1 Knowledge of Students and the Learning Environment		September 10, 2015	Submitted
Task 2	Task 2 Assessment and Data Collection to Measure and Inform Student Learning		October 8, 2015	Submitted
Task 3	Task 3 Designing Instruction for Student Learning		October 8, 2015	Submitted
Task 4	Task 4 Implementing and Analyzing Instruction to Promote Student Learning		November 6, 2015	Submitted

- **Task Number and Description**

The task chart indicates each task number and name. By clicking on the task number, you will be redirected to the task submission area for that particular task. Task submissions will be discussed in more detail in “Section V, Task Overview.”

- **Submission Deadline**

This section of the task chart indicates the submission deadline for the particular task. Depending on the assessment, the submission deadline dates may be different for each task.

Important Note About Task Deadlines: Tasks are due by 2 p.m. ET on the submission deadline date indicated in the task status chart. We recommend that you allow plenty of time to enter, edit and submit your responses in the system ahead of task deadline day.

- **Submission Status**

The submission status section of the task status chart indicates the status of each task as either “Not Started,” “In Progress,” or “Submitted.”

- “Not Started” refers to task responses that you have not yet saved.
- “In Progress” refers to tasks that you have saved but have not yet submitted.
- “Submitted” refers to tasks that you have submitted. Once a task reaches the submitted stage, it cannot be edited.

- **Last Saved**

This section indicates the last date on which the particular task response was last saved.

Links to Contact Information

The upper right corner of each screen includes links to customer service contact information.

Other Links

On the bottom of the screen, you will find a link to the ETS Performance Assessments Informational website.

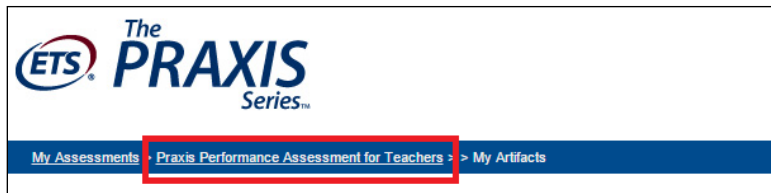
The ETS Performance Assessments Informational website contains valuable information about your performance assessment, including information about registration, dates and deadlines, fees, preparation, permission forms, how to build tasks, and scores.

Task Overview

Locating Your Task List

The assessment tasks are found in the task list on your performance assessment overview screen (as seen in Figure 22). To view your task list from any other screen, you must first return to the assessment overview screen by either selecting the linked assessment name on the top of your screen (as seen in Figure 23) or by using the **Back** button on the bottom left of your screen.

Figure 23: Navigate to My Overview Screen



Task Selection

Some assessments use staggered submission dates and require that tasks be submitted in a specific order, while other assessments require that all tasks be submitted at the same time. To determine the submission order for your particular assessment’s tasks, you should refer to the instructions in the “Overview” section. If tasks are required to be submitted in a specific order, the tasks will become accessible based on the same order.

Before working on your assessment tasks, you should read the candidate handbook for your assessment; this handbook will provide detailed instructions for completing the tasks. Depending on the assessments, additional handbooks may be available. Handbooks may be found on the ETS Performance Assessments Informational website in the “Prepare” section of each assessment:

PPAT® Assessment: <http://www.ets.org/s/ppa/pdf/ppat-candidate-educator-handbook.pdf>

PASL Assessment: <http://www.ets.org/s/ppa/pdf/pasl-candidate-educator-handbook.pdf>

PATL Assessment: <https://www.ets.org/s/ppa/pdf/patl-candidate-and-educator-handbook.pdf>

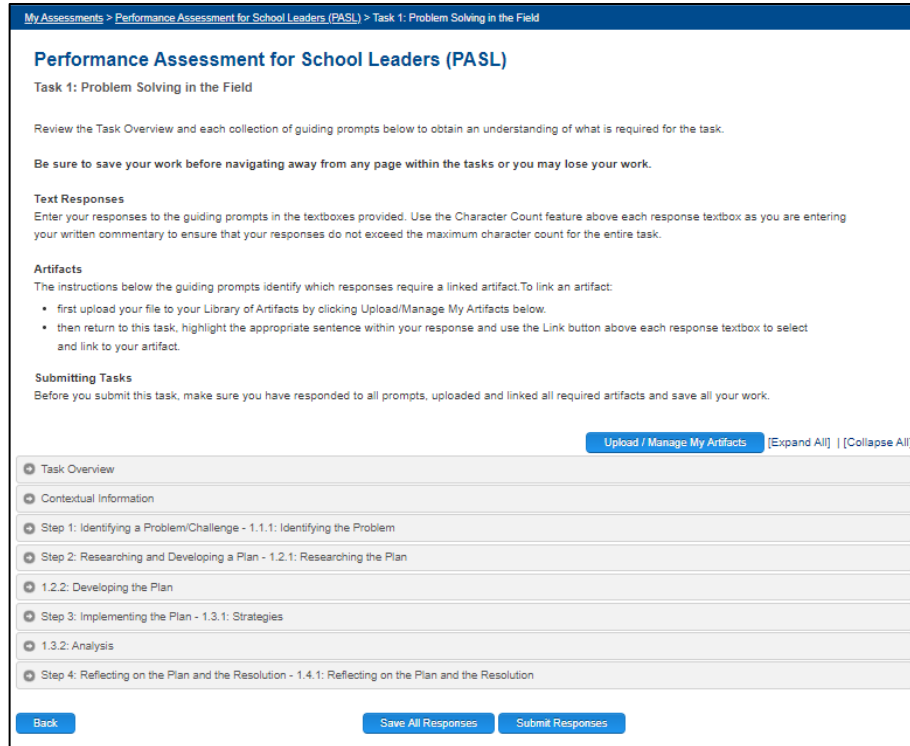
To begin your first task, select the task number from the task chart on your assessment overview screen (as seen in Figure 24). The task chart will vary depending on the assessment.

Figure 24: Beginning Task 1

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1 Knowledge of Students and the Learning Environment		September 10, 2015	Submitted
Task 2	Task 2 Assessment and Data Collection to Measure and Inform Student Learning		October 8, 2015	Submitted
Task 3	Task 3 Designing Instruction for Student Learning		October 8, 2015	Submitted
Task 4	Task 4 Implementing and Analyzing Instruction to Promote Student Learning		November 6, 2015	Submitted

Once you click on a task number, you will be redirected to that particular task’s submission section (as seen in Figure 25).

Figure 25: Task Structure



Task Structure

Once redirected to a task’s submission section, you will see the following:

Instructions

Review the instructions at the top of the page. These are provided to help you perform the functions required for your responses.

Upload/Manage My Artifacts Button

Below the instructions, you will find the **Upload/Manage My Artifacts** button. When you select this button, you will be redirected to your Library of Artifacts. Be sure to save any responses before selecting this button. Uploading artifacts is discussed in more detail in “Section IV, Upload/Manage My Artifacts.”

Content Area (PPAT only)

Tasks 2, 3 and 4 of the PPAT Assessment require that you select a content area that best identifies your student teaching assignment and which you will be using as the focus of your task response. You will find the **Content Area** selection box below the instructions (as seen in Figure 26).

Figure 26: Select Your Content Area

Submitting Tasks
Before you submit this task, make sure you have responded to all prompts, uploaded and linked all required artifacts, forms, and saved all your work.

Your Content Area : [Select Content Area](#)

[Upload Permission Forms](#) [Upload / M](#)

- Task Overview
- Contextual Information
- Step 1: Planning the Assessment - Textbox 2.1.1: Selecting a Single Assessment
- Textbox 2.1.2: Preparing Learners for the Assessment

Task Panels

The task is organized into multiple panels (as seen in Figure 25). The panels will be collapsed when you initially view them. To expand the panels, select the **Expand All** link above the task panels.

The first panel of each task contains the task overview. The overview outlines the task’s purpose, the standards and indicators being measured, the evidence (artifacts and written responses) you need to submit, and instructions for how to complete the task.

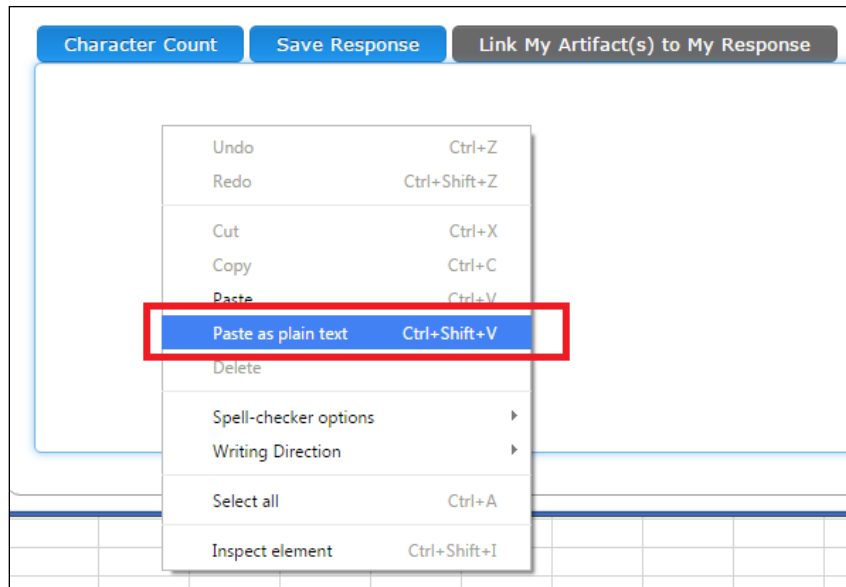
Each task contains a number of steps, which will vary depending on the assessment. The purpose of the steps is to help scaffold the task’s workflow to make your progress more gradual. Some steps of a task may contain multiple activities, and this will be reflected by multiple panels on the screen.

It is important to review all panels/steps thoroughly before submitting your task.

Textbox Features

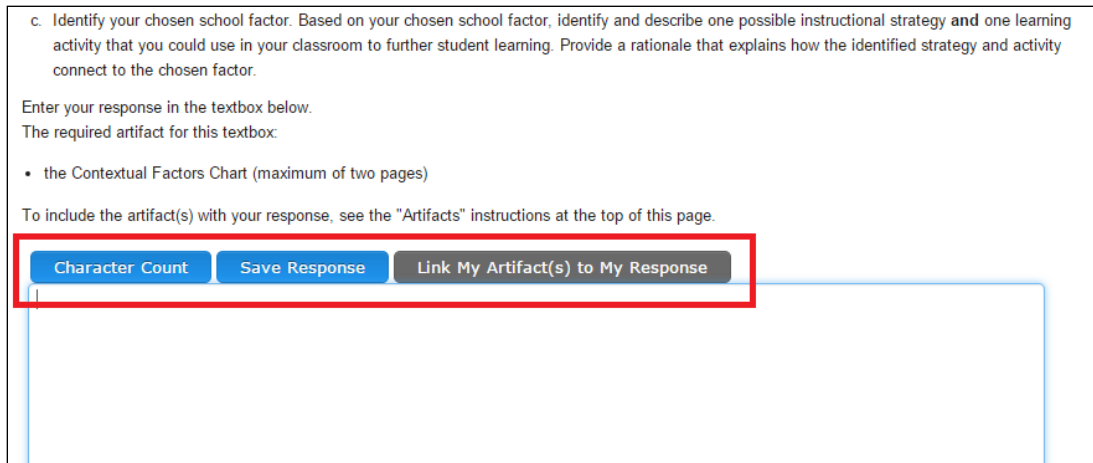
A textbox is provided for each step that requires a response. Use this area to respond to the guiding prompts. You may type your response directly in the textbox, or if you have been working on your response outside of the submission system, you may use the copy and paste functions on your computer to import text. **Important Note:** When pasting text into the textbox from another source, select the “Paste as plain text” instead of “Paste” with your mouse (as seen in Figure 27).

Figure 27: Paste Response as Plain Text



Features such as **Character Count**, **Save Response**, and **Link My Artifact(s) to My Response** are located above each textbox; these are tools to assist in the development of your response (these features are seen in Figure 28). Note that once a task has been submitted (and its status is marked as Submitted), these features will no longer be available to you, because the textbox response will be in a read-only format. Important: You must SAVE changes you make in a textbox before navigating to another step or away from the textbox screen; otherwise, your data will be lost.

Figure 28: Textbox Features



Text Format

The font used for text entry is standard for all textboxes. Changes to font size or style (such as adding boldface, underlining, or italics) are not permitted. If you copy and paste text from a document that contains special formatting, the special formatting will not be copied into the textbox.

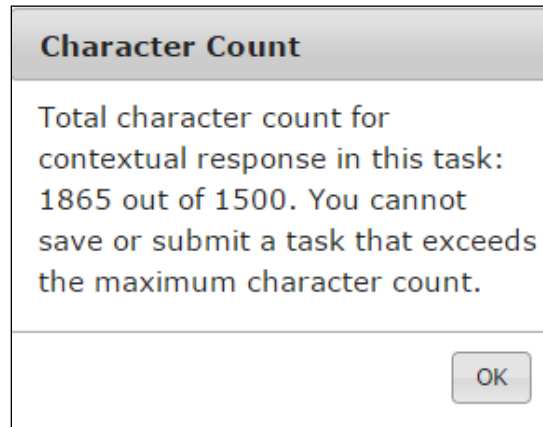
Character Count

There are two character counters.

Contextual Information Character Count

This is available for tasks that contain a Contextual Information textbox. The maximum number of characters that can be entered into this textbox is 1,500. When you select the **Character Count** button, a pop-up window will appear showing your character count for the textbox (as seen in Figure 29). This allows you to track your total number of characters entered for this textbox only. The system will not allow you to save a response that is over the 1,500 character limit. This character count IS NOT included in the character count for the all other textboxes.

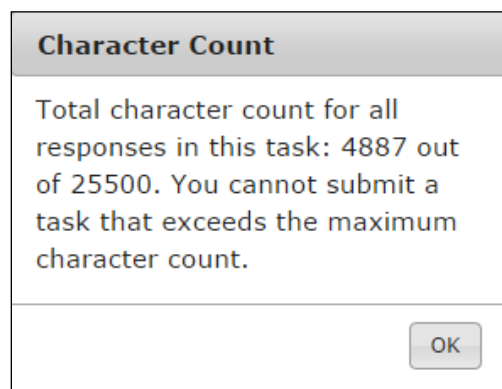
Figure 29: Contextual Factors Character Count



Character Count for All Other Textboxes

Selecting the **Character Count** button for all other textboxes will provide you with your total character count for all responses within the given task, as well as provide you with the maximum character count allowed for the given task (as seen in Figure 30). The maximum character count indicated in each Task Overview is a sum of all characters for all textboxes. It is not a per textbox maximum. Please note that if you exceed the maximum character count, you will NOT be allowed to SAVE or SUBMIT your task response.

Figure 30: Character Count Feature



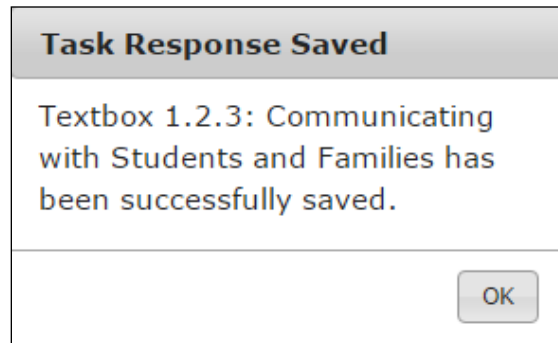
Save Response

Be sure to use the **Save** features OFTEN, especially before navigating away from any screen AND before logging out.

THE SYSTEM WILL NOT SAVE YOUR RESPONSE IF YOU HAVE EXCEEDED THE MAXIMUM CHARACTER COUNT.

There are two SAVE options. One is at the textbox response level. It is important to select this feature when working on your responses. Note that when the **Save Response** button is selected, a pop-up window will appear notifying you of your saved response for the textbox (as seen in Figure 31). Clicking the **Save Response** button will save your text response only for the particular textbox within which you are working.

Figure 31: Save Textbox Response Notification



The second SAVE option is at the overall Task level. The **Save All Responses** button (as seen in Figure 32) is located after the final step of the task, at the bottom of the screen. When you click the **Save All Responses** button, all textbox responses for the entire task will be saved and you will receive a message advising that the save was successful (as seen in Figure 33).

Figure 32: Save All Responses Button

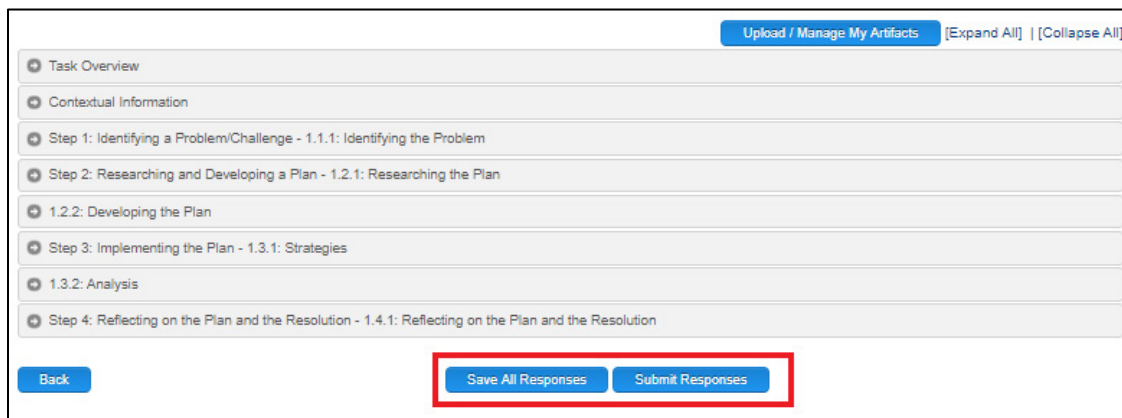
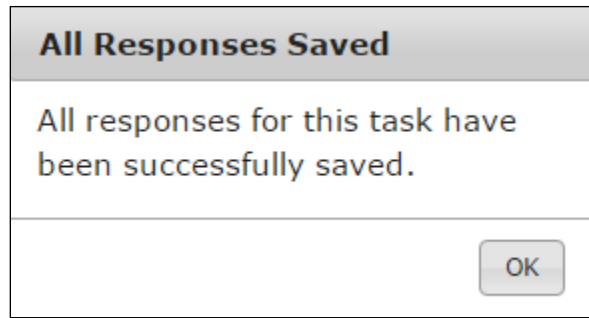


Figure 33: Save All Responses Notification



After you have successfully saved your response, the submission status on the task chart on your home page will read as “In Progress,” and the date on which the task submission was last saved will be updated (as seen in Figure 34).

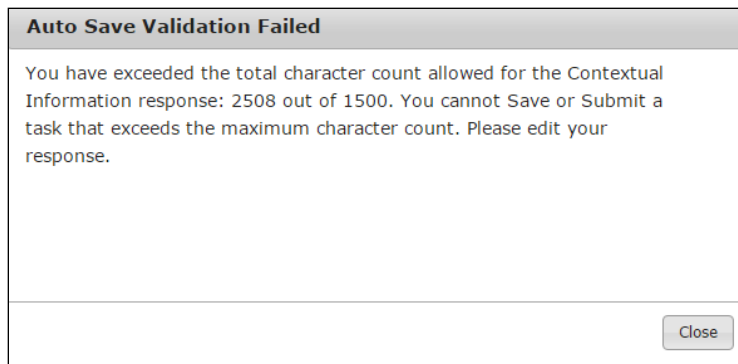
Figure 34: Task Submission Status

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1: Problem Solving in the Field	July 8, 2020	October 28, 2020	In Progress
Task 2	Task 2: Supporting Continuous Professional Development		October 28, 2020	Not Started
Task 3	Task 3: Creating a Collaborative Culture		October 28, 2020	Not Started

Auto Save

The system will automatically save your response after 17 minutes. You will be presented with an auto save confirmation box. In the event that the auto save detects that your character count is over the maximum permitted, your response will not be saved and you will be presented with auto save validation error (as seen in Figure 35).

Figure 35: Auto Save Validation



Save Response Errors

You may encounter errors when attempting to save your responses if your character count has exceeded the maximum character limit for the task. **While the text that you entered will appear in the textboxes, the text and artifact links will not save if the maximum character count is exceeded.**

Verify your character count often to make sure your response does not exceed the maximum character count. The character count button is located above the textbox.

If you receive a message when attempting to save that is different from those shown in Figure 31 and Figure 33 above, check the character count for your response. If your character count is over the maximum character count, edit the information in the textboxes until your character count is below the maximum. If your character count is within the parameters and you do not receive the Save message, contact Customer Service Support.

Link Uploaded Artifact to Text

All tasks require the submission of evidence called “artifacts”. Artifacts that you are required to submit with your task response must be linked to text in the appropriate textboxes. You must upload your artifacts into your Library of Artifacts prior to linking them to your responses (see “Section IV, Upload/Manage My Artifacts”). If you realize that you need to upload an artifact while you are entering your task response, be sure to select **Save All Responses** prior to navigating to your Library of Artifacts.

Perform the following steps to link an uploaded artifact to your task response.

Remember: Only the required number of artifacts should be linked to the response; and then only once. Additional artifacts are not permitted and will not be valued by the rater.

- a. Go to your textbox response.
- b. Highlight the text you wish to link to. You may highlight:
 - letters, numbers and spaces only. Punctuation marks, parenthesis, or any type of special character may not be selected for linking
 - a minimum of 3 characters up to a maximum of 250 characters
 - at least one letter or one number.
- c. The **Link My Artifact(s) to My Response** button will remain gray until text is highlighted. When text is highlighted, the button will turn blue, which indicates that it is enabled (as seen in Figure 36).

Figure 36: Link My Artifact(s) to My Response Button

Guiding Prompts

a. Describe one example of how your introductory communication addresses the demographic differences in the classroom.

b. Describe how your introductory communication fosters interaction among you, your students, and their families.

Enter your response in the textbox below.
The required artifact for this textbox:

- your introductory communication (maximum of one page)

To include the artifact(s) with your response, see the "Artifacts" instructions at the top of this page.

Character Count Save Response **Link My Artifact(s) to My Response**

This **is a sample** response.

- d. Select the **Link My Artifact(s) to My Response** button. When you select the **Link My Artifact(s) to My Response** button, you will be presented with a pop-up box listing all your uploaded artifacts in your Library of Artifacts (as seen in Figure 37). Choose the artifact that you wish to include with your response and select **Link Artifact**.

Figure 37: Link to Artifact Window

Link to Artifact

My Library of Artifacts

	Artifact Name	Date Uploaded
<input type="radio"/>	Sprint_Backlog_eSC.xls	08/20/2014
<input checked="" type="radio"/>	Task_1_student_work_sample.pdf	10/08/2014

To upload an artifact, click "Cancel." Be sure to **Save All Responses**, then click "Upload / Manage My Artifacts" near the top of the page and return to this task after uploading.

Link Artifact Cancel

- e. Select the **Save Response** button so that you do not lose your data.

To confirm that the link was successfully created, the text you highlighted previously is now highlighted and surrounded by brackets (as seen in Figure 38).

Figure 38: Artifact Link in Textbox

Guiding Prompts

- Describe one example of how your introductory communication addresses the demographic differences in the classroom.
- Describe how your introductory communication fosters interaction among you, your students, and their families.

Enter your response in the textbox below.
The required artifact for this textbox:

- your introductory communication (maximum of one page)

To include the artifact(s) with your response, see the "Artifacts" instructions at the top of this page.

Character Count Save Response Link My Artifact(s) to My Response

This [] is a samp[]le response.

View Linked Artifact

To view the artifacts you have linked to your responses, click on the linked text that is highlighted and surrounded by brackets. Two new buttons will appear above the textbox: **View Link** and **Remove Link** (these buttons are seen in Figure 39). Click on the **View Link** button to access the artifact.

Figure 39: View Link and Remove Link Buttons

Guiding Prompts

- Describe one example of how your introductory communication addresses the demographic differences in the classroom.
- Describe how your introductory communication fosters interaction among you, your students, and their families.

Enter your response in the textbox below.
The required artifact for this textbox:

- your introductory communication (maximum of one page)

To include the artifact(s) with your response, see the "Artifacts" instructions at the top of this page.

Character Count Save Response Link My Artifact(s) to My Response View Link Remove Link

This [] his is a sample [] response.

Remove Linked Artifact

If you wish to remove the link to an artifact, click on the text that is highlighted in yellow as a link and then select the **Remove Link** button, which will appear above the textbox.

Video Upload

Some ETS performance assessments require the submission of a video to support one of the task responses. The uploading of this video does not take place within the Library of Artifacts. The video-upload feature can be found within the task in which the video is required (found in the last step of the last task).

Review the task activities and guiding prompts for instructions about what is required in the video recording. For some assessments, your video may consist of one continuous unedited video segment, while other assessments may require multiple unedited video segments joined together into one file. Regardless of the number of segments you have been instructed to include in your video, please note that only one video file may be uploaded.

To save time, we recommend that you upload your video as soon as it is ready because it may take up to 30 minutes to fully process the file after it is uploaded. You can work on your textbox responses while the video is processing.

If you record your video on a tablet or cell phone, be sure that you are able to transfer the video file to a desktop for uploading to the submission system. You will not be able to upload the video file from a mobile device.

Remember about video files:

- Including a link to a third-party site for the rater to view your video is not acceptable and raters will not view videos on a third-party site.
- The video segments that you include in your file must be unedited. If a segment appears to have been edited, the entire task will receive a score of zero.

Step 1: Confirm Video File Size and Type

Acceptable file types: .avi, .divx, .flv, .mov, .mp4, .mpeg, .mpg, .wmv

Maximum file size: 500 MB

Depending on how your video was recorded, it may be necessary for you to use video-editing software to:

- combine the segments into one file,
- to convert the file type into one of the acceptable file types listed above, or
- to reduce the video's file size.

Perform an online search for software tools that can assist you with getting the file ready for uploading. The software, Any Video Converter (http://www.any-video-converter.com/products/for_video_free/) is just one of many free software products available online. ETS does not recommend or endorse any software. When you are searching for video-editing software, make sure you download the software from the manufacturer's official website. If you are unable to adjust the file to meet the system requirements or if you cannot resolve system errors, contact Customer Service for assistance.

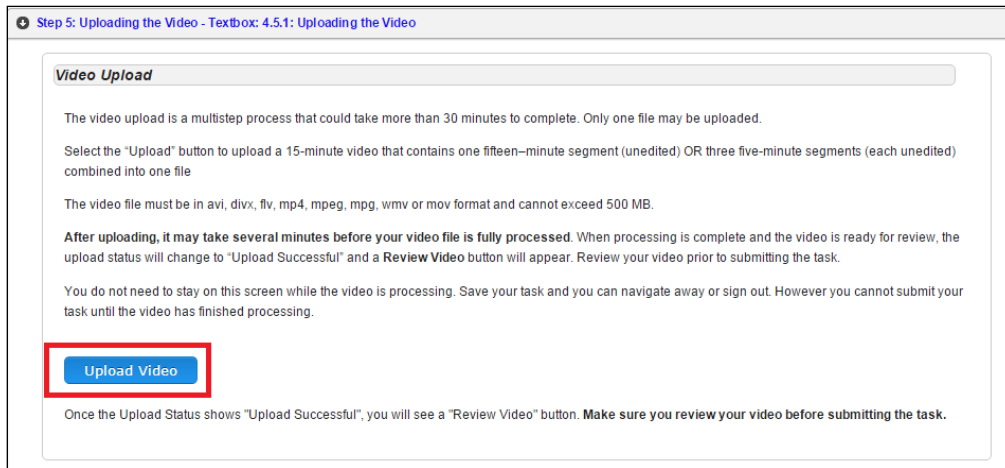
Additional video information — including tips about lighting and the placement of video equipment, about the importance of recording multiple videos, and about how to analyze your video recording — is available in the candidate handbook for each assessment (See **My Resources** on your assessment overview screen for links to the handbook).

Step 2: Upload the Video

The video upload is a multistep process that could take more than 30 minutes to complete. When you are planning to enter your response to the video task, be sure to allow enough time for the upload process to complete and for you to review the video in the submission system prior to your submitting the task. It is very important that you review your uploaded video to make sure that the upload was successful. Make sure that both the video and the audio have uploaded properly.

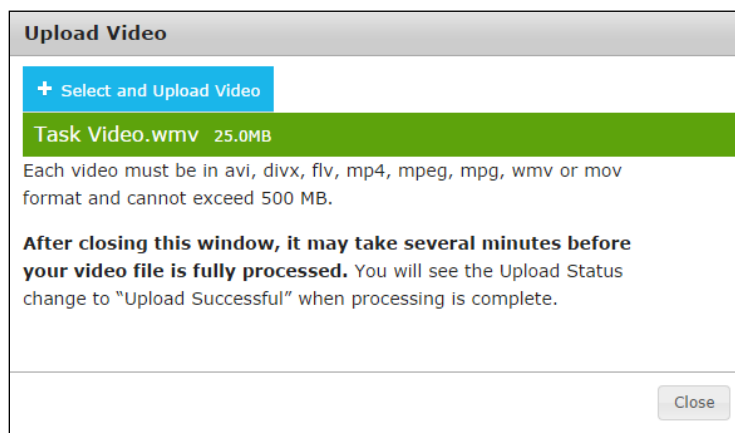
To upload your video, select the **Upload Video** button (as seen in Figure 40) within the task step that has been identified as the appropriate one for video uploading (usually the last step of the last task).

Figure 40: Uploading the Video



A file-selector window will pop up. Select the blue **Select and Upload Video** button (as seen in Figure 41) and find the video you wish to upload. When the first step of the upload process is complete, your video file name will appear in a green highlight (as seen in Figure 41). Click the **Close** button on the lower right corner of the window.

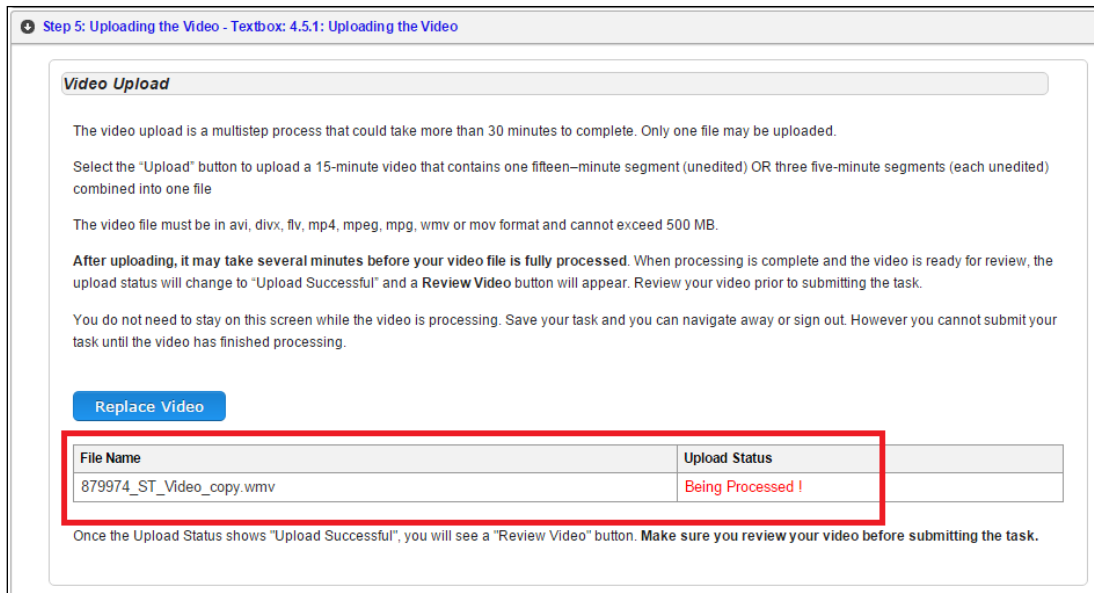
Figure 41: Upload Video File Selector Window



After you select your video file for uploading, the video-uploading step will display a **Replace Video** button, the name of the file that you selected for uploading, and an upload status (as seen in Figure 42).

The upload status will remain as “Being Processed” until the upload and file verification process is complete, and the file is ready for you to review. This could take 30 minutes or more, so be sure to allow time for this process to complete before you submit the task. If you are unable to upload your video file or if the “Being Processed” changes to “Failed”, contact Customer Service for assistance.

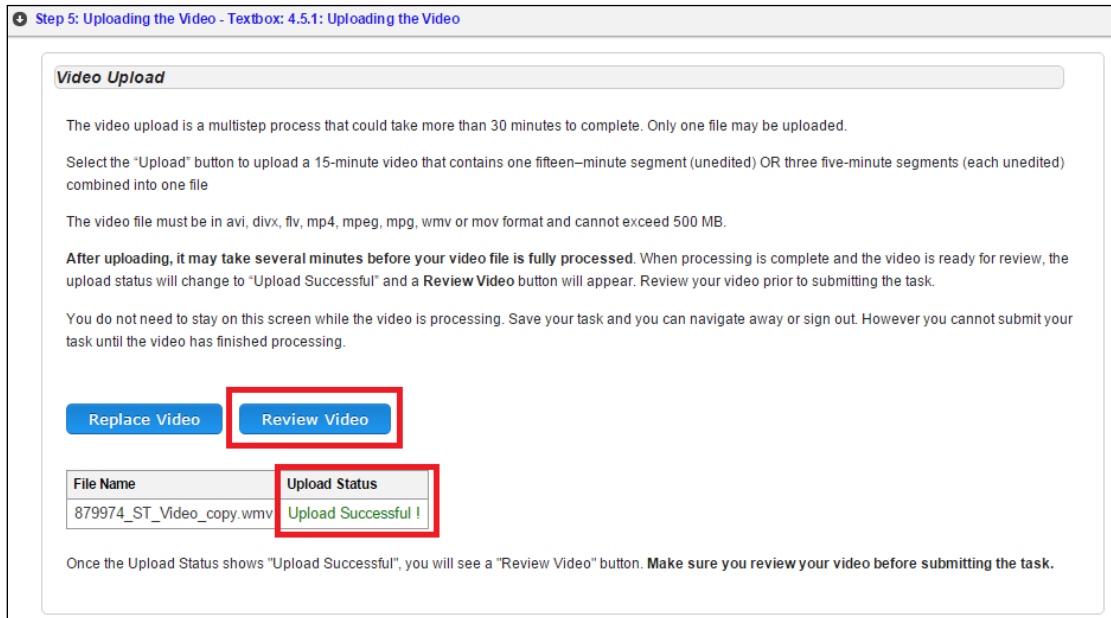
Figure 42: Video Upload Status



Step 3: Review Video

When the video is ready for review, the upload status will change to "Upload Successful" and a **Review Video** button will appear (as seen in Figure 43). You may then review your video.

Figure 43: Review Video Button



It is very important that you review your video in the submission system after uploading to ensure proper sound and play quality. Your scores may be impacted if raters are unable to view or hear your video during scoring. It may take up to 30 minutes for your uploaded video to be processed and for you to be able to review your video. Please allow time for this processing.

To review your video, select the **Review Video** button in the upload video step (as seen in Figure 43). A **Review Video** pop-up box will appear. To play your video, click on the arrow.

After reviewing the video, click the **Close Video** button to close the pop-up box. Be sure to select **Save All Responses** when you have finished reviewing the video.

Replace Video

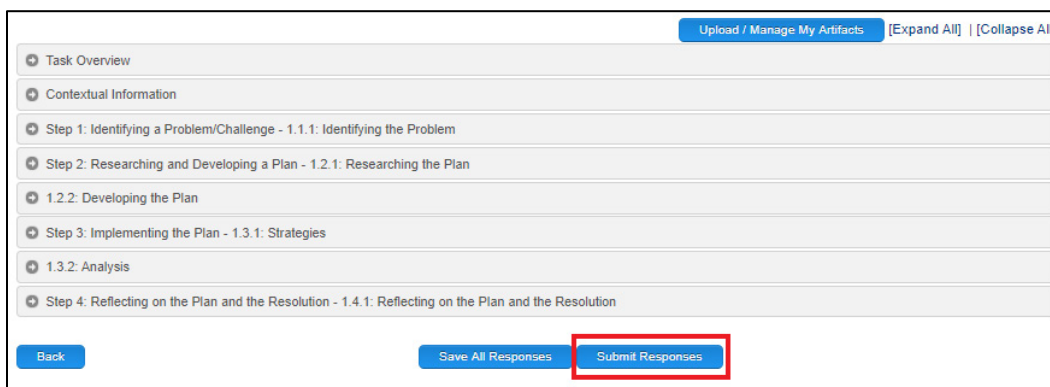
If you find that you need to replace the video that you uploaded, return to the video upload step and select the **Replace Video** button.

You will be presented with the **Upload Video** pop up box (as seen in Figure 43). Follow the “Video Upload” instructions.

Submitting Your Tasks and Agreeing to Submission Terms

Each task is submitted separately. Once you have addressed all activities and guiding prompts within a task, saved your work, uploaded your artifacts, linked your artifacts to your response, uploaded the video and are ready to submit your task, select the **Submit Responses** button, which is located at the bottom of the screen, after the final task step (as seen in Figure 44).

Figure 44: Submit Responses Button



After you select the **Submit Responses** button, a confirmation window will appear (as seen in Figure 45). Verify your submission is complete and review the submission terms displayed in the confirmation window. To proceed with submission, select the check box indicating your agreement with the terms, and select the **Yes, Submit Now** button. Submission Terms are assessment specific.

Figure 45: Sample Submit Task Confirmation Window

Submit Responses

▲ Each task must be submitted individually. Before submitting your task response, check to see that you have:

- addressed all guiding prompts and questions
- linked all required artifacts to appropriate textboxes within your response
- compared your responses to the required evidence listed in the rubrics
- obtained the signed permission forms

If you are submitting Task 3, check to see that you have uploaded the video required in Step 5

Once you submit your task, you will not be able to make any modifications.

Submission Terms

By checking this box,

- I agree to comply with the terms of the ETS Performance Assessment for School Leaders (PASL) Candidate & Educator Handbook;
- I understand that I am submitting my own responses and artifacts associated with this task, and I agree not to share any of my responses and artifacts with current or future test-takers;
- I understand the role of professional ethics and that my ability to complete my institution's school leader preparation program and my ability to earn a school leader certificate from my state certification department will be jeopardized if I violate the privacy of any students and/or co-workers by posting any responses, artifacts, and videos without appropriate permission from students, parents, and co-workers.
- I certify that the submission represents the work that I completed and that I have obtained all signed Student and Adult Release forms required by the assessment.
- I understand that the responses and artifacts that I submit for each task, and video that I submit for Task 3 will be evaluated by educators, raters, or other appropriate individuals, and I understand that I will not be able

Once you submit your task, your task status in the task chart on your home screen will be indicated as “Submitted” and a task submission confirmation e-mail will be sent to the e-mail address you entered when creating your account. Contact Customer Service if the submission status does not update or if you do not receive the confirmation email. Note that once a task has been submitted, you will no longer be permitted to go back and edit your responses to that task. You are permitted to view your responses in a read-only format.

Completion

Once all your tasks have been submitted, you have completed the assessment. Note that you can confirm that all tasks have been submitted by checking that the submission status column of the task status chart says “Submitted” for all tasks (as seen in Figure 46).

Figure 46: Task Status Chart

Task	Description	Last Saved	Submission Deadline	Submission Status
Task 1	Task 1: Knowledge of Students and the Learning Environment	August 6, 2015	August 6, 2015	Submitted
Task 2	Task 2: Assessment and Data Collection to Measure and Inform Student Learning	August 6, 2015	August 6, 2015	Submitted
Task 3	Task 3: Designing Instruction for Student Learning	August 6, 2015	August 6, 2015	Submitted
Task 4	Task 4: Implementing and Analyzing Instruction to Promote Student Learning	August 10, 2015	August 13, 2015	Submitted

Score Reports

Score reports will be posted to your online account by 5 p.m. ET on the date indicated on the informational website — see links below.

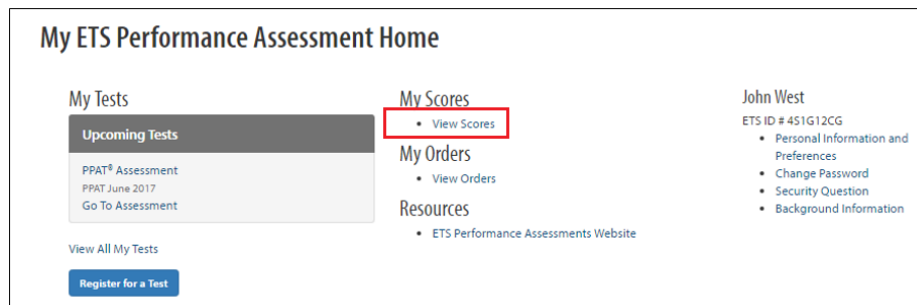
PPAT Assessment: <http://www.ets.org/ppa/test-takers/teachers/scores/get>

PASL Assessment: <http://www.ets.org/ppa/test-takers/school-leaders/scores/get>

PATL Assessment: https://www.ets.org/s/ppa/pdf/patl_sample_report.pdf

To retrieve your score report, [log into your account](#). From your home page, select “View Scores” link (as seen in Figure 47).

Figure 47: View Scores



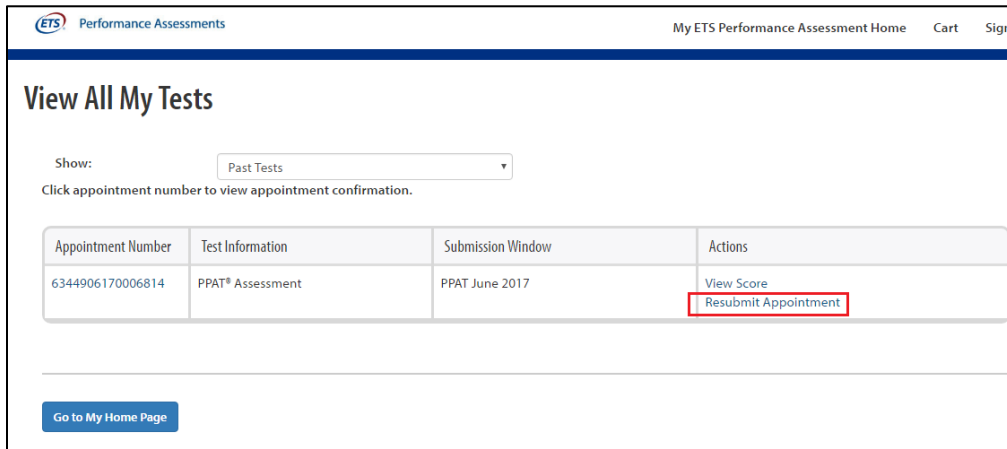
Resubmission

If your assessment score falls below the designated passing score for the assessment, you are eligible to resubmit one, two or all tasks for a fee. Resubmission must occur in the resubmission window immediately following your original submission. See your assessment’s **Resubmitting Your Tasks** page under the Building and Submitting Your Tasks section of the [informational website](#) for information to help you determine which task or tasks to resubmit.

Resubmission Registration

To register for resubmission, select the select your appointment number from the “View Scores” page. Next, select the **Resubmit Appointment** link under the “Actions” heading. (as seen in Figure 48).

Figure 48: Register for Resubmission

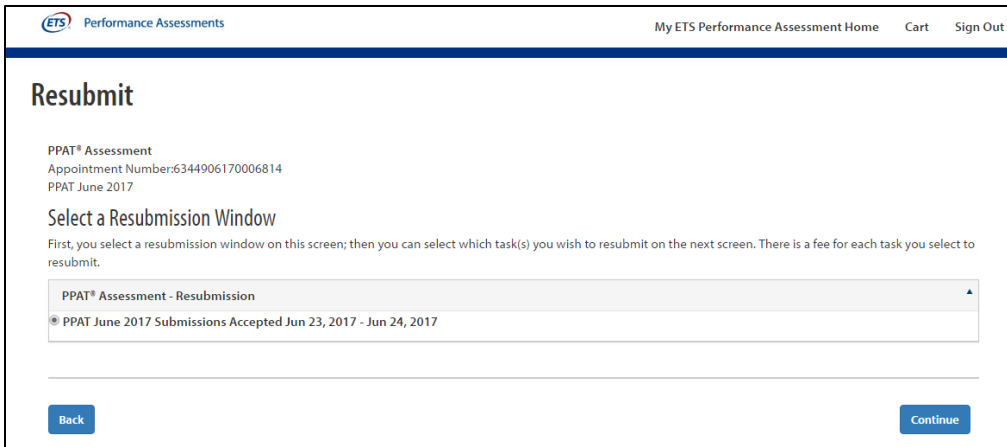


You will be taken to a screen that shows the testing policies and terms and conditions. Read this information and then check the box indicating that you understand and agree to the terms. After you check the box, select **Next**.

The personal information from your ETS Performance Assessment Account will appear. Review your information and select **Next**.

At the next screen, select the resubmission window and select **Continue** (as seen in Figure 49).

Figure 49: Select the Resubmission Window



You will be presented with the tasks available for resubmission. Select the task(s) that you wish to resubmit, select **Continue** (as seen in Figure 50).

Figure 50: Select the Resubmission Task(s)

Resubmit

Selected Test
PPAT® Assessment : PPAT June 2017

Select Tasks to Resubmit
Select the task(s) you wish to resubmit. All tasks that you choose to resubmit must be submitted by the resubmission deadline.

PPAT® Assessment - Resubmission

- Task 2: Assessment and Data Collection to Measure and Inform Student Learning \$75.00
- Task 3: Designing Instruction for Student Learning \$75.00
- Task 4: Implementing and Analyzing Instruction to Promote Student Learning \$75.00

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Review your shopping cart (as seen in Figure 51). The task(s) that you selected will appear in the shopping cart. Select **Proceed to Checkout** to move on and submit your payment.

Figure 51: Shopping Cart for Resubmission Task(s)

Your Shopping Cart

Test Registration and Services

- **Cancellation Policies:** If you cancel prior to the cancellation deadline for your submission window, you are eligible to receive a partial refund. Resubmission fees are non-refundable.
- **Reschedule Policies:** Prior to the reschedule deadline for your submission window, you may reschedule your registration to another submission window for a fee. Reschedule fees are non-refundable. Resubmissions cannot be rescheduled.
- See reschedule and cancellation policies on the [ETS Performance Assessments website](#).

Testing Program	Product	Product Information	Actions	Price
	Resubmit Appointment	PPAT® Assessment Task 2: Assessment and Data Collection to Measure and Inform Student Learning Submissions Accepted Friday June 23, 2017 thru Saturday June 24, 2017	View/Edit Test Registration Remove	\$75.00

Subtotal: \$75.00

Final amount will be calculated on the next page

[Proceed to Checkout](#)

You can access the resubmission task(s) from your home page by selecting **Go to Assessment**. Your task list will be updated to include the resubmission task(s) that you purchased.

Figure 52: Task List Showing Resubmission Task(s)

Submissions accepted May 28, 2015 - JUN 23, 2015				
Task	Description	Last Saved	Submission Deadline	Submission Status
Task 2 - Resubmission	Task 2 Assessment and Data Collection to Measure and Inform Student Learning		June 24, 2017	Not Started
Task 1	Task 1 Knowledge of Students and the Learning Environment	June 16, 2017	June 17, 2017	Submitted
Task 2	Task 2 Assessment and Data Collection to Measure and Inform Student Learning	June 16, 2017	June 17, 2017	Submitted
Task 3	Task 3 Designing Instruction for Student Learning	June 16, 2017	June 17, 2017	Submitted
Task 4	Task 4: Implementing and Analyzing Instruction to Promote Student Learning	June 16, 2017	June 17, 2017	Submitted

Resubmission Tasks

When you access the assessment after registering for resubmission, you will find that the resubmission tasks have been added to your Task List (as seen in Figure 52). These tasks will have “Resubmission” associated with the task name to indicate that these are the resubmission tasks.

The resubmission task(s) are completely separate responses from what was originally submitted. When scoring your resubmitted tasks, raters do not have access to your original submission.

During resubmission, you will begin with blank textboxes for each of the tasks. Be sure to enter and submit the entire task response as if you are submitting the task for the first time. You should:

- enter the written commentary in all textboxes;
- link the artifacts to the written commentary where required;
- upload the video, if resubmitting the video task and
- respond to the prompts and activities for all steps, not just the steps where you scored low.

Submitting Your Resubmission Tasks

The submission process for resubmission tasks is the same as for the original submission tasks.

Resubmission Score Reports

Once your resubmission tasks are scored, the score report previously posted to your online account will be replaced. The tasks with the highest total task score, whether from the original submission window or from the resubmission window, become part of your final score for the assessment.