PPAT

Accessing the Online Submission System for EPPs

Access to Test-taker Task Responses in the Online Submission System

You will have limited access to test-taker task responses in the ETS performance assessments online submission system via the ETS Client Services for Educator Licensure portal. This access includes:

- viewing a list of your candidates who have registered for the assessment

- viewing your candidate's Task 1 response after submission. You will not be able to view responses to Tasks 2, 3 and 4

- adding an overall feedback comment to your candidates' Task 1 responses after submission

- viewing the task status for all tasks

Access to the performance assessments online submission system is provided via the Internet from a secure website using a login and password. Due to the nature of the data contained in the submission system, access is restricted to programs that have adopted the assessment.

Accounts are managed by each program through the use of a Primary User. There can only be one Primary User for each educator preparation program:

- All Primary Users are approved by an ETS administrator. ETS recommends that the Primary User be the main contact/coordinator for the PPAT assessment, who would be able to monitor and approve/remove access for staff associated with the program.

- Primary Users are not required to use the service(s); they are only required to manage access to service(s) for users at their preparation program.

- All Secondary and Cooperating Teacher/Mentor users are approved by the appropriate Primary User.

- Primary Users must first create an account to approve Secondary and Cooperating Teacher/Mentor users within their institution.

- Other staff requesting access to this service should sign up as Secondary or Cooperating Teacher/Mentor Users.

Providing Feedback for Task 1

Task 1 is designed as a formative task to be evaluated locally by faculty and cooperating teachers. The PPAT® Task 1 Handbook provides helpful information to support your efforts in providing this feedback. Candidates can share their Task 1 response with you directly or you can access the submitted response in the online submission system.

PPAT® Task 1 Handbook

The PPAT® Task 1 Handbook (PDF) explains your role, the test taker's role and that of the cooperating teacher/mentor for completing Task 1.

How to Request Submission System Access

1. Send an email to ppat@ets.org with the name and contact information for the individual who will be the Primary User for your program.

2. The primary user should then create an account in the ETS Client Services for Educator Series portal at https://tlcs.ets.org and request access to the Praxis® Performance Assessments under the ETS Performance Assessments Submission Center service.

   All individuals accessing the portal for the first time must create a new user account. If you currently have access to the portal for Title II reporting or the ETS Data Manager for the Praxis® Series, you can use your existing account and request access to the submission system.

3. The Primary User access request will be approved by the ETS administrator. After the Primary User access is approved, Secondary and Cooperating Teacher/Mentor Users should create accounts and/or request access. Those accounts will be approved by the Primary User.