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| MTEL leaves_CLR |  | **Massachusetts Tests for Educator Licensure®** |
| CAndidate readiness Profile INstructions |

The Candidate Readiness Profile is an organized way to gather and consider information about a candidate's:

* background
* past testing and preparation
* current preparation needs.

It includes a section for an advisor to list specific recommendations for added test preparation.

***Candidates: Assess Your Readiness to Test***

* Record your answers by typing them in, or print the worksheet and complete it by hand.
* Complete sections A through D.
* Review sections E and F.
* Share the completed worksheet and attachments with an advisor for further guidance in preparing to take or retake a test.

***Advisors: Guide Candidates in Further Test Preparation***

You should find the candidate’s completed worksheet useful in preparing to meet to plan additional test preparation based on the candidate’s readiness.

Before the meeting, you may also wish to review the candidate's:

* Transcript
* Objective-to-Course Matching Chart (if already completed)
* Score reports from previous test attempts

During your meeting, you may want to check the candidate’s understanding of:

* The role the tests play in the licensure process
* The content and structure of the tests
* Expectations for performance on the test
* Available program and institutional resources
* The Score Report Explanation information and sample score report in the “Get Results” area of the website.

Record your recommendations for additional test preparation in section F. Advise the candidate to use the information from your meeting to:

* Complete the Objective-to-Course Matching Chart if not yet completed
* Review Section 2 of the test information guide (Test-Taking Strategies) and complete the study outline chart
* Agree on a date for a follow-up meeting to assess the candidate’s progress and further needs.

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## A. Background Information

|  |  |
| --- | --- |
| Date: |  |
| Name: |  |
| Advisor name: |  |
| Major field of study: |  |
| Minor field of study: |  |

What is your current academic status?

|  |  |  |
| --- | --- | --- |
| Freshman/first year | Sophomore/second year | Junior/third year |
| Senior/fourth year | Graduate student | Part time/transcript evaluation |
| Currently employed as an educator | Not affiliated with educator preparation program |

## B. LICENSURE TESTING REQUIREMENTS

List the MTEL tests you are required to take.

|  |  |  |  |
| --- | --- | --- | --- |
| **Test/Subtest Name** | **Test Code** | **Have you taken this test?** | **Passing status** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| **MTEL Candidate Readiness Profile *(continued)*** |

## C. Testing history

For any test in B you have already taken: attach score report copies for the two most recent attempts.

## D. Test Preparation

List the MTEL test you plan to take and when you plan to take it. Complete one worksheet per test.

|  |  |  |  |
| --- | --- | --- | --- |
| **Test/Subtest Name** | **Test Date** | **Have you taken this test?** | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Have you obtained and reviewed the objectives for this test? | |  |  |
| Have you completed the Objective-to-Course Matching Chart? *(Attach a copy)* | |  |  |
| Have you completed all or most of the coursework in which the content of this test is taught? | |  |  |
| Have you obtained the Test Information Guide for this test? | |  |  |
| Have you reviewed the sample questions in the Test Information Guide?? | |  |  |
| If there is a practice test available for your test, have you taken and scored it? | |  |  |
| If you identified any objectives that represent areas of weakness for you,  have you gathered and reviewed additional study materials for these? | |  |  |
| Do you know where and when the test is offered? | |  |  |
| Have you checked score reporting dates to plan your test appointment? | |  |  |

## E. Preparing for the Test by Using the Information You Have Provided

**MA_checkmark** Review subarea information in your score reports from any previous testing attempts. You or your advisor may be able to identify content areas on which you may want to focus extra attention. Keep in mind that you can improve test performance by improving both your weaker and stronger areas.

**MA_checkmark** Review your answer to the questions in section D. If you checked "no" for any, you or your advisor may be able to identify additional test preparation activities (list these in Section F).

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| MTEL Candidate Readiness Profile *(continued)* |

## F. Recommendations for Test Preparation *(complete this section last)*

|  |  |
| --- | --- |
| *Additional coursework recommended:* |  |
|  |  |
| *Additional study materials:* |  |
|  |  |
| *Other recommended preparation activities:* |  |