

## Teacher Standards and Practices Commission



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### Alternative Assessment Evaluation Instruction Sheet

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You, as the applicant, are responsible for assembling all of the application materials required below and submitting these materials to TSPC in one complete application packet no later than four (4) weeks prior to the TSPC Commission meetings.

The following items must be submitted for a complete application:

1. \$100 Alternative Assessment nonrefundable fee.
2. Application for Alternative Assessment Application (Form A-1)
3. A cover letter, written by you, explaining why you believe that Alternative Assessment is the appropriate option in your instance. In your own words, please describe what you perceive are your strengths and weaknesses as an educator.
4. A completed Alternative Assessment Affidavit. Be sure to sign and date the document and have the affidavit notarized.
5. Original test score reports of two failed attempts at the commission-approved subject matter test that you wished to have waived. The most recent exam attempt must have been taken within the twelve (12) months just prior to the applicant's current request for an Alternative Assessment Evaluation.
6. Your original test score report will be returned to you once we have recorded it. \*\*If TSPC has received your test score electronically, you will not need to submit your original paper test score report.
7. Your official transcripts must show that you meet the following requirements:
  - a. Your coursework is aligned with the endorsement or licensure for which you are seeking a waiver;
  - b. You have a 3.0 GPA or better in coursework directly related to the endorsement or licensure area; and
  - c. Part of the coursework in the subject-area must have been completed within the three (3) years immediately prior to the application for alternative assessment.

8. Two completed Alternative Assessment Recommendation Forms must also be submitted in order for your application to be considered complete. **HOWEVER, these recommendation forms must be submitted directly to TSPC by the references themselves; you are NOT allowed to include these recommendation forms in the packet that you mail to TSPC.**

The two educators who complete these recommendation forms should have a first-hand understanding of your content knowledge expertise and be able to describe how they have observed you demonstrate this content knowledge. The recommendation forms must be completed and dated within one year of the date of application. These forms must be completed and submitted by educators who fit at least one of the following descriptions:

- a. University faculty members who have either received submitted coursework from you or who have employed you; or
- b. College of education practicum or student teaching supervisors; or
- c. Practicum or student teaching mentors; or
- d. District curriculum specialists from district/school where you have been employed or where you were placed for a student practicum; or
- e. Other experts in the content area (must be a licensed educator where you were employed or where you completed your student practicum experience).

### **Resubmissions of Alternative Assessments**

1. The Commission will accept only one resubmission of alternative assessment evidence for another evaluation. The following conditions apply:
  - a. The candidate submits a new application and fee for alternative assessment; and
  - b. The candidate submits new evidence of subject matter competency.
2. If a candidate has failed the alternative assessment two times, the application for the endorsement, based on waiver of the test, will be considered an “incomplete” rather than a “denial.” The applicant’s only recourse is to pass the required subject-matter test.

### **Alternative Assessment Deadlines**

Commission meeting dates can be located on the TSPC website. Applications for Alternative assessment must be received no later than four weeks prior to the Commission Meeting. If you have questions, please call us for more information at (503) 378-3586.