










## TEST DATES

Refer to the following table for information about registration options and deadlines for each test administration.

Test Date (Saturday morning)	Regular Registration Deadline  	Late Registration Deadline (additional fee applies)  	Emergency Registration Deadline (additional fee applies)  	Score Report Date (unofficial scores available by 5:00 p.m.)	
				WEST-E*	WEST-B
Sept. 13, 2008	Aug. 8, 2008	Aug. 22, 2008	Sept. 4, 2008	TBD	Oct. 6, 2008
Nov. 15, 2008	Oct. 10, 2008	Oct. 24, 2008	Nov. 6, 2008	Dec. 1, 2008	Dec. 8, 2008
Jan. 10, 2009	Dec. 5, 2008	Dec. 19, 2008	Jan. 1, 2009	Jan. 26, 2009	Feb. 2, 2009
Feb. 21, 2009	Jan. 16, 2009	Jan. 30, 2009	Feb. 12, 2009	March 9, 2009	March 16, 2009
April 4, 2009	Feb. 27, 2009	March 13, 2009	March 26, 2009	April 20, 2009	April 27, 2009
May 30, 2009	April 24, 2009	May 8, 2009	May 21, 2009	June 15, 2009	June 22, 2009
July 11, 2009	June 5, 2009	June 19, 2009	July 2, 2009	July 27, 2009	Aug. 3, 2009
The deadline for submission of requests and all necessary documentation for alternative testing arrangements is the regular registration deadline. Because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated.					
 <b>Internet Registration</b> <b>All registration periods.</b> To register on the Internet, your registration must be completed by 5:00 p.m. Pacific time on the registration deadline for the period.					
 <b>U.S. Mail Registration</b> <b>Regular and late registration periods only.</b> To register by mail during the regular registration period, your registration materials must be <b>postmarked</b> by the regular registration deadline. During the late registration period, your registration materials must be <b>received</b> by the late registration deadline.					
 <b>Telephone Registration</b> <b>Emergency registration period only.</b> To register by telephone, call (800) 784-4999 or (916) 928-4192, 9:00 a.m.-5:00 p.m. Pacific time, Monday-Friday, excluding the following holidays: September 1, 2008; December 25-26, 2008; and January 1, 2009. You must call by 5:00 p.m. on the emergency registration deadline.					
* Score reports for the new WEST-E tests may be delayed due to standard-setting activities and the determination of passing scores by the PESB.					

The test administration schedule is designed to provide multiple opportunities for candidates to take the tests they need for certification, endorsement, and/or admission to a state-approved educator preparation program in Washington. However, because of the number of test administrations offered, the registration deadlines and score report dates for some consecutive test administrations overlap. Therefore, for some test dates it is not possible for candidates who do not achieve a passing score to register for the subsequent administration before the late or emergency registration period. Candidates are advised to check the administration schedule in advance and plan retake opportunities accordingly.

For additional information about testing on consecutive test dates, see "Test Fees and Payment Policies."

## TEST SITES

When registering for the WEST, indicate your test area choice. Refer to the following table to select a test area and a date for testing. Not all test areas are available on all test dates. Test areas marked with an asterisk are the only areas available during the emergency registration period. Emergency registration will be limited to space availability at these areas.

Test Area and Code	Test Dates and Test Area Availability						
	9/13/08	11/15/08	1/10/09	2/21/09	4/4/09	5/30/09	7/11/09
Bellingham area (801)	✓	✓	✓	✓	✓	✓	✓
Ellensburg area* (802)	✓	✓	✓	✓	✓	✓	✓
Pullman area (804)	✓	✓		✓			
Seattle/Bellevue/Everett area* (805)	✓	✓	✓	✓	✓	✓	✓
Spokane area* (806)	✓	✓	✓	✓	✓	✓	✓
Tacoma area (807)	✓	✓	✓	✓	✓	✓	✓
Vancouver area (808)	✓	✓	✓	✓	✓	✓	✓
Walla Walla area (809)		✓		✓	✓	✓	
Yakima area (810)	✓		✓	✓		✓	

\* Emergency registration test area

The test areas are listed according to the general area of the test site location; the test site may not be within the actual city limits.

Register as early as possible to increase your chances of being assigned to a test site within your first-choice area. When registering by mail, be sure to select a second-choice test area in case space is not available at a test site within your first-choice area.

The name and address of your site assignment will be listed on your admission ticket.

### Out-of-State Test Areas (April only)

Out-of-state testing is available for the April test date only in the following five test areas. Out-of-state test areas are offered subject to the requirement that there is a minimum number of examinees per area. Examinees will be notified if a test area selected during registration is not available due to insufficient registration. Because of space limitations at some of the out-of-state test areas, examinees are urged to register early.

During the late registration period, examinees may be able to register for an out-of-state test area, subject to space availability. Registration for out-of-state test areas is not available during the emergency registration period.

Test Area and Code
La Grande, Oregon, area (881)
Los Angeles, California, area (882)
New York, New York, area (883)
Phoenix, Arizona, area (884)
San Francisco, California, area (885)



## TEST FEES AND PAYMENT POLICIES

### WEST Fees

Test Registration Fees	
Nonrefundable registration processing fee .....	\$10
WEST-B subtest fee (Reading, Mathematics, or Writing) .....	\$25 each
WEST-E subtest fee (for Elementary Education and Middle Level Humanities) .....	\$60 each
WEST-E test fee .....	\$120 each
Late registration fee .....	\$30
Emergency registration fee .....	\$70
Additional Service Fees	
Change of registration fee.....	\$15
Score verification fee	
WEST-B multiple-choice questions only (any or all subtests taken on one date) .....	\$35
WEST-B multiple-choice questions and written responses (any or all subtests taken on one date) ....	\$50
WEST-E test or subtest .....	\$35
Expanded Diagnostic Feedback Service (one WEST-E test or subtest).....	\$65
Fee for additional copy of WEST-B or WEST-E test results (per copy).....	\$10
Fee for processing a disputed credit card charge or a personal check returned by a bank.....	\$20

A limited number of financial aid vouchers have been made available by the PESB through Washington educator preparation programs.

### Payment Methods

The fees for Internet registration, telephone registration, and changes to registration made on the Internet must be paid using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without a VISA or MasterCard logo cannot be accepted. The merchant name that will appear on your credit card statement is "Eval Systems Test Fee."

The fees for registration by U.S. mail and other services requested by mail ("Additional Service Fees" in the table above) must be paid by check or money order. Fees for registration by U.S. mail during the late registration period, fees for additional copies of your test results or score verification, and fees for the Expanded Diagnostic Feedback Service must be paid by cashier's check or money order; personal checks are not accepted for these services. Checks and money orders should be made payable to Evaluation Systems in U.S. dollars. Please write the last five digits of your social security number on your payment. Do not send cash. If you are applying a voucher toward part of your test fee, be sure to enclose the original voucher with your registration form and payment.

### Payment Policies

If you register to take the same test on multiple test dates and pass the test on the first test date, you will not be issued a refund for your additional registrations on the basis of your passing performance (see "Testing on Consecutive Test Dates" below for additional information).

If, for any reason, your payment for a test date or test service does not clear (for example, if your personal check is returned by the bank or if you dispute a credit card charge), you will have an outstanding balance with Evaluation Systems. In this case,

- ▶ you will be assessed an additional fee to cover the processing required to clear your account;
- ▶ you will not be allowed to register for future test dates until your balance, which includes the additional fee, is paid in full;
- ▶ you must make your payment to clear your account by cashier's check or money order only, unless you are making a subsequent credit card payment for additional services, in which case your credit card will be billed for both the outstanding balance and the additional requested services.