

Preparing for the Next Assessment Cycle

This section includes information about retake rules; selecting the components you wish to retake; retaking the parts of Component 1 and Components 2, 3, and 4; and retake fees and deadlines.

What Happens to Your Scores?

National Board will automatically bank your component scores as you work toward completing all components for certification. Note that your highest numeric score—whether it is the initial attempt score or a retake score—is used to compute your total weighted scaled score.

Important Completion and Retake Rules

Please be aware of the following rules and information:

- You must attempt each of the four components within the first three years of your candidacy.
- You have a five-year window to achieve certification. If you do not achieve certification within the five-year window, you may start the entire certification process again as a first-time candidate.
- There is no minimum or maximum score requirement to retake a component; you may need to retake even if you have met both unweighted average score requirements on the assessment center and portfolio sections.
- You have up to two retake attempts for each component. You can retake at any time during the five-year window and retake years do not have to be consecutive. You can have a year when you take or retake no components; however, it does not extend your three-year window to initially attempt each of the four components or the five-year window within which certification can be achieved.
- For Component 1, you can elect to retake one or more of the three constructed response items/exercises and/or the selected response item part. Candidates have up to two retakes for each part of Component 1 at any time during the five-year window. (see “[Maximum Number of Allowed Retake Attempts](#)” in this document). **NOTE:** Although the topic of the constructed response items and/or selected response item part you retake will be the same, you are likely to receive a different version of the item and/or a different selected response item part than the one you took during your initial attempt.
- The highest unweighted numeric score received from all attempts of an individual component will be used for total weighted scaled score calculation. A score designation of NS (not scorable) counts as an attempt.
- Portfolio components submitted and/or Component 1 parts attempted in accordance with the National Board’s retake rules and by the appointed deadline will be scored during the next regularly scheduled scoring cycle; scoring cycles are typically scheduled between June 1 and August 31 of each year, with scores reported on or before December 31.
- For information on retake fees, please consult the *Guide to National Board Certification*, or visit the National Board website (www.nbpts.org/national-board-certification).

- **IMPORTANT (World Languages only):** World Languages candidates must meet the National Board World Languages Standards for language proficiency by providing official American Council on the Teaching of Foreign Languages (ACTFL) Speaking and Writing Proficiency Certificates with a rating at or above the required level. For information about ACTFL requirement and information about obtaining the certificates, please consult the *Guide to National Board Certification* on the National Board website (www.nbpts.org/national-board-certification).

Retake Considerations

Until you have completed all four of the components and receive your scores, you will not have all the information you need to definitively know if you should retake any component or component part in order to meet all of the three distinct score requirements needed to achieve certification. Having scores for all of the components will help you determine what to retake and how score increases will affect the assessment center section and portfolio section unweighted average score requirement and the total weighted scaled score requirement.

- If you have not met the assessment center section unweighted average score requirement of at least 1.75, you will need to retake one or more parts of Component 1 in an attempt to earn a 1.75 or higher.
- If you have not met the portfolio section unweighted average score requirement of at least 1.75, you will need to retake one or more of the portfolio components. You will not know if you met the portfolio section until you have attempted Components 2, 3, and 4.
- Meeting the unweighted average score requirement of 1.75 or higher on the assessment center and portfolio sections is necessary but does not ensure you will meet the total weighted scaled score requirement of 110, which is also necessary to achieve certification. You could earn an unweighted average score of at least 1.75 on both the assessment center section and the portfolio section and not meet the total weighted scaled score requirement, and you would not achieve certification. Additionally, in rare cases, you could earn a total weighted scaled score of at least 110 and not meet one of the section's average score requirement, and therefore you would not achieve certification.
- You will not know whether you met the total weighted scaled score of 110 until you have attempted and received numeric scores for all four of the components (i.e., Components 1–4).
- Consider how to maximize your retake opportunities for meeting or surpassing section average requirements *and* the performance standard of 110. Even if you have met the section average score requirements, if you do not meet the total weighted scaled score requirement of at least 110, you will need to retake one or more parts of Component 1 and/or one of the portfolio components.
- In rare cases, it is possible to earn a total weighted scaled score of at least 110 and not meet one of the section average score requirements.

Maximum Number of Allowed Retake Attempts

You have up to two retake attempts for each component. A score of NS (not scorable) counts as an attempt. If you have not met a section score requirement and have attempted all available retakes related to that score requirement, you will not be allowed to continue the certification process. For example, consider a candidate who has retaken Component 1 in its entirety twice in the first three years of his/her candidacy, and on none of the three attempts (including the initial) has he/she met the average section score of at least 1.75. There is no

probability of achieving certification and the candidate should not continue. Candidates in this situation can start the entire certification process again as a first-time candidate.

Score Calculator

You are encouraged to use the National Board’s online score calculator to measure the impact of possible new scores. The calculator will be located with your score report when scores are released. A version of the score calculator is located at www.nbpts.org/scorecalculator/. This hands-on tool can help you develop your strategy for retaking portfolio components and parts of Component 1.

Test out various scenarios. You will be able to insert new scores in the highest unweighted score column to see the effect of scores on the following:

- assessment center section average score
- portfolio section average score
- total weighted scaled score
- whether you met **each** of the three distinct score requirements. If you met the requirement, you will see “Yes” in the Met Score Requirement column. You will see “No” if the scores do not meet the requirement.

Make your calculations using only estimates of reasonable score increases on the scoring rubric, or unweighted, scale.

A screenshot of the online score calculator is presented below.

Assessment Center Section: Component 1		Highest Unweighted Score (HUS)	Scaling Weight (SW)	Weighted Scaled Score (HUS x SW)
Exercise 1	<input type="text" value="0"/>		2,788	0,000
Exercise 2	<input type="text" value="0"/>		2,788	0,000
Exercise 3	<input type="text" value="0"/>		2,788	0,000
Selected Response Items	<input type="text" value="0"/>		8,365	0,000
Assessment Center Section Average Score:				0,000
Portfolio Section: Components 2, 3, & 4		Highest Unweighted Score (HUS)	Scaling Weight (SW)	Weighted Scaled Score (HUS x SW)
Component 2	<input type="text" value="0"/>		6,274	0,000
Component 3	<input type="text" value="0"/>		12,548	0,000
Component 4	<input type="text" value="0"/>		6,274	0,000
Portfolio Section Average Score:				0,000
Total Weighted Scaled Score:				0
Score Requirements	Highest Score	Met Score Requirement?		
Assessment Center Section Average Score of at least 1.75	0,000	No		
Portfolio Section Average of at least 1.75	0,000	No		
Total Weighted Scaled Score of at least 110	0	No		

Selecting Your Retake Components

There are two major questions to consider when selecting the appropriate portfolio components and/or parts of Component 1 to retake:

1. How likely is it that your score on a given component/part will improve?
2. How much will any individual improved score(s) affect your total weighted scaled score?

National Board resources are available to assist you as you evaluate your score report and choose which portfolio components and/or parts of Component 1 to retake. To determine which portfolio components and/or parts of Component 1 to retake, consider the steps described on the following pages:

- Determine how many points you need to increase your score to meet each of the three score requirements. The three score requirements you must meet in order to achieve National Board Certification are
 - assessment center section average score of at least 1.75,
 - portfolio section average score of at least 1.75, *and*
 - total weighted scaled score of at least 110.
- Estimate your possible unweighted rubric score increase for each component and/or parts of Component 1.
- Use the score calculator to measure the impact of possible new unweighted rubric scores and compute the scores needed to achieve National Board Certification. The link to the calculator is located in your score report. Remember to make your calculations using only estimates of reasonable score increases.
- Insert new numbers in the highest unweighted score column to see the effect on the assessment center section unweighted average, the portfolio section unweighted average, and the total weighted scaled score of 110..
- Assess your personal strengths and weaknesses relative to each eligible component/part.
- For portfolio components, read any standardized feedback statements on your score report to gain insight about how to improve your performance (see "[Understanding the Standardized Feedback Statements for Portfolio Components](#)" in this document for more information).
- Solicit feedback on your portfolio components.
- Consider other personal factors that may affect your choice about which components and/or parts of Component 1 to retake.

Example Retake Scenarios

The following section outlines possible retake scenarios. As you review these scenarios, you should also refer to your own score report, which lists your scores. For information on how to review your score report, see "[Understanding Your Score Report](#)" in this document.

Scenario 1

The example presented below represents a scenario where the assessment center section average score of at least 1.75 is not met.

Assessment Center Section				
Component 1: Content Knowledge	Assessment Cycle	Highest Unweighted Score (HUS)	Scaling Weight (SW)	Weighted Scaled Score (HUS x SW)
Exercise 1	2016 - 2017	1.125	2.788	3.137
Exercise 2	2016 - 2017	1.000	2.788	2.788
Exercise 3	2016 - 2017	2.000	2.788	5.576
Selected Response Items	2016 - 2017	2.763	8.365	23.112
Assessment Center Section Average Score:		1.722		

The candidate earned an assessment center section average score of 1.722, so did not meet the minimum unweighted average score of 1.75 required on the assessment center section. The candidate must retake one or more parts of Component 1. **NOTE:** Candidates have up to two retakes for each part of Component 1 during the five-year window.

To determine which parts of Component 1 to retake, the candidate would consider the steps described below:

Step 1: Determine how many points you need to increase your assessment center section average score to meet the requirement of at least 1.75.

In order to achieve a 1.75 average score, you need to earn a total of 7.000 points on the four parts of the assessment center section ($7.000/4 = 1.75$).

Example: This candidate earned a total assessment center section score of 6.888 ($1.125 + 1.000 + 2.000 + 2.763$). This candidate would need to earn at least 0.112 points ($7.000 - 6.888 = 0.112$) to achieve the score requirement of at least 1.75 on the assessment center section. Keep in mind that 1.75 represents only *limited* evidence of accomplished teaching and is not necessarily sufficient to achieve certification. This candidate would likely benefit from banking the higher score received on the selected response items and retaking two or three exercises.

Step 2: Estimate your possible unweighted rubric score increase for each part of Component 1.

You can determine a *reasonable* score increase only after careful consideration of your original performance and a realistic assessment of how much you can improve the qualities of evidence to meet the Standards measured by the constructed response items and selected response items.

- Exercise 1 had a rubric score of 1.125. The candidate estimates a reasonable score increase of 1.000 for Exercise 1, which will raise the rubric score to 2.125.
- Exercise 2 had a rubric score of 1.000. The candidate estimates a reasonable score increase of 2.000 for Exercise 2, which will raise the rubric score to 3.000.
- If the candidate achieves this increase, the assessment center section average score will increase to 2.472, which exceeds the minimum score requirement of 1.75 and increases the potential for meeting or surpassing the overall performance standard of 110.

NOTE: The candidate may want to consider retaking an *additional* Component 1 exercise/part to maximize the potential for meeting or surpassing the performance standard of 110.

Example Retake Scenario: Using the National Board’s score calculator, the candidate decides to measure the impact of an increased score on Exercise 1 and Exercise 2.

Assessment Center Section: Component 1	Highest Unweighted Score (HUS)	Scaling Weight (SW)	Weighted Scaled Score (HUS x SW)
Exercise 1	2.125	2.788	5.924
Exercise 2	3	2.788	8.364
Exercise 3	2	2.788	5.576
Selected Response Items	2.763	8.365	23.112
Assessment Center Section Average Score: 2.472			

Portfolio Section: Components 2, 3, & 4	Highest Unweighted Score (HUS)	Scaling Weight (SW)	Weighted Scaled Score (HUS x SW)
Component 2	0	6.274	0.000
Component 3	0	12.548	0.000
Component 4	0	6.274	0.000
Portfolio Section Average Score: 0.000			

Total Weighted Scaled Score: 43

Score Requirements	Highest Score	Met Score Requirement?
Assessment Center Section Average Score of at least 1.75	2.472	Yes
Portfolio Section Average of at least 1.75	0.000	No
Total Weighted Scaled Score of at least 110	43	No

Scenario 2:

The example presented below represents a scenario where the portfolio section average score of at least 1.75 is not met.

Portfolio Section				
Component Name	Assessment Cycle	Highest Unweighted Score (HUS)	Scaling Weight (SW)	Weighted Scaled Score (HUS x SW)
Component 2: Differentiation in Instruction	2016 - 2017	2.125	6.274	13.332
Component 2 Feedback Statements:				
You may wish to provide clearer evidence of your insight into student learning through your recognition of students' individual learning differences.				
You may wish to provide clearer evidence that you set appropriate goals for student learning and connect those goals to differentiated instruction and individual student needs.				
You may wish to provide clearer evidence that you give appropriate individual feedback and next steps to each student.				
You may wish to provide clearer evidence of your ability to engage in reflective thinking about how your instruction is differentiated to meet the needs of individual students.				
Component 3: Teaching Practice and Learning Environment	2016 - 2017	1.000	12.548	12.548
Component 3 Feedback Statements:				
You may wish to provide evidence that you understand child development and have insight into student differences and learning motivations.				
You may wish to provide evidence that you foster an equitable setting that provides a safe, intellectually challenging environment for the students.				
You may wish to provide evidence of your knowledge of the subject as you appropriately design and deliver your classroom lessons.				
Component 4: Effective and Reflective Practitioner	2016 - 2017	2.000	6.274	12.548
Component 4 Feedback Statements:				
You may wish to provide clearer evidence of knowledge of your students through analysis and discussion of prior-year student assessment data, collected observational data, and relevant information obtained from families and colleagues.				
You may wish to provide clearer evidence that you apply knowledge gathered about the students when establishing learning goals and when planning instruction.				
Portfolio Section Average Score:		1.708		

The candidate earned a portfolio section unweighted average score of 1.708 and did not meet the minimum unweighted average score of 1.75 required on the portfolio section. The candidate must retake one or more portfolio components.

To determine which portfolio components to retake, the candidate would consider the steps described below:

Step 1: Determine how many points you need to increase your portfolio section average score to meet the requirement of at least 1.75.

In order to achieve a 1.75 average score, you need to earn a total score of 5.25 on the three portfolio components ($5.25/3 = 1.75$).

Example: This candidate earned a total portfolio section score of 5.125 ($2.125 + 1.000 + 2.000$). This candidate would need to earn at least 0.125 points ($5.25 - 5.125 = 0.125$) to achieve the minimum average score of 1.75 required on the portfolio section. This candidate would likely benefit from banking the higher scores received on Components 2 and 4 and retaking Component 3.

Step 2: Estimate your possible unweighted rubric score increase for each component in the portfolio section.

Determine a *reasonable* score increase only after careful consideration of your original performance and a realistic assessment of how much you can improve the qualities of evidence to meet the Standards measured by the portfolio components.

- Component 3 had a rubric score 1.000. The candidate estimates a reasonable score increase of 1.000, which will raise the rubric score to 2.000.
- If the candidate achieves this increase, the portfolio section average score will increase to 2.042, which exceeds the minimum score requirement of 1.750 and increases the potential for meeting or surpassing the overall performance standard of 110.

NOTE: The candidate may want to consider retaking an *additional* portfolio component to maximize the potential for meeting or surpassing the performance standard of 110.

Example Retake Scenario: Using the National Board’s score calculator, the candidate decides to measure the impact of an increased score on Component 3.

Assessment Center Section: Component 1	Highest Unweighted Score (HUS)	Scaling Weight (SW)	Weighted Scaled Score (HUS x SW)
Exercise 1	0	2.788	0.000
Exercise 2	0	2.788	0.000
Exercise 3	0	2.788	0.000
Selected Response Items	0	8.365	0.000
Assessment Center Section Average Score: 0.000			

Portfolio Section: Components 2, 3, & 4	Highest Unweighted Score (HUS)	Scaling Weight (SW)	Weighted Scaled Score (HUS x SW)
Component 2	2.125	6.274	13.332
Component 3	2	12.548	25.096
Component 4	2	6.274	12.548
Portfolio Section Average Score: 2.042			

Total Weighted Scaled Score: 51

Score Requirements	Highest Score	Met Score Requirement?
Assessment Center Section Average Score of at least 1.75	0.000	No
Portfolio Section Average of at least 1.75	2.042	Yes
Total Weighted Scaled Score of at least 110	51	No

Scenario 3

The example presented below represents a scenario where the overall performance standard of 110 is not met. The candidate earned a total weighted scaled score of 103 and did not meet the performance standard of 110. The candidate met the assessment center and portfolio section requirements, but the candidate must still retake one or more parts of Component 1 and/or one or more portfolio components in order to increase the total weighted scaled score to meet the performance standard of 110.

Assessment Center Section				
Component 1: Content Knowledge	Assessment Cycle	Highest Unweighted Score (HUS)	Scaling Weight (SW)	Weighted Scaled Score (HUS x SW)
Exercise 1: Analyzing Student Reading	2016 - 2017	2.125	2.788	5.925
Exercise 2: Writing Development	2016 - 2017	3.000	2.788	8.364
Exercise 3: Literacy Across the Curriculum	2016 - 2017	2.000	2.788	5.576
Selected Response Items	2016 - 2017	2.763	8.365	23.112
Assessment Center Section Average Score:		2.472		

Portfolio Section				
Component Name	Assessment Cycle	Highest Unweighted Score (HUS)	Scaling Weight (SW)	Weighted Scaled Score (HUS x SW)
Component 2: Differentiation in Instruction	2016 - 2017	2.125	6.274	13.332
Component 2 Feedback Statements:				
You may wish to provide clearer evidence that you set appropriate goals for student learning and connect those goals to differentiated instruction and individual student needs.				
Component 3: Teaching Practice and Learning Environment	2016 - 2017	2.750	12.548	34.507
Component 3 Feedback Statements:				
You may wish to provide more consistent and convincing evidence of insight on your future instructional practices.				
Component 4: Effective and Reflective Practitioner	2016 - 2017	2.000	6.274	12.548
Component 4 Feedback Statements:				
You may wish to provide clearer evidence that you critically examine your practice to deepen your knowledge, expand your repertoire, and incorporate new findings.				
Portfolio Section Average Score:		2.292		
			Total Weighted Scaled Score	103

To determine which components/part to retake, the candidate would consider the steps described below:

Step 1: Determine how many points you need to increase your total weighted scaled score to meet or surpass the requirement of at least 110.

Example: This candidate earned a total weighted scaled score of 103. This candidate would need to earn at least 7 more weighted scaled score points to achieve the performance standard of 110.

Step 2: Estimate your possible unweighted rubric score increase for each component.

Determine a *reasonable* score increase only after careful consideration of your original performance and a realistic assessment of how much you can improve the qualities of evidence to meet the Standards measured by the components.

- Component 1 Exercise 3 had an unweighted rubric score of 2.000 that equaled a weighted scaled score of 5.576. Component 4 had an unweighted rubric score of 2.000 that equaled a weighted scaled score of 12.548.
- The candidate estimates a reasonable unweighted score increase of .750 for Component 1 Exercise 3 and an increase of .750 for Component 4, which will raise both the unweighted rubric scores to 2.750 and the weighted scaled scores to 7.667 and 17.253, respectively.
- If the candidate achieves both increases, the candidate's total weighted scaled score will increase to 110, achieving the total weighted scaled score requirements of at least 110.

NOTE: The candidate may consider retaking an *additional* Component 1 part and/or an additional portfolio component to maximize the potential for meeting or surpassing the performance standard of 110.

Example Retake Scenario: Using the score calculator, the same candidate measures the impact of an increased score on Component 3.

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Assessment Center Section: Component 1	Highest Unweighted Score (HUS)	Scaling Weight (SW)	Weighted Scaled Score (HUS x SW)
Exercise 1	2.125	2.788	5.924
Exercise 2	3	2.788	8.364
Exercise 3	2.75	2.788	7.667
Selected Response Items	2.763	8.365	23.112
Assessment Center Section Average Score: 2.660			

Portfolio Section: Components 2, 3, & 4	Highest Unweighted Score (HUS)	Scaling Weight (SW)	Weighted Scaled Score (HUS x SW)
Component 2	2.125	6.274	13.332
Component 3	2.75	12.548	34.507
Component 4	2.75	6.274	17.254
Portfolio Section Average Score: 2.542			

Total Weighted Scaled Score: 110

Score Requirements	Highest Score	Met Score Requirement?
Assessment Center Section Average Score of at least 1.75	2.660	Yes
Portfolio Section Average of at least 1.75	2.542	Yes
Total Weighted Scaled Score of at least 110	110	Yes

For all retake decisions, consider these additional steps:

Step 3: Assess your personal strengths and weaknesses relative to each of the components and/or parts of Component 1.

Identifying your personal strengths and weaknesses will allow you to make informed choices about the retake process. The following questions may assist you when considering next steps:

- Do you feel more comfortable responding to constructed response items/exercises or selected response items?
- Have you identified strategies to help you prepare for a timed assessment?
- What areas within your content do you feel you need to improve upon? Do you feel confident about your content knowledge across the entire developmental level for the chosen certificate area?
- When comparing each of your portfolio responses to the rubric for the portfolio component, do you understand why your response received the score it did? If you readily recognize what evidence was not presented in your response, this component may be a good retake choice.
- Do you have strategies for improving your level of performance on portfolio components based on your understanding and evaluation of the rubrics?

REMINDER: There are three score requirements to meet in order to achieve National Board Certification. Achieving the minimum average score on both the assessment center section and the portfolio section does not ensure that a candidate will meet the total weighted scaled score required for certification. Additionally, a Level 4 or Level 3 performance is not required for each component and constructed response item. An accomplished performance on one component may compensate for a less-than-accomplished performance on another component as long as all of the score requirements are met. The score requirements are described in more detail in the "[Score Requirements for Achieving Board Certification](#)" section of this document.

Step 4: For portfolio components, read any standardized feedback statements on your score report to gain insight about how to improve your performance.

Feedback statements identify aspects of your component that may be improved with evidence that better demonstrates the Five Core Propositions, your Standards, and the scoring rubric. See "[Understanding the Standardized Feedback Statements for Portfolio Components](#)" in this document for more information.

Step 5: Solicit feedback from colleagues on your portfolio components.

You may want to have a mentor, fellow candidate, or National Board Certified Teacher provide constructive criticism on your portfolio components and assist you in determining which component or components to retake.

The information presented in this *Scoring Guide* is intended to help you gain insight into your performance. National Board assessors, particularly National Board Certified Teachers, may be willing to provide supportive, constructive feedback on portfolio components before candidates submit those portfolios for scoring. However, you should not rely on the opinions of support providers, professional colleagues, or others who may have served as assessors. When reviewing candidate performances outside of formal scoring sessions, assessors are not permitted to predict what scores those performances might receive.

Step 6: Consider other personal factors that may affect your choice of which components and/or parts of Component 1 to retake.

Ask yourself the following questions to help make a decision:

- *Are you still teaching in the same certificate area?*

If your teaching assignment has changed since your initial certification attempt and you are retaking a portfolio component, you will need to borrow a class that falls within the age range for the certificate area.

- *Are your professional and personal obligations likely to increase, decrease, or remain the same across the five-year window?*

Consider your time commitments, including personal, social, professional, and household responsibilities. Understanding your time commitments can help you determine when you will have enough time to retake components.

- *Should you retake more than one component in a single year?*

You must attempt each of the four components within the first three years of your candidacy. You should consider the time commitment that is needed compared with your obligations. If your obligations will be especially heavy during the current school year, it might be better to wait until the following year to apply to take/retake one or more components. Cost is another factor to consider. If you apply and pay the fees for multiple components but don't have time to complete them all during the cycle in which you apply, you will forfeit the fee for the uncompleted component(s).

Rules for Retaking Portfolio Components

If you choose to retake a portfolio component, you will need to review the *General Portfolio Instructions* and component instructions located at www.nbpts.org/national-board-certification/candidate-center. Keep in mind the following retake rules for preparing and submitting a classroom-based portfolio component:

- The **Contextual Information Sheet** may remain the same if it accurately describes your current teaching context.
- **Descriptive aspects of your teaching context** in the Written Commentary and some forms associated with the component may remain the same; therefore, your retake submission may have some similarities to the Written Commentary and forms you previously submitted in the area of instructional context.
- **Descriptive aspects of your lesson or assignment** in the Written Commentary and some forms associated with the component may remain the same because you may use the same lesson or assignment you previously submitted. However, if you do submit the same lesson or assignment, all work must be completed within the 12 months prior to the opening of the ePortfolio Submission Window as described in the *Guide to National Board Certification*. You should carefully consider whether this lesson or assignment allows you to provide evidence that meets the performance standards for this component. You also need to consider whether using the same lesson or assignment will permit you to develop the required **new and original analyses and reflections on your teaching practice** and provide clear, consistent, and convincing evidence.
- **Analysis and reflection aspects of your teaching practice** in the Written Commentary **must be completely new and original**, not identical or amended versions from any component previously submitted. Consequently, a classroom-based retake component with cutting and pasting or rearranging of sentences and

paragraphs from your previously submitted analyses and reflections would be an amended version that does not adhere to this rule. If you do not adhere to this rule, you will **receive a not scorable (NS) for the component on your score report.**

- **The student work samples or video recordings** contained in a retake component **must be completely new and original** and have occurred within the 12 months preceding the opening of the ePortfolio Submission Window, not identical or amended versions from any component previously submitted. If you do not adhere to this rule, you will **receive a not scorable (NS) for the component on your score report.**

Retake portfolio components are compared to your previously submitted, corresponding portfolio components. If a retake portfolio component does not adhere to the retake rules, you will receive a not scorable (NS) for the component on your score report.

Retake Fees and Deadlines

For information on retake fees and deadlines, please review the *Guide to National Board Certification* on the National Board website (www.nbpts.org/national-board-certification).

Filing an Appeal

Candidates who wish to file an appeal should review the appeal process found in [Appendix A](#).

Ways to Prepare for the Next Assessment Cycle

Here is a list of suggestions to help you prepare for the next assessment cycle:

- Register for the next assessment cycle and keep your contact information updated by accessing your account on the National Board website (www.nbpts.org/log-in).
- If you have not already, go to www.nbpts.org/in-your-state. Here you will find information about funding, incentives, and state/district contacts who can provide assistance.
- Access the *Guide to National Board Certification* for important information about registration, fees, deadlines, and additional resources at www.nbpts.org/national-board-certification.
- Stay engaged with the National Board, visit www.nbpts.org/national-board-certification, and check your email regularly for updates and information.

Next Steps

As you move forward with the certification process and in your career, please stay engaged with the National Board. It is important that you update your contact information as needed on your account on the National Board website (www.nbpts.org/log-in). The National Board will keep you updated with developments affecting the certification process and National Board Certified Teachers.

Once you achieve National Board Certification, consider serving as a mentor to candidates or as an assessor.

If you have not yet achieved National Board Certification, we encourage you to continue with your commitment to this professional certification process.

Appendix A: Appeal Process

Filing an Appeal

Before releasing score reports to candidates, the National Board carefully reviews the assessment materials, the scoring system, and performance standards applied during the scoring process to ensure that all scoring decisions are valid, reliable, and accurate. If you determine there is good cause to believe that your score is inaccurate, you may appeal a scoring and/or certification decision.

Because the cost of filing an appeal is significant, it is important to disclose that most candidates who file an appeal do not establish good cause.

Candidates who wish to file an appeal should first consider the information below.

Using the Score Verification Service

The Score Verification Service offers candidates the option to have one or more scores verified. A fee of \$75 per score verified, which can be paid by credit card online, is charged to the candidate for this service. No explanation of the request is required and a response is guaranteed within 30 days. In the past, many candidates who filed an appeal could have first verified the accuracy of their results at a lower cost through score verification. The National Board strongly encourages candidates to make use of the Score Verification Service before deciding if an appeal is in their best interest. (Please note that score verification does not involve rescoring a candidate's response.)

Applying to Retake While Filing an Appeal

The National Board requires three months to investigate and resolve an appeal. You will not learn of an appeal's outcome before the retake application deadline. If you choose to file an appeal and are eligible to retake, you are encouraged to simultaneously submit a retake application so as not to lose a year of retake eligibility.

Establishing Good Cause

The option to appeal a score or certification decision is complex. Under National Board policy, an appeal cannot be successful unless a candidate establishes good cause for reconsideration under the specific criteria established by the National Board.

Filing an appeal requires payment of a \$500 fee (by check or money order only), plus written documentation and supporting evidence from the candidate to justify the appeal.

To establish good cause, the candidate must identify some particular circumstance or condition that renders the certification decision fundamentally unfair.

The reasons presented below do **not** establish good cause to file an appeal:

- Good cause will **not** be established if the appeal's sole or primary basis is that the candidate or others disagree with either the certification decision and/or one or more portfolio component/constructed response item score(s). For example, it is not considered good cause if the candidate does not believe the score is accurate and/or that assessors overlooked or did not properly weigh evidence provided in a response.

- Good cause will **not** be established if the appeal's sole or primary basis is that the candidate or others disagree with or seek an exception from the performance standard, or do not agree with some component of the procedures by which weighted scores are derived, such as the weights ascribed to items, the computation of the total weighted scaled score, or the scale. For example, a candidate cannot establish good cause by challenging the Standards, the portfolio instructions, or scoring processes.
- Good cause will not be established if the appeal's sole or primary basis is that the candidate failed to understand or follow National Board policy and procedures, failed to understand or follow instructions published in the assessment materials, failed to submit required materials or documents, or failed to perform in a manner that would have best presented the candidate's qualifications for certification. Please note that this includes, but is not limited to, the failure to report assessment center problems within seven days of a testing session. Candidates will not establish good cause by citing assessment center problems that were not previously reported in accordance with the procedures outlined in the *Assessment Center Policy and Guidelines*, available at the National Board website (www.nbpts.org/national-board-certification).
- There are no circumstances under which a mere disagreement with the score given to a portfolio entry or assessment center exercise on an assessment will constitute good cause or result in the award of additional "points."
- This policy applies regardless of how close a candidate comes to achieving certification.

Procedure and Timeline

Candidates who wish to submit a letter of appeal must follow the instructions below:

- Send a letter with the filing fee of \$500 (personal check, institutional check, or money order payable to the National Board) to:

National Board for Professional Teaching Standards
Attention: Certification Appeals
1525 Wilson Blvd., Suite 700
Arlington, VA 22209
- Include in the letter all pertinent details supporting the appeal, as well as any supporting documentation. The letter and any supporting documentation should be specific, and only materials that are directly relevant to showing "good cause" should be included. National Board will not return any materials or release the name of any assessor.
- The National Board receives appeals only once a year for a period not to exceed 60 days following the release of scores. During that period, a candidate can appeal only a score or certification decision that was rendered during that specific score release. The National Board will not consider appeals filed for scores or certification decisions rendered during previous score releases. If a candidate has not filed an appeal by the appeal deadline, scores are considered final and are closed to subsequent appeal.

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