

Substitute Paraprofessional Testing - Important Information

Prior to scheduling the test, it is advisable that a testing candidate complete the on-line tutorial. The on-line tutorial is located at: https://parapro.ets.org/parapro/candidate/tutorial_welcome.jsp

To schedule an ETS test, please contact Hope Hansen or Megan Van Geystel, 509-633-2143 or email hhansen@gcdsd.org or mvangeystel@gcdsd.org. The cost of the test is \$55.00, payable cashier's check, money order or personal check only.

The day of the test, please report to the District Office, 110 Stevens Ave., Coulee Dam, WA 99116.

There are several testing guidelines:

- ✓ Using a telephone or cellular phone during the test session is prohibited. Please make sure that cell phones, pagers, etc. are turned off.
- ✓ Using prohibited aids, such as compasses, protractors, rulers, calculators, watch alarms, listening devices, beepers, pagers, watch calculators, books, pamphlets, stereos or radios with headphones, dictionaries (including electronic), translators, any other personal digital/electronic devices, and recording or photographic devices is not allowed. Please do not bring any of these items with you.
- ✓ Obtaining improper access to the test, a part of the test, or information about the test is prohibited.
- ✓ One piece of 8 ½ by 11 inch scratch paper will be provided to each test taker. When the test is completed, the scratch paper must be returned to the test administrator and it will be destroyed.
- ✓ The test takes 2 ½ hours and there are no scheduled rest breaks during a test session. If a candidate must leave the testing room briefly during the test to go to the rest room or take medication the 2 ½ hour limit will continue to count down.

The test consists of 90 multiple-choice questions across the subject areas of reading, mathematics, and writing. Approximately two-thirds of the questions in each subject area focus on basic skills and knowledge, and approximately one-third of the questions in each subject area focus on the application of those skills and knowledge in a classroom context. Fifteen of the questions in the test (five in each subject) are pretest questions and do not count toward the candidate's score. The test questions are arranged by subject area, with reading first then mathematics, then writing.

The candidate's unofficial score report will open in the browser/window upon exiting the test. ETS will send an official score report to the candidate within two to three weeks of testing.

NOTE: It is your responsibility to submit a copy of your score report to the District Office. Until the test score is submitted, your employment requirements are not met.

To schedule a retake, please contact the District Office, 509-633-2143. Retakes cost \$55.00, payable by cash or check only and must be paid prior to the retake. You must wait 30 days to retake the test.