

UHCL TExES Exam Personal Study Plan

Name: _____

UHCL ID: _____

Certification Program: _____

TEA ID: _____

TExES Exam: _____

Instructor Approval: _____ Date: _____

In order to be approved to attempt any certification exam, the candidate must complete a UHCL TExES Exam Personal Study Plan. This will be submitted along with the Practice Exam score report from the approved list found on the State Assessment website <https://www.uhcl.edu/education/certification/state-assessments/>

To Request Approval to Complete a TExES Exam:

1. Upload your Practice Exam Score Report to the **TEP COE Teacher Education Program Admission** Canvas Shell. Click on Assignments – Practice Exam Score Reports
2. Send a request for Exam approval to: **StateAssessments@uhcl.edu**
3. Students may take practice exams without permission to score the minimum passing standard (255 or 85%)
4. All Personal Study Plans and Practice Exams must be updated every four months in order to receive exam approval. To keep your Personal Study Plan up-to-date, you will upload PART 3 below to the **TEP COE Teacher Education Program Admission** Canvas Shell.
5. Core Subjects candidates must submit the PSP documents and Practice Exams for **ALL** subjects/contents for testing approval.
6. Once the Request for Exam Approval has been received by the State Assessments Office, students should expect registration approval via email.

TO BE COMPLETED DURING TCED 4100/4102 OR ECED 4100/5010

Review and initial each statement below.

Initial	Statements
	I will study the recommended number of hours for each exam. ☐ Core Subjects EC-6/4-8: minimum 5 hours per subject/content area (ELAR, Math, Science, Social Studies, FA/PE/Health) ☐ Early Childhood: PK-3: 15 hours minimum ☐ 4-8 Content Specific: 25 hours minimum ☐ 7-12 Content Specific: 25 hours minimum ☐ Science of Teacher Reading (STR) as required per certification: 15 hours minimum ☐ PPR: 15 hours minimum ☐ Special Education Specialist (EC-12 186): 15 hours ☐ Additional exams: 15 hours minimum (BTLPT, BIL, ESL) ○ BESS 165 and special permission for the BIS and BTLPT ○ <i>Supplemental exams: 25 hours minimum (BESS/165)</i> ○ Note: As of Sep 1st, 2026, permission is no longer provided for taking the BIL and BTLPT unless you have passed at least one of these tests. All students are asked to take the BESS. ○ Note: For BESS, BTLPT, and BIL, please submit a reflection and a copy of your practice test (85% or above).
	I understand that it is the quality of my study time, not simply the quantity of hours that will assist me in passing the TExES certification exams.
	I will record my study time and resources in PART 1 AND PART 2 below. For Core Subjects – only ONE subject/content area per PSP page is to be recorded.
	I will make a plan to study and be prepared to attempt the appropriate TExES Exams for my Certification according to the UHCL Performance Gates and the Degree Course Map created with my COE Advisor.
	I understand that this PSP will expire in 4 months and I will need to continue studying and submit STEP 3 - PSP Check-ins (see below) to receive exam approval.
	I acknowledge that falsifying information on this document or using outside resources while completing the Practice Exam is considered a violation of the UHCL Academic Honesty Policy and the COE Dispositions Policy.

Student Acknowledgement: _____ Date: _____

Instructor Signature _____ Date: _____

Personal Study Plan Directions:

1. Make a copy of this document and name it LastName_FirstName_Test (i.e. PPR Poppins_Mary_PPR).
2. Complete a Diagnostic Test from one of the approved Practice Exams. You can find a list of approved exams at <https://www.uhcl.edu/education/certification/state-assessments>
3. Review your Diagnostic Score Report and analyze the results using the table in **STEP 1**.
4. **STEP 1** – complete all four sections of the table in Step 1.
5. **STEP 2** – begin studying and document your study time and activities following the example in Step 2.
6. Submit your PSP in the TCED 4100/TCED4102, ECED 4100/5010 Canvas shell for instructor approval. Legibly handwritten or typed.pdf or MSWord are acceptable; photos, pictures and screenshots will not be accepted.
7. Once your instructor approves the PSP, upload the signed document to the **TEP COE Teacher Education Program Admission** Canvas Shell. This is where you applied to the Teacher Education Program. Click on Assignments – Personal Study Plans. You will be able to upload all of your PSPs to the same assignment submission.
8. **STEP 3** - In various courses (depending on your certification program) you will be asked to complete a PSP Check-In. The purpose of these PSP Check-Ins is to document your exam study process throughout your program coursework.

STEP 1 – Use your Diagnostic Test Results to complete the following table.

Analyze your Diagnostic Test Score Report

- List the Domain and % of the exam
- List the Competency and your % score – highlight the scores below 85%

[illegible]

List your lowest competencies? Provide a definition for each of the competencies. Refer to your exam study guide or 240 Tutoring but use your own words. **Do not copy and paste.**

Competency	Definition

Where do you think the struggle is coming from? Are you able to identify it? Refer to the PK-Guidelines/TEKS to help you see

Competency	PreK Guidelines/TEKS

What are at least 3 additional resources for each Competency you will use to support your understanding of the content? (Ideas: online resources, study guides, 240 webinars, exam prep workshops, meeting with faculty for content support, etc.

Competency	Additional Resources

STEP 2: Map Your Test Ready Plan

Map out your Test Ready Plan (you can do one Competency at a time)

*List each study activity on a separate row. You may add more rows as needed.

[illegible]

STEP 3: PSP Check-In

TO BE COMPLETED AFTER TCED 4100/4102 OR ECED 4100/5010 - will be assigned by course instructors.

Name: _____

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TEA ID: _____

TExES Exam Name and Number: _____

- This will be completed after TCED 4100/4102 or ECED 4100/5010.
- Please address one competency at a time.
- List each study activity on a separate row. You may add more rows as needed.

*All Personal Study Plans and Practice Exams must be updated every four months in order to receive exam approval. To keep your Personal Study Plan up-to-date, you will upload PART 3 below to the **TEP COE Teacher Education Program Admission** Canvas Shell. Click on Assignments – Personal Study Plans. You will be able to upload all of your PSPs to the same assignment submission.

Date	Competency	Deliverable	Time	Future Study Goals
EXAMPLE				
3/14	Geometry & Measurement	240 Quiz & Results – complete quiz and took notes on incorrect responses	1 hour	Review TEKS and Release STAAR questions related to Geometry & Measurement