

## Case-by-Case Exception for Content Exams – Undergraduate Candidates

Please fill out the following details and save a copy as a PDF. This form will be used as the cover page for your review packet. You must complete a new request for EACH exam for which you are requesting an exception.

\_\_\_\_\_  
Candidate First Name

\_\_\_\_\_  
Candidate Last Name

\_\_\_\_\_  
WSU Student ID

\_\_\_\_\_  
Email Address (WSU email for current students)

\_\_\_\_\_  
Candidate Race/Ethnicity

\_\_\_\_\_  
Student Teaching/Internship Semester

\_\_\_\_\_  
WSU Campus

\_\_\_\_\_  
Program

\_\_\_\_\_  
Pullman  
\_\_\_\_\_  
Spokane  
\_\_\_\_\_  
Tri-Cities  
\_\_\_\_\_  
Vancouver

\_\_\_\_\_  
Undergraduate  
\_\_\_\_\_  
Alt Route

\_\_\_\_\_  
Requested Content Exam Exception

Please compile the following documents into **ONE** PDF document in this order:

- Case-by-Case Cover Page (this form)
- A 1-2 page response to the following questions:
  - Reflect upon your overall performance and experience with the content exam. What challenges did you experience? How is your score not indicative of your ability to teach this content to K-12 students? (No more than 1/2 page)
  - What tools or resources will you use to further improve your content knowledge in these specific areas moving forward? (No more than 1/2 page)
  - Make a case that you have the necessary content knowledge to teach every level of your teaching endorsement. Using the [competency chart](#) affiliated with the non-passing exam you are requesting a CBC review for, describe how you have met the specific PESB\* content standards in ways other than the test. Your chart must include compelling evidence linked to coursework, such as descriptions of assignments, projects, and/or portfolios, and your instructor-evaluated performance on them.
- NES or WEST-E Score Reports and Diagnostic Reports for the non-passing exam you are requesting a case-by-case review of
- Transcript(s) (unofficial is acceptable)

\*Washington State Professional Educator Standards Board (PESB) competencies can be found [here](#)

*Directions for converting and combining PDF documents can be found [here](#)*

Please label your documents in the following manner:

Lastname.Firstname.ContentExam    example: Cougar.Butch.ElementarySubtest1NES  
Example: Cougar.Butch.HistoryWEST-E

Please email completed case-by-case packets to [coe.certification@wsu.edu](mailto:coe.certification@wsu.edu) no later than November 1 or March 31.

**Failure to submit a complete packet correctly will slow down the process and be returned for resubmission. If your request is not submitted correctly by the deadline, then your request will not be reviewed until the next semester.**