

Case-by-Case Exception for Content Exams – MIT 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

WSU Campus

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)
 - 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 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.
 - 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)
- NES or WEST-E Score Reports and Diagnostic Reports for the non-passing exam you are requesting a case-by-case review of
- Completed self-evaluation (see the "Endorsement self-evals" column [here](#) for your endorsement area)*
- Transcript(s) (unofficial is acceptable)
- One (1) compelling letter of support from a sponsoring faculty member*

***Only elementary MIT candidates or secondary MIT candidates without a degree in their endorsement area must submit these documents**

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

Please label your documents in the following manner:

Lastname.Firstname.ContentExam

Example 1: Cougar.Butch.ElementarySubtest1NES

Example 2: Cougar.Butch.HistoryWEST-E

Please email completed case-by-case packets to coe.certification@wsu.edu according to your program timeline:

- For MIT programs beginning in the fall, before or on December 1
- For MIT programs beginning in the spring, before or on April 15
- For MIT programs beginning in the summer, before or on July 15

*** 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. ***