



## CANDIDATE PROFILE WORKSHEET INSTRUCTIONS

The Candidate Profile Worksheet is an organized way to gather and consider information about a candidate's preparation needs. The worksheet includes sections for the candidate to provide general background information, information about prior experience (if any) with each test for which he or she is preparing, and the preparation steps he or she has already taken. It also includes a section for an advisor to fill out after meeting with the candidate to indicate specific recommendations for additional coursework, materials, and/or activities that may help the candidate prepare for the test.

**Directions for Candidates:** You may print the worksheet and record your answers by hand, or you may download the worksheet as a Microsoft® Word document from the "Faculty Guide" page on the MTEL web site and type in your responses.

Complete sections A through D. Review sections E and F. Share the completed worksheet with an advisor for further guidance in preparing to take or retake a test.

**Directions for Advisors:** You should find the information on the completed worksheet useful in preparing to meet with the candidate to plan the candidate's test preparation approach. The meeting may also help you learn of any confusion or misinformation the candidate might have about the role the tests play in the licensure process, the content and structure of the tests, expectations for performance on the test, or available program and institutional resources.

Before the meeting, review the completed worksheet and use the information to structure the meeting. Try to learn more about the candidate—how well prepared he or she is in the knowledge and skills measured by the test and the extent of his or her familiarity with the testing program. You may also wish to review the candidate's transcript and/or the candidate's completed Objective-to-Course Matching Chart.

Based on the worksheet information, it may be clear that you should advise the candidate to obtain additional study materials. Record your recommendations for test preparation for the candidate in section F.



# CANDIDATE PROFILE WORKSHEET

Complete this worksheet to help you evaluate your level of preparation for the MTEL®. Indicate your responses in the spaces provided.

## A. BACKGROUND INFORMATION

<b>Date:</b>
<b>Candidate name:</b>
<b>Advisor name:</b>
<b>Major field of study:</b>
<b>Minor field of study:</b>
<b>What is your current academic status?</b> <input type="checkbox"/> Freshman/first year <input type="checkbox"/> Sophomore/second year <input type="checkbox"/> Junior/third year <input type="checkbox"/> Senior/fourth year <input type="checkbox"/> Graduate student <input type="checkbox"/> Part time/transcript evaluation <input type="checkbox"/> Currently employed as an educator <input type="checkbox"/> Not affiliated with educator preparation program

## B. LICENSURE TESTING REQUIREMENTS

List the MTEL tests that you are required to pass for the educator license that you are seeking.

Test/Subtest Name	Test Code	Have you taken this test?	Passing Status
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Passed <input type="checkbox"/> Did not pass
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Passed <input type="checkbox"/> Did not pass
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Passed <input type="checkbox"/> Did not pass
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Passed <input type="checkbox"/> Did not pass

## C. TESTING HISTORY

If you have already taken any of the tests listed in section B, attach copies of your score reports for the two most recent attempts.

## Candidate Profile Worksheet *(continued)*

### D. TEST PREPARATION QUESTIONS

List the MTEL test that you are planning to take and when you are planning to take it. Complete one worksheet per test.

Test/Subtest Name	Test Date	Have you taken this test?
		__ Yes    __ No

Provide the following information about your test preparation to date.

1. Have you obtained and reviewed the test objectives for this test?	__ Yes	__ No
2. Have you completed all or most of the coursework in which the content of this test is taught?	__ Yes	__ No
3. Have you obtained the Test Information Booklet for this test?	__ Yes	__ No
4. Have you reviewed the sample test questions in the Test Information Booklet?	__ Yes	__ No
5. If there is a practice test available for your test, have you taken and scored the practice test?	__ Yes	__ No
6. If you identified any objectives that represent areas of weakness for you, have you gathered and reviewed additional study materials for these objectives?	__ Yes	__ No
7. Do you know the date and location of the next test administration?	__ Yes	__ No

### E. PREPARING FOR THE TEST BY USING THE INFORMATION YOU HAVE PROVIDED

- Review your testing history (i.e., the score reports from your previous testing attempts). Based on your subarea performance, you or your advisor may be able to identify specific content areas on which you may want to focus extra attention when preparing for the test.
- Review your responses to the questions in section D. If you checked "no" in response to any question, you or your advisor may be able to identify additional activities to help you prepare to take this test. You may use section F below to list these additional test preparation activities.

### F. RECOMMENDATIONS FOR TEST PREPARATION *(complete this section last)*

Based on your responses to the questions in section D and a review of your preparation to date, you or your advisor may use this section to list specific recommendations for additional test preparation activities.

<b><i>Additional coursework recommended:</i></b>
<b><i>Additional study materials:</i></b>
<b><i>Other recommended preparation activities:</i></b>