edTPA Retake Guide

If you are retaking one or more Tasks of your edTPA portfolio, you must follow the directions established by Pearson. This document is **only a guide**; you should follow all Pearson directions for retakes. You will **not** use Tk20 for retakes.

Pearson Resources

Retake website: http://www.edtpa.com/PageView.aspx?f=GEN_RetakingEdTPA.html

Retake guidelines: http://www.edtpa.com/Content/Docs/edTPARetakeGuidelines.pdf

Retake Instructions: http://www.edtpa.com/Content/Docs/edTPATaskRetakeInstructions.pdf

Condition Codes explanations:
https://www.edtpa.com/Content/Docs/edTPA_StateConditionCodeDetailReportLayout.pdf#page=6

Basic Procedure - Registration

You will log back in to edTPA.com with the same username and password you used to register. You will click on the "Register" link on the right side. You should see a screen like this one. If you are retaking all three Tasks, use the "Review instructions and register" link in the first table beside "Pearson ePortfolio System." If you are retaking only one or two Tasks, use the link in the second table.

From this point, follow the prompts to register for the retake. You will be prompted to pay for your retake on your own, at a cost of $100 per Task.

Basic Procedure – Uploading and Submitting

After you register, you will be able to access a screen with links for the parts for all three Tasks. Upload the materials you need, depending on which task(s) you are submitting.

If you are submitting Tasks 2 and/or 3, note that you MUST also upload some materials in Task 1 even if you are not submitting Task 1. See the table on page 6 of the Retake Guidelines document (also in the Retake Instructions document). If you do not also upload these items in Task 1, you will not pass this retake.

If you are not submitting all three tasks, you will have some Parts of Tasks that you will leave blank. You must still click on each of these and check off that a part you are leaving blank is "Ready for Submission." It is ready by virtue of being blank if it is not required.

Once you have uploaded all your files, you will do a final check of your files. Only then can you submit your retake. Once you finalize your submission, your money is spent and you cannot make changes to your files.

Deciding What Task(s) to Retake

We encourage you to have a conversation with your seminar leader and look carefully at your score report to determine the best strategy for which Task(s) to retake. The scenarios presented in the Retake Guidelines and Retake Instructions documents are ONLY guidelines to help you decide, not rules.

Condition Codes

If you have condition codes in your score report, use the link above for Condition Codes explanations to see the specific meaning of each code. Use this as you decide how to correct technical or other errors.

Getting Help

Lee Nickles can assist with some technical questions, particularly with video editing. However, since this process takes place on the edtpa.com website, your best option for support is Pearson Customer Service. Click on the Contact Us link near the top right and look for the various ways for Candidates (you) to get support. The phone number is your best and fastest option.