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Revision Responsibility: Professional Education Council (PEC)  
Responsible Employee: Coordinator of NCATE Assessment

**Purpose:**

To detail how the Professional Education Unit at The University of Southern Mississippi is committed to quality instruction and the use of the most effective assessment technologies for its courses, consistent with accreditation standards and overall continuous improvement of educator preparation programs.

**Policy:**

All candidates must subscribe to the Tk20 Assessment System. Tk20 provides an electronic portfolio and storage system for teacher candidates which tracks, stores, retrieves, and analyzes candidate data to maintain program excellence for accreditation. This policy requires all students enrolled in educator preparation programs to subscribe to the Tk20 assessment system. The use of the Tk20 assessment management system provides faculty with feedback on the quality of teaching in order to encourage improvement, and provides students with an ongoing virtual storage space for program portfolios and course assignments.

The subscription is active for seven (7) years from the date of purchase. Two options for payments are:

1. A one-time subscription of \$100 payable through the Tk20 website (<https://usm.tk20.com>) using a debit or credit card.
2. The purchase of an access kit from the University Bookstore at an increased price, which may be charged to your student account.

Should a student withdraw from their educator preparation program, Tk20 will offer refunds for student subscriptions per the following policy:

To qualify for a refund the student account must be completely unused.

- a. For accounts completely unused, and a refund is requested within 30 days of purchase: Full refund.
- b. For accounts completely unused, and a refund is requested between 31 days and 6 months of purchase: 50% refund.
- c. No refunds will be issued after six months of purchase under any condition.

If a student purchased Tk20 from the campus bookstore, the refund is based on the bookstore's refund policy. Tk20 will not be able to refund purchases made through the campus bookstore. Should a student be interested in a refund, they should contact the Coordinator of NCATE Assessment so she can contact Tk20 directly and initiate the refund process.