First Semester/Fall Semester (Only) 2022 CTE Assessment Directions September 28, 2022

South Carolina Department of Education (SCDE)
Office of Career and Technology Education (OCTE & STS)
Contact: Dana Depew ddepew@ed.sc.gov, 803-734-2828

Please read this information in its entirety. *Your assistance in identifying test takers is necessary for our office to verify the test results we receive from test providers at the end of the year (matching individual students to test results).*

All documents referenced below can be found on the Career and Technology Education (CTE) Technical Skill Assessments Web page: http://ed.sc.gov/instruction/career-and-technology-education/performance-accountability/career-and-technology-education-technical-skill-assessments/.

Directions in this document are for the Career and Technology Education (CTE) District Coordinators, whose responsibility it is to ensure that all district students who will be identified in PowerSchool as CTE program completers at the end of the **first** semester, 2022-23 school year, are administered available CTE technical skills assessments.

Note: Assessments have not been approved to date for all CTE secondary programs in SC.

It is essential to share this information today with any additional staff in the district who will assist in identifying test takers and administering CTE tests. If a student (whose home school is in your district) is a completer of one of the CTE programs being tested this school year, the student must be administered the applicable test(s).

The spreadsheet you will receive from the OCTE contains six fields of student-level data of which you will need to key the following data:

1. Home School District
2. Home School Name
3. Home School ID
4. Student First Name
5. Student Middle Name
6. Student Last Name
7. Student State ID Number

You will need to key three additional pieces of data:

1. Name of Test Student Will Be Taking
2. Location Where Student Will Be Taking Test: You will be able to select the test from a drop-down list.
3. Assessment Name: You will be able to select the test from a drop-down list.
4. School ID number (BEDS) found School List with SIDN 9-01-22.

You will then return the spreadsheet to Dana Depew for processing. She will submit the compiled data to the assessment providers.

Task 1: Identify the first-semester-only completers/test takers on the spreadsheet from Dana Depew and return the spreadsheet using FileDrop (see #4). **Deadline: October 25, 2022.**

Task 2: Register, with each test provider, students who will take tests this semester. Links to directions for test registration are found in the bottom section of the CTE Technical Skills Assessments Web page. See the "Test Info" link for each provider.

Three (3) providers' test registration procedures are exceptions to the above statement:
(1) the 24 Career and Technical Education Consortium of States (CTECS) tests
(2) National Health Science assessment (Precision Exams)
(3) the four Clemson University (Agriculture) tests.

Registration for the tests listed above is completed at the state level once the OCTE sends CTECS, Clemson University, and Precision Exams compiled spreadsheet data. However, you must complete and return Test Site Administrator/Coordinator forms by **October 4 for Agriculture to SCAgEd@clemson.edu, and October 25 for CTECS** to Dana Depew, ddepew@ed.sc.gov (See #7 and #8 below.)

For all approved tests except the 24 CTECS, the four Agriculture tests, and the National Health Science assessment (Precision Exams by YouScience), you may register students at any point in the year as designated by the test provider. (Task 1 does not have to be completed before Task 2.)

Task 3: Ensure that tests are administered appropriately. Please note: if you will be using remote proctoring, reference the vendor testing information forms on the Technical Skills Assessment webpage.

Reminder:

- ASE student certification tests in Brakes and MLR are required for Automotive Technology completers. Previously the Electrical/Electronics and MLR tests were required. Completers (only) must take both tests during their final year in the Automotive Technology program, the year they are designated CTE completers in PowerSchool. Likewise for the two required Automotive Collision program tests. Completers may take multiple, additional ASE student certification assessments in both areas (see "ASE Tests Info" on the CTE Technical Skills Assessment Web page). In years past, potential completers were allowed to take the auto tech and auto collision tests over the course of their high school CTE program. Now they must take the tests their final year in the program. **NEW**: **When ordering the tests for the Automotive Technology completers in ASE-accredited schools, use Purchase Order 2022-23, and send the completed form to JRomano@scteba.com for processing.**

1. Locate information about the approved tests and required forms on the CTE Technical Skills Assessments Web page. A "test info" document is available from each test provider within each cluster area.

2. **Communicate now with career center directors, CTE teachers, guidance staff, and/or any other staff whose responsibility is CTE to identify students who will be taking any of the approved tests *this semester only*.** It is the CTE District Coordinator's responsibility, not the career center director's responsibility, to submit the spreadsheet after working with all of the above to identify **first** semester test takers. If a student (whose home school is outside your school district) is taking a test in your district/at your school, contact the District CTE Coordinator in the other district so that he or she can

identify the test taker on that district's spreadsheet. Students are identified on the spreadsheet according to their *home school district*, not the district in which they are taking the CTE program/CTE assessment. If you aren't sure who to contact in the other district, ask Dana Depew, 803-734-2828.

3. Use the pull-down menu on the spreadsheet to select the test the student will be taking. Select the location of the CTE program/where the student will be taking the test (where he or she takes the CTE program) as well as his or her home high school, school ID number (BEDS), and first, middle, and last name in the appropriate fields. **Be careful to select the correct test; the Architecture/Construction cluster programs, as well as welding in the Manufacturing cluster, have a choice to either test using CTECS or NCCER. It is up to the school/instructor to determine which one to use.**

4. Please submit the completed spreadsheet using File Drop. **(Be sure to re-name the spreadsheet to include school district name prior to upload.)**
   a. Go to https://filedrop.ed.sc.gov.
   b. Login using CATE, and the password !WFV328f (case sensitive).
   c. Check the box that says you are not a robot.
   d. Click on the button "**Add files…"** and browse to the spreadsheet file that you wish to submit.
   e. Once you have selected the file, you will see the file name and status bar under the **"Add files…"** button.
   f. Click on the **"Start"** button or the **"Start upload"** button (either one) to begin uploading the new file to the folder.
   g. You know that the file is successfully uploaded when you see the **"Clear/Remove"** button and the status bar will be gone.
   h. Send a courtesy e-mail (ddepew@ed.sc.gov) or phone call (803-734-2828) to Dana Depew that your file has been uploaded.

5. The data will be then compiled and distributed to all of the assessment providers.

6. Register your students for all tests except the four Agriculture tests, the 22 CTECS tests, and the National Health Science exam.

7. An Agriculture Test Coordinator form must be completed and submitted to Jennifer Lyda (SCAgEd@clemson.edu) at Clemson University by **October 4**. If you have no agriculture CTE completers who will be taking any of the four agriculture tests this semester, do not complete the form.

8. Complete and return the CTECS Test Site Admin Form to Dana Depew at ddepew@ed.sc.gov by **October 25** if your district is administering CTECS tests **first** semester. A CTECS Test Site Administrator for each school must be designated by the District CTE Coordinator if any of the 22 CTECS tests will be administered **first** semester. It is the responsibility of the CTECS Test Site Administrator to access the CTECS testing system to run students' test tickets prior to testing and run test results reports for teachers and administrators once testing is complete. This designee cannot be a teacher. Do not submit the form if no students will be taking CTECS' tests **first** semester.

9. **EMPHASIZE THIS CRITICAL POINT**: For all of the tests that require registration at the school level (**all tests except the CTECS, Agriculture, and Precision Exams**), when a student is being registered, every piece of information manually entered into any of the test providers' testing systems must be VERBATIM as it appears in PowerSchool (student's first name, middle name, last name, State ID Number, etc.). This ensures a data match (vendors' test scores to individual CTE completers) at the

end of the year when test results from the test providers are sent to the OCTE. *Note: Use your spreadsheet as a resource to register your students.*

Additional Information

- Accommodations required during academic testing (as specified in a student's IEP) must be provided to students taking CTE tests.

- The only assessments on the approved list that are currently a direct cost to LEAs are the 11 AAFCS tests which are $20 each, as well as the Precision Exams by YouScience used in the Law, Public Safety/Government Public Administration clusters. Perkins funds can be used to purchase the AAFCS and Precision Exams by YouScience assessments.

- The spreadsheet is e-mailed to one person only—the CTE District Coordinator in each school district—to protect the security of the data and to ensure data accuracy. The CTE District Coordinator may decide to share the spreadsheet at his or her discretion, but data will come back to the OCTE from only one person in the district—on one spreadsheet. Repeating #2 above…Because student-level data is generated in PowerSchool *by the student's home school district,* it is important that CTE staff in different locations share information about students they have in common, especially when it comes to students participating in CTE programs outside the home school district. If a student in your district takes a CTE program (assessment) in another district, it is your responsibility to identify the test taker on your spreadsheet (the home school district of the student).

- After the spreadsheet is submitted, if you learn that a student was misidentified as being a test taker, was left off the spreadsheet by mistake, was identified as taking the wrong test, etc., alert Dana Depew ASAP so that she can make the correction on the student record and send it to the assessment provider. Correcting such mistakes is essential to the OCTE receiving test results that match end-of-year completer data submitted by LEAs, and it ensures that funds will not be expended on unused tests.

- Leave the spreadsheet intact. If you alter the format, then change it back to the original format (font size, colors, hiding of fields, etc.) before returning it.

- A completer should take test(s) only for the CTE program for which he or she has been CIP-coded. A student should take only one completer test on the approved list with two exceptions: PLTW/SREB tests and ASE auto collision and auto technology tests (because more than one test is required).

  Scenario 1: A student completes both the Accounting and General Management CTE programs. The student would take the test for the program that more **closely aligns to his or her career goal**, the program for which the student has been CIP-coded.

  Scenario 2: In the Architectural Design and Mechanical Design programs (a single CIP code), if the two CTE programs are taught jointly, it is up to the teacher to determine which test each completer takes. All of the students in the class can, but don't have to, take the same test. But, each student will take only one test.

- Ensure that district IT specialists check to verify that lab specifications required for each test are met. It is often the case that all computers in a lab are not the same—computers sitting side by side might not

have the same hardware and software. Nine out of 10 times a technical problem that occurs during testing is due to IT requirements not being fully checked beforehand.

- With three exceptions, only **first** semester, 2022-23, CTE completers will take the approved tests. The exceptions are those students taking Project Lead The Way (PLTW), Advanced Careers courses (SREB), and Firefighter courses. PLTW, Advanced Careers, and Firefighter tests are administered over the course of a student's entire high school CTE program (tests span more than one school year). The multiple fields "Assessment 2, Assessment 3, and Assessment 4" are for identifying multiple PLTW tests and automotive tests taken in the same semester.

- Ensure that the list of students submitted on the spreadsheet is shared with the individuals who will be administering/proctoring the tests. Doing so will make less likely situations such as these: a student is in a lab setting, sitting at a computer to take a test, and has no test ticket OR a test ticket has been issued for a student who is not supposed to be taking a test.

- If you have a CTE student whose home school is a SC Public Charter School, then the student's information won't be on your district's spreadsheet, as the spreadsheet is disseminated to districts according to students' home high schools. Contact Emily Paul (District CTE Coordinator for the SC Public Charter School District) epaul@sccharter.org, to make sure she identifies on her district spreadsheet students who are taking tests at your school/in your district. Don't add the students to your district spreadsheet.

- If you have a CTE student whose home school is a Charter Institute at Erskine school, then the student's information won't be on your district's spreadsheet, as the spreadsheet is disseminated to districts according to students' home high schools. Contact Christy Junkins (District CTE Coordinator for the Charter Institute at Erksine), executivedirector@erskinecharters.org, to make sure she identifies, on her district spreadsheet, students who are taking tests at your school/in your district. Don't add the students to your district spreadsheet.

- New! If you have a CTE student whose home school is a Limestone Charter Association school, then the student's information won't be on your district's spreadsheet, as the spreadsheet is disseminated to districts according to students' home high schools. Contact Tabitha Taneyhill (District CTE Coordinator for the Limestone Charter Association), ttaneyhill@limestonecharters.org,, to make sure she identifies, on her district spreadsheet, students who are taking tests at your school/in your district. Don't add the students to your district spreadsheet.

- Students do not have to be seniors to be CTE completers. Completers are students who have completed all required courses and Carnegie units for a particular CIP-coded program of study.

- Consider counting the test as a grade or provide other incentives so that students are likelier to take tests seriously. Report student feedback to Dana Depew.

Contact Dana Depew at 803-734-2828, ddepew@ed.sc.gov, if you have any questions/concerns. Thank you for all you do.

See next page for complete listing of technical skills assessments.

Accounting CTECS	Fundamentals of Aerospace Technology AC	Operations Management CTECS
Administrative Services CTECS	General Management CTECS	**Personal and Family Finance Pre-Pac**
Advanced Aerospace Technology AC	GLSCM: Functional Areas in Logistics AC	PLTW Aerospace Engineering
Aeronautics Engineering Applications AC	GLSCM: Global Logistics Management AC	PLTW Biotechnical Engineering
Ag: Agricultural Mechanics and Technology	GLSCM: Introduction to Logistics AC	PLTW Biomedical Innovations
Ag: Environmental and Natural Resources	GLSCM: Logistics and Supply Chain Management	PLTW Civil Engineering and Architecture
Ag: Horticulture	Hospitality and Tourism Specialist Certification (HTMP)	PLTW Computer Integrated Manufacturing
Ag: Plant and Animal Systems	**Housing and Furnishings Pre-Pac**	PLTW Computer Science Applications
Architectural Design CTECS	Human Resource Management (PILOT) CTECS	PLTW Computer Science Essentials
ASE Brakes (BR)	HVAC Technology CTECS	PLTW Computer Science Principles
ASE Diesel Technology Truck Brakes (TB)	**HVAC Technology NCCER**	PLTW Cyber Security
ASE Maintenance and Light Repair (MLR)	**I-CAR Pro Level 1**	PLTW Digital Electronics
ASE Non Structural Analysis / Damage Repair (NS)	Informatics: Computers, Networks and Databases AC	PLTW Engineering Design and Development
ASE Painting and Refinishing (PR)	Informatics: Databases in the Cloud AC	PLTW Environmental Sustainability
ASE Truck Suspension and Steering (TSS)	Informatics: Design for the Digital World AC	PLTW Human Body Systems
Astronautics Engineering Applications AC	Informatics: Developing a Cloud Presence AC	PLTW Introduction to Engineering
Baking and Pastry (Pilot) CTECS	Information Support and Services CTECS	PLTW Medical Interventions
Broad Field Family Consumer Science Pre-Pac	**Interior Design Pre-Pac**	PLTW Principles of Biomedical Sciences
Building Construction Cluster CTECS	**Introduction to Teaching Pre-Pac**	PLTW Principles of Engineering
Building Construction Cluster NCCER	IPT: Advanced Technology for Design and Production AC	**Plumbing NCCER**
Business Finance CTECS	IPT: Design for the Production of Advanced Products AC	Programming and Software Development using C++ CTECS
Business Information Management CTECS	IPT: Mechatronic Systems for Advanced Production AC	Programming and Software Development using Visual Basic CTECS
Cabinetmaking NCCER	IPT: Systems of Advanced Technology AC	Pro-Start Level 2
Carpentry CTECS	IST: Applcation of Science/Technology AC	**SC Fire Academy: Firefighter 1 Accreditation**
Carpentry NCCER	IST: Creativity and Innovation AC	SC Fire Academy: Firefighter 1 EOC
Clean Energy: Applications AC	IST: Impact of Science/Technology AC	**SC Fire Academy: Firefighter II Accreditation**
Clean Energy: Innovations AC	IST: Nature of Science/Technology AC	SC Fire Academy: Firefighter II EOC
Clean Energy: Strategies AC	Law Enforcement	**SC Fire Academy: Hazardous Materials Awareness Accreditation**
Clean Energy: Systems AC	Leadership 1	SC Fire Academy: Hazardous Materials Awareness EOC
Computer Science Applications-PLTW	Leadership 2	**SC Fire Academy: Hazardous Materials Operation Accreditation**
Computer Science Essentials - PLTW	Leadership Essentials Pre-Pac	SC Fire Academy: Hazardous Materials Operation EOC
Computer Science Principles-PLTW	Marketing Communications CTECS	Web and Digital Communications (Pilot) CTECS
Culinary Arts Pre-Pac	Marketing Management CTECS	Welding Technology CTECS
Culinary Arts ProStart, Level 2	Masonry CTECS	**Welding Technology NCCER**
Early Childhood Education Pre-Pac	**Masonry NCCER**	
Electricity CTECS	Mechanical Design CTECS	
Electricity NCCER	Merchandising CTECS	
Family and Community Services Pre-Pac	**National Health Science Certificate**	
Fashion Design and Apparel Pre-Pac	Networking Services CTECS	
Food Science Fundamentals Pre-Pac	**Nutrition, Food, and Wellness Pre-Pac**	