**School District**: Click here to enter text.

**School**: Click here to enter text.

**Test Site Coordinator**: Click here to enter text.

**Mailing Address**: Click here to enter text.

**City, State, Zip**: Click here to enter text.

**Telephone**: Click here to enter text. **Email**: Click here to enter text.

As the Test Coordinator, I agree to:

* Verify with the instructor that all students tested are completers or are in the final course of their completer track.
* Keep all test materials an access information in a secure, locked location.
* Coordinate / conduct test administration anytime between November 27, 2023, through January 31, 2024, between the hours of 8:00 a.m. and 3:00 p.m. within a controlled environment with oversight by approved proctors (listed below – minimum of 1 proctor per 10 students). A controlled environment includes a computer lab or classroom with a sufficient number of computers to accommodate the student taking the test.
* Retrieve results and distribute results to all candidates in a confidential and secure manner.
* Not to sell or disclose the content of the test materials/test items to any person or organization, public or private.
* Not to utilize test items in any form either from a copy of the test instruction or as a practice exercise to expose candidates to the test items.

**Please note:** CTECS does not approve using the program instructor as the proctor or administrator for any CTECS test administration.

**Test Site Administrator #1 Name and Location**: Click here to enter text.

**Test Site Administrator #1 e-mail address**: Click here to enter text.

**Test Site Administrator #2 Name and Location**: Click here to enter text.

**Test Site Administrator #2 e-mail address**: Click here to enter text.

The following assessments which SC CTE teachers developed with CTECS will be administered to your first (1st) semester program completers/testers.

Accounting

Administrative Services

Architectural Design

Baking and Pastry (PILOT)

Bldg. Construction Cluster

Business Finance

Business Information Management

Carpentry

Computer Programming with C++

Computer Programming with Visual Basic

Electricity

General Management

Human Resource Management (PILOT)

HVAC Technology

Information Support and Services

Marketing Communications

Marketing Management

Masonry

Mechanical Design

Merchandising

Networking Systems

Operations Management

Web and Digital Communications

Welding Technology