

2023-24 CTECS TESTING INFORMATION FORM

1. Name of Test from CTECS	<p>Architecture and Construction Architectural Design, Mechanical Design, Building Construction Cluster, Carpentry, Electricity, HVAC Technology, and Masonry</p> <p>Business Management and Administration Administrative Services, Business Information Management, General Management, Human Resource Management (Pilot), and Operations Management</p> <p>Finance Accounting, Business Finance</p> <p>Hospitality and Tourism Baking and Pastry (Pilot)</p> <p>Information Technology (IT) Information Support and Services, Networking Systems, Computer Programming with C++, Computer Programming with Visual Basic, Web and Digital Communications</p> <p>Manufacturing Welding</p> <p>Marketing Marketing Communications, Marketing Management, and Merchandising</p>
2. Name and address of test provider	CTECS 1866 Southern Ln. Decatur, GA 30033
3. Number of test items (each of test if multiple tests)	85
4. Length of test (each test if multiple tests)	One hour (exception: Electricity, 1.5 hours, NEC book required) See Question #9.
5. Technology requirements for testing lab	South Carolina Testing Prep – My Website (ctecs.org)
6. Who can register students for the test?	Contact Dana Depew SC Department of Education ddepew@ed.sc.gov 803-734-2828
7. Step-by-step directions for registering students for test	1. Identify programs and students for testing. Use CIP code to determine which test to administer. 2. Complete the Student Registration spreadsheet that will be sent to you from the SC Department of Education within the time given. 3. If the student being tested is not in a program at the home high school, identify location where the student will be taking the test.

2023-24 CTECS TESTING INFORMATION FORM

	<p>4. Identify the correct test for each student.</p> <p>5. Upload completed spreadsheet to ADT or File Drop. E-mail to Dana Depew to notify her of upload.</p> <p>6. Identify and fill out test site administrator form. This person can also be the proctor. Send information to Dana Depew. CTECS will be sending the testing tickets to the designated test site administrator.</p> <p>7. Get the testing materials. All testing materials including the IT Checklist can be found at the website.</p> <p>8. Test the students. Fall semester completers: November 27, 2023 – January 31, 2024; Spring semester completers: April 8, 2023–June 7, 2024. Students may test at any time during that window. If there is any issue during testing, please contact Tim Withee at 404-994-6535, or by email at twithee@ctecs.org.</p> <p>9. Retrieve test results. Once testing is complete Test Site Administrators will be able to access the testing data. Students will know their scores as soon as they finish the test. Test Site Administrators will have immediate access to this data with the login information given by CTECS.</p>						
8. Web site for test administration directions	South Carolina Testing Prep – My Website (ctecs.org)						
9. Test provider contact person's name and title	Tim Withee 404-994-6535 or twithee@ctecs.org						
10. Test contact person's phone number	Tim Withee 404-994-6535 or twithee@ctecs.org						
11. Test contact's persons e-mail address	Tim Withee 404-994-6535 or twithee@ctecs.org						
12. Phone number for technical assistance during the test	Tim Withee 404-994-6535 or twithee@ctecs.org						
13. Is a sample test provided?	Yes--for many, but not all of the tests.						
14. Are sample test items provided?	<p>The available practice tests are 25 questions in length and give a sample of what the questions on the actual test might look like.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 30%;">Site URL:</td><td>http://www.techfluency.org/esess/</td></tr> <tr> <td>Org.</td><td>South Carolina CATE</td></tr> <tr> <td>First</td><td>Sample</td></tr> </table>	Site URL:	http://www.techfluency.org/esess/	Org.	South Carolina CATE	First	Sample
Site URL:	http://www.techfluency.org/esess/						
Org.	South Carolina CATE						
First	Sample						

2023-24 CTECS TESTING INFORMATION FORM

	Last	Sample
	Password:	CATE14
	<p>The sample tests will show a grade and results by the standard at the end of the test, but none of the scores are kept. All that is necessary to access the practice test is the sample test ticket above. Once you enter the ticket info you will be able to select the practice test that aligns to your program.</p> <p>Completing the practice test is also a good check to make sure your computers meet the technical requirements. Be sure to complete the IT requirements before trying any of the practice tests.</p>	
15. What fields of data are required to be entered to register students for a test?	1. First, Middle, and Last Name of Student 2. 10-digit Student PowerSchool I.D. 3. Home School 4. Name of Test 5. Location Where Student Will Be Taking Test If Not His or Her Home High School	
16. Who can register students for a test?	Dana Depew, Ed Associate SC Department of Education ddepew@ed.sc.gov 803-734-2828	
17. Who can administer the test?	Designated test site administrator/proctor	
18. Are teachers allowed to administer/proctor the tests?	No	
19. Remote/virtual proctoring available?	Contact Tim Withee 404-994-6535 or twithee@ctecs.org	
20. What are the rules for proctors?	Yes. Rules are included in the South Carolina Testing Prep – My Website (ctecs.org)	
21. How do test administrators/proctors advise you of accommodations needed by students, as required in student's IEPs, for example?	<p>Accommodations required during academic testing (as specified in a student's IEP) must be provided to students taking CTE tests.</p> <p>The CTECS Test Site Administrator at each school or center should contact Tim Withee at CTECS (twithee@ctecs.org or 404-994-6535 prior to testing date to request accommodations for students taking a test.</p>	

2023-24 CTECS TESTING INFORMATION FORM

22. What accommodations do you routinely provide for individual students?	Extending the time a student has to complete a test; reading a test to a student in a separate setting
23. What are the dates for test administration during the 2023-24 school year?	Fall semester completers: November 27, 2023–January 31, 2024 Spring semester completers: April 8, 2024–June 7, 2024
24. When are the results available?	Students see raw scores upon completion of test; CTECS Test Site Administrators can access test reports once all students have completed a test.
25. Who receives the test results?	CTECS Test Site Administrators can run individual student and CTE program reports. Each test question is tied to a course/program curriculum standard.
26. Are digital badges available?	They are not available at this time.
27. How do students receive certificates?	
27. What extra steps, if any, are required to be completed by schools/teachers, before student can be registered for tests? These steps might be specific to SC.	See number 7.
28. What is the cut score for the test?	Accounting–55% Administrative Services–70% Architectural Design–65% Baking and Pastry PILOT Building Construction Cluster–55% Business Finance - 76% Business Information Management - 64% Carpentry–55% Computer Programming w/C++ - 78% Computer Programming w/Visual Basic - 70% Electricity–65% General Management–55% Human Resource Management - PILOT HVAC Technology–56% Information Support and Services - 61%

2023-24 CTECS TESTING INFORMATION FORM	
	Marketing Communications–65% Marketing Management–61% Masonry–55% Mechanical Design–65% Merchandising - 64% Networking Systems - 75% Operations Management 65% Web and Digital Communications 70% Welding–60%