

Spring Semester, 2024-25 CTE Assessment Directions January 29, 2025
South Carolina Department of Education (SCDE)
Office of Career and Technical Education and Student Transition Services (OCTE & STS)
Contact: Dana Depew ddepew@ed.sc.gov 803-734-2828 **(Prior to April 2, 2025)**

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).**

NECESSARY DOCUMENTS AND DIRECTIONS

All documents referenced below can be found on the Career and Technical 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/> and in the Member Login Center, ADT, CATE Testing folder.

Directions in this document are for the Career and Technical Education (CTE) District Coordinators whose responsibility is to ensure that all district students who will be identified in PowerSchool as CTE program completers at the end of the **second** semester and 2024-25 school year, are administered available CTE technical skills assessments.

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

COMMUNICATION

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).

Communicate now with career center directors, CTE teachers, guidance staff, and/or any other staff whose responsibility is to identify students who will be taking any of the 114 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 **second** semester and 2024-25 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.

SPREADSHEET DATA

The spreadsheet you will receive from the OCTE contains 4 fields of student-level data: Home School Name, Home School ID, Student First Name, middle name, and last name, and Student State ID Number. It is located at the Member Login Center at the SCDE website, in the CATE

Testing folder, Web Applications, Advanced Data Transfer System (ADT). ***Directions for downloading and uploading the document follow at the end of this document.***

You will need to complete the spreadsheet for the following:

1. Spreadsheet Name: Rename spreadsheet to include your district name;
2. Student Location: Identify the location where student will be taking the test if not the home school; there will be a drop-down menu from which to select location.
3. Assessment Name: Select the test from a drop-down list. **Note: if you split the spreadsheet into individual schools, you may lose the drop-down listing.**
4. **Do not edit any other data, (e.g., changing home school).**
5. Extra lines have been added for new students who have moved from other school districts.

Use the pull-down menu on the spreadsheet to select the test the student will be taking. Also, use the pull-down menu in the appropriate column to select the location of the CTE program/where the student will be taking the test (where he or she takes the CTE program) in the appropriate fields. If the student is taking more than one assessment, please continue on the same row, following the same procedure. **NOTE: Be careful to select the correct test; the Architecture/Construction cluster programs, as well as welding in the Manufacturing cluster, have a choice to test using CTECS or NCCER. It is up to the school/instructor to determine which assessment to use.**

Once the spreadsheet is completed, register students for all tests.

STEP-BY-STEP REGISTRATION INSTRUCTIONS

The spring testing window is from April 7 – June 6, 2025. In addition to this:

Task 1: Identify the second-semester-only and 2024-25 program completers/ test takers on the spreadsheet.

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.

New: For the spring testing, registration for all assessments will be completed at the district/local level.

For all approved tests, you may register students at any point in the year as designated by the test provider’s testing information form. (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](#).

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.

EMPHASIZE THIS CRITICAL POINT: For all of the tests that require registration at the school, 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 the spreadsheet as a resource to register your students.*

ASE 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, use Purchase Order 2024-25, and send the completed form to JRomano@scteba.com for processing. Use Purchase Order 1A50.23-24 for non-ASE certified sites, and send to the address on the form.**

TEST PROCTOR FORMS

New for Spring 2025, An Agriculture Test Coordinator form must be completed and submitted to Jennifer Lyda, SCAgEd@clemson.edu, at Clemson University by **April 16, 1:00 p.m.** The form is found at the Testing/Assessments website as noted in #2. If you have no agriculture CTE completers who will be taking any of the four agriculture tests this semester, do not complete the form. **The test will be administered May 7, 2025; the make-up day is May 14, 2025.**

New for Spring 2025 If you are testing any of the 24 CTECS technical skills assessments, as soon as your school site proctors have been selected, submit your [2025 CTECS proctor form](#) to **Tim Withee, twithee@ctecs.org**. The testing window to administer the 24 CTECS assessments is April 7, 2025 – June 6, 2025. **If testing earlier than April 1, submit spreadsheet and proctor form two weeks prior to testing to Tim Withee, twithee@ctecs.org.** Mr. Withee will contact you with instructions to upload your CTECS spreadsheet to a secure CTECS site

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. The form is found at the Testing/Assessments website as noted in #2. Do not submit the form if no students will be taking CTECS' tests **this** semester.

Once testing is completed, contact CTECS to run certificates for the students who have demonstrated mastery of content on the technical skills assessment. Be sure add their certification information into PowerSchool.

New for 2024-25 For the National Health Science Certificate assessment, if your school is using a new teacher or proctor, please have them go to [New Teacher link](#) or [New Proctor link](#) for required testing procedures. Both **new** teachers and **new** proctors must register for a unique I.D. number that is used to access student registration data at the Precision Exams by YouScience website and be able to retrieve test results. Test proctors will register students for testing. Reference the YouScience Testing Information form on the CTE Technical Skills Assessments webpage.

CHARTER SCHOOL INFORMATION

(Reminder) 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 Heather Holliday (District CTE Coordinator for the Charter Institute at Erskine), hholliday@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.

(Reminder) If you have a CTE student whose home school is a **Limestone Charter Association**, 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 Tabatha Taneyhill (District CTE Coordinator for the Limestone Charter Association), ttaneyhill@limestoncharters.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.

(Reminder) 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 Tracie Sweet (District CTE Coordinator for the SC Public Charter School District), tsweet@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.

ADDITIONAL INFORMATION

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

Students **do not** have to be seniors to be CTE completers.

Consider counting the test as a grade or provide other incentives so that students are likelier to take tests seriously. Keep a record of student feedback for further analysis.

The only assessments on the approved list that are currently a direct cost to LEAs are the 12 AAFCS tests which are \$25 each, as well as the YouScience industry certifications used in the Law, Public Safety/Government Public Administration clusters. Perkins funds can be used to purchase the AAFCS and YouScience assessments.

Reminder: If you test AAFCS (Pre-pac) certifications, please read the testing information form carefully, registration procedures have changed. Student information has to be submitted by the 15th of the month before testing.

The spreadsheet is available to one person only—the CTE District Coordinator in each school district who has access to the Advanced Data Transfer System—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.

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., contact your assessment provider to send the updated information. Correcting such mistake 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).

If you wish to use remote proctoring, please read the Vendor Testing Information forms found on the CTE Technical Skills Assessment webpage for more information regarding cost, system requirements, etc.

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 one exception, only **second** semester and 2024-25 CTE completers will take the approved tests. The exception is those students taking Project Lead The Way (PLTW) and SREB (Advanced Ed) courses. PLTW 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 cluster 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. Also, confirm all test tickets with class listing at **least one week** prior to test day to ensure accuracy in case any changes need to be made to the roster.

CONTACT INFORMATION

Contact Dana Depew, 803-734-2828 or e-mail, ddepew@ed.sc.gov if you have any questions/concerns no later than March 28; however, I will no longer be available for assistance after April 2. Thank you for all you do.

(Please continue to read instructions for accessing your spreadsheet at the Member Login Center, SCDE website.)

INSTRUCTIONS FOR ACCESSING YOUR DISTRICT SPREADSHEET IN ADT

The following instructions have been developed to assist you in the process for submitting information regarding end-of-program testing and assessments. Please read over carefully.

Accessing File

Log into the SC Department of Education's Member Center (<http://ed.sc.gov/>) using your User ID and Password (right side of the teal colored bar in the upper area of the screen). You are the only person with access to this folder. If someone else will be adding information, download the files as outlined below and provide that person access to the actual file.

Note: It is recommended that Internet Explorer be used to complete this process as issues using a different Web browser to complete this process have been reported.

Under the heading **Applications**, click on **Advanced Data Transfer System**.

Select **Browse Data Files** at the top of the screen on the left.

Under the **Location Selector** section on the left, expand the **Data Transfer System** folder (click the arrow on the left) and then expand the **CATE TESTING** folder. Double-click on your district-named folder. **If you do not see the CATE TESTING folder, contact Maria Swygert, nmswger@ed.sc.gov.**

On the right-hand side under **Data File Browser**, double-click to open the CTE Assessment Student List SP25_district name and save it to your computer.

Select **Save As** to save the file or select **Open** to open the file. If you open the file first, please make sure you first save the file via **Save As** to ensure you have saved a copy of the file on your computer.

Move your school name to the beginning of the file name. For example, if the name of the file is CTE Assessment Student List SP25_School Name.xlsx, the name of the file you save to your computer should be School Name CTE Assessment SP24.xlsx.

Identify your program completers and the testing/assessment that student will be completing. If the completer is taking more than one assessment, continue across the row to insert the data.

Do not change pre-loaded data. If you have a completer that transferred from another school, you can enter that student data at the bottom of the spreadsheet.

Save the file with changes

See next page for the complete listing of technical skills assessments.

COMPLETE LISTING OF TECHNICAL SKILLS ASSESSMENTS.

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