

First Semester/Fall Semester (Only) 2024 CTE Assessment Directions

October 3, 2024

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).

NECESSARY DOCUMENTS AND DIRECTIONS

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, 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.

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).

COMMUNICATION

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.

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). 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.

SPREADSHEET DATA

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:

2024 Technical Skills Assessment Fall Instructions

Home School District

Home School Name

Home School ID (BEDS) found at [School List with SIDN 9-09-24](#)

Student State ID Number

Student First Name

Student Middle Name

Student Last Name

From a drop-down menu: Location Where Student Will Be Taking Test if not taking the assessment at the home school

From a drop-down menu: Assessment Name

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

STEP-BY-STEP INSTRUCTION

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 30, 2024.

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.

Two providers’ test registration procedures are exceptions to the above statement:

24 Career and Technical Education Consortium of States (CTECS) tests
the four Clemson University (Agriculture) tests

Registration for the tests listed above is completed at the state level once the OCTE sends CTECS and Clemson University compiled spreadsheet data. However, you must complete and return Test Site Administrator/Coordinator forms by October 31 for Agriculture to SCAGEd@clemson.edu, and October 31 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, 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](#).

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 in their final year in the program. When ordering the tests for the Automotive Technology completers in ASE-

accredited schools, use Purchase Order 2024-25, and send the completed form to JRomano@scteba.com for processing. Otherwise, use Purchase Order 1A-50-24-25. Follow the ordering instructions.

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.

INSTRUCTIONS USING FILEDROPTO UPLOAD

Please submit the completed spreadsheet using File Drop. (Be sure to re-name the spreadsheet to include the 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.

PROCTOR FORMS

An Agriculture Test Coordinator form must be completed and submitted to Jennifer Lyda (SCAgEd@clemson.edu) at Clemson University by October 31. If you have no agriculture CTE completers who will be taking any of the four agriculture tests this semester, do not complete the form.

Complete and return the CTECS Test Site Admin Form to Dana Depew at ddepew@ed.sc.gov by October 31 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 24 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.

WHEN REGISTERING STUDENTS FOR THE TECHNICAL SKILLS ASSESSMENT

EMPHASIZE THIS CRITICAL POINT: For all of the tests that require registration at the school level (all tests except the CTECS and Agriculture), 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&STS. Note: Use your spreadsheet as a resource to register your students.

CHARTER SCHOOL INFORMATION

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 Tracy 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.

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), 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.

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.

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 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.

New: 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.

Beginning 2023-24 school year, for the NHSC assessment, all returning proctors and teachers must register their information at this link: [Proctor and Teacher Form](#). See the [NHSC 2024-25 Testing Information and Procedures](#) for more information.

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).

1. 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.
2. 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, 2024-25, 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.

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 more likely to take tests seriously. Report student feedback to Dana Depew.

CONTACT INFORMATION

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

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	

Figure 1: CTE Technical Skills Assessment Listing