

2023-2024 Career and Technical Education (CTE) End-of-Program (EOP) Assessment Critical Actions Required by February 1

1) Assign a CTE EOP Assessment Coordinator (one required for each school offering CTE)

- Identify a new school level 2023-2024 CTE EOP Assessment Coordinator or renew an existing E-SESS account for each school by completing the 2023-2024 CTE EOP Assessment Coordinator Registration Form. This request will be sent to District Assessment Coordinators (DACs) in August 2023 for review and updates. Contact [KDE EOP Support](#), Kentucky Department of Education - Office of Career and Technical Education (OCTE), for assistance.
- 2023-2024 DAC E-SESS accounts will automatically be renewed/updated. New users will receive their account information via email once the accounts are available.
- After August 1, the DAC is requested to identify the 2023-2024 CTE EOP Assessment Coordinator (one required for each school offering CTE courses) and any additional (optional) E-SESS Report User(s) by **September 1**. Please adhere to the September 1 deadline to ensure the correct personnel are receiving communications related to the upcoming testing administration. More details are forthcoming.

2) Work with your school’s Technical Education Database System (TEDS) Coordinator to adhere to the deadline to add pathways in TEDS by **September 1**, if applicable

- Refer to the [TEDS Monthly Notes](#) for additional information and resources.
- CTE EOP Assessment and Tech Ready Apprentices for Careers in Kentucky (TRACK) Pre-Apprenticeship Assessment test tickets are generated from TEDS data. Students must be enrolled in the appropriate pathway in TEDS and meet all other requirements to receive a test ticket for testing.

3) Select the school’s 2023-2024 CTE EOP Assessment testing window

- Districts / Schools will schedule assessment administration during their school’s selected consecutive two-week school testing window. The DAC or the CTE EOP Assessment Coordinator must identify their school(s) two-week school testing window by completing a survey by **December 1**. School testing windows may be adjusted, if needed, prior to the testing window opening. More details will be provided to assessment coordinators.
- CTE EOP Assessment administration will be available in person pursuant to the [703 KAR 5:080](#), Administration Code for Kentucky’s Educational Assessment Program and [703 KAR 5:070](#), Inclusion of Special Populations in the State-Required Assessment and Accountability Programs.

ASSESSMENT	2023-2024 TESTING WINDOW
CTE End-of-Program (EOP) Assessment	February 19 to March 29
TRACK Pre-Apprenticeship Assessment (e.g., Carpentry, Electrical, Welding)	February 19 to March 29 <i>(TRACK Initial Testing Window)</i>

4) Student Test Ticket Registration – Confirm students are properly identified as a concentrator in appropriate pathway(s) in TEDS by February 1

- Students must be identified as a concentrator in the appropriate pathway(s) in TEDS by February 1 in the current school year to receive a test ticket. Test tickets will be generated at the students' enrolled schools.
 - A concentrator is any student that has completed 2 courses in a single program of study (career pathway). *In Kentucky, a **course** is defined as 1 credit on the student's official transcript.*
- In December and January, the CTE EOP Assessment Coordinators should work with their TEDS Coordinator to verify each student's concentrator status is correctly identified in all applicable pathway(s) and that the correct CTE EOP Assessment(s) are indicated. Run the CTE EOP Assessment Test Ticket Report and/or the TRACK Test Ticket Report in TEDS before February 1 to verify student data is accurate before the February 1 student test ticket registration deadline.

Note: *If a pathway is aligned to multiple CTE EOP Assessments, then the TEDS Coordinator may refer to the Assessment Registration Page in TEDS to select the appropriate CTE EOP Assessment for testing, otherwise the default CTE EOP Assessment will apply.*

- After the February 1 deadline, the CTE EOP Assessment Test Ticket Report in TEDS will be used to generate the test tickets in E-SESS, the online testing system. The OCTE will notify schools once the test tickets are available in E-SESS. Test tickets are anticipated to be available in E-SESS by mid-February in preparation for testing. A notification will be sent to assigned assessment coordinators at each school.
- All concentrator students in a pathway, with a CTE EOP Assessment or TRACK Pre-Apprenticeship Assessment available, will be eligible to test. Test tickets will be generated for concentrator students who meet the testing requirements for the specific assessment, except if a student previously passed the specific EOP or TRACK assessment.

4) Verify extended time accommodations are accurate in Infinite Campus (IC) by February 1

- Extended time accommodations will be pulled from Infinite Campus (IC) to reduce additional paperwork and duplication of data requests. Extended time accommodations must be identified in IC by February 1.
 - IEPs: Student Information > Special Education > General > Documents Tab > Choose the IEP and ensure Extended Time is marked for Accommodations on Assessments.
 - 504s: Student Information > General > Enrollments (open the enrollment record) > State Reporting and ensure Program 504 is marked.
 - PSP extended time accommodation is not available to pull from IC. If applicable, the CTE EOP Assessment Coordinator will have the ability to adjust the extended time accommodation **after** test tickets are available in E-SESS and **before** testing.
- After the CTE EOP Assessment test tickets are generated in E-SESS, CTE EOP Assessment Coordinators will have an opportunity to verify extended time and audio reader accommodations, if applicable, are accurate in E-SESS prior to testing. The CTE EOP Assessment Coordinator will have the ability to adjust the accommodations (extended time, audio reader), as needed per properly documented accommodations. In February, a notification will be sent to assessment coordinators, once the 2023-2024 test tickets are available in E-SESS in preparation for testing.

5) All individuals participating in test administration must complete the required Assessment Regulations Training prior to test administration at the school level

- CTE EOP Assessment Coordinators and DACs are responsible for the administration of CTE EOP Assessments at the school level following [703 KAR 5:080](#), Administration Code for Kentucky's Educational Assessment Program and [703 KAR 5:070](#), Inclusion of Special Populations in the State-Required Assessment and Accountability Programs.
- All individuals participating in the administration of the CTE EOP Assessment and/or TRACK Pre-Apprenticeship Assessments (Carpentry, Electrical, Welding) are required to complete the [Assessment Regulations Training](#) (e.g., Administration Code Training, Inclusion of Special Populations Training) before test administration at the school level.
 - Nondisclosure and Group Signature Sheets verifying training should be kept on file locally.

6) Adhere to the Test Administration Manuals and Assessment Instructions

- CTE EOP Assessment – Review and adhere to the CTE End-of-Program (EOP) Assessment Coordinator and Test Administrator Manuals. Refer to the [CTE EOP Assessment web page](#) for more information.

Note: The 2023-2024 CTE EOP Assessment Coordinator and Test Administrator Manuals will be available by **December 1**.

- TRACK Pre-Apprenticeship Assessment (e.g., Carpentry, Electrical, Welding) – Refer to the specific TRACK Assessment Instructions
 - [TRACK Carpentry](#)
 - [TRACK Electrical](#)
 - [TRACK Welding](#)

KDE OCTE Contact Information:

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