2024-2025 Career and Technical Education (CTE) End-of-Program (EOP) Assessment Critical Actions Required

Document UPDATED 01/23/2025

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

   - Identify a new school level 2024-2025 CTE EOP Assessment Coordinator or renew an existing E-SESS account for each school by completing the 2024-2025 CTE EOP Assessment Coordinator Registration Form. This request will be sent to District Assessment Coordinators (DACs) in August 2024 for review and updates. Contact KDE EOP Support, Kentucky Department of Education - Office of Career and Technical Education (OCTE), for assistance.

   - 2024-2025 DAC E-SESS accounts will automatically be renewed/updated by August 1, 2024. New users will receive their account information via email once the accounts are available.

   - After August 1, the DAC is requested to identify the 2024-2025 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) **September 1 - Work with the 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) **December 1 - Select the school's 2024-2025 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 an online form 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, after September 1.

   - 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	2024-2025 TESTING WINDOW
CTE End-of-Program (EOP) Assessment	February 24 to March 28
TRACK Pre-Apprenticeship Assessment (e.g., Carpentry, Electrical, Welding)	February 24 to March 28 *(TRACK Initial Testing Window)*

4) February 1 CRITICAL DEADLINE <u>has been EXTENDED to February 10, 2025</u>: Student Test Ticket Registration – Confirm students are properly identified as a concentrator in the appropriate pathway(s) in TEDS by <u>February 10, 2025</u>

- Students must be identified as a concentrator in the appropriate pathway(s) in TEDS by **<u>February 10, 2025,</u>** 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 two (2) courses in a single program of study (career pathway). *In Kentucky, a **course** is defined as one (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) is indicated. Run the CTE EOP Assessment Test Ticket Report and/or the TRACK Test Ticket Report in TEDS before **<u>February 10, 2025,</u>** to verify student data is accurate before the **<u>February 10, 2025,</u>** student test ticket registration deadline.
   Notes:

   - *If a pathway is aligned to multiple CTE EOP Assessments, 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.*

   - *The test ticket reports in TEDS serve as a pre-check test ticket roster and should be used to verify all students who are expecting to receive a test ticket are shown on the report. TEDS Coordinators and School CTE EOP Assessment Coordinators should verify with teachers and school administrators prior to the February 10, 2025, deadline.*

- After the February 10, 2025, 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 student 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.

- **Eligibility:** All concentrator students identified in a pathway in TEDS and meet all requirements for a CTE EOP Assessment or TRACK Pre-Apprenticeship Assessment will be eligible to test. However, if a student previously passed the specific EOP or TRACK assessment, then the student will not receive another test ticket for the same assessment.

   Notes:

   - CTE EOP Assessment - A student must meet specific requirements to receive a test ticket. The student must:

      1) be enrolled in the specific CTE EOP Assessment pathway in TEDS, **<u>AND</u>**

      2) be identified in TEDS as a concentrator in the pathway, **<u>AND</u>**

      3) to receive a CTE EOP Assessment test ticket, the student record in TEDS must show the student is a concentrator **<u>AND</u>** has at least two credits in the pathway in TEDS by the February 10, 2025, deadline.

- o TRACK Pre-Apprenticeship Assessment – A student must meet specific TRACK Pre-Apprenticeship Assessment requirements to receive a test ticket. The student must:

    1) be enrolled in the specific TRACK Pre-Apprenticeship pathway in TEDS, **AND**

    2) be identified in TEDS as a concentrator in the pathway, **AND**

    3) the student must have completed the four specific TRACK Pre-Apprenticeship courses, or currently enrolled in the remaining specific TRACK Pre-Apprenticeship four course sequence at the time of testing, **AND**

    4) to receive a TRACK Pre-Apprenticeship Assessment test ticket, the student record in TEDS must show the student is a concentrator **AND** has at least four credits in the pathway in TEDS by the February 10, deadline.

4) **February 1 - Verify extended time accommodations are accurate in Infinite Campus (IC) by <u>February 1</u>**

- Extended time accommodation will be pulled from Infinite Campus (IC) to reduce additional paperwork and duplication of data requests. Extended time accommodation must be identified in IC by **February 1**.
    - o IEPs: Student Information > Special Education > General > Documents Tab > Choose the IEP and ensure Extended Time is marked for Accommodations on Assessments.
    - o 504s: Student Information > General > Enrollments (open the enrollment record) > State Reporting and ensure Program 504 is marked.
    - o 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 in mid-February and **before** testing.

- **ASSESSMENT COORDINATOR ACTION REQUIRED:** After the CTE EOP Assessment test tickets are generated in E-SESS, CTE EOP Assessment Coordinators must verify test ticket extended time and audio reader accommodations, if applicable, are accurate on the test ticket(s) in E-SESS prior to testing. The CTE EOP Assessment Coordinator will have the ability to adjust the accommodations (extended time, audio reader) on the test ticket(s) in E-SESS, as needed per properly documented accommodations in Infinite Campus. This review must be completed in mid-February, once the 2024-2025 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.
    - o 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 2024-2025 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
  - o TRACK Carpentry
  - o TRACK Electrical
  - o TRACK Welding

KDE OCTE Contact Information:
KDE EOP Support
(502) 564-4286 Ext. 4226
Sherri Craig