

Career and Technical Education End-of-Program (CTE EOP) Assessment

Test Coordinator and Test Administrator Manuals

2019-2020



KENTUCKY DEPARTMENT OF EDUCATION

**OFFICE OF CAREER AND TECHNICAL EDUCATION AND
STUDENT TRANSITION**

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PART I: CTE EOP ASSESSMENT TEST COORDINATOR MANUAL

INTRODUCTION AND OVERVIEW

Career and Technical Education End-of-Program (CTE EOP) Assessment is one measure of career readiness as a transition readiness indicator of the Kentucky's accountability and one measure of postsecondary credential for federal Perkins accountability for concentrator career and technical education students. CTE EOP Assessments are state developed assessments based upon clear and concise standards identified by Kentucky employers, aligned with CTE career pathways and associated with statewide articulation agreements with postsecondary partners. The CTE EOP Assessment testing window is February 24 - March 31 of the current school year.

This manual describes procedures district and school test coordinators must follow before, during and after administration of the CTE EOP Assessment.

- **Part I** provides detailed information on the responsibilities of the CTE EOP Assessment Test Coordinator.
- **Part II** provides information needed by individuals involved in the administration of the CTE EOP Assessment.

IMPORTANT NOTE: All individuals participating in the administration of CTE EOP Assessment (e.g., coordinator, administrator and proctor) shall comply with the Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations regulations and trainings. Required trainings must be completed prior to the administration of CTE EOP Assessment at the local level. Nondisclosures and Group Signature Sheets verifying training should be kept on file locally.

Training information and other resources related to CTE EOP Assessment can be accessed on the [CTE EOP Assessment web page](https://education.ky.gov/CTE/endofprog/Pages/default.aspx) at link <https://education.ky.gov/CTE/endofprog/Pages/default.aspx>. This information is necessary to train the test administrators and proctors in each school to administer the CTE EOP Assessment according to the policies and procedures mandated by the Kentucky Department of Education. Any additional questions related to test administration or test security procedures should be directed to the District Assessment Coordinator (DAC).

SCHOOL TEST COORDINATOR'S RESPONSIBILITIES

The test coordinator responsibilities before, during and after the scheduled test is to aid in assuring the integrity of the testing materials and administration. The test coordinator may be the District Assessment Coordinator (DAC), Building Assessment Coordinator

(BAC), Principal, Counselor or other certified personnel who has been designated to coordinate the testing responsibilities; however, the DAC is ultimately responsible for the oversight of testing in schools throughout the district.

BEFORE THE TEST

- Identify and provide the Office of Career and Technical Education and Student Transition (OCTEST) with the specific two-week school testing window collected in the 2019-2020 CTE EOP Assessment Testing Window Survey by December 1, 2019. Contact Sherri Craig, OCTEST, at sherri.craig@education.ky.gov or (502) 564-4286 ext. 4226, for assistance.
- **CRITICAL ACTION REQUIRED: Run the EOP Test Ticket Report from the Technical Education Database System (TEDS) prior to February 1 to verify students eligible for CTE EOP Assessment testing.** CTE EOP Test Coordinators work with your school’s TEDS Coordinator to verify students are identified as concentrator in their career pathway. **CTE EOP Assessment test tickets will be generated from TEDS data as of February 1.**
 - Senior concentrator students enrolled in programs where a CTE EOP Assessment is available must take the CTE EOP Assessment if they are not taking an approved industry certification and have not previously tested an end-of-program assessment associated with statewide articulated credit (e.g. KOSSA, CTE EOP Assessment).
 - Underclass concentrator students may also take the CTE EOP Assessment, but will not be included for accountability reporting until their senior year.
 - **NOTE:** *Students identified in the 1% population taking Alternate Assessment are **NOT required to** take CTE EOP Assessment.*
 - For a complete listing of available assessments by pathway and CIP CODE , refer to the current year [Career and Technical Education End-of-Program Assessment for Articulated Credit list](#) on the [CTE EOP Assessment website](#) at link (<https://education.ky.gov/CTE/endofprog/Pages/default.aspx>).
 - **REMEMBER: TEDS data updates overnight, so verify your data BEFORE February 1.**
- Review “*Appendix A – CTE End-of-Program (CTE EOP) Assessment Online IT Requirements*” for IT preparations, ensure the District Technology Coordinator conducts a sample test to make sure computer labs are in good working order. The CTE EOP Assessment Online Sample Test should be run on every device that will be used during live testing to ensure success.
- Carefully read the *CTE EOP Assessment Test Coordinator Manual* and Administrator Manual and complete required trainings for the administration of state assessments. Know procedures for emergencies, testing irregularities (e.g., unscheduled fire drills, a student getting sick during testing, technology

interruptions or outages) and testing allegations as set forth by your district. Contact your DAC with any questions.

- Determine the best testing locations for students, determine testing group size and select test administrators/proctors.
- Determine the time schedule for administering the assessment, following any district directions you have been provided. Two hours are allocated to complete the test. Students with IEPs, 504 Plans and PSPs requiring an extended time accommodation will have up to five hours to complete the test. **Plan for students to have the maximum time allocated to complete the test during a single testing session, including extended time accommodation, if applicable.**
- Prepare testing schedules and accommodation plans for test administration. Verify that special testing accommodations are properly documented on the student IEP or 504 Plan in Infinite Campus.
- Provide testing schedules to the school personnel who will be involved with testing.
- Ensure classroom teachers are **NOT** proctoring students enrolled in the specific content area in which the CTE EOP Assessment is being administered. In other words, teachers shall **NOT** proctor their own students.
- Read the *CTE EOP Assessment Test Administrator Manual* to become familiar with the testing scripts.
- Ensure all training sessions and documentation of individuals who administer, proctor or work with CTE EOP Assessment testing in any capacity have completed all required trainings (e.g., Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations trainings, any additional district/school required trainings) prior to the start of the school testing window. Ensure all individuals assisting with the administration of CTE EOP Assessment abide by the information in the CTE EOP Assessment Test Coordinator and Administrator Manuals. There are no CTE EOP Assessment specific trainings.
- Distribute the *CTE EOP Assessment Test Administrator Manual* to test administrators and proctors so they can become familiar with the testing procedures and testing scripts.
- Provide test administrators and proctors with CTE EOP Assessment technical support contact information (e.g., school, district, state and CTECS).
- Notify test administrators and proctors with procedures for emergencies, testing irregularities (e.g., unscheduled fire drills, a student getting sick during testing, technology interruptions or outages) and testing allegations during testing as set forth by your district policy and in accordance with Administration Code for Kentucky's Educational Assessment Program.

- Access E-SESS, the online testing system for CTE EOP Assessment and generate the Test Ticket Report prior to the school testing window. Refer to “[Appendix B](#) – Using your E-SESS Administrator Account to Generate Assessment Reports” for instructions. The Test Ticket Report in E-SESS contains the test tickets for each registered student. Once the report is generated, you will be able to view or print the report and distribute the test tickets appropriately. **Do NOT distribute test tickets prior to the day of testing.**
- Verify extended time accommodations are accurately associated with student test tickets, if applicable, and contact Sherri Craig, OCTEST – (502) 564-4286, ext. 4226 or Sherri.Craig@education.ky.gov for assistance.

DURING THE TEST

- Provide test administrators and proctors with a roster of students to be assessed. This roster can be generated using the EOP Test Ticket Report in TEDS.
- Distribute student test tickets on the day of the test using your district and school documenting process for transferring secure testing materials.
- Students requiring extended time accommodations based on IEPs, 504 Plans or PSPs should have an asterisk next to their assessment name on their testing ticket and five (5) hours indicated on their test timer. Upon student log in, if extended time is not accurately indicated (five (5) hours) immediately contact Sherri Craig, OCTEST – (502) 564-4286, ext. 4226 or Sherri.Craig@education.ky.gov, or Tim Withee, CTECS, (404) 994-6535 or twithee@ctecs.org, for assistance.
- Use the EOP Test Ticket Report from TEDS to maintain a list of students who tested on each day of the testing window. This should be kept on file by the DAC.
- Provide assistance in developing seating charts for each testing session. This is to be filed with the DAC following testing.
- Monitor the test administration.
- In the event of extenuating circumstances (e.g., power outage, bomb threat, fire drill) during the test, stop testing and report the test irregularity to your DAC and notify Sherri Craig, OCTEST, at (502) 564-4286, ext. 4226 or Sherri.Craig@education.ky.gov, or Tim Withee, CTECS, at (404) 994-6535 or twithee@ctecs.org, for assistance.
- Any instance of cheating should be handled in the least disruptive manner consistent with district and school policies. Exams are to be terminated for students who cheat. All instances of cheating must be reported as a testing allegation.

AFTER THE TEST

- Collect all test materials (e.g., scratch paper, student test tickets) from test administrators and proctors no later than the end of the day of testing, documenting the material transfer. Verify that ALL test materials have been received and properly destroyed.
- Immediately, report any testing irregularities or testing allegations in test administration or test security to the DAC and notify Sherri Craig, OCTEST, at (502) 564-4286 Ext. 4226 or Sherri.Craig@education.ky.gov. Testing allegations are to be submitted as they are for other state assessments. Refer to details [Allegation Reporting](http://education.ky.gov/AA/dist supp/Pages/Allegation-Reporting.aspx) at link <http://education.ky.gov/AA/dist supp/Pages/Allegation-Reporting.aspx>. Contact Patsy Kenner, KDE Office of Legal Services, at (502) 564-4474 Ext. 4809 or patsy.kenner@education.ky.gov for assistance with reporting potential testing allegation.
- Disclosure of assessment content is strictly prohibited. If any potential issues regarding an assessment item are identified and reported to you, report those to OCTEST, Sherri Craig in accordance with the [Procedures for Reporting Concerns Regarding CTE EOP Assessment Items](#) within this document and in accordance with the Administration Code for Kentucky's Educational Assessment Program.

CONTACT INFORMATION

Sherri Craig
Office of Career and Technical Education and Student Transition
300 Sower Blvd. – 5th Floor SW
Frankfort, KY 40601
(502) 564-4286 ext. 4226

General Questions and Support:

If you have questions or need support before, during or after testing, contact the KDE Office of Career and Technical Education and Student Transition:

Sherri Craig
(502) 564-4286 ext. 4226
sherri.craig@education.ky.gov

Technical or System Issues:

If you are having technical or system issues during testing, contact CTECS (please have a local IT support staff available when you place the call):

Tim Withee
(404) 994-6535
twithee@cteecs.org

Robyn Marshall
(678) 226-9000 or (404) 994-6534
rmarshall@cteecs.org

SUPPORTING INFORMATION ON POLICIES AND PROCEDURES

TEST ADMINISTRATION DATES:

Assessment Name: Career and Technical Education End-of-Program (CTE EOP) Assessment

Registration Deadline: February 1

February 1 is a critical deadline for CTE EOP Assessment registration. Student registration for CTE EOP Assessment testing is generated from TEDS data as of the February 1 deadline. Only those students identified as concentrator within a pathway that aligns to a CTE EOP Assessment in TEDS by February 1 will be eligible to test. The EOP Test Ticket Report in TEDS should be utilized to review and confirm students'

concentrator status prior to February 1 of the current school year. Remember: TEDS data updates overnight, so it is best to verify your data BEFORE February 1.

Testing Window: February 24 – March 31 (last week February – end of March)

Each school with CTE programs will identify a consecutive two-week window during the CTE EOP Assessment testing window to complete testing.

TESTING TIME

- Allow 10-15 minutes for seating and instructions for the test.
- Allow a minimum of 2 hours for completion of the test.

Each assessment must be completed during a single uninterrupted testing session and students must NOT be given an opportunity to interact with their peers or to receive outside help prior to completing the test.

PROVIDING ADDITIONAL TIME

Prior to testing, develop a plan for students who will need additional testing time to stay in the same location. Additional time will be given to students with an extended time accommodation indicated in their IEP, Section 504 or PSP based on information in Infinite Campus (IC). Under no circumstances may an individual test be given over multiple days or over multiple sessions.

PARTICIPATION

Senior concentrator students enrolled in programs where a CTE EOP Assessment is available **must** take the CTE EOP Assessment if they are not taking an approved industry certification and have not previously tested in an end-of-program assessment associated with statewide articulated credit (e.g. KOSSA, CTE EOP Assessment). Underclass preparatory students may also take the CTE EOP Assessment, but will not be included for accountability reporting until their senior year. For a complete listing of available assessments by pathway and CIP Code, refer to the current year [Career and Technical Education End-of-Program Assessment for Articulated Credit list](#) on the [CTE EOP Assessment web page](#) (<https://education.ky.gov/CTE/endofprog/Pages/default.aspx>).

Note: *Students identified in the 1% population taking the Alternate Assessment are NOT required to take CTE EOP Assessment.*

TEST SECURITY TRAINING

The school test coordinator is responsible for planning and implementing the training session for all individuals involved in the administration of CTE EOP Assessment. The training is required in order to review the instructions for test administration, test security and individual responsibilities, such as distributing and collecting materials and

monitoring to make certain that each student is working independently. Test tickets are secure materials and shall be handled in compliance with the Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations trainings. Failure to comply could result in a testing allegation. Detailed information on the required training procedures ([Assessment Regulations Training](#)) can be found at [CTE EOP Assessment web page](#) at link (<https://education.ky.gov/CTE/endofprog/Pages/default.aspx>)

Disclosure of assessment content is strictly prohibited. If any potential issues regarding an assessment item are identified and reported to you, report those to OCTEST, Sherri Craig at (502) 564-4286 Ext. 4226 or sherri.craig@education.ky.gov in accordance with the Procedures for Reporting Concerns Regarding CTE EOP Assessment Items within this document and in accordance with the Administration Code for Kentucky's Educational Assessment Program.

Procedures for Reporting Concerns Regarding CTE EOP Assessment Items

1. Do not reproduce the test item in any way.
2. Identify the location of the error (i.e., assessment name, student name, item number if known).
3. Provide general description of the concern (e.g., missing answer choices, missing portion of item stem, no correct answer), however the description shall not unduly compromise the security of the assessment by revealing the content of the item.
4. Notify the CTE EOP Assessment Coordinator who shall then contact KDE, Office of Career and Technical Education and Student Transition, Sherri Craig at 502-564-4286 Ext. 4226 or sherri.craig@education.ky.gov.

Reporting Testing Allegations

Testing allegations are to be submitted as they are for other state assessments. Refer [Allegation Reporting](#) at link <http://education.ky.gov/AA/distsupp/Pages/Allegation-Reporting.aspx> for details. Contact Patsy Kenner, KDE Office of Legal Services, at (502) 564-4474 Ext. 4809 or patsy.kenner@education.ky.gov, for assistance with reporting potential testing allegation.

SCHEDULING AT THE SCHOOL LEVEL

School test coordinators will coordinate the school's testing schedule and assign school personnel who will administer and proctor the assessments. The assessment is to be administered by the DAC, BAC, Principal, Counselor, or a **classroom teacher who does NOT teach the specific content area in which the assessment is being administered**. One proctor should be provided for every group of 25-30 students. Proctors must remain in the room for the duration of the test. Students shall **NOT** be left unsupervised during testing.

ADMINISTRATION PROCEDURES/TESTING ENVIRONMENT

The CTE EOP Assessment Test Coordinator and Test Administrator Manuals are not considered secure documents and may be distributed to test administrators prior to the date of the test administration to allow test administrators/proctors to familiarize themselves with the testing instructions and script.

School test coordinators are to ensure an optimum testing environment is provided for each student during testing. Trainings developed by the Office of Standards, Assessment and Accountability (OSAA) provides specific directions on what can be displayed on walls, workstations and other information that clearly defines what students can and cannot use during the test.

Because testing environments can affect student scores, the following guidelines are provided for planning favorable environments.

Size of Testing Sessions: Districts may decide the sizes of testing sessions, but smaller testing sessions (approximately 25-30 students) provide better testing conditions.

Room: A room that is free from distractions and has adequate light, ventilation and heating or air conditioning provides the most supportive conditions for students.

Seating: Seating must be arranged to minimize the possibility of students communicating with each other either verbally or visually. Each student should be provided with ample blank, front and back (lined or unlined), scratch paper, pencil and computer. The test coordinator/administrator must maintain a seating chart for each testing session to file with the DAC.

When to Test: The CTE EOP Assessment testing window is February 24 – March 31 of the current school year. Schools must identify a two-week testing window within the CTE EOP Assessment testing window for access to the online testing system.

Personnel: The assessment must be administered by the DAC, BAC, Principal, Counselor or a classroom teacher who **does NOT** teach the specific content area in which the CTE EOP Assessment is being administered. The proctor cannot be the teacher on record for the exam being administered. If the test is being administered in large groups, at least one proctor should be provided for every group of 25-30 students. Test administrators and test proctors must circulate throughout the testing area while students are testing to make certain that students are completing the test as directed. At no time shall students be left in the testing room unsupervised by appropriate personnel.

Helping Students: All test administrators and proctors must maintain an impartial and professional attitude; in no case may students be given help with the test. Testing procedures should be made clear. Any questions about procedures for marking or correcting answers should be answered by repeating the appropriate sections of the

instructions. If a student should ask a question about the test content or the choice of a response, permissible replies include “*Stay on task*” and “*Do your best.*”

Cheating: Any instances of cheating should be handled in the least disruptive manner consistent with district and school policies. Exams are to be terminated for students who cheat. Students who cheat will receive a failing score and be referred to the Principal and DAC for further appropriate action. All instances of cheating must be reported as a testing allegation.

No Electronic Devices: Students are **NOT** allowed to have pagers, cell phones or any other electronic device on the desk or accessible during the testing. Exceptions are made for IEP, Section 504 or PSP students under very specific, permissible circumstances.

Students Who Finish Early: Prior to testing, advise students to bring books or other reading materials to occupy their time if they finish early. These materials should **NOT** be on student desks while they are taking tests. Items for use after the examination are to be stored away from the student work area and **NOT** accessible until testing materials have been collected, logged in and completion verified by the test administrator. After the administrator has confirmed submission of the assessment in the online testing system and all secure materials (e.g. test ticket, scratch paper) have been collected, students who finish early may be dismissed in a nondisruptive manner to return to class or designated area.

No Books, Dictionaries, Thesauruses, Notes or Other Aids: No reference aids and materials may be accessible to students during the administration of the *CTE EOP Assessment*.

ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS:

Infinite Campus (IC) is the authoritative source for accommodations. Ensure IEPs, 504 Plans and PSPs in Infinite Campus document all accommodations required for students with special needs.

- **Large Print:** Students can increase font size for large print by holding the Ctrl key and pressing the + key.
- **Readers:** Accommodations for readers will be handled locally by having readers read from the student computer screen or connecting a second monitor to the computer to read the assessment. The reader-to-student ratio must be a one-to-one. While not supported by TFI, some schools have successfully used assistive technology screen reader software (e.g., NVDA or Read and Write Gold) to meet special needs for readers.
- **Extended Time:** This will be added to a student test account based on student information in Infinite Campus. Test coordinators should review student test tickets prior to testing to ensure extended time accommodations are accurate. Once the student logs into their account and begins the assessment, the timer

begins to run down until the student completes the assessment and submits for grading or time expires.

- ***Accommodations data is captured in IC and utilized to indicate extended time accommodations. IEPs with extended time accommodations and 504 Plans are pulled from IC; however, extended time accommodation for PSPs must be requested. Test coordinators should verify extended time accuracy prior to testing and request any necessary changes. Also, test administrators should verify the student's time is accurate upon log in to their test account. If there is a problem, contact Sherri Craig at (502) 564-4286 ext. 4226 for assistance.***

Student testing accommodations must be provided in accordance with the Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations trainings.

TEST REGISTRATION PROCESS

Student registration for CTE EOP assessment is generated from information provided in TEDS. Schools should run the EOP Test Ticket Report in TEDS to verify the complete list of students eligible to take CTE EOP Assessment. The student names identified in EOP Test Ticket Report from TEDS will be uploaded to the online system, E-SESS, for generation of test tickets. Refer to "[Appendix B – Using your E-SESS Administrator Account to Generate Assessment Reports](#)" for instructions to create the Test Ticket Report, which produces the test tickets needed for testing and is used to generate performance reports after scores are finalized.

Note: *Only school and district personnel with E-SESS accounts identified as CTE EOP Assessment Coordinator and District Assessment Coordinator (DAC) roles have access to generate the Test Ticket Report in E-SESS for testing.*

PART II: CTE EOP ASSESSMENT TEST ADMINISTRATOR MANUAL

TEST ADMINISTRATOR RESPONSIBILITIES

The classroom test administrator has responsibilities before, during and after the scheduled test administration to guarantee the integrity of the test administration and the testing materials. The test administrator must be a certified school employee.

BEFORE THE TEST:

- Make sure classroom teachers are **NOT** proctoring students enrolled in the specific content area in which the CTE EOP Assessment is being administered. In other words, a teacher should **NOT** be proctoring their own students.
- Complete the required Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations trainings prior to administering the assessment. Refer to [Assessment Regulation Trainings](#) on the [CTE EOP Assessment web page](#) for more information at link <https://education.ky.gov/CTE/endofprog/Pages/default.aspx>.
- Read and adhere to all instructions for test administration in the *CTE EOP Assessment Test Administrator Manual*. Also, refer to "[Appendix C](#) – E-SESS Test Participant Log In and Navigation Instructions" and "[Appendix D](#) – IT Tips and Solutions" for additional information. Contact your CTE EOP Assessment Test Coordinator with any questions.
- Know procedures for emergencies, testing irregularities (e.g., unscheduled fire drills, a student getting sick during testing, technology interruptions or outages) and testing allegations as set forth by your district. Contact your CTE EOP Assessment Test Coordinator with any questions.
- Check the testing room and cover or remove any posters or materials on the walls and/or desks that might provide instruction or assistance to students.
- Obtain student roster and test tickets from your CTE EOP Assessment Test Coordinator who will verify student eligibility prior to testing. **IMPORTANT NOTE: Be aware test tickets are secure materials and shall be handled in compliance with the Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations trainings. Failure to comply could result in a testing allegation.**
- Ensure, on the day of the test, that you have all necessary materials for test administration: CTE EOP Assessment Administration Manual, pencils, blank (lined or unlined) scratch paper, student roster, seating chart, permissible calculators (an electronic calculator is available within the online testing system) and test tickets.

- Electronic devices are strictly prohibited unless a student has an accommodation plan that allows a specific permissible device.
- No personal belongings are to be on desks or table tops. Whenever possible, have students store backpacks in the rear of the testing room.

DURING THE TEST:

- Post a “Testing” sign on your classroom door.
- Follow the script in this test administration manual VERBATIM.
- Provide accommodations as outlined in student IEP, Section 504 or PSP provided by your school’s CTE EOP Assessment Test Coordinator.
- After the students log in to their test accounts and begin the assessment, verify students requiring extended time accommodations based on IEPs, 504 Plans or PSPs initially have five (5) hours indicated on their test timer. If extended time is not on the student’s test timer, then immediately contact Sherri Craig, OCTEST at (502) 564-4286, ext. 4226 or sherri.craig@education.ky.gov, or Tim Withee, CTECS, (404) 994-6535 or twithee@ctecs.org, for assistance to update the students testing time.
- Students shall **NOT** be left unattended in the test room and with test materials.
- Students shall **NOT** receive any assistance from anyone, or use any other materials beyond those specified in this manual. No dictionaries, reference materials, or other instructional aides are allowed.
- Walk the room and actively monitor students during testing.
- Ensure that students do **NOT** open another web browser or any other computer programs during testing. If this is observed, report it to the CTE EOP Assessment Coordinator and/or DAC immediately following the testing session.
- Document any unusual conditions or situations that may affect students’ scores.
- Be aware of remaining testing time and remind students as appropriate.
- **DISCLOSURE OF TEST CONTENT IS STRICTLY PROHIBITED. DO NOT** discuss, read, review, copy, reproduce and/or take notes on the assessment items or student responses.
- After each student completes their assessment, confirm their assessment successfully submitted in the online testing system, then collect their test ticket and scratch paper.

AFTER THE TEST:

- Ensure all scratch paper and student test tickets have been collected. Students are to leave the room with only their personal belongings.
- Follow your district/school’s procedures for sorting test materials and return them to your school test coordinator as soon as possible, but no later than the end of

the school day. All materials are secure documents and must **NOT** be left unsecured.

- Immediately report any test irregularities, testing allegations, or breaches of security to your CTE EOP Assessment Test Coordinator and/or DAC.
- Disclosure of assessment content is strictly prohibited. Student responses are **NEVER** to be copied or disclosed. **Failure to comply could result in a testing allegation.** If any potential issues regarding an assessment item are identified and reported to you, report those to the CTE EOP Assessment Coordinator in accordance with the [Procedures for Reporting Concerns Regarding CTE EOP Assessment Items](#) within this document and in accordance with the Administration Code for Kentucky's Educational Assessment Program.

ADMINISTRATION PROCEDURES

This manual contains a description of the procedures to be used when administering the *Career and Technical Education End-of-Program (CTE EOP) Assessment* along with detailed instructions to read to students. Read and understand these instructions thoroughly before administering the test.

TESTING MATERIALS

Only the following materials are allowed for CTE EOP Assessment:

- The Test Administrator Manual
- A computer for each student
- A student roster and seating chart
- Login information – test ticket for each student
- A supply of pencils with erasers
- Scratch paper (blank on both sides, lined or unlined)
- A calculator is permissible in accordance with the KDE Calculator Policy (*Refer to the Kentucky Department of Education, Office of Assessment and Accountability Calculator Use Policy for State Testing.*)
Note: *A calculator is available within the online testing system.)*

TEST SECURITY

All testing personnel are bound by testing procedures and test security measures as outlined in the State Assessment Regulations Trainings. The District Assessment Coordinator (DAC) or Principal of each school is responsible for providing complete training annually in test security and test administration for all school personnel involved in the administration of state assessments. The training session held before testing should include the Assessment Regulations Training, review of these instructions, test security and individual responsibilities, such as distributing and collecting materials and checking to make certain that each student is working on the appropriate part of the

test.

Disclosure of the assessment content is strictly prohibited. School officials, including classroom test administrators and classroom proctors, are not authorized to look at the assessment contents, make notes or copies of any assessment items. Only individuals providing required accommodations for students may view content of the assessment when reading to an individual student. Only the student listed on the test ticket is permitted to log into the student account. If any potential assessment issues are reported to you, then notify your CTE EOP Assessment Coordinator in accordance with guidance within the Administration Code for Kentucky's Educational Assessment Program. **Failure to comply could result in a testing allegation.**

ADMINISTRATION PROCEDURES / TESTING ENVIRONMENT

The CTE EOP Assessment Test Coordinator and Test Administrator Manuals are not considered secure documents and may be distributed to test administrators prior to the date of the test administration to allow test administrators/proctors to familiarize themselves with the testing instructions and script. Refer to "[Appendix C – E-SESS Test Participant Log In and Navigation Instructions](#)" and "Appendix D – IT Tips and Solutions" for additional information.

School test coordinators are to ensure an optimum testing environment is provided for each student taking a test. Trainings developed by the Office of Standards, Assessment and Accountability (OSAA) provides specific directions on what can be displayed on walls, workstations and other information that clearly defines what students can and cannot use during the test.

Because testing environments can affect student scores, the following guidelines are provided for planning favorable environments.

Size of Testing Sessions: Districts may decide the sizes of testing sessions, but smaller testing sessions (approximately 25-30 students) provide better testing conditions.

The Room: A room that is free from distractions and has adequate light, ventilation and heating or air conditioning provides the most supportive conditions for students.

Seating: Seating must be arranged to minimize the possibility of students communicating with each other either verbally or visually. Each student should be provided with ample blank, front and back (lined or unlined), scratch paper, pencil and computer. The test coordinator/ administrator must maintain a seating chart for each testing session to file with the DAC.

When to Test: The CTE EOP Assessment testing window is February 24 – March 31 of the current school year. Schools must identify a two-week testing window within the CTE EOP Assessment testing window for access to the online testing system.

Personnel: The assessment must be administered by the DAC, BAC, Principal, Counselor or a classroom teacher who **does NOT** teach the specific content area in which the CTE EOP Assessment is being administered. The proctor cannot be the teacher on record for the exam being administered. If the test is being administered in large groups, at least one proctor should be provided for every group of 25-30 students. Test administrators and test proctors must circulate throughout the testing area while students are testing to make certain that students are completing the test as directed. At no time shall students be left in the testing room unsupervised by appropriate personnel.

Helping Students: All test administrators and proctors must maintain an impartial and professional attitude; in no case may students be given help with the test. Testing procedures should be made clear. Any questions about procedures for marking or correcting answers should be answered by repeating the appropriate sections of the instructions. If a student should ask a question about the test content or the choice of a response, permissible replies include “*Stay on task*” and “*Do your best.*”

Cheating: Any instances of cheating should be handled in the least disruptive manner consistent with district and school policies. Exams are to be terminated for students who cheat. Students who cheat will receive a failing score and be referred to the Principal and DAC for further appropriate action. All instances of cheating must be reported as a testing allegation.

No Electronic Devices: Students are **NOT** allowed to have pagers, cell phones, or any other electronic device on the desk or accessible during the testing. Exceptions are made for IEP, Section 504 or PSP students under very specific, permissible circumstances.

Students Who Finish Early: Prior to testing, advise students to bring books or other reading materials to occupy their time if they finish early. These materials should **NOT** be on student desks while they are taking tests. Items for use after the examination are to be stored away from the student work area and **NOT** accessible until testing materials have been collected, logged in and completion verified by the test administrator. After the administrator has confirmed submission of the assessment in the online testing system and all secure materials (e.g. test ticket, scratch paper) have been collected, students who finish early may be dismissed in a nondisruptive manner to return to class or designated area.

No Books, Dictionaries, Thesauruses, Notes or Other Aids: No reference aids and materials may be accessible to students during the CTE EOP Assessment.

TESTING TIMES:

- Allow 10-15 minutes for seating and instructions for the test.
- Allow 2 hours for completion of the test.

Each assessment must be completed during a single uninterrupted testing session and students must NOT be given an opportunity to interact with their peers or to receive outside help prior to completing the test.

PROVIDING ADDITIONAL TIME

Prior to testing, develop a plan for students who will need additional testing time to stay in the same location. Additional time, up to five hours, will be given to students with an extended time accommodation indicated in their IEP, Section 504 or PSP based on information in Infinite Campus. Each assessment must be completed during a single uninterrupted testing session and students must **NOT** be given an opportunity to interact with their peers or to receive outside help prior to completing the test.

CTE EOP ASSESSMENT INSTRUCTIONS (Script)

Verify attendance using the student roster provided by the CTE EOP Assessment Test Coordinator. Document room arrangement and attendance on a seating chart to be filed with the District Assessment Coordinator (DAC).

When all students are quietly seated at their computer station with pencils, erasers and scratch paper (blank on both sides, lined or unlined):

SAY You are here to take the Career and Technical Education End-of-Program (CTE EOP) Assessment for articulated credit. The assessment is administered through an online testing system, E-SESS.

If you have any questions as we go through the instructions, please raise your hand.

SAY During the exam, there are a few items we need to cover to help ensure a smooth testing experience. Please listen carefully.

- Remember to click the “Save Answer” button after answering a question.
- If you want to go back to a question at the end of the test, remember to mark the box labeled “Mark Item for Review.” These questions will be highlighted in blue in the summary page at the end of the exam.
- When you have completed the exam, a screen will show all of the questions and answers you plan to submit. Review the summary and look for any questions in red. Those are the questions you have not yet answered.
- You can increase the font and picture size by using CTRL +, to make the font and picture size smaller use CTRL -.
- A calculator is available within the online testing system by selecting the “Calculator” button. Only a permissible calculator may be used.

I will now pass out the test tickets. DO NOT log in until you are told to do so.

DO Pass out the test tickets and confirm the student name and assessment name listed on the test ticket are accurate.

SAY You should have a test ticket, scratch paper and a pencil on your desk; there should **NOT** be any other materials on your workstation. Is anyone missing their test ticket, scratch paper, or pencil?

DO Ensure all students have the necessary testing items.

SAY Verify your name and assessment name are accurate on your test ticket.

DO Ensure all students have the correct test ticket.

SAY There are 120 questions and you will have 2 hours to complete this exam. There is a timer on your screen that will tell you how much time is left. When the timer expires, your exam will be automatically submitted.

If you finish this test early and have reviewed your answers, you can submit your test by clicking the “Submit for Grading” button.

Once you have submitted your test, raise your hand and I will pick up your test ticket and scratch paper and confirm that you have submitted the test on the computer.

After I have collected your test materials, you may read any materials you have brought with you. However, due to test security, please do not talk and disturb others.

Are there any questions?

DO Answer any questions.

NOTE: Students will have up to 2 hours regular time to test, however students with extended time accommodations will have up to 5 hours to complete the assessment. Prior arrangements must be made to ensure students have adequate time to complete the assessment in a single testing session.

SAY By logging into this test, you are agreeing to maintain the security and integrity of this assessment by not discussing or disclosing the content of the assessment.

Are there any questions?

DO Answer any questions.

SAY You may now log in and begin your exam.

Approximate Start Time: _____ Approximate Stop Time: _____

DO Ensure students requiring additional time as indicated in their IEP, 504 Plan or PSP initially have five (5) hours on their test timer. If the extended time is not displayed accurately immediately contact:

Sherri Craig, OCTEST, at (502) 564-4286, ext. 4226 or sherri.craig@education.ky.gov, or Tim Withee, CTECS, at (404) 994-6535 or twithee@cteecs.org, for assistance.

APPENDIX A



CTE END-OF-PROGRAM (CTE EOP) ASSESSMENT ONLINE IT REQUIREMENTS

TECHNICAL SPECIFICATIONS:

CTE EOP Assessment is administered through the Technological Fluency Institute (TFI) online assessment system, E-SESS. Please review the following technical specifications provided by TFI and KDE to ensure a smooth testing experience. District Assessment Coordinators (DACs), Building Assessment Coordinators (BACs) and Principals should communicate with Building and District Technology Coordinators to confirm all guidelines in this document are addressed.

Browser: The testing program is supported in Firefox and Chrome on all platforms. IE 11 and Edge are supported on Windows. Firefox or Chrome should be used on Mac OS X.

KDE Specific Browser Update

- Only Firefox or Chrome should be used on Mac OS X. An issue has been reported with Safari.
- Chrome is preferred instead of IE11 on Windows.

Other browsers beyond what is listed above may work, but the specified browsers are the only versions actively tested and supported. We will try to help with any other browsers or older versions, but we offer no guarantees. Bandwidth may be an issue if it's not "dedicated." A school may have 5 T1s, but if they have 50 students in the library streaming videos, the entire pipe is going to be used. The bandwidth estimation of this requirement is based on 150–200 students simultaneously taking the test on a dedicated T1 and experiencing no delays.

Reporting: In some cases, in-browser reports are augmented with spreadsheet and/or PDF documents. Excel (or compatible) and a PDF reader (such as Acrobat Reader) are optional but not required.

Audio: Using the audio feature requires additional bandwidth; you may notice slower response times during testing. CTECS recommends using wired computer Internet connections. Audio is played using HTML 5 technology.

Display Properties: The testing program is best viewed at 1024 x 768 display resolution or higher. It will work at 800 x 600.

Bandwidth: The bandwidth recommendation is a T1 line for every 150 simultaneous users. The T1 may be able to serve additional students; however, student populations greater than 150 per site have not been tested and confirmed by TFI.

Memory: There are no specific requirements for the CPU, RAM, etc. If the machine will run the browser, the E-SESS application will run.

Proxy Server Settings: Make sure that the proxy server will not cache Techfluency.org. Responses must be sent directly to the E-SESS (Techfluency) server. Do not begin testing students until Proxy Server settings allow communication to flow to and from the E-SESS online testing system. Otherwise, the students will finish the test and receive a 0 score.

Be sure to take the sample test (see next section) to test your devices and system. The timer (clock) should display correctly on the screen; if not, there is a problem and students cannot test until it is resolved.

During testing, if you notice that the timer (clock), displayed on the student's screen looks "garbled" or undefined, there is something blocking the content. Students should NOT continue to take the test. Proctors should stop testing and contact CTECS and the IT personnel at the location to resolve the issue.

Sample Test: Access the sample test at each location before students begin testing. This ensures that there are no proxy servers preventing access to the site, no software packages preventing cookies/sessions from being stored, etc. The sample test may be accessed multiple times by individual users.

To access the sample CTE EOP ASSESSMENT test

1. Go to <http://www.techfluency.org/esess/>
2. Make the following entries into the four blanks:
Organization: KYEOP
First Name: Sample
Last Name: Sample
Password: Sample

Site URL:	www.techfluency.org/esess
Org. Name:	KYEOP
First Name:	Sample
Last Name:	Sample
Password:	Sample

3. Click Log In
4. Click Continue
5. Click Begin

Note: At least one graphic should be visible and the timer should be visible and clearly readable throughout the test.

Firewalls and server settings: Be sure the IP addresses are not blocked.

IP Information: There are 2 load balanced front end servers for Techfluency.org (the testing site):

174.129.233.219

184.73.202.76

The only exception will be images and audio (text-to-speech feature) used on the tests. The images are hosted on Amazon's S3 servers. Server name: media.techfluency.org

District Guidelines for Network Activity Moratorium during Online Testing

The following is a list of recommended best practices for district technology personnel to have in place during scheduled online testing windows in their district.

Use of these recommendations will greatly improve the testing experience for the students and reduce or eliminate possible activity that could impede the online testing system. These guidelines apply to all online tests. They were specifically designed to focus on best practices and lessons learned from past testing sessions.

Most Importantly: Communicate with the DAC or ATC Principal to make sure you have these guidelines in place to meet their scheduled tests.

During Testing Windows:

1. Disable wireless guest networks
2. If a district has routers within their LAN, establish QOS rules to prioritize access to testing sites
3. Whitelist testing sites IP addresses (proxy/internet filter)
4. Restrict or ban certain network activity during testing window. This should include:
 - a. Video streaming (Youtube, Discovery, Netflix, Hulu, Hudi, etc.)
 - b. Audio streaming (Pandora, iHeartRadio, Slacker, etc.)
 - c. Large data moves or backup/restoration projects
 - d. Alterations to LAN network equipment
 - e. Removal or additions to network LAN
 - f. System updates (OS Updates, Patches, Software Updates, etc.). These should be rescheduled for after the test window
 - g. App updates or downloads. These should be scheduled for after the test window

h. Video conferencing

TIPS AND SOLUTIONS

The students are using an online assessment tool called E-SESS. The website is www.techfluency.org. The following troubleshooting steps detail a few problems you may experience including suggested actions to either diagnose or fix the problem.

If the students are having general connection issues, check the following:

- If possible, check the packet loss in the lab.
- Perform a traceroute to www.techfluency.org to see if the connection to E-SESS is OK and packet loss is minimal.

Next refer to the following troubleshooting steps

1. The test will not load at all. The student clicks the Begin button but the page never opens.
 - a. Check for a pop-up blocker.
 - b. Check the firewall and/or proxy server to see if www.techfluency.org is being blocked.
 - c. Close all open browser windows (even any minimized ones). Try again. It is possible for the test to already be open and just be minimized or for an open window to prevent the test from opening.
2. The student clicks Begin and the page opens, but the test never appears.
 - a. Check the browser version. The testing program is supported in Firefox and Chrome on all platforms. IE 11 and Edge are supported on Windows. Firefox and Chrome are supported on Mac OS X.
 - b. Try just closing the assessment and click Begin again.
 - c. Check for any specific errors showing up and contact CTECS with the exact error message.
3. “The students keep getting disconnected.” The message on the screen should be something like “Please wait while your test is being loaded. The connection to the server has slowed or stopped...”
 - a. This means the AJAX call to E-SESS failed. This could be due to server packet loss on an overloaded network. When the student begins the test, it will download about 100K, but the typical transaction after that is only around 10K, so it doesn’t require much bandwidth. You might also check to see if a firewall or proxy server is blocking communication with www.techfluency.org.
4. The test is going really slow. Each question takes more than ten seconds to load.
 - a. The simplest check is to see if it is the computer itself. Check the browser to be sure that it is adequately responsive when changing to other sites,

such as, the local school website. If the computer seems acceptable, try a connection speed test, such as, <http://speedtest.net>. Run the test to see if the numbers are abnormally low.

If you have any technical concerns prior to or during testing, please contact CTECS via phone or e-mail.

Tim Withee - (404) 994-6535 or twithee@ctecs.org

Robyn Marshall - (678) 226-9000 or (404) 994-6534 or rmarshall@ctecs.org

APPENDIX B

USING YOUR E-SESS ADMINISTRATOR ACCOUNT TO GENERATE ASSESSMENT REPORTS

Once administrator accounts are registered in the E-SESS system, the CTE EOP Assessment Coordinator/Administrator, District Assessment Coordinator (DAC) and CTE EOP Assessment Report User accounts will receive an e-mail message from TFI (info@techfluency.org) with the Test Site Administrator account information.

- The CTE EOP Assessment Test Coordinator account is the primary contact at the school site. Test Coordinators will access E-SESS, the online testing system, to view and print student assessment login information (test tickets) and several summative reports.
- The DAC account will have access to each school within their district, including student assessment login information (test tickets) and summative reports.
- CTE EOP Assessment Report User account will have access to their school level or district level summative reports only.

Be aware login credentials are considered secure information and shall NOT be shared with others in your school or district. As CTE EOP Assessment Test Coordinator and DAC are accountable for maintaining security of the online system. Failure to comply could result in a testing allegation.

Prior to the day of the testing, the CTE EOP Assessment Test Coordinator will need to access E-SESS and generate the Test Ticket Report. This report contains test tickets for each registered student. Once the report is generated, the Test Coordinator will be able to view, print and distribute the test tickets appropriately.

Do **NOT** wait until the day of testing to review and prepare the test tickets; however, the test tickets shall **NOT** be distributed prior to the day of testing.

Be aware test tickets are secure materials and shall be handled in compliance with the Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations trainings. Failure to comply could result in a testing allegation.

After the testing window closes (March 31), the DAC, CTE EOP Assessment Coordinator and Report Users will be notified when the following summative assessment reports are available:

- Assessment Enrollment Report
- Assessment Statistics
- Assessment Statistics Summary
- Grade Report

- Participant Information Report
- Standards Performance Report
- Standards Performance Summary with Graph Report

Notes/Tips:

- Only registered user accounts have access to the administrative menu items covered in this manual.
- The words “participant” and “student” are interchangeable in the E-SESS software and this manual.
- Use CTRL-F to search the manual for specific words/phrases.
- Contact KDE, Office of Career and Technical Education and Student Transition, or the Career and Technical Education Consortium of States (CTECS) when you require technical assistance related to CTE EOP Assessment administration:

For questions related to registering students (TEDS), contact:

Claude Christian, claudio.christian@education.ky.gov, (502) 564-4286 ext. 4207

For questions related to CTE EOP Assessment administration, contact:

Sherri Craig, sherri.craig@education.ky.gov, (502) 564-4286 ext. 4226

For questions related to technical questions and/or testing issues, contact:

CTECS Technical Support

Tim Withee, twithee@ctecs.org, (404) 994-6535

or

Robyn Marshall, rmarshall@ctecs.org, (404) 994-6534 or (678) 226-9000

Steps to Log in to Your E-SESS Account:

1. Confirm your pop-up blocker is turned off on your internet browser.
2. Follow the link provided in the e-mail message

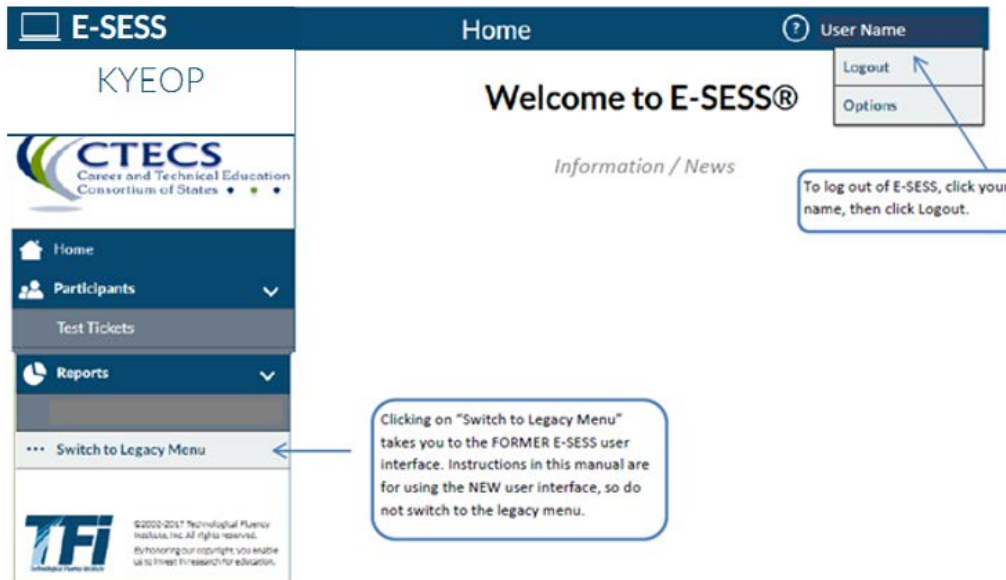
(<http://www.techfluency.org/esess/Admin>)
3. Enter the organization information provided in the e-mail message in the Organization / Username field.

4. Enter your password in the Password field.
5. Click the Log In button. The Administrative Menu will be displayed.



Administrative Menu

The menu provides access to participants, reports and the Help menu.



Steps to Print Test Tickets Using the Test Ticket Report:

Prior to the day of the test, the CTE EOP Assessment Coordinator will need to access E-SESS and generate the Test Ticket Report. This report contains the “test tickets” for each registered student to login and take their test. Once the report is generated, the CTE EOP Assessment Coordinator will be able to view or print the report and distribute the test tickets appropriately. The CTE EOP Assessment Coordinator/Administrator should review the test tickets and verify extended time accommodations are accurate, if applicable.

- The Test Ticket Report generates an alphabetical, block-format list of participant names and passwords. The report is designed to be printed. The report can be filtered by school name and assessment name.

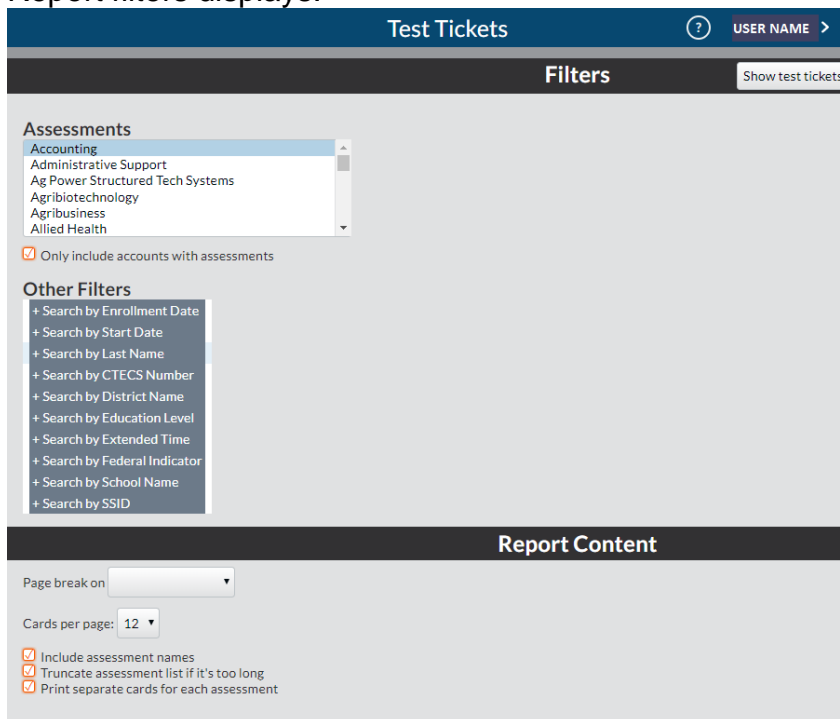
- Each login information block (i.e., test ticket) can be cut out and distributed to the test administrators/proctors.
- **Do NOT distribute test tickets prior to the day of testing. The test tickets are secure test materials.**
- If there are any questions, contact KDE, Office of Career and Technical Education and Student Transition, Sherri Craig at (502) 564-4286 ext. 4226 or sherri.craig@education.ky.gov.

IMPORTANT NOTE: Be aware test tickets are secure materials and shall be handled in compliance with the Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations trainings. The CTE EOP Assessment Test Coordinator and DAC are accountable for maintaining security of the online system. Failure to comply could result in a testing allegation.

To use the Test Tickets Report:

This report can be created by assessment and filters. If no filters are used, the default Test Ticket Report lists all participants for a given organization.

1. Select the Test Tickets Report from the Participant menu. The Test Tickets Report filters displays.



2. Filter the report.

- a. Click the + to expand the filter.
- b. Click the drop-down arrows to set the range.
3. The "**Pagebreak on**" drop-down enables the report to insert a page break on designated demographic (for example, "Search by Last Name"). The login cards are then grouped by that demographic; each new demographic prints on a new page with a header listing the demographic.
4. Click the **Show Test Tickets** button. A filtered Test Tickets Report displays.
5. Print or save the report as a pdf by following one of the steps below.
 - a. (recommended) Click the **PDF Version** button to create a pdf version of the report.
 - b. Click the **Print** button to see a printable version of the report in your browser window.

IMPORTANT NOTE: Be aware test tickets are secure materials and shall be handled in compliance with the Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations trainings.

Test tickets contain login information for the student(s) to access their test.

Site URL: <https://www.techfluency.org/esess>

Org. Name: organization name

First Name: student's first name

Last Name: student's last name

Password: password

Assessment: name of assessment

If an asterisk () is next to "Assessment:" the student account has been identified to receive extended time accommodation.*

The screenshot displays the E-SESS Test Tickets report interface. At the top, there is a header with the E-SESS logo, the title "Test Tickets", and a user name field. Below the header, there are buttons for "Print", "Email", and "PDF Version". A message indicates that print margins should be set to 0.5 inches. The main content area shows four login cards arranged in a 2x2 grid. Each card contains the following information: Site URL (https://www.techfluency.org/esess/), Org. Name (KYEOP), First Name (student's first name), Last Name (student's last name), Password (password), and Assessment (name of assessment).

APPENDIX C

E-SESS TEST PARTICIPANT LOG IN AND NAVIGATION INSTRUCTIONS

Test Ticket

Below is a sample test ticket. Each row on the ticket will be used to access the online test. The most critical row is the Site URL. This needs to be typed into the address bar of the Web browser and will take the student to the testing site.

Site URL:	<i>https://www.techfluency.org/esess</i>	Web address typed in by students to access the test.
Org. Name:	<i>organization name</i>	
First Name:	<i>student's first name</i>	
Last Name:	<i>student's last name</i>	
Password:	<i>password</i>	
Assessment:	<i>name of assessment</i>	

Log In

Below is a screenshot of the test participant/student login page. Students will type in the information given on their test tickets here. The information is NOT case sensitive. Do not let students change their name. It may invalidate their scores.

The screenshot shows the login interface for the E-SESS test. It includes a 'Participant Guide' link on the left, a central login form with fields for Organization, First Name, Last Name, and Password, and a 'Log In' button. On the right, there are links for 'Log In Information' and 'Problems Logging In?'. The footer contains the E-SESS logo and copyright information for Technological Fluency Institute, Inc.

1. **Participant Guide:** This link will open the Participant Guide.
2. **Organization:** This information should be provided to you by your test coordinator (as provided on the test ticket).
3. **First Name:** Type the student's first name as it was provided to them on their test ticket.
4. **Last Name:** Type the student's last name as it was provided to them on their test ticket.
5. **Password:** Type the student's password as it was provided to them on their test ticket.

6. **Log In:** Click this button to proceed after students have entered all the necessary information described above.
7. **Problem:** Click this link if this page does not look appropriate for your organization.

Sample Assessment Item

This is an example of an assessment item. After students click the “Begin” button on the Program Menu, they will see a screen similar to this one.

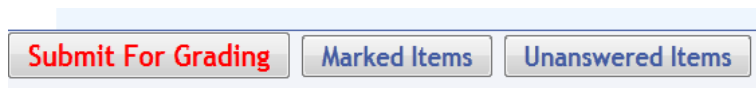
The screenshot shows a web-based assessment interface. At the top, there is a header bar with the following elements from left to right: 'Time remaining: 00:59:27', a 'Close Assessment' button, a 'Calculator' button, and '3/25'. Below the header, the text 'Sample Sample : Sample Test' is displayed. The main content area contains a checkbox labeled 'Mark the item below for review' and a red message 'Chosen Answer: None'. Below this is a question: '3) If the supervisor on duty gives you a task you do not understand, you should'. There are four radio button options: 'ask your supervisor for further clarification.', 'tell your supervisor you do not know how to do it and ask him to assign a co-worker the task.', 'try to figure it out on your own.', and 'get a co-worker who is more experienced to complete the task.'. At the bottom of the question area, there is a 'Save Answer' button. The footer of the interface includes 'Previous', 'Go to #' with a dropdown menu showing '3', 'Next', and 'Review' buttons. A zoom level of '125%' is visible in the bottom right corner.

1. **Time Remaining:** The test is timed; the time remaining will be displayed here and run down to zero (0).
2. **Close Assessment:** This button closes the assessment screen and returns you to the Program Menu.
3. **Calculator:** If the calculator is available in the assessment, click this button to gain access to a basic 4-function calculator.
4. **Item Count:** This displays the current item number and the total number of items on the test.
5. **Mark for Review:** Use this check box if students wish to mark the item for review. If they do so, the item will be highlighted in blue on the Review Assessment page. Students may mark as many items as they like for review. Items may be answered or left blank when marked for review. It is a visual reminder only. It does not affect the assessment.
6. **Answer Area:** If the item has not been answered yet, red text will indicate this. The item on the screen in this example is a multiple-choice question. Students will choose the most appropriate answer from the list by clicking the small circle beside their choice. Students may choose only one answer. Students can change their answer selection by clicking a different circle.

7. **Save Your Answer:** The Save Answer button will save the response and bring up either the next item or the review page.
8. **Navigation:** The navigation buttons allow students to move throughout the test.
 - a. **Previous:** This button will take students to the previous item unless they are already at the beginning of the assessment.
 - b. **Go to #:** Clicking on the list of item numbers will take students directly to the selected item.
 - c. **Next:** This button will take students to the next item or the review page if they have reached the end of the assessment.
 - d. **Review:** This button takes students to the review page, which will display all questions on the page at once.

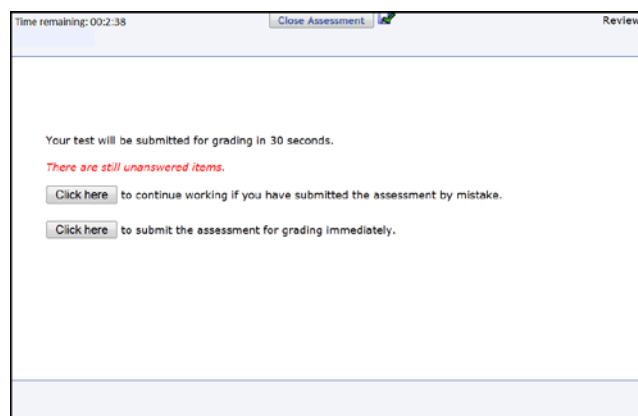
Review Assessment

After students have answered all the items or if they click the “Review” button, students will see the Review Assessment page. This page displays all of their chosen answers and lists the items vertically so that they can scroll down to check each answer. Once students have checked all answers, click on the “Submit for Grading” button shown below.



Clicking this button will submit the assessment for grading and lock students out of the assessment. Do not have students click this button until they are satisfied with all of their answers.

After students click “Submit for Grading”, they will see the Assessment Submission page. It gives them an opportunity to continue working or to finalize the submission.



1. **Time Remaining:** The test is timed; the time remaining will be displayed here and run down to zero (0).

2. **Close Assessment:** This button closes the assessment screen and returns students to the Program Menu.
3. **Submission Text:** Text will describe what is happening. This example explains that the assessment will be submitted in 30 seconds if student takes no action. It also states that some items have not been answered yet
4. **Continue Working:** Clicking this button takes students back into the assessment and allows them to continue working.
5. **Submit Immediately:** Clicking this button locks students out of the assessment and will bring up any conclusion text, such as the score, if available.

APPENDIX D

IT TIPS AND SOLUTIONS

Below are some problems you might experience during online testing. Please check this list to the best of your abilities before proceeding. If this does not appear to be the problem, then escalate the problem appropriately. If you have to escalate the problem, please have the following information available: Browser name and version (e.g., Internet Explorer 11, Chrome, Firefox), what time the problem began and if it is still currently going on. Is your lab running on wireless, or are the computers physically connected to the network?

1. The test will not load at all. The student clicks the Begin button but the page never opens.
 - a. Close all open browser windows (even any minimized ones). Try again. It is possible for the test to already be open and just be minimized or for an open window to prevent the test from opening. Next, try switching to a different computer.
2. When the student clicks the Begin button, the test opens, but just says, "Loading, please wait..."
 - a. Do not wait for more than 10-15 seconds. Close the window and click Begin again. Next, try switching to a different computer. If the same thing happens more than three times, there is likely a more severe problem than just a slow connection. Leave the screen open and contact the appropriate person and tell them what is on the screen. Have the student's login information ready in addition to other information.
3. The student was taking the test, but now has a message on the screen that says, "Please wait while your test is being loaded. The connection to the server has slowed or stopped...." They cannot proceed.
 - a. If this message stays on the screen for more than 10-15 seconds, close the window and click the Begin button again. Next, try switching to a different computer. If this happens more than three times, contact the appropriate person. Have the student's login information ready in addition to other information.
4. The test is going really slow. Each question takes more than 10 seconds to load.
 - a. Ask the student if they are comfortable working from the Review page. The Review page shows all questions at once, so they do not have to wait for the page to load each question separately. If multiple students experience this problem, there is likely a connection issue with the server. Run the test available at this link: <http://speedtest.net>. The test should take less than one minute. The test should show three numbers near the top of the page when it is done. Ping should be less than 100 ms. Download speed should be more than 3 Mbps. Upload speed should be more than 3 Mbps. If the download and upload are either below three or above ten, run

the test two or three more times to get an average. If it remains low, contact the appropriate person with the numbers available.

- b. **WARNING:** These numbers are **NOT** definitive. They do not mean your connection is either unusable or perfect. They are just a tool to help look for a possible problem.
5. If you have any technical concerns prior to the test, please contact CTECS via phone or e-mail.

Tim Withee – (404) 994-6535 or twithee@ctecs.org

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