Spring Semester, 2022-23 CTE Assessment Directions   February 22, 2023
South Carolina Department of Education (SCDE)
Office of Career and Technical Education and Student Transition Services (OCTE & STS)
Contact: Dana Depew ddepew@ed.sc.gov 803-734-2828

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).**

Location of Saved Documents

All documents referenced below can be found on the Career and Technical Education (CTE) Technical Skill Assessments Web page: http://ed.sc.gov/instruction/career-and-technology-education/performance-accountability/career-and-technology-education-technical-skill-assessments/ and in the Member Login Center, ADT, CATE Testing folder.

Directions in this document are for the Career and Technical Education (CTE) District Coordinators whose responsibility it is to ensure that all district students who will be identified in PowerSchool as CTE program completers at the end of the **second** semester and 2022-23 school year, are administered available CTE technical skills assessments.

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

Who Needs to Know

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).

About the Spreadsheet

The spreadsheet you will receive from the OCTE contains 4 fields of student-level data: Home School Name, Home School ID, Student First Name, middle name, and last name, and Student State ID Number. It is located at the Member Login Center at the SCDE website, in the CATE Testing folder, Web Applications, Advanced Data Transfer System (ADT). *Directions for downloading and uploading the document follow at the end of this document.*

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

Upon completion, upload the spreadsheet to Member Login Center at the SCDE website, for processing. Once you have completed the upload to the CATE Testing folder, please e-mail Dana Depew, ddepew@ed.sc.gov, to notify her. Dana Depew, OCTE Education Associate for Testing and Assessments, will then access the completed spreadsheet and submit the compiled data to the assessment providers. If you have difficulties downloading/uploading to ADT, please contact Dana for directions using File Drop. **Do not e-mail the spreadsheet as an attachment!**

About the Tests

In addition to this:

Task 1: Identify the second-semester-only and 2022-23 program completers/ test takers on the spreadsheet and upload the spreadsheet. **Deadline: Monday**, **April 10**.

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.

Three providers' test registration procedures are exceptions to the above statement:
1. the 24 Career and Technical Education Consortium of States (CTECS) tests and
2. the four Clemson University (Agriculture) tests
3. **the National Health Science Certificate (**Precision Exams by YouScience)

Registration for the three assessments listed above is completed at the state level once OCTE sends CTECS, Clemson University, and Precision Exams by YouScience compiled spreadsheet data. However, you must complete and return Test Site Administrator/Coordinator forms no later than **April 10 for Agriculture to SCAgEd@clemson.edu, and April 10 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, and the National Health Science Certificate assessment by Precision Exams by YouScience, you may register students at any point in the year as designated by the test provider. (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.

Reminder:

ASE student certification tests in Brakes and MLR are required for Automotive Technology completers. Previously the Electrical/Electronics and MLR tests were required. Completers (only) must take both tests during their final year in the Automotive Technology program, the year they are designated CTE completers in PowerSchool. Likewise for the two required Automotive Collision program tests. Completers may take multiple, additional ASE student certification assessments in both areas (see "ASE Tests Info" on the CTE Technical Skills

Assessment Web page). In years past, potential completers were allowed to take the auto tech and auto collision tests over the course of their high school CTE program. Now they must take the tests their final year in the program. **NEW**: **When ordering the tests for the Automotive Technology completers, use Purchase Order 2022-23, and send the completed form to JRomano@scteba.com for processing. Use Purchase Order 1A57.22-23 for non-ASE certified sites, and send to the address on the form.**

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.

Communicate now with career center directors, CTE teachers, guidance staff, and/or any other staff whose responsibility is to identify students who will be taking any of the 113 approved tests *this semester only*. It is the CTE District Coordinator's responsibility, not the career center director's responsibility, to submit the spreadsheet after working with all of the above to identify **second** semester and 2022-23 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 are not sure who to contact in the other district, call Dana Depew, 803-734-2828.

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

Once the spreadsheet is completed, upload it to the CATE TESTING folder, Web Applications, Advanced Data transfer System, or use FileDrop, and e-mail Dana Depew, OCTE, ddepew@ed.sc.gov to notify the office of the submission. Please have the upload completed by **April 10** for **second** semester and 2022-23 tests only**. Please note: it is very important that you meet this deadline. If you are late in your submission, your students may not be able to test on your scheduled date**. The data will be then compiled and distributed to Clemson, CTECS, and Precision Exams by YouScience (NHSC) assessment providers.

Register students for all tests *except* the four Agriculture tests, the 24 CTECS tests, and the National Health Science Certificate (Precision Exams by YouScience).

Test Proctor Forms

An Agriculture Test Coordinator form must be completed and submitted to Jennifer Lyda, **SCAgEd@clemson.edu,** at Clemson University by **April 10.** The form is found at the

Testing/Assessments website as noted in #1. If you have no agriculture CTE completers who will be taking any of the four agriculture tests this semester, do not complete the form. **The test will be administered May 3, 2023; the make-up day is May 10.**

Complete the CTECS Test Site Admin Form if your district is administering CTECS tests **this** semester. A CTECS Test Site Administrator for each school must be designated by the District CTE Coordinator if any of the 24 CTECS tests to be administered **this** 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. The form is found at the Testing/Assessments website as noted in #1. Do not submit the form if no students will be taking CTECS' tests **this** semester. **Deadline for CTECS proctor form is April 10.** The testing window to administer CTECS assessments is April 4, 2023 – June 10, 2023. **If testing earlier than April 1, submit spreadsheet two weeks prior to testing and notify Dana Depew.**

New for 2022-23 For the National Health Science Certificate assessment, if your school is using a new teacher or proctor, please have them go to New Teacher link or New Proctor link for required testing procedures. Both **new** teachers and **new** proctors must register for a unique I.D. number that is used to access student registration data at the Precision Exams by YouScience website and be able to retrieve test results.

Important Information Regarding Registration

EMPHASIZE THIS CRITICAL POINT: For all of the tests that require registration at the school level (all tests except the CTECS, Agriculture tests, and the National Health Science Certificate (Precision Exams by YouScience), when a student is being registered, every piece of information manually entered into any of the test providers' testing systems must be VERBATIM as it appears in PowerSchool (student's first name, middle name, last name, State ID Number, etc.). This ensures a data match (vendors' test scores to individual CTE completers) at the end of the year when test results from the test providers are sent to the OCTE. *Note: Use the spreadsheet as a resource to register your students.*

Additional Information

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

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

The only assessments on the approved list that are currently a direct cost to LEAs are the 12 AAFCS tests which are $20 each, as well as the Precision Exams by YouScience used in the Law, Public Safety/Government Public Administration clusters. Perkins funds can be used to purchase the AAFCS and YouScience assessments.

The spreadsheet is accessed by 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, borders, 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 three exceptions: PLTW tests and ASE auto collision and auto technology tests (because more than one test is required).

Scenario 1: A student completes both the Accounting and General Management CTE programs. The student would take the test for the program that more **closely aligns to his or her career goal**, the program for which the student has been CIP-coded.

Scenario 2: In the Architectural Design and Mechanical Design programs (a single CIP code), if the two CTE programs are taught jointly, it is up to the teacher to determine which test each completer takes. All of the students in the class can, but don't have to, take the same test. But, each student will take only one test.

Ensure that district IT specialists check to verify that lab specifications required for each test are met. It is often the case that all computers in a lab are not the same—computers sitting side by side might not have the same hardware and software. Nine out of 10 times a technical problem that occurs during testing is due to IT requirements not being fully checked beforehand.

With one exception, only **second** semester and 2022-23 CTE completers will take the approved tests. The exception is those students taking Project Lead The Way (PLTW) and SREB (Advanced Ed) courses. PLTW tests are administered over the course of a student's entire high school CTE program (tests span more than one school year). The multiple fields "Assessment 2, Assessment 3, and Assessment 4" are for identifying multiple PLTW tests and Automotive cluster tests taken in the same semester.

Ensure that the list of students submitted on the spreadsheet is shared with the individuals who will be administering/proctoring the tests. Doing so will make less likely situations such as these: a student is in a lab setting, sitting at a computer to take a test, and has no test ticket OR a test ticket has been issued for a student who is not supposed to be taking a test. Also, confirm all test tickets with class listing at **least one week** prior to test day to ensure accuracy in case any changes need to be made to the roster.

(Update) If you have a CTE student whose home school is a **Charter Institute at Erskine** school, then the student's information won't be on your district's spreadsheet, as the spreadsheet is disseminated to districts according to students' home high schools. Contact Heather Holliday (District CTE Coordinator for the Charter Institute at Erskine), hholliday@erskinecharters.org, to make sure she identifies, on her district spreadsheet, students who are taking tests at your school/in your district. Don't add the students to your district spreadsheet.

 (**NEW**) If you have a CTE student whose home school is a **Limestone Charter Association**, then the student's information won't be on your district's spreadsheet, as the spreadsheet is disseminated to districts according to students' home high schools. Contact Tabatha Taneyhill (District CTE Coordinator for the Limestone Charter Association), ttaneyhill@limestoncharters.org, to make sure she identifies, on her district spreadsheet, students who are taking tests at your school/in your district. Don't add the students to your district spreadsheet.

(**Update**) If you have a CTE student whose home school is a **SC Public Charter School**, then the student's information won't be on your district's spreadsheet, as the spreadsheet is disseminated to districts according to students' home high schools. Contact Tracie Sweet (District CTE Coordinator for the SC Public Charter School District), tsweet@sccharter.org, to make sure she identifies on her district spreadsheet students who are taking tests at your school/in your district. Don't add the students to your district spreadsheet.

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

Consider counting the test as a grade or provide other incentives so that students are likelier to take tests seriously. Report student feedback to Dana Depew.

OCTE Contact Information

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

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

INSTRUCTIONS FOR SPRING, 2023 TESTINGS/ASSESSMENTS
Deadline to Submit Spreadsheet Monday, April 10, 2023

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

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

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

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

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

Under the **Location Selector** section on the left, expand the **Data Transfer System** folder (click the arrow on the left) and then expand the **CATE TESTING** folder. Double-click on your district-named folder.

On the right-hand side under **Data File Browser**, double-click to open the CTE Assessment Student List SP23_district name and save it to your computer.
Select **Save As** to save the file or select **Open** to open the file. If you open the file first, please make sure you first save the file via **Save As** to ensure you have saved a copy of the file on your computer.
 Move your school name to the beginning of the file name. For example, if the name of the file is CTE Assessment Student List SP23_School Name.xlsx, the name of the file you save to your computer should be School Name CTE Assessment SP23.xlsx.

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

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

Save the file with changes and upload it to the same location from which it was downloaded (steps 1-4 above).
Click the **Upload Data Files** button in the **Data File Browser** section.
Select **Browse For Files**.
Select the file with changes and click **Open**.
Click **Upload** and click **OK** for any **error messages** you receive.
Close the window (bottom left). Do <u>not</u> expect to see the file listed in your folder immediately.
In order to see the file listed and ensure it has been uploaded, refresh/reload the page (F5) and go back to your folder.
Once you have uploaded the file, close the window and logout as normal.

Please notify Dana Depew via email (ddepew@ed.sc.gov) when the file has been uploaded or if there will be no testing this spring. **Please do not send any files via email** that contains Personally Identifiable Information (PII).

10. If you wish to use FileDrop:
    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. (If you see "Home" button, click on it to see "Add Files.")
    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 **"Upload Successful"** bar appear.
    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. There is no notification otherwise.

Thank you so much for what you do.

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

Column 1	Column 2	Column 3
Accounting CTECS	**Fashion Design and Apparel Pre-Pac**	**National Health Science Certificate**
Administrative Services CTECS	**Food Science Fundamentals Pre-Pac**	Networking Services CTECS
Advanced Aerospace Technology AC	Fundamentals of Aerospace Technology AC	**Nutrition, Food, and Wellness Pre-Pac**
Aeronautics Engineering Applications AC	General Management CTECS	Operations Management CTECS
Ag: Agricultural Mechanics and Technology	GLSCM: Functional Areas in Logistics AC	**Personal and Family Finance Pre-Pac**
Ag: Environmental and Natural Resources	GLSCM: Global Logistics Management AC	PLTW Aerospace Engineering
Ag: Horticulture	GLSCM: Introduction to Logistics AC	PLTW Civil Engineering and Architecture
Ag: Plant and Animal Systems	GLSCM: Logistics and Supply Chain Management	PLTW Computer Integrated Manufacturing
Architectural Design CTECS	Hospitality and Tourism Specialist Certification (HTMP)	PLTW Computer Science Applications
ASE Brakes (BR)	**Housing and Furnishings Pre-Pac**	PLTW Computer Science Essentials
ASE Diesel Technology Truck Brakes (TB)	Human Resource Management (PILOT) CTECS	PLTW Computer Science Principles
ASE Maintenance and Light Repair (MLR)	HVAC Technology CTECS	PLTW Cyber Security
ASE Non Structural Analysis / Damage Repair (NS)	**HVAC Technology NCCER**	PLTW Digital Electronics
ASE Painting and Refinishing (PR)	**I-CAR Pro Level 1**	PLTW Engineering Design and Development
ASE Suspension and Steering (TS)	Informatics: Computers, Networks and Databases AC	PLTW Engineering Essentials
Astronautics Engineering Applications AC	Informatics: Databases in the Cloud AC	PLTW Environmental Sustainability
Baking and Pastry (Pilot) CTECS	Informatics: Design for the Digital World AC	PLTW Human Body Systems
Broad Field Family Consumer Science Pre-Pac	Informatics: Developing a Cloud Presence AC	PLTW Introduction to Engineering Design
Building Construction Cluster CTECS	Information Support and Services CTECS	PLTW Medical Interventions
Building Construction Cluster NCCER	**Interior Design Pre-Pac**	PLTW Principles of Biomedical Sciences
Business Finance CTECS	**Introduction to Teaching Pre-Pac**	PLTW Principles of Engineering
Business Information Management CTECS	IPT: Advanced Technology for Design and Production AC	**Plumbing NCCER**
Cabinetmaking NCCER	IPT: Design for the Production of Advanced Products AC	Programming and Software Development using C++ CTECS
Carpentry CTECS	IPT: Mechatronic Systems for Advanced Production AC	Programming and Software Development using Visual Basic CTECS
Carpentry NCCER	IPT: Systems of Advanced Technology AC	Pro-Start Level 2
Clean Energy: Applications AC	IST: Core Applications of Science/Technology AC	**SC Fire Academy: Firefighter 1 Accreditation**
Clean Energy: Innovations AC	IST: Creativity and Innovation AC	SC Fire Academy: Firefighter 1 EOC
Clean Energy: Strategies AC	IST: Impact of Science/Technology AC	**SC Fire Academy: Firefighter II Accreditation**
Clean Energy: Systems AC	IST: Nature of Science/Technology AC	SC Fire Academy: Firefighter II EOC
Computer Science Applications-PLTW	Law Enforcement	**SC Fire Academy: Hazardous Materials Awareness Accreditation**
Computer Science Essentials - PLTW	Leadership 1	SC Fire Academy: Hazardous Materials Awareness EOC
Computer Science Principles-PLTW	Leadership 2	**SC Fire Academy: Hazardous Materials Operation Accreditation**
Culinary Arts Pre-Pac	Leadership Essentials Pre-Pac	SC Fire Academy: Hazardous Materials Operation EOC
Culinary Arts ProStart, Level 2	Marketing Communications CTECS	Web and Digital Communications (Pilot) CTECS
Early Childhood Education Pre-Pac	Marketing Management CTECS	Welding Technology CTECS
Electricity CTECS	Masonry CTECS	**Welding Technology NCCER**
Electricity NCCER	**Masonry NCCER**	
Family and Community Services Pre-Pac	Mechanical Design CTECS	
	Merchandising CTECS	