

# Testing Liaison Basic Training



**CTTC** CareerTech Testing Center

# Who can be a Testing Liaison?

- > Typically, Testing Liaisons are
  - Counselors or guidance staff
  - Assessment center personnel
  - Administrators or administrative support

**INSTRUCTORS AND INSTRUCTIONAL AIDES CANNOT BE TESTING LIAISONS OR PROCTORS FOR MOST ASSESSMENTS**

# Teachers can only Proctor Exams as follows:

- > Teachers can administer the following assessments:
  - Financial Literacy
  - Fundamentals of Technology
  - Workplace Readiness Skills
  - Job Seeking and Retention Skills
  - FACS Basics –End of Instruction
  - Introduction to Agriscience I
  - Agriscience II
- > Rules regarding Instructor-proctored assessments:
  - **Teachers cannot administer exams to their own students**
  - **Teachers cannot administer exams in the areas they teach –i.e. Ag teachers cannot give any Ag exams even if it is a different subject matter covered**
  - **All assessments will be coordinated through the school's testing liaison.**
  - **Instructors must provide the testing liaison the students score reports and scores achieved.**

# How do I become my school's Testing Liaison?

1. Take this training
2. Complete the Testing Liaison Agreement at the end of the training (*link provided*)
3. Once you have completed the above agreement, we will process your document and email the administrator provided by you to complete the designation process
  - Please make sure your administrator signs off – we cannot complete the designation process without the administrator completing the portion emailed to them
4. Once your administrator completes the required documents, you will receive an email confirmation that the designation process is complete
5. This process must be completed each Fiscal Year. We ask that the designation process be completed by:
  - September 20 – for those testing in the Fall
  - January 24 – for those testing in the Spring (*if you had not previously submitted a new form in the Fall*)



# Testing Liaison Responsibilities

- > Know and follow all CareerTech Testing Center (CTTC) policies and procedures when administering tests and distributing results

**The CTTC Policies and Procedures  
are under the Resources tab at [www.okcttc.com](http://www.okcttc.com)**



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# Testing Liaison Responsibilities

## > Maintain security of test content

- Protect access information to the sFTP system, including TL and student usernames and passwords, etc.

**\*\*\*This information cannot be shared with instructors or others who are not Designated Liaisons or Proctors!\*\*\***

- Authenticate test takers (picture ID)
- Monitor computer usage and prevent access to other resources
- Remove unauthorized resources from the testing area
- Prohibit access to and use of communication devices during testing
- Observe test takers to deter cheating behaviors



# Testing Liaison Responsibilities

## > Maintain confidentiality of student information

- Protect access information to the online testing system and sFTP system, including TL and student usernames and passwords, etc.

**\*\*\*This information cannot be shared with instructors or others who are not Designated Liaisons/Proctors!\*\*\***

- Store student information and test results securely
- Distribute results to students quickly and in a confidential manner



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# Testing Liaison Responsibilities

- > Provide rosters that contain accurate student information to CTTC at least seven days prior to testing so that student accounts and testing schedules can be created.
  - Student name is spelled as it appears on his/her identification
  - The Student ID Number is used. If previously submitted, make sure ID Number matches.

**\*\*\* DO NOT USE SOCIAL SECURITY NUMBERS \*\*\***

***NOTE:** The student's name will appear on the Score Report and/or Competency Certificate exactly as it is entered on the roster. Therefore, it is very important to use appropriate capitalization and spell names correctly!*



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# Testing Liaison Responsibilities

- > **Ensure a safe environment where test takers can concentrate with minimal distractions**
  - Adequate and consistent lighting
  - Comfortable temperature with proper ventilation
  - Quiet with minimal distractions
  - Properly functioning computer and mouse
- > **Provide accommodations for students with special testing needs**
- > **Work with instructors to schedule students for the appropriate test at the appropriate time**
- > **Serve as resource for instructors and administrators on testing-related issues**
- > **Coordinate assessment delivery with instructors approved to administer those assessments listed earlier that allow for instructor-proctoring**



# Testing Policies

- > Students may only take competency assessments in areas for which they have completed training and are enrolled.
- > Students should be administered the competency test as soon as possible after completing instruction that covers all standards listed in the assessment blueprint and all required performance assessments.

Assessment Study Guides which include the blueprints can be downloaded from our website at [www.okcttc.com](http://www.okcttc.com)



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# Testing Policies

- > Students may take a competency test no more than three (3) times per year.
- > There is a three (3) business day waiting period between retests. This enables the student to study areas that need remediation and also allows time for CTTC to schedule the retest.
- > The first passing attempt is retained and used for reporting.



# Testing Processes

- > Before you can test students, we will need to set up student accounts and schedule exams for them. In order for us to do this, you will need to provide a roster of student names, student identification numbers, and the assessments each student will be taking.
- > The Roster Template that you should use to provide this information to us is posted on our website. Go to [www.okcttc.com](http://www.okcttc.com) and select **Resources** to download the template.
- > We have added a section to the roster template to specify whether or not a student has an IEP/504 and if they need our Text-to-Speech functionality. This must be assigned when the schedule is created. A student must have an IEP/504 that specifies the need for the exam to be read to receive this accommodation.

# Testing Processes

## > Using the Roster Template

- You can cut/paste information from other programs into this template – please use the paste special function
- Submit rosters by **School name - Site code - program name - semester**. Please note that each file submitted must be maintained & used throughout the entire testing period

**\*\*\*Please remember an X indicates the student  
DOES NOT need the test in that column\*\*\***

- Rosters are submitted by uploading the document to your sFTP account
- You will receive your login when training is completed and your required forms (via SurveyMonkey) are received

# Testing Processes

## > Pre-Testing Procedures

- Once a roster has been processed, the Liaison will receive an email confirmation.
  - **Do Not** submit another version of a roster before you receive a previously submitted version. Please wait until the previous version has been processed, before uploading any updates.
- Download processed rosters from the sFTP system (the same system used to download certificates)
- Verify that students do not have communication devices or other personal property in the testing area
- Ensure allowed resources are available ([www.okcttc.com/Resources](http://www.okcttc.com/Resources))
- Provide blank paper and a writing instrument, if requested

# Testing Processes

## > Accessing Tests

- Go to [www.okcttc.com](http://www.okcttc.com) and click on the Online Testing link on the left side of the page.
- Student inputs his/her username and password and selects the test that he/she is scheduled to take.

--if multiple tests are requested for a student, there will be multiple tests listed. Please make sure the correct assessment is selected before proceeding.

--if you need to add an additional test to the student's account, please do not repeat their name on the roster template in your request. Please add the exam in the next available column to the right.



# Testing Processes

## > Accessing Tests

- After the student clicks on the start (action) button, the screen will change to registration screen requesting the instructor's last name.
- Testing Liaison reviews the Non-Disclosure Agreement (NDA) with students. The NDA addresses appropriate behavior during and after testing and addresses the consequences of misbehavior and cheating.
  - Students who do not accept the NDA will be asked to confirm their selection. If they confirm, they will be exited from the system and it will take the attempt. Students can log into the system again, but the test will only be delivered if the student accepts the NDA.



# Testing Processes

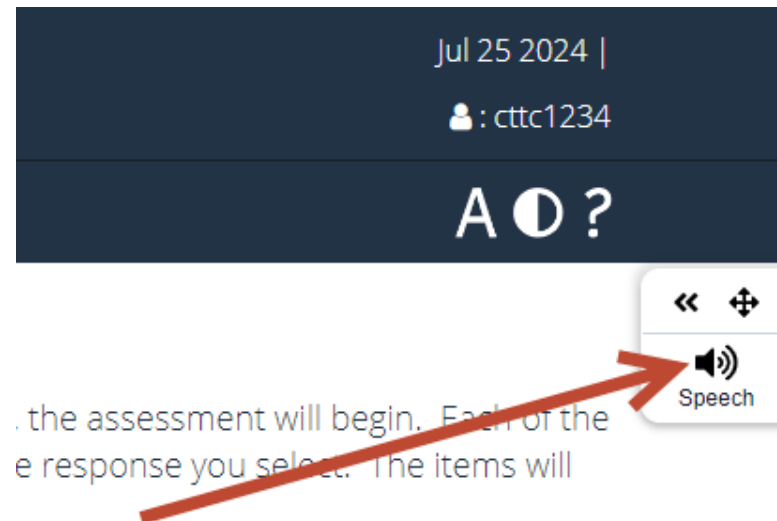
## >Administering Tests

- Testing Liaisons **may not:**
  - ✓ Translate questions or allow test takers to use translation devices
  - ✓ Explain questions
  - ✓ Define words
- Questions are delivered using question by question format.
- Questions are pulled randomly from the item bank per the test plan in the study guide and randomized within the test itself
- Use the Previous Question and Next Question buttons to move one question forward or back
- Use the Flag button to mark questions to revisit later
- Use the Assessment Navigator button to quickly access any question on the exam or to view which questions have been flagged

# Testing Processes

## > Administering Tests – *Text-to-Speech*

- If a student has been scheduled for the Text-to-Speech option, it can be accessed within the test near the right-hand side of the screen. It may have to be expanded by clicking on the icon indicated below with a red arrow.



# Testing Processes

## > Finishing a Testing Session

- Student clicks on Submit button
- A pop-up appears that will tell the student how many questions have been answered and flagged
- Student can return to questions by clicking on the question number
- Student confirms that he/she is ready to submit the assessment for scoring
- Student confirms a second time that he/she is ready to finish and submit the exam

**\*\*\*All questions must be answered before the assessment can be submitted\*\*\***



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# Testing Processes

## > Finishing a Testing Session

- Once the exam has been successfully submitted, the student receives a confirmation screen
- Click Next to display the Score Report
- Click on the Print icon in the upper right corner to print the Score Report for the student. Additional copies can be printed if the test center retains a file copy or the student is encouraged to share the result with his/her instructor
- Click on the Exit button to return to the student login screen

--if a printer is not available, please know that you can login later and bulk print the score reports. The directions for this process are under the Resources section of our website.



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# Testing Processes

## > Obtaining Results

- The Score Report:
  - ✓ Shows the student's outcome on the test (pass/fail)
  - ✓ Breaks down student performance by duty area
  - ✓ Documents competency attainment
  - ✓ Identifies areas where remediation is needed
- The Score Report can also be printed from the student's dashboard by clicking on the My Results tab.

# Testing Processes

## > Retaking Tests

- A student **cannot** take a test more than three (3) times per year
- Remediation is recommended prior to retesting
- Students must wait **three days** before retaking an examination
- Violations of the above can result in loss of access to the CTTC Online Testing System and invalidation of student competency test results

**New Process – a student will only be scheduled for 1 attempt for each assessment selected. If a student fails, we will automatically schedule the student for another attempt. This will continue until the limit of three (3) is reached for each assessment.**



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# Testing Processes

- > Testing Liaisons should check the Updates section at [www.okcttc.com](http://www.okcttc.com) for:
- Information on new feature rollouts and procedural changes
  - Information on new products and product revisions
  - Answers to frequently asked questions
  - Troubleshooting hints

# Congratulations!

- > You have completed the CTTC Testing Liaison training. In order to set up your site, you must complete the Testing Liaison Agreement.
- > To complete the Testing Liaison Agreement, please [click here](#).
- > Once the agreement is completed and your administrator has completed the designation process, you will receive your login information for uploading rosters through our sFTP system for processing.

