TEST ADMINISTRATION
HANDBOOK FOR
TESTING LIAISONS

1500 W. Seventh Avenue
Stillwater, OK 74074
Phone: 405.743.5412
Fax: 405.743.6885
TDD: 405.743.6816
Oklahoma: www.okcttc.com

Revised 06/2023

Table of Contents

Introduction

A division of the Oklahoma Department of Career and Technology Education, the CareerTech Testing Center (CTTC) develops and maintains skills standards and end-of-instruction assessments for use in career and technology education programs. The division works closely with instructors, program administrators, industry representatives, and credentialing entities to ensure skills standards and assessments reflect national standards and local industry needs.

In addition to providing standards and end-of-instruction assessments for 113 CareerTech programs, the CTTC partners with state agencies to develop and deliver more than 80 exams required for Oklahoma certification and licensure. Through its network of test sites across the country, the CTTC delivers approximately 75,000 assessments each year.

Standards

Standards identify the knowledge, skills, and abilities employers expect of workers in an occupation or group of related occupations. Standards developed by the CareerTech Testing Center align with national standards and/or industry certification requirements; therefore, a student trained to the standards is equally employable in local, state, and national job markets.

Standards provide a roadmap for training CareerTech students and verifying that instruction addresses the needs of industry. Additional benefits of using standards to drive the training process include:

1. Students receive training that enhances their employment opportunities. Training to standards that are aligned with industry standards enables student to pursue credentials that are recognized across an industry.

2. Consistency of training provides students portability. Aligning instruction to common standards provides consistency among like programs, allowing students to transfer between programs and secure college credit for their CareerTech training.

3. Industry gains a statewide pool of highly qualified, occupationally competent applicants trained to its specifications. Businesses can hire completers of CareerTech programs with confidence in their technical knowledge and skills, regardless of where the student received training.

4. Local programs become the catalysts for success. Local programs can prepare students for a global job market without sacrificing the flexibility to customize training to meet the needs of the businesses in the communities they serve.

Specifically, standards assist CareerTech instructors with

- program planning,
- tracking individualized instruction,
- facilitating discussion with local advisory committees,
- performing self-evaluations, and
- evaluating curriculum and instruction.

Standards also help CareerTech program administrators guide program evaluations and anticipate program growth and future challenges.

Standards include several basic components that provide important information about jobs within an industry:

1. **Occupation** - Standards are divided into courses or occupations. An **occupation** represents a combination of skills for which education, training, and employment occurs.

2. **Duty** - Each course or occupation is further separated into duties. A **duty** defines a major area of knowledge or job responsibility.

3. **Task** - Duties contain one or more related tasks. A **task** is a measurable and/or observable unit of work that requires the application of one or more skills. Tasks may also include clarifying information that denotes general topics and subject matter specifically associated with an individual task. Tasks are denoted by task codes, which are used to encode all test items referencing that task on the competency assessment for a course or occupation.

How Are Standards Developed?

The CareerTech Testing Center researches existing credentialing options and works with industry representatives to develop a draft set of standards based upon the requirements to obtain these credentials. A panel of subject matter experts then convenes and reviews the draft standards. The panel may adopt national standards or modify the draft standards to more accurately reflect the knowledge and skills currently demanded in the workplace.

During the validation process, the panel reviews and refines every aspect of the standards. Individual tasks, duty areas, and entire occupations can be added, deleted, rephrased, or reorganized to reflect actual occupational expectations. Whenever possible, the committee incorporates and/or aligns the skills standards to industry-recognized standards or certification requirements.

Once the panel validates the organization and content of the standards, the standards are distributed to a broader panel of subject matter experts who assign Frequency and Criticality Ratings to the individual tasks. This step solidifies industry's "mark" on the standards, since these ratings drive the development of the assessments.

Frequency Ratings represent how often the task is performed on the job, while **Criticality Ratings** denote the importance of performing the task correctly. Although rating scales may vary among occupations, the CTTC typically uses a rating scale from 1 to 3. A frequency rating of "3" indicates the task will likely be executed at least once daily, while a criticality rating of "3" signifies that it is extremely important that the task be performed correctly. Conversely, a "1" rating indicates the task will be performed less than once weekly or that it is only slightly important that it be performed correctly.

After compiling the frequency and criticality ratings, the CTTC uses them to develop a test plan and assign weights to each duty area and the tasks within each duty. This guarantees that the most critical and frequently used concepts are more heavily emphasized on the test.

How Frequently Are Standards Revised?

In order to ensure that CareerTech programs provide training that meets the demands of our industry partners, standards must accurately reflect workplace expectations. Standards developed by the CTTC are generally revised every three years. Standards for occupations in industries that evolve quickly may be revised more frequently; however, those for static occupations and/or occupations tied to certification and licensure requirements may not be revised as often.

How Do Students, Instructors, and Others Access the Standards?

Once the standards for a course or occupation are developed, the CTTC develops a study guide to help students prepare for the competency assessment. The study guide contains not only the standards and test plan, but also sample questions and information about test taking policies and procedures. The study guide also contains a list of abbreviations, acronyms, and symbols that are commonly used within the industry and that workers are expected to know and use correctly.

Many study guides also contain a curriculum crosswalk that identifies commonly used curriculum resources and reference tasks to specific curriculum units within those resources. These crosswalks also provide a concise way to evaluate how well the curriculum aligns to national skills standards and prepares the student for industry and/or professional certifications.

Study guides are available at no charge and may be downloaded from www.okcttc.com.

Certification Assessments

Certification assessments bring the process of competency-based education full circle. Standards define the skills required for occupational success; certification assessments measure how well the student has mastered these skills.

Performance evaluations simulate the workplace and evaluate specific criteria of related tasks in an occupational area. These evaluations require students to demonstrate skills by completing an actual segment of work using tools, materials, and equipment characteristic to the occupation being tested. Performance evaluations encompass all of the duty areas related to an occupation.

Instructors drive the performance evaluation portion of competency assessment. Performance evaluations typically come from curriculum resources that include LAPs or job sheets; however instructors may also develop performance evaluation instruments. At this time, the CTTC does not provide materials for performance evaluations, nor is data gathered on students who take and pass them.

Certification assessments provide an effective means of measuring factual and theoretical knowledge related to an occupation. The assessments are also referred to as end-of-instruction and/or pre-certification exams. Certification assessments are summative assessments that should be administered after the student has received training and passed all performance evaluations. Certification assessments include objective-based, multiple choice test items and usually require no more than one hour to complete. **Certification assessments alone do not adequately indicate competence and must be used with performance evaluations to determine content mastery and/or occupational readiness.**

Can students take tests other than those developed by the CTTC?

The CTTC maintains a list of approved assessments for Oklahoma CareerTech programs that not only includes all CTTC-developed assessments, but also assessments offered through state agencies, industry associations, and other testing providers. The CTTC staff works with program administrators and instructors to ensure these assessments align with standards and are appropriate for students completing career and technology education programs. The Approved Assessment List can be downloaded from www.okcttc.com.

How are CTTC certification assessments developed?

Information gleaned during the standards development process is used to determine the length, structure, and content of CTTC certification assessments. Frequency ratings, criticality ratings, and the number of clarifying information items provide an objective, mathematical way to develop tests that assess mastery of the knowledge and skills identified in the standards.

Using these values and information in the standards, the CareerTech Testing Center determines the test specifications and contracts with subject matter experts to develop test items. When writing test items, subject matter experts typically reference materials identified in the curriculum crosswalk that is included in the study guide. This further reinforces the connection between standards, instruction, and assessment.

A committee of subject matter experts reviews the test and carefully scrutinizes individual test items. Specifically, the committee validates the structure and content of each question and verifies the question is keyed correctly. Once the development process is complete, the CTTC prepares the competency assessment for online delivery.

How often are CTTC certification tests revised?

Certification assessments undergo minor revisions every two-three years. Minor revisions involve reviewing test items for timeliness, revising test items that performed poorly, and making other corrections that improve item presentation. Major revisions typically coincide with standards revisions and involve determining new test specifications, adding items to or deleting items from the item bank, and recoding existing items to reflect changes to the standards. Subject matter experts are involved in every aspect of the competency assessment revision process.

Testing Roles and Responsibilities

It is critical that the CTTC's certification testing process is secure, valid, and affords each test taker equal opportunity to demonstrate knowledge and skill in an occupational area. Therefore, all parties must know their role and demonstrate integrity when performing testing responsibilities.

In order to ensure test security, <u>instructors</u> and instructional aides for any program <u>CANNOT</u> serve as testing liaisons and generally <u>CANNOT</u> proctor certification assessments. (See 10 for further information.)

TESTING LIAISON RESPONSIBILITIES:

1. **Know and follow CTTC policies and procedures when administering CTTC tests and handling results.** All testing liaisons must annually complete an online training and test on the policies and procedures contained in this manual. If a test site has proctors who assist the testing liaison with testing, it is the testing liaison's responsibility to make sure they are properly trained and follow these policies and procedures.

2. **Serve as an information resource for instructors on testing-related issues.** Testing liaisons must provide important information about testing to instructors about certification assessments so that instructors and students are prepared for the testing process. Testing liaisons should be able to direct instructors and students to study guides and answer questions about testing policies and procedures, data distribution requirements, etc.

Testing liaisons are also expected to check the CTTC website frequently for important information related to testing (i.e. procedural changes, new products, testing system down time) and communicate this information as appropriate to students, instructors, and administrators. "Tips for Stress-Free Testing" is a one-page fact sheet that can be used to help instructors and others understand the testing process. This document can be downloaded from the CTTC website, www.okcttc.com.

3. **Work with instructors, administrators, and others as needed to appropriately schedule competency assessments.** Statistics prove that 70% of exams are passed when students take them within three to seven days of completing instruction. Conversely, more than 80% of students fail exams when attempted immediately after course completion or if more than two weeks lapse between completion and testing.

Therefore, a critical role of testing liaisons is to work with instructors to ensure students are administered the correct test after the student has successfully completed training and all performance assessments. It is **NOT** recommended practice to wait until the end of a semester or academic year if students are ready to test earlier. CTTC competency tests **are not** to be used for pre-tests or to gauge student progress throughout the year.

4. **Protect security and confidentiality of test content, the online testing system, and student information and results.** Testing liaisons must implement local procedures to protect test content and sensitive information stored not only in the online testing system, but also in testing files that contain student personal information and test results. In addition, testing liaisons must coordinate a system of results notification that maintains the confidentiality of student information and scores and abides by the CTTC Data Distribution Policies in this manual.

5. **Prevent unauthorized access to the online testing system.** Because the online system houses test content and student information, it is imperative that testing liaisons actively safeguard their access information to it. **Testing liaisons shall not share usernames and passwords with students or instructors.** Testing liaisons must contact the CTTC immediately when there is a change in testing personnel or if they believe their access information has been compromised. **Individuals who compromise test content may be held responsible for the cost of developing new materials.**

6. **Provide an appropriate environment for testing.** Testing liaisons must ensure that the environment for testing is comfortable and free of noise and other distractions. In addition, testing liaisons must ensure that all test takers can be monitored with minimal disruption and that all testing equipment functions properly.

7. **Ensure no communication devices are in the testing area.** Testing liaisons must ensure that students do not have cell phones, tablets, smart watches, or other communication or imaging devices in the testing room. These items must be securely stored before the testing session begins. Possession of these devices after the testing session begins will be considered cheating and dealt with accordingly.

8. **Verify allowed resources for the test (if any) and remove other resources from testing area.** A list of allowed resources for each assessment can be found in the Resources section on the CTTC website, www.okcttc.com. Unless allowed resources are specifically identified for an assessment, no resources are allowed in the testing area.

9. **Provide accommodations for students who have special testing needs.** Because competency testing falls under the umbrella of educational testing, accommodations must be provided for students as specified in an IEP, IRP, 504, LEP, or ELL.

10. **Guide and coordinate instructors who can proctor a select list of assessments**. Teachers can administer exams to students that are not in their area of teaching for the following assessments: (*comprehensive schools only*)
    — Financial Literacy
    — Workplace Readiness Skills
    — Job Seeking and Retention Skills
    — Introduction to Agriscience I
    — Agriscience II
    — Fundamentals of Technology
    — FACS Basics — End of Instruction

The CTTC has procedures in place for the most requested types of accommodations:

- **Oral test administrations** – CTTC certification assessments may be read to students who need this accommodation. Testing liaisons must ensure that the reader does not change voice tone or inflection, add emphasis, or perform other actions that might cue the test taker. In addition, readers may **only** read the test – they **cannot** define words, provide explanations, perform translation from English to another language or provide other forms of assistance.

- **Extended time** – Certification assessments are not timed; therefore, no action is needed to provide this accommodation. However, certification assessments administered online must be completed in one testing session – students cannot take the test over two or more testing sessions. Paper/pencil testing is recommended for students who require longer than one testing session.

- **Increased font size** – In the online testing system, font size can be increased by clicking the AA icon in the upper left corner of the screen.

- **Translation for ESL students** – Because all instruction is offered in English, CTTC certification tests are administered in English only.

Please contact the CTTC for assistance if other accommodations are needed.

11. **Authenticate students and assist students with logging into the testing system correctly and selecting the appropriate test.** The testing liaison is responsible for verifying the student identity's before allowing the student to test. The CTTC recommends that testing liaisons use a school ID, driver's license or other form of photo identification to authenticate students.

12. **Observe test takers to deter cheating behaviors.** Testing liaisons and proctors must remain vigilant during the testing session to prevent students from cheating activities such as talking, passing notes, using hand gestures, harvesting test content, and sharing resources. Testing liaisons must also monitor computer usage and prevent access to printers, portable drives, the internet, and other opportunities to harvest test items.

If these activities occur, the testing liaison must end the testing session immediately and gather all materials used by the student(s) involved in the incident. The testing liaison must also immediately report the incident to the CTTC so that the result can be nullified and actions taken to protect test content and sensitive information.

INSTRUCTOR RESPONSIBILITIES:

1. **Uphold integrity of the testing process by discouraging behaviors.** Instructors are expected to demonstrate academic integrity at all times and to actively discourage cheating behaviors in their students. To that end, instructors should not ask students to memorize questions or harvest test content and should discourage students from discussing items that are on the test with others. **Individuals who compromise test content may be held responsible for the cost of developing new materials.**

2. **Identify standards that are appropriate for his/her program.** Because standards guide curriculum development and/or selection, this step provides the framework for instruction. Standards are included in the study guides, which can be downloaded from the CTTC website, www.okcttc.com.

3. **Determine the appropriate assessment(s) for his/her program and notify the testing liaison so that these assessments can be ordered from the CTTC**.

4. **Coordinate testing times with the testing liaison.** Certification tests should be administered upon successful completion of related training and performance evaluations. Since certification assessments cannot be administered by an instructor in most cases, it is important that instructors work closely with the testing liaison to ensure tests can be administered in a timely fashion.

Test Administration Policies and Procedures

All students must have an equal opportunity for success when taking CTTC certification assessments. Therefore, it is absolutely critical that testing liaisons know and follow CTTC policies and procedures in this section when administering competency assessments.

Where are certification assessments administered?

Certification assessments can be administered by any comprehensive high school or technology center that offers career and technology education programs. Each school or campus designates a Testing Liaison to oversee test administration and to serve as that site's contact person for all competency assessment matters.

Who can be a testing liaison?

In order to maintain test security, **instructors and instructional aides for any program CANNOT usually serve as testing liaisons and CANNOT proctor competency assessments. (See page 6 for exceptions.)** Typically, testing liaisons include assessment center coordinators, guidance counselors, and others who are not directly involved with instruction. Each school administrator must complete the online designation to identify the person who will coordinate exam administration at that school. Where appropriate, testing liaisons must complete and submit a Proctor Designation Form to identify others at the school who may assist with the testing process.

Does the CTTC provide training for testing liaisons?

The CareerTech Testing Center provides an online training to Testing Liaisons and Proctors that must be completed annually as a part of the setup process for each school's testing site. This training may be accessed through the Resources section of the CTTC website, www.okcttc.com. The CTTC website also contains information about testing system availability and information about new products, policies, and procedures.

Upon completion of the online training, all testing personnel must complete and submit the Online Testing Agreement.

How are students scheduled to take certification assessments?

Instructors and testing liaisons must work together to ensure students take the appropriate test at the appropriate time. All certification assessments are available on the first Monday in October of the school year; therefore, it is not necessary to wait until the end of the semester or school year to schedule testing. In fact, **the CTTC recommends that students take certification assessments as soon as possible after completing all instruction and passing all performance evaluations**.

What information is required to set up students for testing?

The CareerTech Testing Center must have the following information in order to create student testing accounts and assign tests to students:

- Student First and Last Name – Please use the student's first and last name as it appears on his/her enrollment records.

- We recommend using the State Testing Number, but you can use your school's student ID number, as long as it is a unique identification number. You will use the **SAME TEST ID#** for the student for the entire school year, as well as their Careertech academic career. If you list a student that was submitted on a previous school year's roster, **use the same student ID# that was used on the previous roster**.

  For adult students without a STN or students attending a private school, home school, or school outside of Oklahoma, a unique alpha-numeric number assigned by the school may be used.

  Do not use social security numbers in lieu of the STN! The CTTC will not set up accounts for students if a social security number is provided!

How are certification tests accessed?

After the testing liaison has completed training and the test site setup is complete, the testing liaison will receive notification that processed rosters are available for download from the sFTP system. These rosters contain the information to be distributed to students at test time and provide each student's username and password.

Once the student logs into the system, he/she will select the exam to be taken and click **Launch** to advance to the introduction screen, which tells the student about the exam and how to navigate through it.

When the student is ready to advance to the next screen, he/she will click the **Next** button and the Non-Disclosure Agreement will display.

What is the purpose of the Non-Disclosure Agreement?

Students must read and accept the Non-Disclosure Agreement (NDA) before the exam content is presented. The Non-Disclosure Agreement outlines the rules that apply before, during, and after the testing session, as well as the consequences for cheating and other violations.

The Non-Disclosure Agreement must be read and accepted by the student before the test is presented. If the student does not accept the NDA, he/she will be exited from the system and the login screen will display. The student can log into the system again; however, the exam content will only be displayed if/when the student accepts the NDA.

What do certification assessments "look like"?

Certification assessments developed by the CTTC typically contain 55 or more multiple choice items. Each test item includes the stem (question) and four possible responses, one of which is the key, or correct answer. All questions are pulled randomly from a test bank according to the test plan outlined in the study guide. In addition, the questions are presented randomly and the responses for each question are also randomized.

When finished, the student will click on the **Submit** button.   A third and final Finish screen will display and ask the candidate to once again confirm that he/she is ready to submit the test. When the student clicks **Finish**, the exam will be submitted for scoring.

NOTE:

- **All questions MUST be answered in order to submit the exam for scoring.**

Are the certification assessments timed?

CTTC certification assessments are not timed, so students can take as long as they need to complete the assessment. Most assessments can be completed in less than one hour. Although they are not timed, all certification assessments must be completed in one uninterrupted testing session.

Can students use books and other resources when taking an assessment?

A list of allowed resources for each assessment is in the Resources section on the CTTC website, www.okcttc.com. Unless allowed resources are specifically identified for an assessment, no resources are allowed in the testing area.

Can students use calculators when taking an assessment?

Unless specifically stated in the assessment instructions, calculators may not be used during a certification assessment. If using a calculator is permitted, calculators will be provided by and returned to the testing liaison. If calculators can be used, an on-screen calculator is provided within the testing system. **Calculator applications on communication devices may not be used under any circumstances.**

If needed, the testing liaison may provide students with blank paper and a writing utensil; however, these items **may not** leave the testing room and must be collected before the student leaves the testing area**.**

When do students receive certification test results?

Upon completion of a certification assessment, each student receives a score report that communicates his/her score on the assessment and provides a breakdown of assessment results by duty area as indicated in the standards. This breakdown shows how well the student has mastered knowledge and skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction.

Students who pass a certification assessment receive a certificate noting competency attainment for the test taken. Students who do not pass the certification assessment should receive additional training in areas of deficiency and can retest once remediation is complete.

Can students who fail the certification assessment retest?

Students who fail a certification assessment may retest. **Students cannot take a certification assessment more than three times total per year.**

What is the procedure for students who need to retest?

Students who fail a certification test may have up to two retest attempts. Students who need to retest must wait at least three business days between attempts.

The CTTC has setup each student's schedule with one (1) attempt for the student. If the student fails, CTTC will add another attempt the following day to the student's schedule. Therefore, the testing liaison can test the student once the three busikness day wait period has been observed.

What happens if the Testing Liaison or Testing Proctor catches someone cheating during a testing session?

If a cheating incident occurs, the testing liaison or proctor shall immediately gather contraband materials, if any, and excuse the student from the testing room. The testing liaison will terminate the student's testing session. Finally, the incident must be reported to the CTTC immediately. The CTTC will work with the testing liaison and school administrators to identify corrective actions and implement measures to prevent additional incidents.

Data Distribution Procedures

Student education records, including certification results, are protected by the Family Educational Rights and Privacy Act (FERPA). According to FERPA, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Before distributing individual student results to any party for any reason, testing liaisons must be sure doing so does not compromise the student's expectation of confidentiality and does not violate local, state, or federal policies and/or regulations.

The CTTC does not voluntarily provide confidential testing data to external parties who are not associated directly with the testing process. The CTTC maintains historical testing data for appropriate use by the ODCTE and distributes data only in accordance with federal and state laws and the procedures listed below.

Individual Student Results (a.k.a. *Score* Reports) are printed by the testing liaison and provided to each student upon completion of testing.

1. The CTTC does not provide individual student results to state staff.

2. The testing liaison may provide Score Reports to local instructors or administrators in accordance with FERPA and local policies and procedures; however, the CTTC does not provide individual results directly to local instructors or administrators.

Statewide Overview Reports by Assessment are provided to appropriate state staff and ODCTE leadership. These reports show the number of tests administered, the number of test takers, number/ percentage of test passers, and average score by test and by school.

1. The CTTC makes statewide overview reports by test available to testing liaisons.

2. The CTTC does not provide Statewide Overview Reports to local school representatives.

Item Analyses are prepared and used internally by the CTTC staff with review committees to evaluate the effectiveness of each test item.

1. The CTTC does not provide item analyses to state staff or local school representatives.

OKLAHOMA CareerTech

ASSESSMENTS
AND
STUDY GUIDES

https://oklahoma.gov/careertech/testing-center/ok-competency-testing/study-guides.html