PROCESS FOR TESTING STUDENTS WITH CTTC ASSESSMENTS

I. DESIGNATE A LIAISON

Who can be a liaison? Testing Liaisons are

- Counselors/Guidance staff
- Assessment Center personnel
- Administrators/Administrative support

II. LIAISON TRAINING

Complete the training on the website that clarifies rules/procedures and complete the designation form online – www.okcttc.com – Resources. Once you complete the designation form, a school administrator will be required to sign-off on the designee.

III. LIAISON PROCEDURES FOR TESTING

The Liaison will be provided with a login to the testing platform and related programs. The Liaison will work with instructors to gather student names, student ID #s, assessments needed, and if accommodations are requested using a Roster Template. The template is loaded into our sFTP process to be added to the processing queue.

IV. CTTC PROCEDURES FOR TESTING

CTTC will import the students into the testing system, schedule them for test/accommodations specified, and return the Roster Template through the sFTP system with student login information.

V. LIAISON PROCTORING PROCEDURES

Liaison will direct students to the website and provide the login information from the Roster Template. Students take the test and have the ability to print a Score Report once complete. This report provides a breakdown of the objectives covered on the exam which can provide areas of remediation if needed.

VI. CTTC PROCEDURES FOR CERTIFICATES/RETAKES

CTTC processes certificates each week for the prior week of testing. The certificates are uploaded to the sFTP system and Liaisons are notified by email. If a student fails, CTTC will provide a retake attempt to the student's account up to 3 attempts.

IMPORTANT INFORMATION FOR LIAISONS

➤ Website Address: www.okcttc.com

➤ Liaison designation is only good for one (1) fiscal year (July – June). It must be renewed each year.

➤ Testing opens the first full week of October. Test schedules are available from the date processed through June 30, 202x.

➤ Best way to reach us: cttc@careertech.ok.gov

➤ Suggested dates to complete Liaison designation and Other Important Information:

   o Fall testing – September 20

   o Spring testing – January 24

   o Once you complete the designation, it remains active through June 30, 202x. It does not have to be repeated within the same fiscal year.

   o We ask for a minimum of seven (7) business days to return a roster. It may not take that many days, but we build in the time to allow for processing.

   o Study Guides for each series of a assessment can be found on our website under the Study Guides section. These provide general test taking tips along with the blueprint for the assessment. These are good tools for instructors to use to prepare students for the exams.