Online Testing Guide

for

CTAE EOPA Assessments

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About

CTTC has over 30 years of experience developing standards and/or learning objectives. These standards define the goals and objectives for a program and any associated assessments. We incorporate subject-matter experts in a given field to provide insight and guidance. This analysis then translates into a blueprint for associated assessments. The blueprint helps guide item writing and the number of questions per objective covered on an assessment.

CTTC works directly with instructors, industry representatives, and credentialing entities to identify and develop over 100 certification assessments and assessment preparation materials that align with recognized industry standards. Our assessments align to credentials that are required and/or valued by industry.

CTTC recognizes the need to help states measure the level of technical skills attainment that is received through career and technical education programs. Certification assessments provide a means of evaluating the student's mastery of knowledge and skills. Score reports communicateassessment scores to students and provide a breakdown of assessment results by standard area. The score report also shows how well the student has mastered skills needed to perform majorjob functions and identifies areas of job responsibility that may require additional instruction and/or training.

The information included in this packet gives an overview of the processes necessary to purchase and administer certification assessments offered by the CareerTech Testing Center. Please review this document along with the information on our website before beginning the process. If you have any questions, our contact information is provided within.

*career*tech ✓
Testing
The Provider of Online Testing Solutions
www.careertechtesting.com

Contact Information

Ayanna McKee	Assessment Specialist	(405)743-5407
Jennifer Palacio	Assessment Manager	(405)743-5160

Email Address: cttc@careertech.ok.gov

Social Media

Basic Information

- The CareerTech Testing Center out-of-state website is located at www.careertechtesting.com. The out-of-state website can also be accessed through the main CareerTech website by scrolling to the middle of the home screen to the section titled CareerTech Testing Center. Click on the hyperlink OUT-OF-STATE TESTING to navigate to www.careertechtesting.com.
- Assessment scoring profiles are available under the Basic Information tab of the navigation menu on our website at www.careertechtesting.com.
- Study guides are also available free of charge on our out-of-state website under the Basic Information tab of the left navigation menu.
- Score reports may be accessed immediately following test completion. Official Score Reports with student information listed will be sent to the authorized party.

Ordering

- Go to our out-of-state website at www.careertechtesting.com.
- Click on the Ordering tab of the navigation menu on the left side.
- Click the link to the ordering catalog.
- If it is your first time ordering online through the catalog, click Create your account. If an account has already been created, click Sign In.
  1. Enter the required information in each field.
  2. Be sure to use the billing address on the credit card or purchase order when entering the address to create an account.
- Sign in and click Place an Order.
- Click End of Instruction Assessments Registration for Out of State Orders.
  1. Select your school by clicking the drop-down arrow. Schools are arranged alphabetically. If you do not see your school, email cttc@careertech.ok.gov to request the addition of your school to the list. Once your school has been added, CTTC will email the individual who made the request so they can complete the order.
  2. Click the drop-down arrow to select the assessment to order. *Please note Sports Medicine is 8613 Athletic Training Student Aide and Marketing is 0503 Manager Trainee.*
  3. Type the number of assessments needed in the Quantity field.
  4. Type the first and last name of the individual who will serve as Site Administrator. *Site Administrators cannot be instructors and will be the only person we will communicate with regarding testing.*
  5. Enter the email address of the Site Administrator.
  6. Enter the phone number with extension, if applicable, of the Site Administrator.
  7. Enter a secondary email address for the individual/department responsible for paying invoices or maintaining credit card receipts. *(Site Administrators are copied on all invoices and credit card receipts sent.)*
  8. Enter the estimated date of testing. (We require a minimum of 7 business days once the order is placed and the Site Administrator Testing Agreement is completed.)
  9. Enter the name of the individual placing the order.

10. Enter the email address for the person placing the order. *(We may need to contact this person if we have questions regarding the order.)*
11. Upload a copy of the *signed* purchase order by clicking Add files and navigating to the document on your computer.
12. Click Add to Cart.
13. If you are ordering multiple assessments, click Add to Order. You will need to input the same information again. If you are not ordering multiple assessments or your order is complete, select Check Out.
14. Check the address for your school. The address must be the billing address for the credit card or purchase order. If the address listed is incorrect, click the Edit button to change it. Enter the correct information and click Update. Once edited, you will need to click Copy from Shipping under the Billing Address section to ensure the shipping and billing addresses match. *All assessments are online and are not shipped. Therefore, the billing and shipping addresses must match and reflect the billing address for the order.*
15. Use the scroll bar on the right to navigate to the bottom of the screen. Click Continue.
16. Under Shipping Method, select ASSESSMENT ORDER.
17. Check the billing and shipping addresses to make sure they match. Check the assessment, quantity ordered, and total for the invoice. Once all information has been checked and confirmed, click in the bubble next to Credit Card or purchase order.
18. For purchase orders – Type in the PO number and click Place Order.
19. For credit cards – after clicking the bubble next to Credit Card, click Proceed to Payment. Enter the required information and select Pay.

Registration

- Site administrators are sent a welcome email within 2 business days of placing the order online that contains instructions to complete the Site Administrator/Proctor Testing Agreement located on our out-of-state website at www.careertechtesting.com under the Registration option of the navigation menu on the left.
- The agreement can be completed at any time during the school year. Site administrators *do not* have to wait for the welcome email to access the agreement.
- A new Site Administrator/Proctor Testing Agreement must be completed each school year before test tickets are assigned and uploaded to your site administrator.
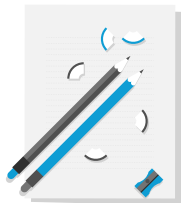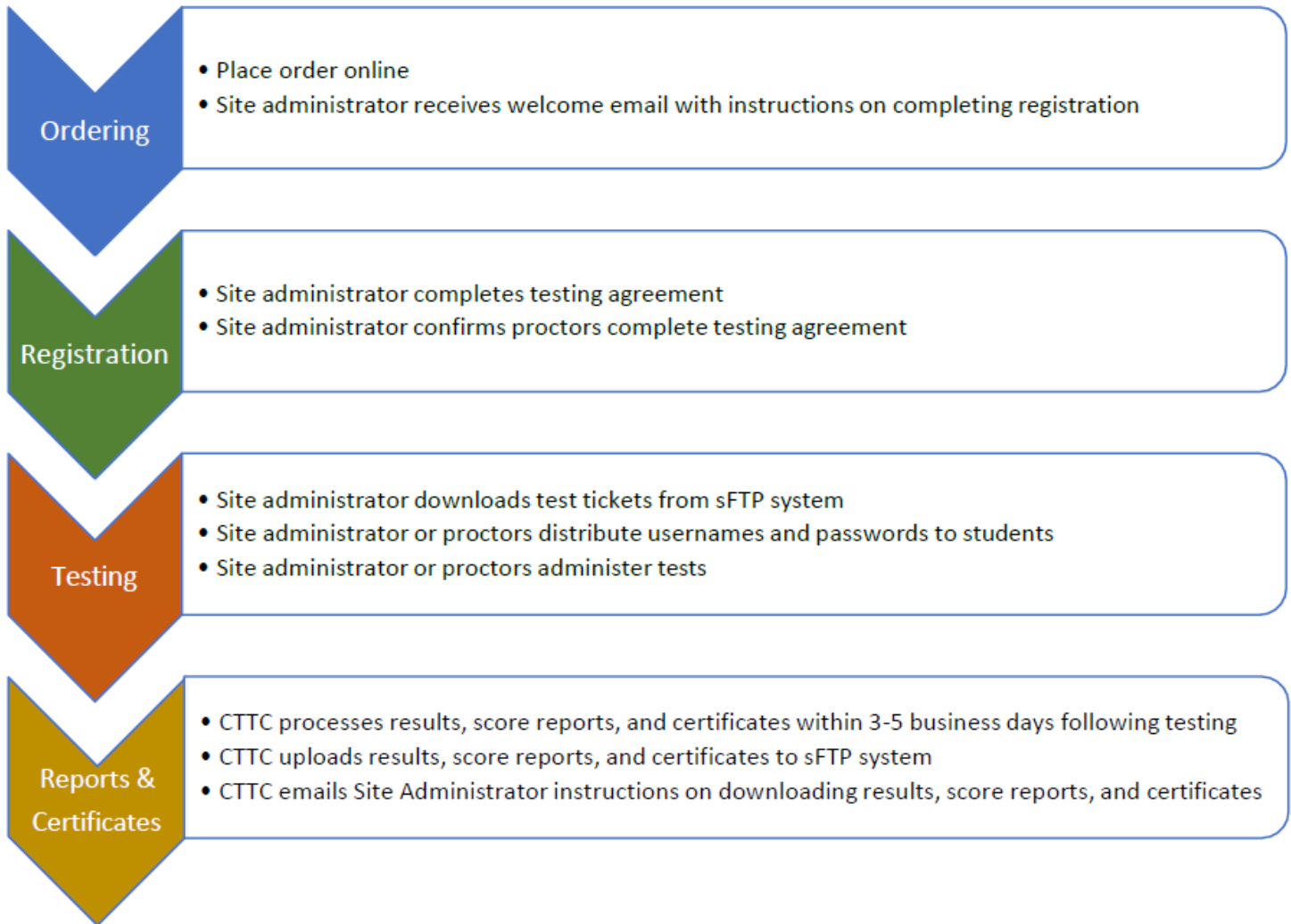
Testing

- Once the Site Administrator/Proctor Testing Agreement is completed, test tickets are assigned and uploaded to the secure server. Please note test tickets require a minimum of 7 business days to process once we receive a completed Site Administrator Testing Agreement.
- Site administrators will receive an email with instructions on accessing student login information.
- For your convenience, a Proctor Script is provided on our website at www.careertechtesting.com under the Testing option on the left navigation menu.

Certificates and Results

- Certificates for passing scores, score reports, and a spreadsheet of results are provided within 3-5 business days following test completion.
- Immediate access to student scores is available by printing score reports at the end of testing.

Testing Process Flow Chart

Ordering
- Place order online
- Site administrator receives welcome email with instructions on completing registration

Registration
- Site administrator completes testing agreement
- Site administrator confirms proctors complete testing agreement

Testing
- Site administrator downloads test tickets from sFTP system
- Site administrator or proctors distribute usernames and passwords to students
- Site administrator or proctors administer tests

Reports & Certificates
- CTTC processes results, score reports, and certificates within 3-5 business days following testing
- CTTC uploads results, score reports, and certificates to sFTP system
- CTTC emails Site Administrator instructions on downloading results, score reports, and certificates

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Testing Checklist

Assessment(s): _____

Test Date(s): _____

Not sure what to do? Instructions for each step can be downloaded from
www.careertechtesting.com

| ☐ **Ordering** | • Order assessments through the CTTC catalog located under the Ordering tab of the website |

| ☐ **Registration** | • Site administrator completes agreement to begin test ticket processing window (minimum 7 business days) |

| ☐ **Testing** | • Download student test tickets from sFTP system
• Distribute student usernames and passwords
• Administer assessments |

| ☐ **Reports** | • Print score reports upon test completion |

| ☐ **Certificates** | • CTTC will create certificates & upload to sFTP
• Retrieve Certificates from sFTP system |

Testing Accommodations

We recognize testing is not always a one-size-fits-all situation and some students may require accommodations to help them be successful in achieving their assessment goals. To help with this process, we have listed some of the common accommodation questions below. If there are other questions regarding accommodations not listed below, please contact us.

I have a student with an IEP who needs more time. How do I make that request?

Our assessments are not timed but must be completed in one sitting. You do not need to communicate this accommodation with our office.

I have a student with an IEP that specifies they can only have two possible choices for each question. Is that possible with your assessments?

We cannot remove options for our assessments for individual students. However, students can take as much time as they need since our assessments are not timed.

I have a student with an IEP specifying a reader. What are the policies to have an assessment read to a student?

We have a text-to-speech option for students who need a reading accommodation. To request test tickets with this accommodation, please email the number of students who need the accommodation to cttc@careertech.ok.gov within 7 business days of placing the order online. Text-to-speech must be scheduled with specific test tickets.

I have a student with an IEP specifying the student must have a person read the assessment questions and choices to the student. What are the policies regarding this accommodation?

Site administrators must request a Reader Testing Agreement by emailing cttc@careertech.ok.gov. The agreement must be completed, signed, and emailed back to cttc@careertech.ok.gov prior to testing taking place.

I have a student with a visual impairment. How can we make the font larger for the student?

Font size can be modified by clicking on the "A" icon in the upper right corner of the assessment screen, as shown in the graphic below.

Frequently Asked Questions

I Am Trying To Access Your Site/ The Testing System, But They Are Blocked Or Will Not Display. What Do I Do?

Consult with your IT staff to make sure the URL's you need to access are approved and that firewall filters list these as "trusted sites". More information on this is available in the System Requirements and Recommendations.

Can We Administer Tests On A Wireless Internet Connection?

Technically, yes. However, due to the fluctuating signal strength, we recommend you avoid using Wi-Fi for testing.

I Have Not Received My Welcome Email And I Ordered More Than Two Days Ago. What Should I Do?

Check your spam folder in your email for emails from cttc@careertech.ok.gov. If you cannot locate an email from that domain, please contact CTTC at 405-743-5407 or 405-743-5160, or email cttc@careertech.ok.gov.

I Am Trying To Download The Student Test Tickets And It Is Not Working. What's Wrong?

Your browser may be set to block pop-up windows. The steps to correct this depend on the browser you are using. Please refer to the appropriate document.
- Internet Explorer
- Mozilla Firefox

I Have A Student On An Iep Who Needs Extra Time To Take The Test. Do We Need To Make Special Arrangements For This Accommodation?

No, assessments are not timed. However, you will need to work with your IT staff to make sure network security settings will permit a connection to a website without activity for the time needed to complete testing.

I Have A Student With An Iep Stating Assessments Must Be Read To The Student. Is This Allowed?

Yes, assessments may be read to students. However, since questions are randomized, each student must have the exam read individually. Please see the Accommodation section for additional information on IEP/504 procedures.

My Login Information Is Not Working. What Do I Do?

1. Always make sure you are trying to login to the correct site by using links through our website. For example, to access certificates, go to www.careertechtesting.com, click on Certificates and then LOGON TO SFTP SYSTEM (CERTIFICATES).

2. Make sure you are entering your username and password correctly and that you are using the correct login for the system you are trying to access. Remember: Login information is case-specific.

3. Use the "Hint Table" below to make sure you are using the correct login for the system you are trying to access.

"I am a/an…"	"I'm trying to…"	Hint
Site Administrator		**Username:** First part of email address (before the @ sign)
	Download Student Logins via sFTP	
	Print Certificates via sFTP	**Password:** 8 alphanumeric characters (provided in Welcome Email)
Student	Take a Test	**Username:** Generic login from test ticket **Password:** 6 alphanumeric characters from test ticket

The Student Has Logged In, But There Are No Tests Available. What Is Going On?

This could be a couple of things: The student's testing schedule has expired or the student has already accessed the assessment. Contact CTTC for assistance at (405)743-5407 or (405) 743-5160 or email cttc@careertech.ok.gov.

When Students Are Testing, Is There Any Way To Make The Font Bigger On Their Monitors?

Yes, font size can be modified by clicking on the "A" icon in the upper right corner of the assessment screen, as shown in the graphic below.

Testing

Training - Alphabet - Essay - Test

Clicking on this symbol will increase and decrease the font size.

STARTING 13:00 14/09/2016   ENDING 15:30 14/09/2016

Website At-A-Glance

Basic Information

- Available study guides
- Scoring Profiles by assessment
- Assessment Products & Services

Events and Training

- CTTC calendar
  Study Guides (assessment areas highlighted in yellow are frequently purchased by Georgia schools)

- Accounting
- Administrative Professional
- Advertising Design
- Agricultural Communications
- Agricultural Education
- Agricultural Safety
- Agricultural Power & Technology
- Animal Science
- Athletic Training
- Auto Collision Repair
- Automotive
- Aviation
- Cabinetry
- Carpentry
- Computer Technology
- Construction
- Culinary Arts
- Dental Assistant
- Drafting
- Early Care & Education
- Electrical Trades
- Electronics
- Emergency Medical Services
- Employability Skills
- Entrepreneur
- Environmental Science & Natural Resources
- Equine
- Facilities Maintenance
- Family & Consumer Sciences

- Financial Literacy
- Fundamentals of Technology
- Graphic Communications
- Heating, Ventilation, Air Conditioning, & Refrigeration
- Heavy Equipment
- Horticulture
- Hospitality & Tourism
- Industrial Maintenance Technology
- Laboratory Assistant
- Law and Public Safety
- Legal Office Assisting
- Logistics
- Machining
- Marketing
- Media Production
- Medical Assisting
- Medium/Heavy Truck
- Motorcycle Repair
- Pharmacy Technician
- Photography
- Plant & Soil Sciences
- Small Gasoline Engine Mechanic
- Surgical Technologist
- Veterinary Assisting
- Welding
- Wind Technology

Ordering

- Link to catalog to place order

Registration

- Site Administrator/Proctor Testing Agreement

Testing

- Obtaining student login details & test instructions
- Download student login information (via sFTP system)
- Proctor Script

Certificates

- Link to download certificates

FAQs & Troubleshooting

- System Requirements and Recommendations
- Wireless Internet connections
- Troubleshooting questions