

CTE Department Chair Responsibilities For Student Industry Certification SY 2011-12

*Note: All lists of student names and numbers are confidential and are **not** to be sent via email either as an attachment or copied and pasted into the body of the email.*

Student Validation

The CTE department chair will have additional responsibilities regarding validation of the lists of students at each school who will be taking the CTE Student Industry Certifications.

Each CTE teacher will be sent a list of student names, including the BPS student numbers, who have been identified as those who should take the assessment for the CTE program this school year. The CTE teachers are being instructed to work with the guidance department to validate the list of students, add or delete students using the form, *Request to Add or Delete CTE Students to the Assessment List*. If the CTE teachers list is correct as is, they should attach the form with NONE written across the page. Therefore, every CTE teacher should have an attachment to their list of students.

The CTE department chair will receive the complete list of student names that have been identified as those who should take the assessments for all CTE programs at the school.

In addition CTE teachers should identify students needing accommodations as identified in student's IEP, 504, or other documentation and report using the *Industry Certification Assessment Accommodations* form. Please refer to the chart, *Allowable Accommodations for Industry Assessments*, to determine available accommodations for each assessment.

After each CTE teacher validates the list of students, completes, signs and dates the *Request to Add or Delete CTE Students to the Assessment List* and the *Industry Certification Assessment Accommodations* form, they have been instructed to keep a copy for themselves and then give the original to the CTE department chair for an approval signature. Please make sure that the top portion including school and program is completed for each CTE teacher/program offered.

Both completed, signed forms from each CTE teacher should be sent to Jennifer McKee-Acevedo, Office of Career and Technical Education, in an envelope marked ***Confidential Student Information***. All forms are due on or before January 27, 2012.

The CTE department chair will be notified of any unapproved changes to the student lists.

Students may be added and/or deleted to the original list as necessary based on the criteria provided to each CTE teacher. Individual CTE teachers should provide the CTE department chair with the names of added or deleted students using the *Request to Add or Delete CTE Students to the Assessment List*. The CTE department chair signs each request and sends to Jennifer McKee-Acevedo as provided, to ensure accurate records are kept.

Ordering Assessments

In most cases, the assessments will be purchased by the CTE office. If the assessments should be purchased at the school level, funds will be transferred to your school to cover the costs of the assessments. The date to order assessments is listed on the *Test Dates for Students Industry Certification – SY 11-12*.

The CTE department chair should make sure that assessments or access to assessments are available for all identified students in each CTE program based on the timeline. Any discrepancies should be reported to Jennifer McKee-Acevedo.

Administering Assessments

Assessments will be administered based on the date(s) listed on the *Test Dates for Students Industry Certification – SY 11-12*.

As the department chair, it is your responsibility to ensure that:

- the school administration is fully aware of CTE assessment dates, requirements, and procedures
- assessments are given according to the Test Dates previously established
- computer labs are available and meet the requirements for the web-based assessments
- testing rooms meet all requirements established by the assessment sponsor, if provided
- each CTE assessment is administered according to the sponsor specifications
- a proctor(s), other than the teacher, is present for all assessments
- school technology technician/associate is involved with and aware of any technical issues such as software, web access, downloading assessments, etc.

Assessment Results

The assessment sponsor should provide official assessment results to the CTE resource teacher responsible for the CTE program area. The CTE resource teacher will provide the CTE teachers with these results.

If the official sponsor results are provided to the CTE instructor, the instructor must send the results to the CTE resource teacher. Final results for all students in each CTE program will be provided to the school at the beginning of the 2012-13 SY.