

# CTE Resource Teacher 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

CTE resource teachers will be given the total list of student names, including BPS student numbers, for all students identified through AS400 as those who should take the CTE assessment for the current school year. It is the responsibility of each CTE resource teacher to work directly with the classroom teachers to validate the students on the list for each CTE program for which they are responsible. The following procedures should be followed:

1. Separate the list of names according to school and teacher.
2. Send, through the courier in an envelope marked ***Confidential Student Information***, the list of student names to each CTE teacher with the following attachments:
  - a. CTE Teacher Responsibilities for Student Certification
  - b. Identified Course for CTE Assessment
  - c. Request to Add or Delete CTE Students to the Assessment List
  - d. Industry Certification Assessment Accommodations
  - e. Allowable Accommodations for Industry Assessments
3. CTE department chairs will return completed *Request to Add or Delete CTE Students to the Assessment List* and the *Industry Certification Assessment Accommodations*, for each CTE teacher to Jennifer McKee-Acevedo on or before October 28, 2011 for first semester and February 2012 for second semester.
4. CTE resource teacher will review / approve any changes to the student list made by the CTE department chairs. Approved lists will be provided to Jennifer McKee-Acevedo.
5. Adjustments will be made to the master lists based on schools' CTE department chairs input and review / approval from the CTE resource teacher.
6. The final corrected list of students will be provided to each CTE resource teacher to determine and confirm the number of assessments needed.
7. The final student list will also be used to report assessment results.
8. Each CTE resource teacher will be provided updated student lists as they are reported by each school.

## Ordering Assessments

1. Each semester, CTE resource teacher works with CTE teachers to establish assessment date for each CTE program.
2. CTE resource teacher determines date assessments must be ordered for administration on established date(s).
3. Each CTE resource teacher will complete purchase requests as determined by the Test Date Calendar and give to Jennifer McKee-Acevedo to determine funding source and approval. Specific assessment accommodations must be included on the purchase request if accommodations must

be ordered with assessments. A copy of the approved purchase request will be given back to each CTE resource teacher.

4. When the assessments are purchased at the school, each CTE resource teacher should provide a budget to Jennifer McKee-Acevedo indicating the amount of money and date to be transferred to each school.
5. Each CTE resource teacher will verify delivery of the assessments to each school in time for administration to students.

### **Administering Assessments**

Each CTE resource teacher will work with each CTE department chair and school testing coordinator to answer questions regarding specific instructions related to assessment administration. Information might include: computer requirements, web-based requirements, specific instructions for proctors, testing facilities requirements, dates for assessments, etc.

### **Assessment Results**

1. Each CTE resource teacher is responsible for obtaining results for every student listed on the final student list.
2. Results must be obtained from testing sponsor or licensing agency.
3. CTE resource teachers shall report student results to Jennifer McKee-Acevedo as soon as they are available from the assessment sponsor but no later than June 8, 2012.
4. CTE resource teachers will send preliminary results and analysis to each high school CTE teacher as soon as possible.
5. CTE resource teacher will provide information to high school CTE teachers regarding certificates for successful students.