

CTE 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

Attached is a list of student names, including the BPS student number, who have been identified in AS400 as those who should take the CTE assessment this school year. The students on the list are those who are enrolled in the CTE course as per the attachment, *Identified Course for CTE Assessment*. Additional students enrolled in advanced level courses in the CTE program area were also identified and added to the list. In an effort to have an accurate list of the CTE students in the program who should be taking the assessment, please verify the list by adhering to the following procedures:

1. Work with guidance department to **validate** the list of students.
2. **Add or Delete** students to the list using the attached form *Request to Add or Delete CTE Students to the Assessment List*. Complete the top portion including school and program. If the list is correct as is, please attach the form with NONE written across the page.

In order to recommend additional students to the list please validate student proficiency. Student proficiency can be validated by student's passing of a pretest or teacher identified assessment that highly predicts student success on the industry certification assessment.

Additional criteria for adding students to the list may include:

- a. Student is proficient and the assessment impacts school grade, diploma designation
- b. Student is proficient and there are no additional costs for assessment
- c. Student is proficient and transferred into the class

Criteria for recommending that students be deleted from the list include:

- a. Student is seeking a special diploma
 - b. Student already passed assessment
 - c. Student transferred out of the class
3. **Identify** students needing accommodations as identified in student's IEP, 504, or other documentation and report using the attached form *Industry Certification Assessment Accommodations* form. Please refer to the chart, *Allowable Accommodations for Industry Assessments*, to determine available accommodations for each assessment. If there are no students needing accommodations, please attach the form with NONE written across the page.
 4. **Sign** and date both completed forms, *Request to Add or Delete CTE Students to the Assessment List* and *Industry Certification Assessment Accommodations*, **make copies**, then give to the CTE department chair for approval, signature and to send through the courier on or before January 27, 2012 to Jennifer McKee-Acevedo, Office of Career and Technical Education.

5. Additional students may be added or deleted after the January 27th deadline by using the *Request to Add or Delete CTE Students to the Assessment List* form and the *Industry Certification Assessment Accommodations* form. The same procedures shall be used regarding providing the list to CTE department chair for their submission to the Office of Career and Technical Education.

Ordering Assessments

In most cases, the assessments will be purchased by the CTE office for each student verified by your school and reported to CTE in January 2012. If the assessments are 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 Student Industry Certification – SY 11-12*

Administering Assessments

Assessments will be administered based on the date(s) listed on the *Test Dates for Student Industry Certification – SY 2011-12*.

A proctor, other than the CTE teacher, must be present during the entire testing period when the assessment is given on the high school campus. Some of the assessment sponsors require that the CTE trained teacher proctor the assessment but an additional proctor must be present as well. Sponsor specific assessment proctor instructions should be used when provided. Generic *Proctor Responsibilities* are provided in this manual for your use when proctor instructions are not provided by the assessment sponsor.

Assessments must be administered in the manner prescribed by the assessment sponsor. Completed assessments must be handled as prescribed by the assessment sponsor.

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.