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CTECS Test Site Administrator Guide

Test Site Administrator Responsibilities

Use this guide to prepare your site and prepare yourself to administer CTECS assessments.

- Submit your Test Site Administrator Registration and Agreement form
- Register your students
- Generate reports from E-SESS

The test site administrator

- is the primary administrator for all testing-related questions within any school division
- is the point of contact for CTECS
- must register all students for the test
- must complete and submit the following forms:
  - Test Site Administrator Registration and Agreement form
  - Student Registration form
- may choose to also be the testing proctor but, if not, must appoint all proctors within the division, providing each with the Proctor Guide.
- is the responsible authority for overseeing testing operations at any school/division and ensures the school/division follows CTECS’ policies and procedures to the letter (see Policies)
- ensures IT requirements are met well in advance of the test day
- secures E-SESS administrator login and password (please avoid sharing this information with others)
- works with the E-SESS system to generate test tickets and distribute tickets to appropriate personnel
- ensures that all proctors, teachers, and students have information about and access to appropriate testing materials
- generates summative reports and certificates for his/her school division
Assessment Scheduling

**Allow up to six business days** between the day that you upload the Student Registration form to CTECS for processing, and the day that testing begins at your site.

Testing Materials

There are several important documents that must be used for testing. These documents should be read and understood by the TSA.

It is the responsibility of the TSA to provide the *Proctor Guide* and other relevant documents to each test proctor. Proctors should be thoroughly familiar with the testing instructions and procedures therein.

Required testing materials and information

- this *CTECS Test Site Administrator Guide*
- *CTECS Proctor Guide*
- *Using Your E-SESS Administrator Account* publication
- CTECS’ *IT Requirements web page*

Frequently Asked Questions (FAQ) are published on the CTECS website on the Policies page.
CTECS Testing Policies

WRS proctors and test site administrators are asked to follow every step of the process to ensure a positive assessment experience. CTECS offers a WRS Pre-Test, the official WRS Test, and one WRS Retake per student per school year until the student passes the test. The following policies govern most of the testing experience.

WRS Pre-Test Policy
Pre-Tests are only a practice exam and carry no certificate of passing or passing score. Pre-Tests must be taken at least 10 calendar days before taking the official WRS Test.

WRS Test Policy
The official WRS Test may be taken by a student once per school year. Once the student passes, he/she should not be registered to take the test again. If the student fails the assessment, he/she may be registered to take the WRS Retake, once per school year.

WRS Retake Policy
CTECS allows students who do not pass the WRS Test to take the WRS Retake one time only within any school year. WRS Retakes must be taken at least 14 calendar days after taking the WRS Test.

Test Interruptions
All forms of the assessment must be completed in one, 60-minute session, unless a school emergency interrupts the testing period. If there is a test interruption and a student needs to complete the test on another day, the student must log in and finish the test within TWO (2) school days of the initial start date. Notify CTECS about the interruption on the day it occurs so that time can be added to the affected assessments. See the list below for examples of school and personal emergencies that may qualify as an interruption:

- Fire alarms
- Power outage
- Safety evacuation due to inclement weather
- Sudden illness of student
Accommodations

CTECS offers extended-time accommodations for students identified as Limited English Proficient (LEP), and Students with a Disability (SWD) for all technical skills assessments (pre/post/retake). The Workplace Readiness Skills assessment (pre/post/retake) allows for the same accommodation for LEP and SWD; however, it also has a built-in audio reader for those students listed as LEP or SWD.

Students with a Disability (SWD)

CTECS offers accommodations for students who have been identified as Students with a Disability (SWD). The universal accessibility feature and accommodations are:

- An **extended-time accommodation** of 90 additional minutes is added to the standard testing session for a total of 150 minutes. The test session may not be split up into multiple test sessions, or given over a multi-day period.

- A **text-to-speech (audio) accommodation (WRS only)** may be provided to allow the option of listening to the questions. Questions are pre-recorded and read by a professional reader, not by a computerized voice. To minimize distractions for other students testing, headphones must be provided by the school. When beginning the test, the student must click on the speaker icon to hear the audio. Using the audio feature requires additional bandwidth, so there may be slower response times during testing. CTECS recommends using wired computer Internet connections to minimize the effects. In addition, the selected media player needs to be up to date.

- A **read-aloud accommodation** may be provided by an aide or test proctor who will read the entire test aloud to the test taker (the accommodation of extended time may also be required). Note: Items on the assessment are randomized so more than one reader may be required if several students are using the read-aloud accommodation during the same testing session. This is arranged at the test site by the test site administrator or test proctor.

- A **test-item enlargement, universal accessibility feature** is permitted, however, the test site administrator will need to check for computer compatibility. This is arranged at the test site by the test site administrator or test proctor and is typically handled by manual enlargement features provided by the computer and display.

CTECS defers to school and state policy when identifying SWD. However, in order for SWD to receive the accommodations, they must be identified on the student registration form submitted prior to the testing session. The use of any of the above accommodations must be based on the student’s Individualized Education Program (IEP) or 504 plan. The test site administrator should ensure test proctors know which accommodations each student will be using and how to administer them. Further, the universal accessibility feature and accommodations should not be introduced to the student for the first time during the administration of the CTECS Workplace Readiness Skills Assessment©.
Limited English Proficient (LEP)

Effective for the SY 2015-2016, CTECS will offer accommodations for students identified as Limited English Proficient (LEP). The universal accessibility feature and accommodations are:

- **An extended-time accommodation** of 90 additional minutes is added to the standard testing session for a total of 150 minutes. The test session may not be split up into multiple test sessions, or given over a multi-day period.

- **A text-to-speech (audio) accommodation (WRS only)** may be provided to allow the option of listening to the questions. Questions are pre-recorded and read by a professional reader, not by a computerized voice. To minimize distractions for other students testing, headphones must be provided by the school. When beginning the test, the student must click on the speaker icon to hear the audio. Using the audio feature requires additional bandwidth, so there may be slower response times during testing. CTECS recommends using wired computer Internet connections to minimize the effects. In addition, the selected media player needs to be up to date.

- **A read-aloud accommodation** may be provided by an aide or test proctor who will read the entire test aloud to the test taker (the accommodation of extended time may also be required). Note: Items on the assessment are randomized so more than one reader may be required if several students are using the read-aloud accommodation during the same testing session. This is arranged at the test site by the test site administrator or test proctor.

- **A test-item enlargement, universal accessibility feature** is permitted, however, the test site administrator will need to check for computer compatibility. This is arranged at the test site by the test site administrator or test proctor and is typically handled by manual enlargement features provided by the computer and display.

CTECS defers to school and state policy when identifying LEP students. However, in order for LEP students to receive the accommodations, they must be identified on the student registration form submitted prior to the testing session. The use of any of the above accommodations must be based on the LEP Student Assessment Participation Plan. The test site administrator should ensure test proctors know which accommodations each student will be using and how to administer them. Further, the universal accessibility feature and accommodations should not be introduced to the student for the first time during the administration of the CTECS Workplace Readiness Skills Assessment©.

**Credits and Refunds**

Credits and refunds are NOT available regardless of reason.
Student Registration Form

Detailed instructions on completing each column on the form are contained in the student registration form itself. Download the form and refer to the page labeled, “Instructions.”

Teacher associated with each student
The student registration form template includes a “Teacher” column. Note that if a student has been enrolled and linked to Teacher A, and later, the same student is enrolled and linked to Teacher B, then Teacher A will be updated (overwritten) with Teacher B.

Test Site Administrator for a student should not change
Once a student is enrolled for a test, the site administrator must remain the same throughout the school year unless the student has moved to another "home" school.

Generating Test Tickets

After students are enrolled by CTECS staff in E-SESS, the online testing system, an email notification is sent to the assigned test site administrator. The email notification will be from info@techfluency.org. It will contain the login information for the test site administrator to access E-SESS. From E-SESS, test site administrators should log in and print the Test Tickets Report. Refer to the Using Your E-SESS Administrator Account document for instructions.

E-SESS: https://secure.techfluency.org/esess/Admin/

This is the same login procedure that will allow the test site administrator to view scores and to produce various reports.
Important Reminders and Tips

Unused WRS Pretests
If some of your students were registered to take the WRS Pretest but did not take it and you want them to skip it and take the official WRS Test, the WRS Pretest must be removed from their account. Contact CTECS about removing the tests.

Giving one student's test ticket to another student
NEVER give one student's test ticket to another student to use to log into the assessment. Each student is registered and enrolled with his/her personal testing account.

Technical Issues During Testing
Many issues can be avoided if the IT Checklist and sample test are used as instructed in the CTECS Proctor Guide, prior to test day. On test day, use the Troubleshooting Guide in the CTECS Proctor Guide, to solve technical issues.