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CTECS Test Site Administrator Guide

CTECS Assessments

Test Site Administrator Responsibilities

Use this guide to prepare your site and yourself to administer the CTECS Assessments for your school.

- Submit your Test Site Administrator Registration and Agreement form
- When required, register students for tests (refer to this page for instructions, https://www.ctecs.org/idaho/idaho-overview).
- Generate reports from E-SESS.

The test site administrator

- is the primary administrator for all testing-related questions within any school district
- is the point of contact for CTECS
- when required, must register students for the tests (if enrolling students under specific circumstances. refer to this page for instructions, https://www.ctecs.org/idaho/idaho-overview)
- must complete and submit the following forms:
  - Test Site Administrator Registration and Agreement form
  - Student Registration form (if enrolling students under specific circumstances. refer to this page for instructions, https://www.ctecs.org/idaho/idaho-overview)
- may choose to also be the testing proctor but, if not, must appoint all proctors within the district, providing each with the Proctor Guide.
- is the responsible authority for overseeing WRS testing operations at any school district and ensures the district 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 district
CTECS Contact Information

<table>
<thead>
<tr>
<th>For questions about</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idaho CTE Assessment and Registration Questions:</td>
<td>Michael DeVore, 208-429-5509, <a href="mailto:michael.devore@cte.idaho.gov">michael.devore@cte.idaho.gov</a></td>
</tr>
<tr>
<td></td>
<td>Heather Luchte, 208-429-5512, <a href="mailto:heather.luchte@cte.idaho.gov">heather.luchte@cte.idaho.gov</a></td>
</tr>
<tr>
<td>Policy, administration, reporting, test security, proctoring</td>
<td>Ken Potthoff, <a href="mailto:kpotthoff@ctecs.org">kpotthoff@ctecs.org</a>, 404-994-6538</td>
</tr>
<tr>
<td>Contracts, invoices, and billing</td>
<td>Dana Wilson, <a href="mailto:dwilson@ctecs.org">dwilson@ctecs.org</a>, 404-994-6536</td>
</tr>
<tr>
<td>Technical questions and/or issues</td>
<td>Robyn Marshall, <a href="mailto:rmarshall@ctecs.org">rmarshall@ctecs.org</a>, 404-994-6534</td>
</tr>
<tr>
<td></td>
<td>Darren Morris, <a href="mailto:dmorris@ctecs.org">dmorris@ctecs.org</a>, 804-543-6094</td>
</tr>
<tr>
<td></td>
<td>Ken Potthoff, <a href="mailto:kpotthoff@ctecs.org">kpotthoff@ctecs.org</a>, 404-994-6538</td>
</tr>
<tr>
<td></td>
<td>Tim Withee, <a href="mailto:twithee@ctecs.org">twithee@ctecs.org</a>, 404-994-6535</td>
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Assessment Scheduling

Refer to, https://www.ctecs.org/idaho/idaho-overview

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.

WRS Test Policy

The WRS may be taken by a student once per school year.

Test Interruptions

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

Students with a Disability (SWD)

It is the responsibility of the school and test site administrator to provide adequate time and space to allow for extended test time for SWD. Test times cannot be split over multiple sittings or periods, as this would jeopardize the validity of the test.

CTECS will continue to offer accommodations for students who have been identified as Students with a Disability (SWD). The universal accessibility feature and accommodations are listed below:

- 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 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. For visually-impaired students who rely completely on the audio narration of the test, an image-free, alternative form of the assessment can be provided, as needed. Please arrange for this directly with CTECS staff.

- 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** 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 does not allow any instructional resources, which includes but is not limited to:

- Dictionaries of any kind, including bi-lingual dictionaries
- Translation devices or applications (i.e., software or browser-enabled)
- Student devices or smart phones

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.” Refer to the following two documents for school division names and codes, school names and codes, and course codes. Entries on the student registration form must be an exact match to the information in these documents.

Generating Test Tickets
Tickets in your E-SESS account can be accessed by selecting Participant – Test Tickets from the E-SESS menu.

Important Reminders and Tips

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 specific demographics.

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.