CTECS Test Site Administrator Guide

CTECS
Career and Technical Education
Consortium of States

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Contents

CTECS Test Site Administrator Guide

CTECS Workplace Readiness Skills Assessment

Test Site Administrator Responsibilities

Use this guide to prepare your site and prepare yourself to administer the CTECS WRS Assessment for your school or division.

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

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 (download the template whether you follow the former process or the "New, Instant Enrollment" option, which is new for SY2015-16)
- 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 WRS testing operations at any school division and ensures the 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
- verifies results to CTECS for the Virginia Department of Education Report Card after the test is administered (see Data Verification).

Student Enrollment

Test Site Administrator (TSA) Access to Enrolling Students and Editing Student Data

TSAs should enroll their own students using the "Instant Enrollment" option. This option will also allow the TSA to make changes to student data in E-SESS, the online testing system. All TSAs have access to three features, allowing them to complete the following:

- **Import student data directly into E-SESS —** TSAs will complete the Student Registration form they have always filled out; however, they will now be able to import the form themselves, with no wait.

  Previously, each Student Registration form was required to be uploaded to CTECS for processing. The import feature allows TSAs to bypass uploading the forms and then waiting for CTECS staff to process them. Students can now be enrolled at the TSA's convenience. Additionally, four fields previously required to be completed on each line of the student registration form, can be selected from drop-down menus.

- **Add individual students** — This feature allows TSAs to quickly add new, individual students on an as-needed basis.

- **Edit student data** — This feature allows TSAs to edit student registration data directly in E-SESS in the event anything changes in student status or to correct information originally entered erroneously.

Refer to the Using Your E-SESS Administrator Account document for all of the details and step-by-step instructions on each of these new features. TSAs are not required to import their own student data, but it is the recommended procedure. See the CTECS website at: https://www.ctecs.org/virginia/student-registration.

CTECS Contact Information

For questions about	
Registering students, E-SESS site administrator accounts, errors in the student data, technical questions and/or issues	Robyn Marshall, rmarshall@ctecs.org, 404-994-6534
Policy, administration, reporting, test security, proctoring	Ken Potthoff, kpotthoff@ctecs.org, 404-994-6538
Contracts, invoices, and billing	Dana Wilson, dwilson@ctecs.org, 404-994-6536
Technical questions and/or issues	Robyn Marshall, rmarshall@ctecs.org, 404-994-6534 Darren Morris, dmorris@ctecs.org, 804-543-6094 Ken Potthoff, kpotthoff@ctecs.org, 404-994-6538 Tim Withee, twithee@ctecs.org, 404-994-6535

Assessment Scheduling

Note: If you plan to use the New, Instant Enrollment option, the standard processing waiting period does not apply.

If you plan to upload the student registration form(s) to CTECS for processing, please plan accordingly when scheduling assessments. **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

Virginia 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 up to two WRS Retakes 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 WRS Post-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 up to two WRS Retakes.

WRS Retakes Policy

CTECS allows students who do not pass the WRS Test to take the WRS Retake up to two times within any school year, which includes the summer testing period. The first WRS Retake must be taken at least 14 calendar days after taking the WRS Test. The second WRS Retake must be taken at least 14 calendar days after taking the first WRS Retake. If the student passes the first WRS Retake, he/she may not take another.

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

Students with a Disability (SWD)

See [Student Registration](). 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. In addition, the selected media player needs to be up to date. 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..

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- 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. They are unnecessary since organizations are only billed for used test tickets/assessments.

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.

- Virginia Division and School Names and Codes
- Virginia SOP Detention Homes and Codes
- Virginia DOE CTE Course Codes *Note: Use the CTE course code for the primary course that prepared the student for the WRS Assessment*

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 the WRS, the site administrator must remain the same throughout the school year unless the student has moved to another "home" school.

Generating Test Tickets

If you use the "New, Instant Enrollment" option, test tickets can be generated and printed immediately after you enroll students. Refer to the ***Using Your E-SESS Administrator Account*** document for instructions.

If you use the "former enrollment" method, 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.

E-SESS

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 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. Refer to the Edit Existing section the *Using Your E-SESS Account* publication to remove pretests.

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 and STI number.

Participant Locks

When a student is registered for more than one form of the VA WRS (WRS Assessment, WRS Pretest, or WRS Retake) only one password is issued, providing access to all three. Therefore, measures should be taken to prevent students from logging into E-SESS and taking the test on their own.

The Participant Lock should be used if students have been provided with a test login password and are enrolled in more than one form of the test.

As the TSA, this is part of your responsibility as agreed to in the Test Site Administrator Registration and Agreement form.

Please refer to the Using Your E-SESS Administrator Account publication for additional details and instructions about using the Participant Lock function.

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.

Reimbursement

Refer to the information on the Reimbursement web page.

Verification

Testing data must be verified by each test site administrator once annually before the end of June. CTECS strongly urges you to verify the student test data immediately after all testing for the year is completed. This information is required by the Virginia Department of Education to be added as data points to the Virginia School Report Card.

CTECS issues a courtesy reminder to TSAs as the verification deadline approaches. For additional details, refer to the information on this page, Data Verification.

Fully Automated Testing

This is a different process than in-school testing (IST), so we will present the differences as they pertain to each step of the process. It is allowable to do Fully Automated Testing (FAT) and then change and conduct in-school testing later. However, because there are differences in your responsibilities as the TSA, you will need to complete both sections of the TSA form (click here). There is also a pricing difference, therefore, it is important for CTECS to know when tests are to be used for Fully Automated Testing and when they are not.

Some of the policies, IT requirements and student registration procedures differ from traditional in-school testing with fully automated remote testing. For additional information and instructions about fully automated report testing, click here.