CTECS Test Site Administrator Guide

1866 Southern Lane
Decatur, GA 30033-4097
404-994-6536
www.ctecs.org

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Test Site Administrator Responsibilities

Use this guide to prepare your site and yourself to administer the CTECS Assessments. Refer to this webpage for additional apprenticeship testing information, Apprenticeship Overview

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

The test site administrator

- is the primary administrator for all testing-related questions within any school
- is the point of contact for CTECS
- must complete and submit the following forms:
    - Test Site Administrator Registration and Agreement form
- Enroll students, Student Registration | Career and Technical Consortium of States (ctecs.org)
- choose to also be the testing proctor but, if not, must appoint all proctors, providing each with the Proctor Guide.
- is the responsible authority for overseeing CTECS testing operations at any school and ensures the school follows CTECS' policies and procedures to the letter (see Policies and FAQ)
- 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

Student Enrollment

Test Site Administrator (TSA) Access to Enrolling Students

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 features allowing them to complete the following:

- **Import student data directly into E-SESS** — TSAs will complete the Student Registration form and import the student data. Using the Common Field method is recommended.

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

Refer to the Using Your E-SESS Administrator Account document for details and step-by-step instructions on each feature.

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 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

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

Generating Test Tickets

- To obtain test tickets created by ICTE, log into your E-SESS account and follow the instructions in the *Using Your E-SESS Administrator Account* document.
- If you use the "Instant Enrollment" option, test tickets can be generated and printed right after you enroll students. Refer to the *Using Your E-SESS Administrator Account* document for instructions.
- If you use the "former enrollment" method (upload registration form to CTECS), 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 **esess@pitsco.com**. 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: https://www.techfluency.org/esess/

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

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 *EDUID*.

Participant Locks

When a student is registered for more than one CTECS assessment, only one password is issued, providing access to all of the assessments. 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 Admin 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 Proctor Guide to resolve technical issues.

Fully Automated Testing

This is a different process than in-school testing (IST).

Refer to this information for details, https://www.ctecs.org/apprenticeship/fully-automated-testing.