

CTECS Test Site Administrator Guide



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10-6-22 GEN

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CTECS Test Site Administrator Guide

Important!

This is a general **CTECS Test Site Administrator Guide**. It is not specific for a particular CTECS member using E-SESS for online assessments. Most CTECS members use very similar processes and procedures; however, they are some differences. Keep this in mind when using this guide!

To reference member-specific information, instructions, policies, forms and documents:

1. go to the [CTECS website](#),
2. click the **Members & Partners link** (select the appropriate member-partner),
3. select a menu item from the menu on the left side of the webpage.

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 for assessments.
- 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 register all students for assessments
- must complete and submit the:
 - Test Site Administrator Registration and Agreement form
 - Student Registration form. The form can be found on this webpage, Student Registration (Typically this form is completed and imported directly into E-SESS, the online testing system.)
- 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 CTECS testing operations at any school and ensures the school follows CTECS' policies and procedures to the letter and 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 for the school

Student Enrollment

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

Most CTECS members have access to enroll students directly into E-SESS, the online testing system.

TSAs have access to three features, allowing them to complete the following:

- **Import student data directly into E-SESS** — TSAs will complete and import the Student Registration form.
- **Add individual students** — An “Add New” option in the **Participants** menu allows TSAs to quickly add new, individual students on an as-needed basis. If a student has an existing account in E-SESS, this option cannot be used.
- **Edit student data** — The “Edit Existing” option in the **Participants** menu 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.

For all of the details and step-by-step instructions to use E-SESS reports and features, refer to the ***Using Your E-SESS Admin Account*** document.

1. go to CTECS.org,
2. click the **Members & Partners link** (select the appropriate member-partner),
3. select the **Testing Prep** link from the menu on the left side of the webpage.
4. Find the document, ***Using Your E-SESS Admin Account*** on the webpage.

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 -- To access the testing materials

1. go to CTECS.org,
2. click the **Members & Partners link** (select the appropriate member-partner),
3. select the **Testing Prep** link from the menu on the left side of the webpage.
4. follow the link to Documents and Materials.
 - this *CTECS Test Site Administrator Guide*
 - *CTECS Proctor Guide*
 - *Using Your E-SESS Administrator Account* publication
 - IT Requirements

Frequently Asked Questions (FAQ) are published on the [CTECS website](#) on the Policies webpage linked to each member/partner.

CTECS Testing Policies

Proctors and test site administrators are asked to follow every step of the process to ensure a positive assessment experience. Refer to the appropriate Policies webpage for complete details.

Test Interruptions

All forms of the assessment must be completed in one testing 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 webpage. 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** (Workplace Readiness Skills assessment 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. 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 an CTECS assessment.

Limited English Proficient (LEP)

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 LEP. **Test times cannot be split over multiple sittings or periods**, as this would jeopardize the validity of the test.

CTECS offers accommodations for students identified as Limited English Proficient (LEP). 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** (Workplace Readiness Skills assessment 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 does not allow any instructional resources for most testing (for example, Idaho Apprenticeship is one exception), 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 a CTECS assessment.

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.”

Generating Test Tickets

As soon as students are enrolled, the Test Tickets report can be generated and tickets, printed. Refer to the *Using Your E-SESS Administrator Account* document for instructions.

If the Student Registration form was uploaded to CTECS for processing, the test site administrator must wait for an email message from esess@pitsco.com informing them that the students are enrolled and test tickets are available. The test site administrator should then log into E-SESS and generate the Test Tickets report.

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.

Participant Locks

When a student is registered for more than one assessment, 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 non-proctored assessments.

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

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.