

SkillsUSA Administration Process and Guidelines 2017-2018 SY



School Identifies Eligible Students School Identifies Eligible Students Students must take both US History and Global Regents exam NOTE: There are some unique situations where the statement above does not apply. Seek additional guidance from Principal. Students must currently or previously taken CFM or participated in extended learning options, such as but not limited to, after school or Saturdays. This is a 10 module curriculum. Suggested time is an average of 20 hours. Step 2: School Schedules Assessment & Set up Test Environment Set up Test Environment - January 29th, for Marking Period One - January 29th, for Marking Period Two - April 16th, for Marking Period Two - April 16th, for Marking Period Four - Assessment Coordinator ensures district policies and procedures for testing are followed. Step 3: Career Pathways Department Orders the Assessment - Vouchers Request* Type the word VOUCHERS in the subject line - Vouchers for assessments are ordered within 48 hours - Vouchers are distributed via e-mail to school's Assessment Coordinator or Principal's Designee * Career Pathways Department will cover the cost for up to 2 assessments per student per year, cost is \$22 per voucher Step 4: School Administers the Assessment - Assessment Coordinator and/or proctor works with student to log into the assessment and use assigned voucher number to begin exam. - Assessment Coordinator and/or proctor ensure testing accommodations will be administered per a student's IEP, 504 Plan and/or ELL accommodations. Format of test: On-line 50 multiple choice questions Test Scores: Are instantaneous in the system SkillsUSA guidelines for time: 1½ hours, but no time limit. Once a student begins the test, they must finish without interruption.
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Step 5: Assessment Coordinators or Principal's Designee can access student's test scores
Reporting for after each testing cycle
Grade Verification All test scores will be recorded in the Student Management System on the student's
Test Results Page
Reassess Student - Assessment Coordinator or Principal's Designee should access individual student
performance report(s) to customize preparation needed for students being re-
tested
■ The student must participate in additional preparation as determined by the
Principal or Principal's Designee
■ Re-test cannot take place on the same day as the initial exam
■ A new voucher must be purchased for the re-test

Submit questions to cteassessments@rcsdk12.org