

<p>Step 1: School Identifies Eligible Students</p>	<ul style="list-style-type: none"> ▪ Only anticipated January/June/August graduates ▪ 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.
<p>Step 2: School Schedules Assessment & Set up Test Environment</p>	<ul style="list-style-type: none"> ▪ Each building designates testing dates ▪ In order for test scores to appear on student report card/transcript, assessment must be completed before: <ul style="list-style-type: none"> - November 13th, for Marking Period One - January 29th, for Marking Period Two - April 16th, for Marking Period Three - June 15th, for Marking Period Four ▪ Assessment Coordinator ensures district policies and procedures for testing are followed.
<p>Step 3: Career Pathways Department Orders the Assessment</p>	<ul style="list-style-type: none"> ▪ Assessment Coordinator or Principal’s Designee completes the template called “CTE Voucher Request” form and sends e-mail to cteassessments@rcsdk12.org 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
<p>Step 4: School Administers the Assessment</p>	<ul style="list-style-type: none"> ▪ 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. <p style="text-align: center;">Format of test: On-line 50 multiple choice questions Test Scores: Are instantaneous in the system SkillsUSA guidelines for time: 1 ½ hours, but no time limit. Once a student begins the test, they must finish without interruption.</p>
<p>Step 5: Reporting for Grade Verification</p>	<ul style="list-style-type: none"> ▪ Assessment Coordinators or Principal’s Designee can access student’s test scores after each testing cycle ▪ All test scores will be recorded in the Student Management System on the student’s Test Results Page
<p>Reassess Student</p>	<ul style="list-style-type: none"> ▪ 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