TIPS FOR STRESS-FREE COMPETENCY TESTING

1. Don't Procrastinate!

a. Work with other CareerTech instructors at your school and your administration to identify your school's testing liaison as early in the year as possible.

Remember: Your testing liaison does not have to be a counselor or the same person who administers EOI and other state-mandated assessments. CTTC's only requirements are that he/she must be a school employee and he/she cannot be an instructor.

b. Have your testing liaison contact the CareerTech Testing Center for training and other information he/she will need **BEFORE** the busy times (December and April-May).

2. Timing is everything!

a. Test students **only** when they have completed instruction that is aligned to the skills standards (www.okcareertech.org/testing).
   - If students complete instruction March 30, then work with your testing liaison to schedule tests as quickly as possible after that – don't wait to schedule students for testing in May if you don't have to!

3. Remember the purpose of Competency Assessments

Competency Assessments are used to measure the knowledge and skills of students who have completed instruction for a career major or occupation.

a. Competency Assessments ***are not*** pre-tests for students entering a program.
b. Competency Assessments ***are not*** progress tests to see how the students do periodically throughout the program.
c. Competency Assessments ***are not*** exit tests to see if students can pass just in case they don't return next semester or next fall
d. Competency Assessments ***are not*** practice tests.
e. Students may take a Competency Assessment ***three*** times and there is a waiting time between attempts!

Students are tested "to death" and all school personnel are being asked to do more with the time and resources on hand. Please help us minimize our "testing footprint" by not asking students or testing liaisons to test students who have not completed the appropriate instruction.

4. Knowledge is POWER!

Information about testing policies and procedures is always available on our website, www.okcareertech.org/testing. In addition, we work closely with the Program Administrators to provide information about testing to their teachers at in-services, new teacher/counselor workshops, etc. and through their websites. This information is updated frequently and new resources are added all the time so that instructors, administrators, and state staff can be as test savvy as possible.

5. Instructors *cannot*:

a. Be testing liaisons
b. Proctor Competency Assessments
c. Assist the testing liaison/proctor with administering Competency Assessments
d. Have access or access information to the online testing system
e. Copies of the Competency Assessment

The CareerTech Testing Center ***will not*** give teachers username/passwords or other test-sensitive information, not even to "help" the Testing Liaison.