

QUICK REFERENCE – OKLAHOMA ONLY!

National Health Science Assessment

TEST ORDERING

1. Go to www.healthsciencetest.com.
2. On the left side of the screen in the Navigation Menu, click on **Tools**
3. Click on **Ordering** on the right side of the screen.
4. Click on the **state** to begin the ordering process, then click on the **CareerTech Testing Center** and then **Health**.

POINTERS:

- If your school has not ordered thru the CIMC catalog before, you will need to register your school as a **NEW COMPANY** during the checkout process.
- If your school has ordered thru CIMC before, but this is your first time ordering, you will need to register as a new user when during the checkout process.
- When ordering tests, please make sure that the address on the account is the **BILLING ADDRESS** as shown on your purchase order or credit card – You will input the name and address of the school administering the assessments in the **SHIPPING DETAILS** section.
- In the **SHIPPING DETAILS** section, please be sure to include the **SITE ADMINISTRATOR'S** email address, **not** the instructor, administrator, business manager, etc.
- If your state is purchasing tests through a statewide agreement, the PO number and billing address to be used will be shown under the **STATE SPECIFIC** link at www.healthsciencetest.com. You will input the name and address of your school in the **SHIPPING DETAILS** section.
- If you are purchasing tests for multiple schools, you will need to do a separate order for each school. You may use the same account and PO number, but you will input the name and address of the school administering the assessments being ordered in the **SHIPPING DETAILS** section.
- When ordering, please make sure you note that this order is non-taxable since all schools are tax-exempt. You can leave the certificate number field blank.
- **There is no shipping charge for tests. The system may default to a \$9 shipping charge – this will be removed when the order is processed.**

NOTE: If you have not received a “Welcome” email from CTTC within two business days of ordering, first check your SPAM folder and email filters to see if it was intercepted. If you do not locate the email, please notify us at CTTC@okcareertech.org.

TEST SITE SETUP

For more step-by-step instructions with screen shots, please refer to the User's Manual at www.healthsciencetest.com under the Site Administrator or Instructor Link.

1. Go to www.healthsciencetest.com and click on **Online Forms/ Templates** in the Navigation Menu on the left side of the screen
 - a. **Complete online Testing Agreement** (Site Administrator and Proctors) -
 - b. **Download and complete the Instructor Worksheet.** (Site Administrator) For fastest processing, please use the **Save As** command to give the file a name that makes it easy to match the file to the correct school.

Example: The file name for the instructor worksheet for Bates County High School in Oklahoma might be **OKBatesCtyHSInstructors**

- c. **Download and complete the Roster Template** (Site Administrator or Instructors) for each class of students taking the assessment. For fastest processing, please use the **Save As** command to give the

file a name that makes it easy to match the file to the correct school and instructor. Also, be sure to save the file to a location that will make it easy to find later, such as My Documents.

Example: The file name for the roster for Mary Adams' first hour class @ Bates County High School in Oklahoma might be **OKBatesCtyHSMAdams01**.

NOTE: All fields must be completed. **You must enter the information directly into the template file. DO NOT copy & paste the information from a different source into the template – this adds coding to the file that will prevent it from loading into the system properly.**

2. Transfer the instructor worksheet and student roster(s) using the Filestork link provided in your welcome email.

**IN ORDER TO PROTECT STUDENT'S PERSONAL INFORMATION,
PLEASE DO NOT EMAIL THESE FILES TO US DIRECTLY!**

ASSISTING STUDENTS WITH ACCESSING THE ONLINE TESTING SYSTEM

NOTE: This section applies to Site Administrator and Proctors only!

1. Go to <https://cttesting.okcareertech.org/q4/perception.dll>
2. The Site Administrator/Proctor enters his/her username & password provided in the "Rosters Uploaded" email.
3. The Site Administrator/Proctor selects **2012 National Health Science Assessment**.
4. After the student completes the assessment, there will be a link to the coaching report.
5. A pdf file containing certificates for all students passing the National Health Science Assessment (Post-Test) will be emailed to the Site Administrator.

RE-PRINTING COACHING REPORTS

NOTE: This section applies to Site Administrator and Proctors only!

To access the system for reprinting Coaching Reports:

1. Go to <https://cttesting.okcareertech.org/em4/plogin.asp>
2. Enter the Username and Password used for testing students.
3. Either enter filtering criteria or click **See List of Results**.
4. Find the student whose Coaching Report you wish to print. (**Note:** If you do not see the student's name, increase the **Records Per Page** or scroll thru the other pages of results by clicking on the page numbers.)
5. Click on the link for the desired document. Print the document as you would normally print thru your internet browser.

**Questions? Please call 800.522.5810: Ext. 403, Teena Friend (cttc@okcareertech.org)
Ext. 427, Jennifer Nuttle (cttc@okcareertech.org)
Ext. 160, Jennifer Lathem (cttc@okcareertech.org)**