

FREQUENTY ASKED QUESTIONS

- Q:** How do I find out who the Testing Liaison is for my school?
- A:** In order to protect the security and validity of the testing process, the testing liaison is someone other than an instructor (i.e. counselor, administrative assistant, etc.). We are happy to assist you by telephone or email during regular business hours.
- Q:** What is my username and password? How do I get these?
- A:** Each testing liaison is assigned a unique username and password for the online system. The Testing Division will only give this information to the testing liaison – we will **not** give usernames and passwords to **anyone** who is not the testing liaison of record. If you are your school's testing liaison and you do not know your username and password, please contact the [Testing Division](#).
- Q:** How do we change our school's Testing Liaison?
- A:** A [Testing Liaison Designation](#) form and Confidentiality Agreement must be on file for each school in order for it to administer ODCTE competency tests. If a school needs to designate a new testing liaison, this form must be completed and sent or faxed to our office. Since an administrator signature is required, this form can be submitted via mail or fax.
- Q:** When will I receive student results?
- A:** Individual online test results are available immediately and can be retrieved from [Enterprise Manager](#) by the testing liaison.
- Q:** How long can I access testing results?
- A:** Test results may be accessed through our website www.okcareertech.org/testing until the end of the testing cycle. Once data has been compiled for group analyses, we can only provide individual test scores. Testing liaisons can also access individual test results through our [online lookup system](#).
- Q:** When should students take competency tests?
- A:** Ideally, students should be tested as soon as they have completed training and passed all skills performance evaluations.* We **do not** recommend waiting until the end of the year to test if students are ready to test earlier.
- *These tests are not to be used as pre-tests and/or post-tests.**
- Q:** How do I know what test a student should take? How do we know whether we're covering the material that's on the test?
- A:** The [Skills Standards](#) are an invaluable tool in determining what test(s) may be appropriate for students in career and technology education programs. Because they identify the knowledge, skills and abilities needed to succeed in an occupation, skills standards provide a guide for instructors during course planning and a basis for determining when students are ready to test. The [Testing Policies and Procedures](#) includes more information on using instructional materials in *CareerTech* programs.

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- Q:** When is the online testing system available/supported?
A: Barring the occasional technological hiccup, the online testing system is available 24/7/3 65. Testing Division staff members are available to provide technical support Monday through Friday, 7:30 am to 4:30 pm (Central Standard Time).
- Q:** Do I have to test?
A: All occupational divisions have identified testing mechanisms for their programs that include both ODCTE-developed competency tests and tests from “outside” sources. The [CareerTech Approved Test List](#) includes tests that have been identified for each program area.
- Q:** What does testing have to do with follow-up reporting?
A: Follow-up reporting requires instructors to denote whether a student is an occupational completer or a program completer. Both completion definitions include a testing requirement; in fact, the follow-up reporting process requires the instructor to identify the test(s) administered to the student.
- Q:** Who decides what tests "count" towards completer definitions?
A: Since our competency tests completely align with Oklahoma skills standards, all of our tests can be used to satisfy the testing requirement in the completer definitions. In addition, the Testing Division works with the occupational divisions to identify additional tests (i.e. industry certifications, third-party tests, etc.) that align with Oklahoma skills standards that can be taken in addition to or in lieu of ODCTE-developed competency tests.
- Q:** Can you help me with Brainbench?
A: The Testing Division does not provide customer support for Brainbench testing. For assistance with Brainbench testing, please contact your occupational division.
- Q:** How do I register for a teacher certification test?
A: The ODCTE no longer administers certification tests for career and technology educators. Please contact the [Commission for Teacher Preparation](#) for teacher certification requirements and information.