

Testing Liaison Basic Training



What does a Testing Liaison do?

- **Coordinates a secure process for accessing and administering competency tests and distributing results.**

This includes:

- **Ensuring access information to the online system is not shared with instructors, students, and other unauthorized persons**
 - **Participant authentication (picture ID)**
 - **Monitoring computer usage for access to other resources**
 - **Monitoring use of reference materials as allowed in test instructions**
 - **Prohibiting use of communication devices**
- **Verifies student information is entered accurately into the testing system.**
 - **Ensures a safe environment where test takers can concentrate with minimal distractions.**
 - **Assists with providing accommodations for students with an I.E.P.**

Who can be a Testing Liaison?

The CareerTech Testing Center has only one “rule” about who can/cannot be a Testing Liaison:

*****INSTRUCTORS CANNOT BE TESTING LIAISONS*****

Typically, Testing Liaisons are

- **Counselors or guidance staff**
- **Assessment center personnel**
- **Administrators or administrative support**

How do I become my school's Testing Liaison?

1. Complete the Testing Liaison Basic Training located under the Resources link
www.okcareertech.org/testing
2. Pass the quiz at the end of the training
3. Complete and return the Confidentiality Agreement and other documents required by the CareerTech Testing Center
4. The CareerTech Testing Center will email the Testing Liaison access information



Test Security

Testing Liaisons:

- may **NOT** give the username and password to be students, instructors or other unauthorized persons.
- may **NOT** allow instructors to view the tests
- must review the online training, take the quiz, and submit a new Confidentiality Agreement each year in order to have access to the testing system
- Should contact the CareerTech Testing Center **immediately** if they suspect the security of their access information has been compromised



Test Administration

- The testing system can be accessed through the Online Testing Center link on CareerTech Testing Center website
- The Testing Liaison must input the username and password to access tests and select the test the student is to take
- The student may enter the registration information; however, the Testing Liaison should have a procedure in place for verifying the information is entered correctly.



Test Administration

- A student may only take competency assessments in areas for which they have completed training
- A student should be administered the competency test as soon as possible after he/she has completed instruction and all required performance assessments
- Instructors will work with Testing Liaisons to schedule students for competency tests and make sure students are administered the appropriate test.



Test Administration

- **At the beginning of each assessment, the Testing Liaison verifies that the following information is entered *accurately* for each student:**
 - Student ID (WAVE ID, Student's Social Security Number, local Student ID number or some other number unique to that student)
 - PID code (a unique code given to each program to identify it)
 - Instructor's Last Name
 - Student's First & Last Names
 - The type of program the student is enrolled in
 - The type of student (high school or post secondary)



Test Administration

- The Testing Liaison will review the test instructions with the student and ensure allowed reference materials are available.
- When the student has finished the test, the Testing Liaison will assist with submitting the test for scoring and accessing/printing results.
- 70% is a passing score on most ODCTE competency assessments

Test Administration

- Remediation is required prior to retesting.
- If a participant fails on the first (1st) attempt to pass a CTTC test, a waiting period between the first (1st) and second (2nd) attempt is not required.
- After the second (2nd) attempt, the participant must wait three (3) calendar days before retaking the examination. All subsequent attempts require a wait of three calendar days to retake the examination.

Distributing Results

The Coaching Report:

- Shows the percentage score achieved on test
- Breaks down student performance by duty area
- Documents competency attainment
- Identifies areas of individual remediation

Distributing Results

The Coaching Report is given to the:

- Student
- Instructor
- Testing Liaison (to be retained with student's test records)

Coaching Reports are accessible to Testing Liaisons through the [CareerTech Testing Center website](#).

Updates

Testing Liaisons should check the Updates section on the CareerTech Testing Center website for:

- information on new alignments and endorsements
- test numbers changes
- answers to commonly asked questions
- troubleshooting hints



Testing Liaison Test

Congratulations on completing the Testing Liaison Training! Please check the Resources link on the CareerTech Testing Center website for more training presentations

Now, it's time to see what you learned. Once you have completed the test, you will receive documents from the CareerTech Testing Center that must be completed and returned in order to set up your access.

If you're are ready to take the test, please [click here](#).

Username: **Liaison**

Password (case-specific): **Test**